

Posted Date: December 29, 2014

Author: Pamela Eliadis, Service Director, System Operations & Aid Delivery Management,  
Federal Student Aid

Subject: TFA Information - Transition to Soft Tokens

We are pleased to announce that an alternative to the Two Factor Authentication (TFA) physical token is now available for users of Federal Student Aid data systems. Instead of using the physical token to generate the One-Time Password (OTP), a user now has the option to use a "soft token." The soft token is an application (app) on the user's mobile device that automatically generates the OTP when the app is opened.

In this announcement, we provide a summary of this convenient alternative for TFA, explain why we highly recommend the transition to a soft token, and provide step-by-step instructions. In addition, we answer commonly-asked questions about switching to a soft token.

**Note:** We ask that all users consult with their Primary Destination Point Administrator (PDPA) prior to transitioning to a soft token, particularly if the organization has a limit on use of mobile devices in the workplace. If a user receives approval to transition to a soft token, the PDPA must collect and store the unused physical token.

### **Transition to Soft Tokens – Overview**

TFA is the security process through which an authorized user is required to enter two forms of "authentication" to access one of our Federal Student Aid systems. Systems that currently require TFA include the Common Origination and Disbursement (COD) Web site, eCampus-Based (eCB), eCDR Appeals, Experimental Sites, FAA Access to CPS Online, Financial Partners Datamart, National Student Loan Data System (NSLDS) Professional Access, and Student Aid Internet Gateway (SAIG) Enrollment.

TFA requires each authorized user to log in with an FSA User ID and password as well as provide an OTP generated by a registered token device. Since 2011, we have distributed physical "key fob" tokens to users. This kind of token is in the physical possession of the user: to generate an OTP, the user presses the button on the front of the token.

The soft token is an app that runs on the user's mobile device. After downloading and registering the free Symantec VIP Access app on a phone or tablet, a user simply opens the app and an OTP is automatically generated. The app continues to generate an OTP every 30 seconds as long as the app is open, and includes a countdown clock. VIP Access is available for most iOS, Android, Windows, BlackBerry, and BREW-enabled devices.

### **Transition to Soft Tokens – Recommended for All Users with PDPA Approval**

Use of a soft token is optional at this time. However, users who have a compatible mobile device and who have received approval from their PDPA are highly encouraged to transition to the soft token app. A soft token provides the same high level of security as the physical token, while offering greater convenience as there is no additional hardware to carry. In addition, with a soft token a user does not need to be concerned about the token's battery life.

### **Transition to Soft Tokens – Step-by-Step Instructions**

The first attachment to this announcement provides step-by-step instructions for transitioning to a soft token. The information is for users who are currently using a physical token to log in to Federal Student Aid systems and who have received approval from their PDPA to switch to the soft token app.

The second attachment to this announcement provides detailed information on both the soft token app and the physical token, and is aimed at new users of TFA. We recommend that the document is stored by each institution's PDPA and be provided to staff during the enrollment process.

**Note:** As a reminder, a user must have an FSA User ID and password, prior to registering a token. To obtain an FSA User ID, go to "FSA User ID Registration" on the SAIG Enrollment Web site, provide identifying information, and follow the remaining registration steps. Once the registration process is complete, including establishing a password, the FSA User ID will be e-mailed to the user.

### **Transition to Soft Tokens – Questions and Answers**

We present the remaining key information about the transition to soft tokens in question and answer format below.

#### **Q1: What do I need to do to transition to a soft token?**

**A1:** If you have received approval from your PDPA and are ready to transition from a physical token to a soft token, follow the instructions in the first attachment to this announcement, titled "*How to Switch from a Physical Token to a Soft Token.*" The entire process should take no more than 15-20 minutes, and your new soft token will be ready for immediate use.

If you are a new user of TFA, review the information in the second attachment to this announcement, titled "*How to Install and Register a TFA Token for New Users,*" and consult with your institution's PDPA.

