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3 RSA Authentication

3.1 Introduction

RSA authentication is two factor authentication procedures together with standard BioSafety user and password. In order to register user (i.e. Main administrator, alternate administrator or facility officer of approved/registered Certified Facility, Uncertified Facility and Large Scale Production Facility) using BioSafety application, they must access BioSafety through Medinet Access (<https://access.medinet.gov.sg/>).

The users of the system should request to the MOH Administrator to create a Medinet Access account for them. Once the user account has been created, they will get also RSA token and then they will use Medinet Access user name and passcode (pin + generated number from RSA token) to login into Medinet Access.

Once user is successfully login into Medinet Access, system will direct them to BioSafety login page and login using BioSafety username and password as usual.

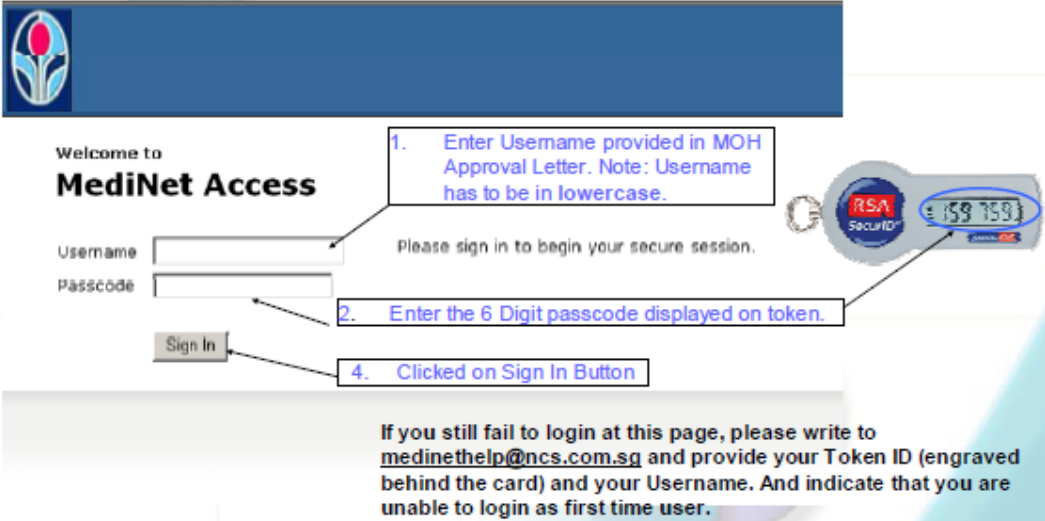
3.2 RSA token first time login

Below is guidance for RSA token first time login or after PIN reset

STEP 1 – applies to 1st time login or PIN resetted

VPN Login (1st Level Login)

- Enter URL : **access.medinet.gov.sg**



The screenshot shows the Medinet Access login interface. At the top, it says 'Welcome to MediNet Access'. Below this are fields for 'Username' and 'Passcode', followed by a 'Sign In' button. To the right of the login fields is an RSA SecurID token. Annotations with numbered boxes point to specific elements: 1. Points to the Username field with the text 'Enter Username provided in MOH Approval Letter. Note: Username has to be in lowercase.' 2. Points to the Passcode field with the text 'Enter the 6 Digit passcode displayed on token.' 4. Points to the Sign In button with the text 'Clicked on Sign In Button'. A message box at the bottom states: 'If you still fail to login at this page, please write to medinethelp@ncs.com.sg and provide your Token ID (engraved behind the card) and your Username. And indicate that you are unable to login as first time user.'

1. Enter Username provided in MOH Approval Letter. Note: Username has to be in lowercase.

2. Enter the 6 Digit passcode displayed on token.

4. Clicked on Sign In Button

If you still fail to login at this page, please write to medinethelp@ncs.com.sg and provide your Token ID (engraved behind the card) and your Username. And indicate that you are unable to login as first time user.

STEP 2

1st time login – Set New PIN

MediNet Access - Sign-In NewPin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://assess.moh.gov.sg/finet/mc/auth/finet/auth/newpin.asp

Welcome to
MediNet Access

You must create a new Personal Identification Number (PIN) before you can sign in. Your PIN should be long.

New PIN:

Confirm PIN:

- Be sure to remember your PIN, because you need it to sign in.
- If you decide not to create a new PIN now, click Cancel.

Save PIN Cancel

1. Enter between 4 to 6 digits as your token PIN (Do not start with 0)
2. Enter new PIN again to confirm
3. Once confirmed, click on "Save PIN" to save your PIN

STEP 3 – applies to subsequent logins

1st time login – PIN Saved

Welcome to
MediNet Access

Your new PIN has been saved. Be sure to remember your PIN, because you need it each time you sign in.

Sign In

Please sign in to begin your secure session.
[Please click here for instructions if this is the first time you are logging in.](#)

1. Enter the UserID provided in MOH Approval Letter as the Username.
2. Enter the PIN (that you saved in Step 2) + 6 displayed numbers on the token as the Passcode.
For e.g. if your saved PIN in STEP 2 is "1234", then your passcode will be "1234159759". (PIN + randomly generated 6 digits nos.)
3. Click on "Sign In" Button.

Randomly generated 6-digits displayed numbers

Below is email sample for reporting any problem of using RSA token.



3.3 BioSafety login – logout using RSA token

After applying RSA authentication, for registered user (i.e. Main administrator, alternate administrator or facility officer of approved/registered Certified Facility, Uncertified Facility and Large Scale Production Facility) is required to login twice. First login is login into Medinet Access and second login is login into BioSafety system.

Step by step for login into Medinet Access and BioSafety application are as follows:

1. Go to <https://access.medinet.gov.sg/>

2. Enter the Username provided in MOH Approval Letter and enter the passcode. The username here for MediNet Access is different with login name that you usually use for login into BioSafety.



Passcode is combination between PIN + 6 displayed numbers on the token. E.g. if your PIN is “1234” and your 6 digits generated in RSA token is “159759” you’re your passcode will be “1234159759”.

3. Once your user name is successfully authenticated, MediNet Access will direct you to BioSafety login page. Please notice there MediNet Access toolbar at the top right of the login page. The same MediNet Access toolbar will continuously appear on all BioSafety screens.



Medinet Access Toolbar:	
	Reposition: Moves the standard toolbar to either side of the page
	Home: To return to the Medinet Access Home page
	Expand/Collapse: Collapses and expands the standard toolbar
	Help: Launches the secure gateway Help in a separate window
	Sign out: Signs you out of the current secure gateway session

Please enter your Login ID and password for login into BioSafety application.

Similar with login process, user will require doing logout twice. First logout is logout from BioSafety application and second logout is logout from MediNet Access.

Step by step for logout from Medinet Access and BioSafety application are as follows:

1. Click **Logout** button and system will end your session with BioSafety application.



You will see the BioSafety login page with MediNet Access toolbar at the top right of the screen.



2. Click  (Sign Out) button at Medinet Access toolbar. System will end your session with Medinet Access.



Welcome to
MediNet Access

Your session has ended. For increased security, please close your browser.

[Click here to sign in again](#)