

Step 0: Getting Started

- New users will receive following two mails from the SkyTeam Support.

E-mail 1 of 2 – Installation instructions

E-mail 2 of 2– Passwords and PIN

- Print this instruction sheets.
- Download the .sdtid (From E-mail 1 of 2) file on to your desktop.

Step 1: RSA Software token application installation

Important: To install the application, you must have administrator privileges on your computer. Otherwise, the software will have to be installed by a user with administrator privileges.

To install the SecurID desktop application on your computer

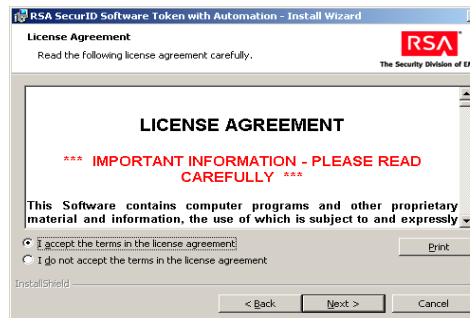
- To download and install 'RSA SecurID software' copy and paste the below URL into your browser:
<https://applications.skyteam.com/sstandard/jsp/downloadSoftware.jsp>
- You would require a software like winzip to extract the downloaded zip file. Extract the file and double-click RSASecurIDToken ".msi" file
- On the Welcome screen, click **Next**



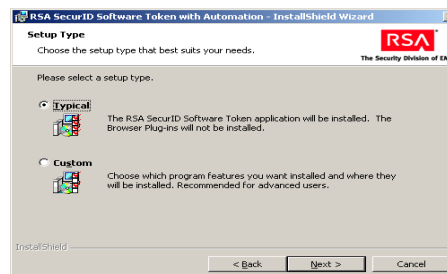
On the Place of Origin screen, select the region where the installation is taking place and click **Next**.



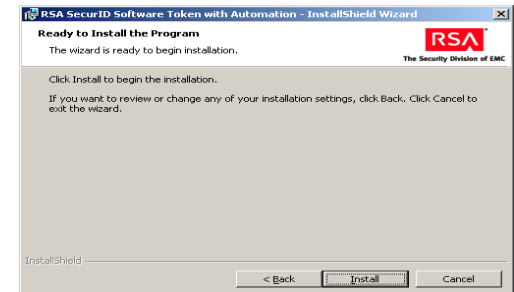
- On the License Agreement screen, read the license agreement, and select **I accept the terms in the license agreement** and Click **Next**.



- On the Setup Type screen, select **Typical** and click **Next**.



- On the Ready to Install the Program screen, click **Install**.



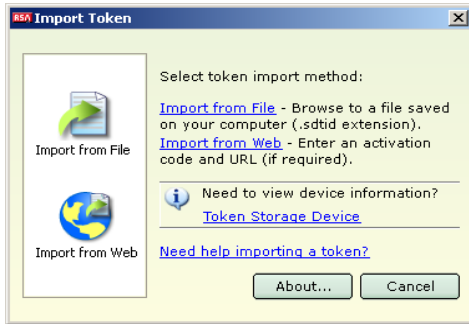
- When the installation is complete, check the box **Launch RSA SecurID Software Token with Automation** and click **Finish** to open the SecurID application automatically after the installation is complete. Else, just click **Finish**.



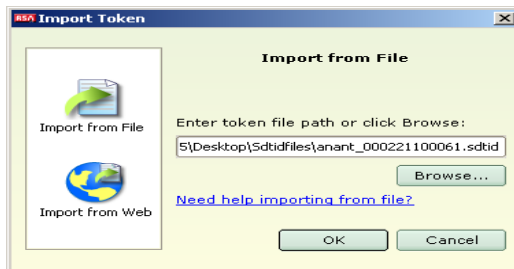
If you choose to open the SecurID application later on, you can do so by clicking on 'Start' button -> All Programs -> RSA -> RSA SecurID Token -> RSA SecurID Token

Step 2: Configure your softoken

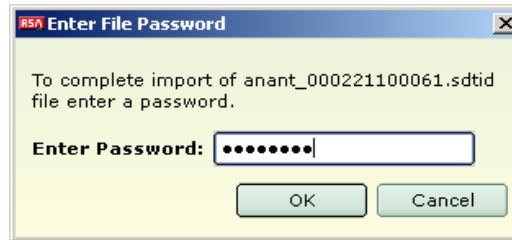
2.1 Upon successful installation of software token, the SecurID application will open the below screen where you will be provided the options to import the token.



2.2 Click on the link **Import from File** and select the token file saved on your computer (the file will have .sdtid extension) using the **Browse** button and then click **OK**



2.3 Enter the password provided in the 'E-mail 2 of 2' and click **OK**. Please contact skyteam.support@tcs.com if you do not receive the password.



2.4 After the password is entered the software will ask whether the user wants to change the name of the token. If so, please click **Change Name** otherwise click **OK**. (Changing token name is optional. It has not impact on the overall functionality). By default, the token number of the token assigned to you will be the token name.



2.5 For changing the token name, after clicking **Change Name**, please enter a name which you want to keep as token name (For Eg. SKYTEAM) and Click **OK**.