#### **Q2: Can I have more than one soft token (e.g., on a phone *and* on a tablet), or a physical token *and* a soft token?**

**A2:** No, each FSA User ID can only be associated with one token (one physical token or one soft token) at a time. When you register your soft token, your physical token will be disabled.

#### **Q3: What do I do with the physical token, once I have transitioned to the soft token?**

**A3:** You must return the physical token to your institution's PDPA for storage or use by another employee. Do **not** send the physical token back to the Department.

**Q4: Can I switch back to a physical token if I need to?**

**A4:** Yes. You will need to re-register the physical token using the "Replace and Register" option in the TFA self service menu. Begin by choosing "Register/Maintain Token" from the login screen of the Federal Student Aid system you need to access and follow the steps. If you need assistance, contact the TFA Support Center at 800/330-5947, option 2 or by e-mail at [TFASupport@ed.gov](mailto:TFASupport@ed.gov).

**Q5: What if I replace my mobile device?**

**A5:** If you replace your mobile device, you will need to download the VIP Access app and complete the registration steps again.

**Q6: What if I update the iOS or operating system on my mobile device?**

**A6:** Updating the operating system should not impact your use of the VIP Access app.

**Q7: Is there a cost associated with the soft token?**

**A7:** We recommend using Wi-Fi if possible when downloading the VIP Access app to your mobile device. The app is free; however, carrier charges may apply for download and activation. A mobile data plan with Internet access is required. Federal Student Aid is not responsible for any data charges incurred when downloading the app. Once activated, using the VIP Access app does not transfer data to or from your mobile device.

**Q8: What if I do not have a compatible mobile device?**

**A8:** We will continue to provide physical tokens to users who do not have a compatible mobile device or who cannot use a soft token for other reasons, such as a workplace limit on use of mobile devices.

**Contact Information**

If you have questions about TFA or the use of a soft token, contact the TFA Support Center at 800/330-5947, option 2 (TDD/TTY 800/511-5806) or by e-mail at [TFASupport@ed.gov](mailto:TFASupport@ed.gov).

For questions specific to downloading or installing an application on your mobile device, we recommend you contact the manufacturer or vendor of the device.

Attachments/Enclosures:

How to Switch from a Physical Token to a Soft Token in PDF Format, 316KB, 3 Pages

How to Install and Register a TFA Token for New Users in PDF Format, 317KB, 6 Pages

## Federal Student Aid Two Factor Authentication (TFA) How to Switch from a Physical Token to a Soft Token

This document will guide you through the process of replacing your current physical token (key fob) with a “soft token” by downloading and registering the Symantec VIP Access application (“app”) on your mobile device (phone or tablet). VIP Access is an app that allows your mobile device to generate the six-digit One-Time Password (OTP) that is used in combination with your FSA User ID and password to access Federal Student Aid Web sites, including the [Common Origination and Disbursement \(COD\) Web site](#), [eCampus-Based \(eCB\)](#), [eCDR Appeals](#), [Experimental Sites](#), [FAA Access to CPS Online](#), [Financial Partners Datamart](#), [National Student Loan Data System \(NSLDS\) Professional Access](#), and [Student Aid Internet Gateway \(SAIG\) Enrollment](#). Both the physical token and soft token provide the same high level of online security.

**PHYSICAL TOKEN**



**SOFT TOKEN (VIP ACCESS)**



### **PLEASE READ THE ENTIRE DOCUMENT BEFORE PROCEEDING**

#### **Important Notes:**

- Before proceeding, determine whether your device is supported by the Symantec ID Protection software (VIP Access). VIP Access is available for most iOS, Android, Windows, BlackBerry, and BREW-enabled devices. Visit <http://m.vip.symantec.com/supportedphones.v> from your desktop computer to confirm that your device model is listed.
- Once you switch to a soft token, your physical token will be deactivated. You cannot use both a physical token and a soft token at the same time. If necessary, you may switch back to the physical token at any time.
- We recommend using Wi-Fi if possible when downloading the VIP Access app to your mobile device. Carrier charges may apply for download and activation. A mobile data plan with Internet access is required. Federal Student Aid is not responsible for any data charges incurred when downloading the app. Once activated, using the VIP Access app does not transfer any data to or from your mobile device.

