

Setting Up Symantec™ VIP Access for Measure Authoring Tool Users

Table of Contents

I.	How to Use This Guide	3
II.	Installing Symantec™ VIP	5
A.	Mobile	5
B.	Desktop	6
III.	Registering Symantec™ VIP Access Credential ID with Measure Authoring Tool	6
IV.	Access the Measure Authoring Tool Using Symantec™ VIP Access	6

I. How to Use This Guide

A maintenance priority for the Measure Authoring Tool (MAT) development team includes implementing security enhancements to protect the MAT and its users from potential security threats. Beginning Tuesday, February 16, 2016, the MAT is implementing two-factor authentication (TFA) using Symantec™ Validation & ID Protection (VIP)¹. TFA means that two factors of authentication are provided when logging into the MAT tool, a MAT password and a Symantec™ Security Code. Additional information about the Symantec™ VIP service can be found at the following URL: <http://www.symantec/>.

This user guide is developed to instruct MAT users on how to effectively install Symantec™ VIP Access, register Symantec™ Credential ID(s) with the MAT Support Desk and use Symantec™ VIP Access when logging into the MAT. Please review the user guide in its entirety for a complete description of the steps MAT users are required to complete. The following actions are required for MAT users to successfully log in to the MAT.

- 1) Install Symantec™ VIP Access application to up to three personal devices (smartphone, laptop, and/or PC).
- 2) Register Symantec™ VIP Access Credential ID with the MAT Support Desk through the 'Contact Us' form on the public website (<https://www.emasuretool.cms.gov/>).
- 3) Enter a Symantec™ VIP Access Security Code when logging in to the MAT.

Two-factor authentication (TFA) requires users of the MAT tool to use two separate authentication methods when signing into the MAT. The first authentication is entering your MAT user ID and password.

¹ Symantec, the Symantec Logo, the Checkmark Logo, PC Tools, Norton, and Veritas are trademarks or registered trademarks of Symantec Corporation or its affiliates in the U.S. and other countries. Other names may be trademarks of their respective owners.

Figure 1: MAT Login - User ID and Password

Welcome to the Measure Authoring Tool

Please Sign In

User ID
MaUser1234

Password
.....

Security Code
Enter Security Code

Sign In

Forgot your User ID or Password?

The second authentication is entering a security code provided to MAT users using an installed Symantec™ Validation & ID Protection (VIP) Access desktop or mobile application.

Figure 2: MAT Login - Security Code

Welcome to the Measure Authoring Tool

Please Sign In

User ID
MaUser1234

Password
.....

Security Code
125007

Sign In

Forgot your User ID or Password?

The Symantec™ VIP Access application may be installed on devices such as a smartphone, laptop, or PC. Symantec™ VIP Access application installed on a PC is pictured below.

Figure 3: Symantec™ VIP Access Desktop Application



A new six-digit security code is generated every 30 seconds. MAT users may install up to three Symantec™ VIP Access applications to their desired devices. A different Symantec™ Credential ID is assigned for each Symantec™ VIP application installed. For example, a MAT user may choose to install Symantec™ VIP Access to their Windows PC and smartphone. A separate Symantec™ Credential ID is assigned to each device. Symantec™ Credential ID(s) must be registered with the MAT Support Desk. Instructions for installing Symantec™ VIP Access and registering the corresponding Symantec™ Credential ID(s) with the MAT Support Desk are provided next.

II. Installing Symantec™ VIP

MAT users are required to install at least one instance of Symantec™ VIP Access. No more than three instances will be supported. For example, a MAT user may choose to install Symantec™ VIP Access to their PC, laptop, and/or smartphone.

Note: MAT users may install up to three instances of Symantec™ VIP Access on their mobile device, PC, or laptop. Company issued computers and equipment may require additional action when installing external applications. Please follow the institutional process for downloading and installing applications for your organization.

A. Mobile

All MAT users are required to install Symantec™ VIP Access to up to three personal devices (mobile, laptop, and/or PC). Refer to Symantec™ Validation & ID Protection Mobile Center to locate specific installation instructions for mobile devices. (<https://m.vip.symantec.com/>) A unique Symantec™ Credential ID is assigned for each installation of Symantec VIP Access. The assigned Symantec™ Credential ID must be added to the MAT database. MAT users are responsible for registering the assigned Symantec™ Credential ID.

B. Desktop

Refer to Symantec™ Validation & ID Protection Center to locate specific instructions for installing Symantec VIP to your desktop. (<https://idprotect.vip.symantec.com/>) The assigned Symantec Credential ID must be added to the MAT database. MAT users are responsible for providing the assigned Symantec™ Credential ID.

III. Registering Symantec™ VIP Access Credential ID with Measure Authoring Tool

After Symantec™ VIP Access is installed on a mobile device and/or desktop, a Symantec™ Credential ID is assigned. The assigned Symantec™ Credential ID must be provided to the MAT Support Desk. The Symantec™ Credential is a twelve-digit alphanumeric ID (i.e. VSST29553196).

Communicate the assigned Symantec™ Credential ID(s) to the MAT Support Desk.

Note: Each installed application is assigned a different Symantec™ Credential ID. Up to three Symantec Credential IDs may be stored in the MAT database. In addition, any time a user gets a new laptop or cell phone, the instance of Symantec™ VIP Access on the new device will have a new Credential ID that will need to be registered with the MAT Support Desk before use.

