



## Virtua Web Portal

### Dual Factor Security for iOS and Android Devices

#### Enroll in SMS Text Message (One-Time Password)

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Any technical support required with the enrollment, please contact Virtua IS Service Desk at 856-355-1234

1. Click here to launch the enrollment page: <https://ssm.virtua.org> .
2. Type in your Virtua Network Username & Password.

First time logging on Virtua Network, you need to change your password. - See step 3

The image shows a screenshot of the Virtua web portal login page. At the top left is the Virtua logo. Below it is a "Log In" section with two input fields: "User Name:" and "Password:". A "Log In" button is positioned below the password field. To the right of the login form is a light blue box containing the text: "Please log in using your Virtua network id and password." At the bottom right of the page, there is a small copyright notice: "Copyright © 2015".

Log In

\* User Name:

\* Password:

Log In

Please log in using your Virtua network id and password.

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3. If this is your first time logging on Virtua Network, you will receive a Password Change window.

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4. You will need to enter your temporary/current password in the Current Password field
5. Create a new password following these parameters
6. Network password requirements:
  - Must contain at least 8 characters
  - Must contain characters from at least 3 of the 4 following categories: ○ Uppercase letters (required) ○ Lowercase letters (required) ○ Numbers (required)
  - Special character (! @, #, \$, %, &, \*, etc., optional)
  - Passwords cannot be dictionary words or easily guessed
  - Passwords must be changed significantly and cannot be repeated

Continue to next page...



7. On the Personal Information registration page, complete the following steps:

1. Select Mobile Phone from the dropdown
2. Enter a plus symbol (+) and your 10 digit number with Country Code (e.g. +18003551000),
3. No dashes or spaces.
4. Associate your account with one of the available images by clicking on a picture.
5. When finished, click Next at the bottom of the page

**Virtua**

### Personal Information

Welcome to Entrust IdentityGuard self registration. To begin, please provide the personal information requested below.

Contact Information:

Delete	Label	Value	Default
<input type="checkbox"/>	Mobile Phone	+18561234567	<input type="radio"/>

Click arrow for more info

- Country Code (required)
- U.S. domestic long-distance code ("+"1", optionally followed by a space or hyphen).
- Area code (required, 2-3 digits).
- Local phone number (required, 7 digits).
- Only phone numbers capable of receiving SMS Text messages should be entered.

The separator characters space, hyphen, and open and close parenthesis are allowed where expected.

Examples of valid numbers:

- +1 555 867 5309
- +1 (555) 867-5309

\* Choose Personal Image:

Next



8. Select five unique security questions and fill-in an appropriate answer beneath each one.

**Virtua**

✔ Your personal information has been successfully saved!

### Questions & Answers

You must answer 5 predefined questions:

**Predefined Questions**

Predefined Question 1:  
Please choose a question...  
Answer:

Predefined Question 2:  
Please choose a question...  
Answer:

Predefined Question 3:  
Please choose a question...  
Answer:

Predefined Question 4:  
Please choose a question...  
Answer:

Predefined Question 5:  
Please choose a question...  
Answer:

Next

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9. Click Next to complete

A one-time password via SMS text message to your mobile device whenever you access remotely through Virtua Web Portal.

**END OF INSTRUCTIONS**