## Federal Student Aid Two Factor Authentication (TFA) How to Switch from a Physical Token to a Soft Token

### Step 1 – Download and install the VIP Access app

- a. On your mobile device, go to <http://m.vip.symantec.com>.
  - If you don't see the option to download the app, visit <http://m.vip.symantec.com/supportedphones.v> from your computer for additional download options.
- b. Click **“Download Now.”**
- c. Download and install the app on your mobile device.
- d. Open the VIP Access app.
- e. Click **“Yes”** or **“I Agree”** to accept the license agreement and activate the VIP Access app.
  - **Note:** When you open the VIP Access app, the Security Code field will be immediately populated with the six-digit Security Code (OTP) and the 30 second countdown will begin. Unlike the physical token that requires you to push a button to generate each unique OTP, a new Security Code is generated by VIP Access every 30 seconds, as long as the app is open. This allows you to choose the code at the point you are ready for it.
- f. Continue to **Step 2.**

### Step 2 – Register your soft token for use with your FSA User ID

- a. Be sure you have your mobile device available before starting the registration process.
- b. Using a PC or laptop (not your mobile device), go to the login screen of the Federal Student Aid Web site you want to access:
  - COD Web Site: <https://cod.ed.gov/cod/LoginPage>
  - eCB: <https://cbfisap.ed.gov/ecb/CBSWebApp/welcome.jsp>
  - eCDR Appeals: <https://ecdrappeals.ed.gov/ecdra/index.html>
  - Experimental Sites: <https://experimentalsites.ed.gov/exp/index.html>
  - FAA Access to CPS Online: <https://faaaccess.ed.gov/FOTWWebApp/faa/faa.jsp>
  - Financial Partners Datamart: <http://www.fp.ed.gov/dmart.html>
  - NSLDS Professional Access: [https://www.nslidsfap.ed.gov/nslids\\_FAP/default.jsp](https://www.nslidsfap.ed.gov/nslids_FAP/default.jsp)
  - SAIG Enrollment: <https://fsawebenroll.ed.gov/PMEnroll/index.jsp>
- c. Click **“Register/Maintain Token.”**
- d. Enter your FSA User ID and password, and click **“Login.”**
- e. Read the Privacy Act statement and click **“Continue.”**
- f. Read the Rules of Behavior, click the check box, and click **“Accept.”**
- g. On the Self Service Menu, select **“Replace and register new token”** and click **“Submit.”**
- h. Select **“Replaced”** from the drop down menu and click **“Submit.”**

## Federal Student Aid Two Factor Authentication (TFA) How to Switch from a Physical Token to a Soft Token

- i. On your mobile device, open the VIP Access app.
- j. Enter the Credential ID displayed on the screen in the **Serial Number** field. The Credential ID is VSMT or VSTZ followed by 8 digits, e.g., VSMT12345678 or VSTZ12345678.



- k. Reenter the Credential ID in the **Confirm Serial Number** field and click **“Submit.”**
- l. Synchronize your token by entering two consecutive Security Codes: first, enter the Security Code displayed on the screen.
- m. Wait until the Security Code changes, and then enter the new Security Code displayed on the screen. Click **“Submit.”**
- n. When the **“Success”** message is displayed, your soft token is associated with your FSA User ID and is ready for use. Close your browser and then open a new browser window to log in.
- o. Continue to **Step 3**.

### Step 3 – Use your soft token to access Federal Student Aid systems

- a. Using a PC or laptop (not your mobile device), go to the login screen of the Federal Student Aid Web site you want to access.
- b. Enter your FSA User ID and password.
- c. On your mobile device, open the VIP Access app.
- d. Type the Security Code displayed in VIP Access in the Security Code field. Each Security Code is valid for 30 seconds. You can see the time remaining in the Security Code window. A new Security Code is generated by VIP Access every 30 seconds, as long as the app is open.
- e. Click **“Login”** and your login will be completed.

