Extranet User Guide
Setting up a SecurID PIN

Believe in children

Barnardo's

Pre-requisite

If not already, you should have already obtained either a SecurID key fob or installed the app. on your smart device. You will need this in order to create a 4 digit Pin, detailed in the next section.
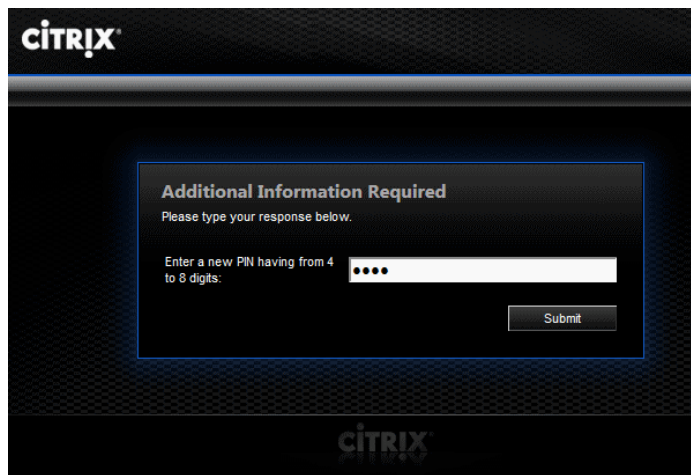
Setting up a 4 digit Pin

Note: You will need to connect to the Internet using 4G or a **non-Barnardo's** Wi-Fi connection.

- ■ Connect to the Internet

- ■ Launch your browser.

- ■ Launch the following web address https://external.barnardos.org.uk/

- ■ Type your **User name** this is firstname.lastname

- ■ In the **Password** field, enter your normal Barnardo's login password

- ■ In the **Token** field, type the number currently showing on your SecurID key fob or installed app. on your smart device

- ■ Click on the **Log On** button.

- ■ Enter the four figure number that you have chosen to use as your PIN
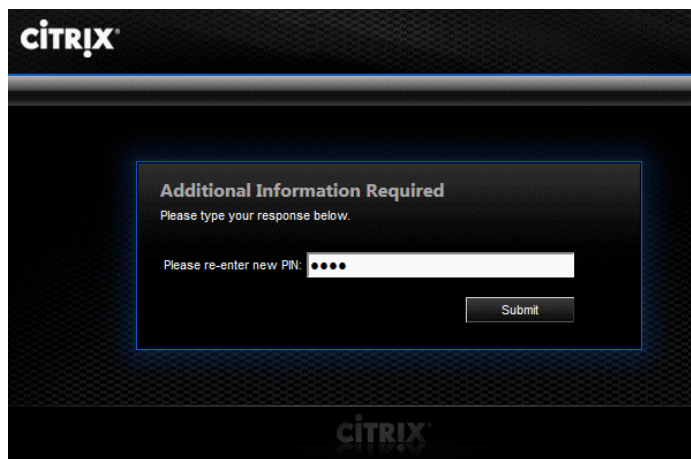
- ■ Click on the **Submit** button

- Re-enter the four figure number that you have chosen to use as your PIN

- Click on the **Submit** button

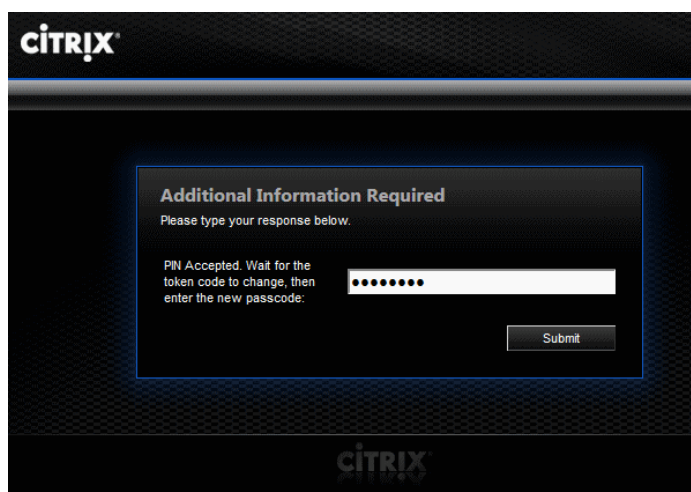- Wait for the passcode on your SecurID key fob/app. to change

- Enter the number currently showing on your SecurID key fob or app

- Click the **Submit** button

Note: This will take you back to the first login screen. You do not need to do anything else with this page as your PIN has now been registered, so you can close the browser window.