



## RSA Token Authentication Login Guide

### Logging In:

Follow the steps below when logging in.

1. Click **Company Login**.
2. Enter your username in the **USERNAME** field.
3. Enter your Access Code in the **ACCESS CODE** field.  
**Note:** The Access Code is your PIN followed by the number currently displayed on your token.
4. Click the **LOGIN** button.

### Locked Account Login:

After five unsuccessful login attempts, your account is locked, and the token is in Next Code status. If you know your login information, use the following steps to log in. However, if you do not remember your PIN, follow the steps in the **Change an Existing PIN** section below.

1. Log in with the correct username and Access Code (your PIN followed by the number currently displayed on your token).
2. On the Next Code Request screen, enter only the token number into the **NEXT TOKEN NUMBER** field.
3. Click the **LOGIN** button.

## **New Employee Login:**

After receiving an RSA token, you must create your PIN using the steps below.

1. Go to the MED Portal at [www.medinstitute.com](http://www.medinstitute.com).
2. Enter your username in the **USERNAME** field.
3. Enter the number currently displayed on your token in the **ACCESS CODE** field.
4. Click the **LOGIN** button.
5. On the Set PIN screen, enter a 5 to 8 digit number in the **NEW PIN** field.
6. Enter the identical number in the **CONFIRM NEW PIN** field.
7. Click the **LOGIN** button.

You are now able to log into a system (such as the MED portal or the GTW).

## **Change an Existing PIN:**

To change your PIN for any reason, follow the steps below.

1. Call the RSA Administrator at (765) 463-7537 to clear the existing PIN.
2. Go to the MED Portal at [www.medinstitute.com](http://www.medinstitute.com).
3. Enter your username in the **USERNAME** field.
4. Enter the number currently displayed on your token in the **ACCESS CODE** field.
5. Click the **LOGIN** button.
6. On the Set PIN screen, enter a 5 to 8 digit number in the **NEW PIN** field.
7. Enter the identical number in the **CONFIRM NEW PIN** field.
8. Click the **LOGIN** button.

You are now able to log into a system (such as the MED portal or the GTW).

## **For more detailed instruction:**

Access the training video entitled RSA Token Authentication Training under the Quick Links section of the MED Portal.