When this process is complete, return your physical token to your Primary Destination Point Administrator (PDPA) for storage or use by another employee.

### Customer Support

If you need assistance registering your TFA token, contact the TFA Support Center at 1-800-330-5947, option 2, or by e-mail at [TFASupport@ed.gov](mailto:TFASupport@ed.gov).

For questions specific to downloading or installing an application on your mobile device, we recommend you contact the manufacturer or vendor of the device.

# Federal Student Aid Two Factor Authentication (TFA)

## How to Install and Register a TFA Token for New Users

### What is Two Factor Authentication (TFA)?

TFA is a process which requires an authorized user to log in to Federal Student Aid systems with two types of information:

Something that you know is the First Factor – your FSA User ID and password.



Something that you have is the Second Factor – a TFA token that generates a One-Time Password, or “OTP.”

The TFA token generates the OTP that is used with your FSA User ID and password.


TFA tokens for use with Federal Student Aid systems come in two forms: a physical token (key fob) and a “soft token” application (“app”) that runs on your mobile device (phone or tablet). We recommend using the soft token app if you have a compatible mobile device.

You may only register one TFA token to your FSA User ID. Choose the form of token you will be using, and follow the instructions below to set up your token.

### PLEASE READ THE ENTIRE DOCUMENT BEFORE PROCEEDING

SOFT TOKEN (VIP ACCESS FOR MOBILE APP)	PHYSICAL TOKEN
	
<p>The following instructions will guide you through the process of downloading, installing, and registering a soft token app on your mobile device (phone or tablet). The app is a commercial product named VIP Access, provided by Symantec Corporation.</p>	<p>The following instructions will guide you through the process of registering a physical TFA token.</p>

## Federal Student Aid Two Factor Authentication (TFA) How to Install and Register a TFA Token for New Users



SOFT TOKEN (VIP ACCESS FOR MOBILE APP)	PHYSICAL TOKEN
<p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>• Before proceeding, determine whether your device is supported by the Symantec ID Protection software (VIP Access). VIP Access is available for most iOS, Android, Windows, BlackBerry, and BREW-enabled devices. Visit <a href="http://m.vip.symantec.com/supportedphones.v">http://m.vip.symantec.com/supportedphones.v</a> from your computer to confirm that your device model is listed. If your device is not supported, or you do not wish to use the soft token app, contact your Primary Destination Point Administrator (PDPA) to obtain a physical token.</li> <li>• We recommend using Wi-Fi if possible when downloading the VIP Access app to your mobile device. Carrier charges may apply for download and activation. A mobile data plan with Internet access is required. Federal Student Aid is not responsible for any data charges incurred when downloading the app. Once activated, using the VIP Access app <u>does not</u> transfer any data to or from your device.</li> </ul> <p><b>Customer Support</b></p> <p>If you need assistance registering your TFA token, contact the TFA Support Center at 1-800-330-5947, option 2, or by e-mail at <a href="mailto:TFASupport@ed.gov">TFASupport@ed.gov</a>.</p> <p>For questions specific to downloading or installing an application on your mobile device, we recommend you contact the manufacturer or vendor of the device.</p>	<p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>• Only physical tokens issued by Federal Student Aid can be used to access Federal Student Aid systems.</li> <li>• The TFA token must be in your physical possession when you register it, and when you use it to log into a Federal Student Aid system.</li> <li>• The token generates a One-Time Password (OTP) that is valid for 30 seconds.</li> <li>• To generate the OTP, press the “power” button  on the front of the token. Wait until the screen clears before pressing the button again for a new OTP.</li> </ul> <p><b>Customer Support</b></p> <p>If you need assistance registering your TFA token, contact the TFA Support Center at 1-800-330-5947, option 2, or by e-mail at <a href="mailto:TFASupport@ed.gov">TFASupport@ed.gov</a>.</p>



