

Setting up Your RSA On-Demand Mobile Number and PIN



Before you can log in for remote access, it is **mandatory** to complete this process. You will need to be connected to the Queensland Health Network and on a Queensland Health device to set up your RSA On Demand Mobile Number.



If you are unable to connect to a Queensland Health Network and on a Queensland Health device, please call 1800 198 175 for assistance with this setup.


To enable On-Demand authentication you will need to register your Mobile Number and then set an On-demand PIN Number.

To Register/ Update your On-demand Mobile Number



You must be connected to the Queensland Health Network to complete this process.

1. Open the [RSA Mobile Phone Setup](https://rsamobile.health.qld.gov.au) page in a browser. Type in <https://rsamobile.health.qld.gov.au> in the address bar of your internet browser and press enter.

 <https://rsamobile.health.qld.gov.au>

2. Enter your Novell username into the *User Name* field.
3. Enter your Novell password into the *Password* field.
4. Click *Login*.



Queensland Government

RSA Mobile Phone Setup

Please authenticate using your primary(Novell) account credentials:

User Name:
Password:

Check your details and enter your mobile number

5. Check your details and enter your mobile number in the *Mobile Phone Number* field.



This can be a work or private number. This number will not be published in the Global Address List.

6. Click *Update and Send Text TXT Message*.



Queensland Government

RSA Mobile Phone Setup

To access Outlook Web Access (OWA) or Follow Me Desktop (FMD) from home or a non-Queensland Health PC or mobile device-you are required to provide a mobile phone number to register for this service.

A 'one-time' access code will be sent to this mobile phone number, via SMS, when logging into OWA/FMD for the first time from a new device (PC, laptop, tablet).

Please note that this mobile phone number will be kept private, and as such will not be published in the Queensland Health Global Address List as a result of this process. However, if you have previously authorised /published your mobile number in the Global Address List it will remain visible.

UserID:
Full Name:
Mobile Phone number:

[Click here to set your On-Demand PIN](#)

7. A text message will be sent to the mobile phone number that you nominated during the registration process. This message confirms that you have successfully registered this mobile phone number with Queensland Health for external access.



You can click on the [Click here to set your On-Demand PIN](#) and continue onto Setting up your RSA On-Demand PIN. Go directly to Step 2 of the following steps for set up.



Setting up Your RSA On-Demand Mobile Number and PIN

To set up your RSA On-Demand PIN Number

1. Open the *RSA Self-Service Console* page (on a device connected to the Queensland Health network). Type in <https://authmgr.health.qld.gov.au/console-selfservice/SelfService.do>

2. Enter your Novell username into the *User ID* field. Click *OK*.

RSA SELF-SERVICE CONSOLE

Home

Welcome to the QH RSA Self-Service Console. You can perform token maintenance and troubleshooting tasks here.

Log On

Log on with your corporate credentials to request new tokens and manage existing tokens.

User ID: OK

Forgot your user ID? Contact your administrator.

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3. Choose the *Password* as the Authentication Method from the dropdown list. Click *Log On*.

RSA SECURE LOGON

Log On

You may choose how you want to authenticate yourself. Select your preferred authentication method and log on.

User ID: YourUserName

Authentication Method: Password

Cancel Log On

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4. Enter your Novell password into the *Password* field. Click *Log On*.

RSA SECURE LOGON

Log On

Logon is required. If you have forgotten your logon information, contact your help desk or administrator.

User ID: YourUserName

Authentication Method: Password

Password:

Cancel Log On

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5. This will take you to the **RSA Self Service Console** screen. Check your details.

6. Create a *PIN* by typing in 4 to 8 characters in the required fields (these can be either alpha and/or numeric).
7. Confirm your *PIN* and click *Save*.

RSA SELF-SERVICE CONSOLE

Setup On-Demand Authentication

Before you continue to the Self-Service Console, you must set up On-Demand Authentication.

Note

In order to make your account as secure as possible, we are introducing a new security feature. As part of our enhanced security, you may be asked to confirm your identity. What are the next steps? Configure your identity confirmation method. You will only have to do this once. Continue with an even higher level of security.

On-Demand Authentication

During login, you may be prompted to use On-Demand Authentication to verify your identity. By supplying a delivery address and creating a PIN below, On-Demand Authentication will enable you to login using a one-time-use tokencode sent to your mobile phone or e-mail address.

Delivery Address: Send to my Mobile Phone

Country Code: +61

Mobile Number: 0432123456

Enter and confirm your new PIN. Remember this PIN! During login, you may be prompted to provide this PIN to request a tokencode.

Create PIN: Your PIN must be between 4 and 8 characters long.

Confirm PIN:

Cancel Save

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8. The RSA Self-Service console will confirm successful configuration.
9. Click *Change PIN* if you need to change your PIN again.

RSA SELF-SERVICE CONSOLE

Logged on: YourUsername Log Off

My Account

This page allows you to view your user profile and manage your authenticators. Certain edits to your account require administrator approval.

On-Demand Authentication was successfully configured

On-Demand Authentication

Send Tokencode: +61 0432123456

To: created on Mar 6, 2020 3:38:21

PIN: Change PIN

Expires On: Does not expire