2.6 A message **Token name successfully changed** will be displayed. Click **OK**

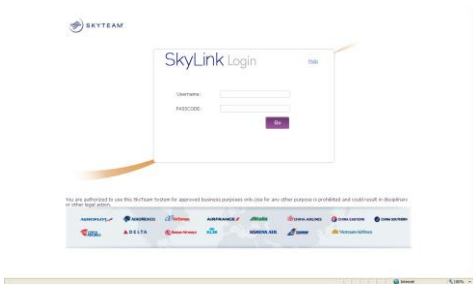


The installation of RSA SecurID software and import of the token is now successful. Below is the screen which you will see for the first time, after importing the token and changing the name of the same. Please note that the token name is changed to SKYTEAM as per your choice.



Step 3: Accessing SkyTeam's RSA secured web applications first time

3.1 Enter the RSA secured web application's URL in your browser's address bar. e.g : <https://applications.skyteam.com/longe/StrongHome.htm>



3.2 On the Login page, please enter your Username (your registered email address).

3.3 If you are accessing the RSA secured SkyLink LAMS Webinterface application for the first time :

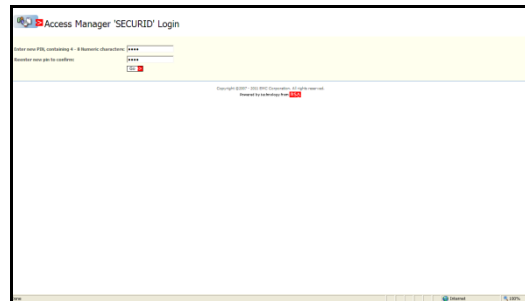
Enter the PIN provided to you in the 'E-mail 2 of 2' to generate the PASSCODE when the below screen is shown



Click on **Copy** on the RSA SecurID screen and paste the PASSCODE in the textbox for **PASSCODE** in Skyteam's login page. Click on **GO** on the SkyLink LAMS Webinterface Login page.

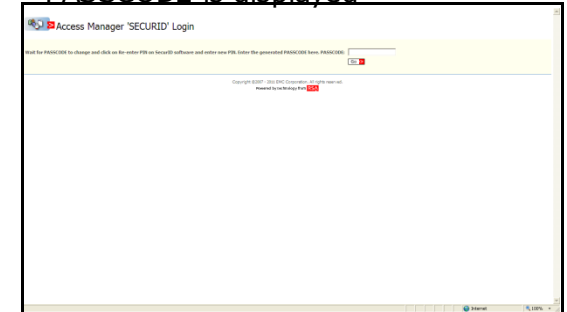


3.3.1 The application will ask you to change the PIN. As shown on the below screen, PIN can be between 4-8 numeric characters. **Please do not forget this PIN. This PIN is used to generate the PASSCODE next time login.**



3.3.2 Once the PIN is set, you will be prompted to Re-enter the PASSCODE as shown in the below screen. Wait till current

PASSCODE changes and a new PASSCODE is displayed



3.3.3 Now you need to regenerate the PASSCODE by using the New PIN set in previous step. To do so click **Re-enter PIN** on the below screen.

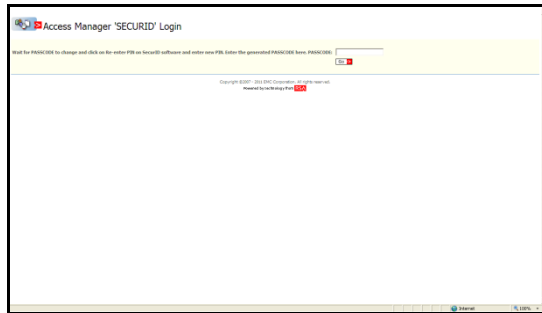


The below screen will be shown.

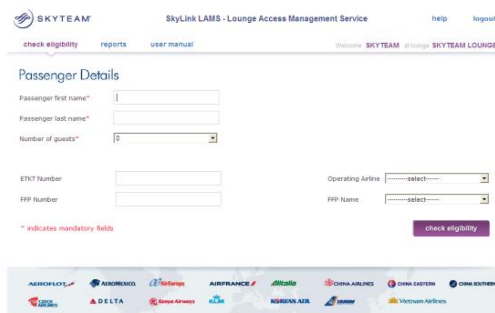


Click on the textbox and enter the New PIN set by you in the previous

step and press enter
 3.3.4 Enter the PASSCODE generated in the previous step in the SkyLink LAMS Webinterface application screen as shown below and click **GO**.



3.3.5 Once the PASSCODE is verified, you will be redirected to the SkyLink LAMS Webinterface (SkyLink web application) home page.



Step 4: Accessing SkyTeam's RSA secured web application next time

4.1 Enter the RSA secured web application's URL in your browser's address bar. e.g : <https://applications.skyteam.com/lounge/StrongHome.htm>



4.2 On the Login page, please enter your Username (your email address).

4.3 Open the SecurID application: Click on 'Start' button -> All Programs -> RSA -> RSA SecurID Token -> RSA SecurID Token

4.4 Please enter your PIN into RSA SecurID screen as shown below and press enter for PASSCODE PASSCODE will be generated as



shown in the below screen.



4.5 Copy the PASSCODE and enter in the PASSCODE field in login page. This is shown below



After you have entered the PASSCODE, click **Go** button to enter into the site. Since the PIN is already selected by user, it will directly redirect to application's home page i.e. 'check eligibility' page in our case