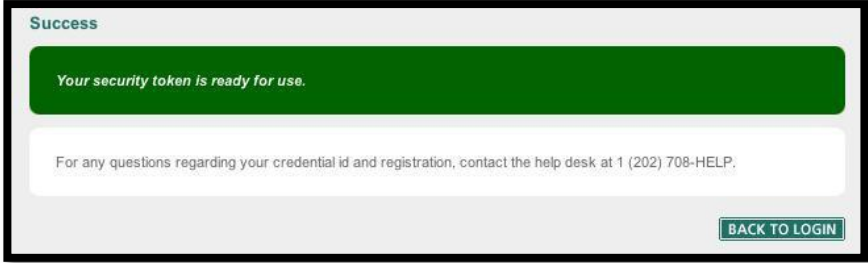
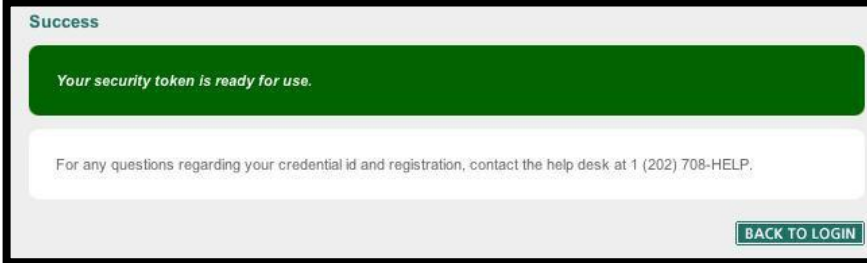
## Federal Student Aid Two Factor Authentication (TFA) How to Install and Register a TFA Token for New Users

SOFT TOKEN (VIP ACCESS FOR MOBILE APP)	PHYSICAL TOKEN
<p><b>Step 1 – Download and install the VIP Access app</b></p> <ol style="list-style-type: none"> <li>a. On your mobile device, go to <a href="http://m.vip.symantec.com">http://m.vip.symantec.com</a>. <ul style="list-style-type: none"> <li>• If you don't see the option to download the app, visit <a href="http://m.vip.symantec.com/supportedphones.v">http://m.vip.symantec.com/supportedphones.v</a> from your computer for additional download options.</li> </ul> </li> <li>b. Click “<b>Download Now.</b>”</li> <li>c. Download and install the app on your mobile device.</li> <li>d. Open the VIP Access app.</li> <li>e. Click “<b>Yes</b>” or “<b>I Agree</b>” to accept the license agreement and activate the VIP Access app.</li> </ol> <p>Continue to <b>Step 2.</b></p>	<p><b>Step 1 – Obtain a TFA token</b></p> <p>If you have not already received a physical TFA token, obtain a token from your organization’s Primary Destination Point Administrator (PDPA).</p> <p>Continue to <b>Step 2.</b></p>
<p><b>Step 2 – Register your soft token for use with your FSA User ID</b></p> <ol style="list-style-type: none"> <li>a. Be sure you have your mobile device available before starting the registration process.</li> <li>b. Using a PC or laptop (<u>not</u> your mobile device), go to the login screen of the Federal Student Aid Web site you want to access: <ul style="list-style-type: none"> <li>• COD Web Site: <a href="https://cod.ed.gov/cod/LoginPage">https://cod.ed.gov/cod/LoginPage</a></li> <li>• eCB: <a href="https://cbfisap.ed.gov/ecb/CBSWebApp/welcome.jsp">https://cbfisap.ed.gov/ecb/CBSWebApp/welcome.jsp</a></li> <li>• eCDR Appeals: <a href="https://ecdrappeals.ed.gov/ecdra/index.html">https://ecdrappeals.ed.gov/ecdra/index.html</a></li> <li>• Experimental Sites: <a href="https://experimentalsites.ed.gov/exp/index.html">https://experimentalsites.ed.gov/exp/index.html</a></li> </ul> </li> </ol>	<p><b>Step 2 – Register your token for use with your FSA User ID</b></p> <ol style="list-style-type: none"> <li>a. Be sure you have your token available before starting the registration process.</li> <li>b. Go to the login screen of the Federal Student Aid Web site you want to access: <ul style="list-style-type: none"> <li>• COD Web Site: <a href="https://cod.ed.gov/cod/LoginPage">https://cod.ed.gov/cod/LoginPage</a></li> <li>• eCB: <a href="https://cbfisap.ed.gov/ecb/CBSWebApp/welcome.jsp">https://cbfisap.ed.gov/ecb/CBSWebApp/welcome.jsp</a></li> <li>• eCDR Appeals: <a href="https://ecdrappeals.ed.gov/ecdra/index.html">https://ecdrappeals.ed.gov/ecdra/index.html</a></li> <li>• Experimental Sites: <a href="https://experimentalsites.ed.gov/exp/index.html">https://experimentalsites.ed.gov/exp/index.html</a></li> </ul> </li> </ol>

