End User Manual
‘Install and use your MobilePass Token’

**VERY IMPORTANT**

<table>
<thead>
<tr>
<th>You must open email “Important Action Required to Activate Your Token” from <a href="mailto:global-security-access-management.dbs@dsm.com">global-security-access-management.dbs@dsm.com</a> on your smartphone itself</th>
</tr>
</thead>
<tbody>
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<td>- Open this e-mail on your smartphone if you have already configured your DSM e-mail on it</td>
</tr>
<tr>
<td>- If you have not yet configured your DSM e-mail on your mobile device, forward the mail to a mailbox you are able to open on your mobile device.</td>
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Follow the instructions in this manual, otherwise you will encounter issues with the token!!

If you get a 6-digit token instead of an 8-digit token, then something went wrong.

In that case contact the ICT Service Desk for assistance.

The MobilePass token email is only valid for one month, then it is expired.

Contact the ICT Service Desk to send another token installation email.

About InTune: first install MobilePass token, only then start the installation of InTune

Install Safenet Mobile Pass and Intune Company Portal from the appstore of your mobile

Any question or doubt or whatever: contact the ICT Service Desk

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**Chapters:**

A) How to install and configure your MobilePass Token and PIN-code for the first time
B) Login to DSM applications using your MobilePass Token
A. How to install and configure your MobilePass Token and PIN-code for the first time

1. You will receive an e-mail with instructions how to install your MobilePass Token on your mobile device. Example →

   The mail is valid for one month.

   **NOTE:**
   Open this e-mail on your smartphone if you have already configured your DSM e-mail on it.

   If you have not yet configured your DSM e-mail on your mobile device, forward the mail to a mailbox you are able to open on your mobile device.

   **IMPORTANT NOTE:**
   The next steps are **required** to be executed on the smartphone you want to use the token on.

2. Open e-mail ‘Activate your token’ on your smartphone

   Follow the next steps in order to install the MobilePass token on your Smartphone.

   - Click on your smartphone in the ‘Activate your token’ email on the link for the installation

     ```
     Action required: please activate your token
     From: <example@gmail.com>
     Subject: Activate your MobilePass Token
     
     This email contains instructions on how to install the MobilePass token on your smartphone. 
     Please click the link below to start the installation:
     ```

     ```
     Download and install it
     ```

     This will take you directly to the app-store to download the MobilePass token app

     → Install the MobilePass-app on your smartphone (do not open)
Now go back to the previous icon to do the next step

Click on the link “Enroll your MobilePASS token”. See the following example:

| 3. In the field ‘New Token Name’ enter your user ID (the 6-digit number you use when logging on to your DSM workplace) |
| This will become the name of your token. When done, click “Activate” |

4. The MobilePass Token app will now indicate your token will be activated.
5. Enter a new PIN code (numbers).

Just create a nice one because you need to enter this PIN code whenever you need a token.

Here you have to enter it twice →

**Remark:**
a Token PIN should contain 5 decimal characters and cannot be consecutive or repetitive string like 12345.

6. Once the PIN you have chosen is accepted, your token is activated and ready to be used.

**Note:** if your token contains only 6 digits (such as 123 456), an error occurred during the installation.

Contact ICT Service Desk for support.
B. Login to DSM applications using your MobilePass Token

1. If you are accessing DSM resources that are protected with an additional layer of security, you will be shown the screen displayed on the right.

   To logon, you need to generate a passcode, also known as a “One-Time Password” (one time password). Go to step 2 to continue.

2. Start the MobilePass Token App on your smartphone.

3. Type in your PIN code.
4. You will now be shown a new passcode (passcode) that is generated for you.

5. In the logon screen that is presented to you in step 1, paste the Passcode generated by the App (e.g. 30662438), without the whitespace

Click the "Submit" button. You will now be redirected to your application.