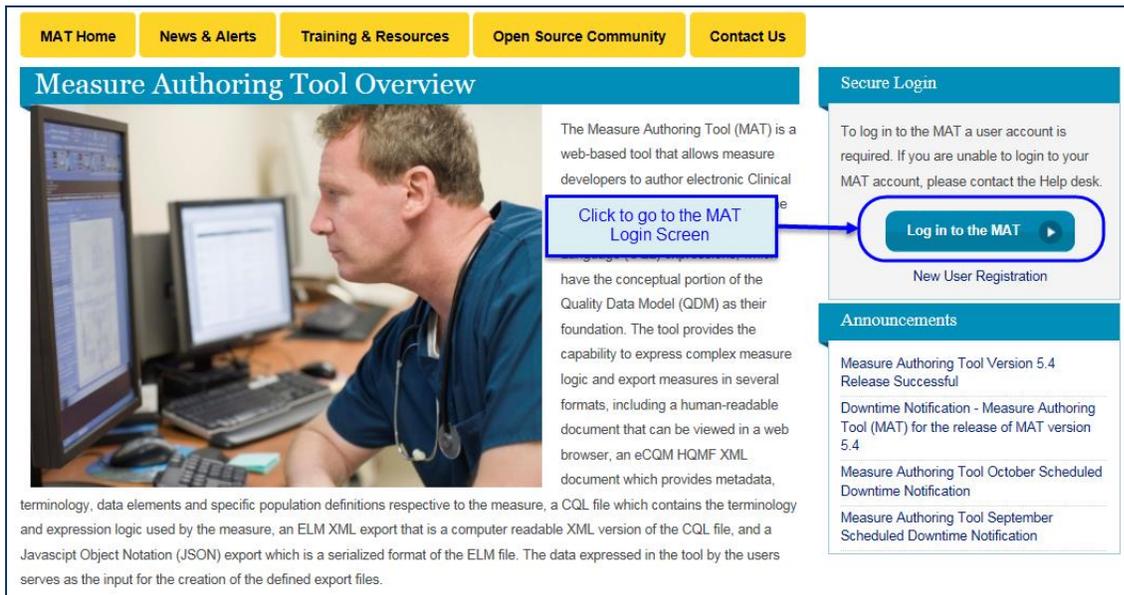
Submit a 'Contact Us' form on the Contact Us page of the MAT public website (<https://www.emasuretool.cms.gov/>) and include name, email, organization, phone number, and list the Symantec™ VIP Access Credential ID(s) in the message input field of the 'Contact Us' form.

IV. Access the Measure Authoring Tool Using Symantec™ VIP Access

Once Symantec™ VIP Access is installed and the Symantec™ Credential ID is registered with the MAT Support Desk, MAT users are able to successfully access the MAT.

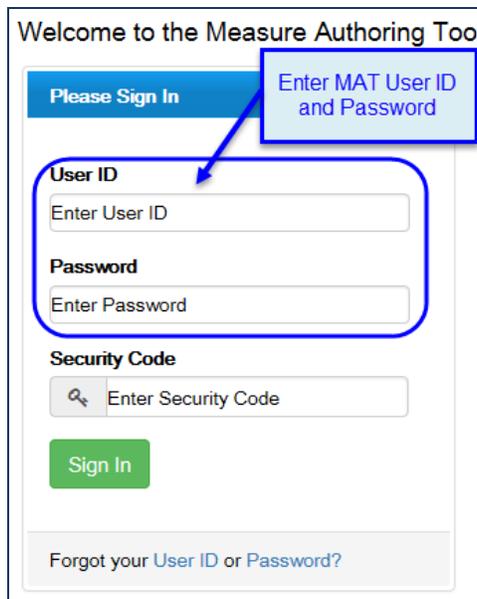
1. From the MAT homepage (<https://www.emasuretool.cms.gov/>) click on the 'Log in to the MAT' button.

Figure 4: MAT Homepage



Enter your MAT User ID (i.e. MaUser1234) and password.

Figure 5: MAT Login - User ID and Password



2. Enter the Symantec™ Security Code (six-digit numeric code) from an installed and registered Symantec™ VIP Access application into the Security Code input field.

Figure 6: MAT Login - Security Code

Welcome to the Measure Authoring Tool

Please Sign In

User ID
Enter User ID

Password
Enter Password

Security Code
Enter Security Code

Sign In

Forgot your User ID or Password?

Enter Symantec VIP Access Security Code

Note: The Symantec™ Security Code is updated every 30 seconds. A timer is located in the upper right-hand corner of the Security Code field. You may choose to wait and use the next Security Code, if the current Security Code is scheduled to change in the next 3-5 seconds. The Security Code may be copied by clicking on the copy icon to the immediate right of the security code.

Figure 7: Symantec™ VIP Access Desktop



3. Click on the 'Sign In' button to complete the sign in process to the MAT.

Note: MAT users may be prevented from successfully accessing the MAT if the incorrect User ID and/or password is supplied, an incorrect or expired Symantec™ Security Code is entered, or the Symantec™ Credential ID is not added the Measure Authoring Tool database.

If you have questions about getting started with the MAT, please review the MAT user guide on the public website (<https://www.emasuretool.cms.gov/>) on the Training & Resources page, submit a 'Contact Us' form on the Contact Us page of the MAT public website.