## Federal Student Aid Two Factor Authentication (TFA) How to Install and Register a TFA Token for New Users

SOFT TOKEN (VIP ACCESS FOR MOBILE APP)	PHYSICAL TOKEN
<ul style="list-style-type: none"> <li>• FAA Access to CPS Online: <a href="https://faaaccess.ed.gov/FOTWebApp/faa/faa.jsp">https://faaaccess.ed.gov/FOTWebApp/faa/faa.jsp</a></li> <li>• Financial Partners Datamart: <a href="http://www.fp.ed.gov/dmart.html">http://www.fp.ed.gov/dmart.html</a></li> <li>• NSLDS Professional Access: <a href="https://www.nslsdfap.ed.gov/nsls_fap/default.jsp">https://www.nslsdfap.ed.gov/nsls_fap/default.jsp</a></li> <li>• SAIG Enrollment: <a href="https://fsawebenroll.ed.gov/PMEnroll/index.jsp">https://fsawebenroll.ed.gov/PMEnroll/index.jsp</a></li> </ul> <p>c. You will see blank spaces labeled User ID and Password; do not enter anything at this time</p> <p>d. Click <b>“Register/Maintain Token.”</b></p> <p>e. Enter your FSA User ID and Password, and click <b>“Login.”</b> This will open the New Token Registration section.</p> <p>f. Enter <b>“Step 1 – Profile information.”</b></p> <p>g. Enter <b>“Step 2 – Token Serial Number”</b> information.</p> <ul style="list-style-type: none"> <li>• On your mobile device, open the VIP Access app.</li> <li>• Enter the Credential ID displayed on the screen in the <b>Serial Number</b> field. The Credential ID is VSMT followed by 8 digits, e.g., VSMT12345678.</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• Reenter the Credential ID in the <b>Confirm Serial Number</b> field and click <b>“Submit.”</b></li> </ul>	<ul style="list-style-type: none"> <li>• FAA Access to CPS Online: <a href="https://faaaccess.ed.gov/FOTWebApp/faa/faa.jsp">https://faaaccess.ed.gov/FOTWebApp/faa/faa.jsp</a></li> <li>• Financial Partners Datamart: <a href="http://www.fp.ed.gov/dmart.html">http://www.fp.ed.gov/dmart.html</a></li> <li>• NSLDS Professional Access: <a href="https://www.nslsdfap.ed.gov/nsls_fap/default.jsp">https://www.nslsdfap.ed.gov/nsls_fap/default.jsp</a></li> <li>• SAIG Enrollment: <a href="https://fsawebenroll.ed.gov/PMEnroll/index.jsp">https://fsawebenroll.ed.gov/PMEnroll/index.jsp</a></li> </ul> <p>c. You will see blank spaces labeled User ID and Password; do not enter anything at this time</p> <p>d. Click <b>“Register/Maintain Token.”</b></p> <p>e. Enter your FSA User ID and Password, and click <b>“Login.”</b> This will open the New Token Registration section.</p> <p>f. Enter <b>“Step 1 – Profile information.”</b></p> <p>g. Enter <b>“Step 2 – Token Serial Number”</b> information.</p> <ul style="list-style-type: none"> <li>• Enter the Token Serial Number (S/N) printed on the back of the token in the <b>Serial Number</b> field. The Serial Number is AVT followed by 9 digits, e.g., AVT123456789.</li> </ul> <div style="text-align: center;">  <p><b>VIP Security Token (Model HAI08)</b> The credential ID is on the back of the token.</p> </div> <ul style="list-style-type: none"> <li>• Reenter the Token S/N in the <b>Confirm Serial Number</b> field and click <b>“Submit.”</b></li> </ul>

