**Introduction**

In order to access Barnardo’s systems from a computer remotely, you will need a RSA SecurID token. This can be either a physical device or a smartphone app.

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| **Physical RSA SecurID Token** | **Smartphone RSA SecurID App** |
| SecurID Tag |  |

**Note:** Due to cost and the additional administration, the preferred method would be to download the smartphone app; where applicable.

**Process**

For reference the following steps will inform you of the process, from raising the request through to accessing the Barnardo’s Network.

1. Raise a request in [**FirstPoint**](http://firstpoint.barnardos.org.uk/vFire_live_lite/portal.aspx)… My IT Store >> SecurID >> Add to Cart and proceed to checkout.
2. **Smartphone only**: you will receive an email; this will contain a guide on how to install the RSA SecurID app.
3. **Smartphone or RSA physical Token**: FirstPoint request completion email sent, this will have a URL to a guide for setting up a PIN and enabling access to the Barnardo’s Network. This is for both a Barnardo’s or non-Barnardo’s PC.

**Note:** The steps above and guides (sent separately), will take you through the process of connecting to the Barnardo’s network; either using a Barnardo’s or non-Barnardo’s PC.