

# Symantec VIP Access Desktop Token Installation



Common Purpose. Uncommon Commitment.

The Symantec VIP Access Desktop token installation has two parts. The first step is to install the application on your computer. The second step is to register the token with CUNA Mutual Group from your web browser.

## Step One – From your computer

- If you are not using a CMFG provided computer, you will need to have administrator rights on your computer. Contact your IT area for assistance installing software.
  - Do not install this on your Virtual Desktop (VD-I or VD-S). This should be installed on the computer used to access the Virtual desktop.
1. From your computer browse to <https://idprotect.vip.symantec.com/desktop/download.v>
  2. Click on the “**Download for Windows**” button.



### VIP Access Desktop 2.2.1

**Important:** You must have administrative permission to install VIP Access Desktop.



#### System Requirements:

- Windows® XP Professional SP3 (32-bit only) or Windows® 7 SP1, Windows® 8 and 8.1 (native desktop mode only)

3. Choose “**Run**” from the download screen
4. Click **Next**
5. Select “**I accept the terms in the license agreement**” and click **Next**
6. Click **Next**
7. Click **Install**
8. You should receive a message that VIP Access installed successfully. Click **Finish** and close the browser.

## Step Two - From your web browser

1. Once installed on your Computer, launch the app from your desktop and leave it open. You will need this in Step 4.
2. Log into the VIP Self Service Portal link below from your PC. Use your domain User ID and Password.  
<https://sspvip.cunamutual.com/vipssp>
3. Click “**REGISTER**” under the VIP Credential section.
4. Complete the registration (see screen shot below) by typing in your own **Credential Name**, and then from the VIP Access window on your machine, enter the **Credential ID** and **Security Code**. Finish by clicking **Submit**.

## Register Your Credential

\* Required Information

\*Credential Type: VIP Credential

\*Credential Name: My Phone  
Enter a simple name for your credential that is easy to reme

Enter simple name to describe computer.  
i.e. Lenovo Laptop, My iMAC, Work  
Desktop, etc.

\*Credential ID: VSMT72912287

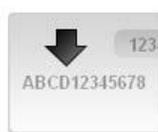
What is a Credential ID?

### Credential ID examples:

Your credential contains a unique alphanumeric ID.



VIP Security Token  
(Back)



VIP Security Card  
(Front)

\*Security Code: 337589

What is a Security Code?

### Security Code examples:

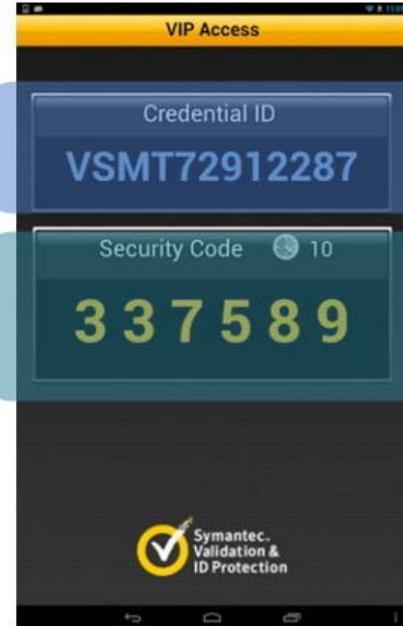
Your credential provides a dynamic 6-digit code that char



VIP Security Token  
(Front)



VIP Security Card  
(Front)



Cancel

Submit

Click Submit to complete the registration.

5. You will receive the green "successfully registered" message. Your token is now ready to use. You can sign out and close this window and start using your token.

### Questions or Problems?

Please contact the **IT Service Desk at 665.1234** (local: **608.238.5851** ext. **665.1234** | toll free: **800.356.2644** ext. **665.1234**).