## Federal Student Aid Two Factor Authentication (TFA) How to Install and Register a TFA Token for New Users

SOFT TOKEN (VIP ACCESS FOR MOBILE APP)	PHYSICAL TOKEN
<p>h. Complete “<b>Step 3 – Challenge and Answer Responses.</b>”</p> <p>i. Scroll through the “<b>Step 4: Terms of Service.</b>”</p> <p>j. Click the Checkbox in Step 4 and then click “<b>Submit.</b>”</p> <p>k. On the <b>Token Security Code</b> Entry Screen, you will be prompted to enter two <u>consecutive</u> security codes to synchronize your token. The security code changes every 30 seconds.</p> <ul style="list-style-type: none"><li>• If needed, open the VIP Access app on your mobile device.</li><li>• Enter the Security Code displayed on the screen.</li><li>• Wait until the Security Code changes, and then enter the <u>new</u> Security Code displayed on the screen. Click “<b>Submit.</b>”</li></ul> <p>l. When the “<b>Success</b>” message is displayed, your soft token is associated with your FSA User ID and is ready for use. Close your browser.</p>	<p>h. Complete “<b>Step 3 – Challenge and Answer Responses.</b>”</p> <p>i. Scroll through the “<b>Step 4: Terms of Service.</b>”</p> <p>j. Click the Checkbox in Step 4 and then click “<b>Submit.</b>”</p> <p>k. On the <b>Token Security Code</b> Entry Screen, you will be prompted to enter two <u>consecutive</u> security codes (OTPs) to synchronize your token. The security code changes every 30 seconds.</p> <ul style="list-style-type: none"><li>• Press the button on your token to generate an OTP. Enter the OTP displayed on the screen in the first box.</li><li>• Wait until the screen clears, and then press the button to generate a new OTP. Enter the <u>new</u> OTP displayed on the screen in the second box. Click “<b>Submit.</b>”</li></ul> <p>l. When the “<b>Success</b>” message is displayed, your token is associated with your FSA User ID and is ready for use. Close your browser.</p>
 <p>Continue to <b>Step 3.</b></p>	 <p>Continue to <b>Step 3.</b></p>

## Federal Student Aid Two Factor Authentication (TFA) How to Install and Register a TFA Token for New Users

SOFT TOKEN (VIP ACCESS FOR MOBILE APP)	PHYSICAL TOKEN
<p><b>Step 3 – Use your soft token to access Federal Student Aid systems</b></p> <ul style="list-style-type: none"><li>a. Using a PC or laptop (<u>not</u> your mobile device), go to the login screen of the Federal Student Aid Web site you want to access.</li><li>b. Enter your FSA User ID and password.</li><li>c. On your mobile device, open the VIP Access app.</li><li>d. Type the Security Code displayed in VIP Access in the Security Code field. Each Security Code is valid for 30 seconds. You can see the time remaining in the Security Code window. A new Security Code is generated by VIP Access every 30 seconds, as long as the app is open.</li><li>e. Click “<b>Login</b>” and your login will be completed.</li></ul>	<p><b>Step 3 – Use your token to access Federal Student Aid systems</b></p> <ul style="list-style-type: none"><li>a. Using a PC or laptop, go to the login screen of the Federal Student Aid Web site you want to access.</li><li>b. Enter your FSA User ID and password.</li><li>c. Press the button on your token to generate a Security Code. Type the Security Code displayed on the screen of your token in the Security Code field. Each security code is valid for 30 seconds. Press the button again if you need to generate another code.</li><li>d. Click “<b>Login</b>” and your login will be completed.</li></ul>