# Boilerkey Boundary

# **Getting Started**

Congratulations on moving into a new-era of computer security . Your new BoilerKey provides greatly enhanced security while making your job easier. To get started with your new BoilerKey, you need to set a new personal identification number or PIN. Your BoilerKey will not function until you have chosen a PIN.

## Set a New PIN

Go to go to: www.purdue.edu/securepurdue and follow the BoilerKey links to the Self Serve page. Login to the page using your career account credentials.

- Verify that you have the BoilerKey that has been assigned to you by comparing the serial number on the back of the BoilerKey to the serial number listed on the Self Serve page.
- Enter a four-digit number in the box following "PIN:". Set it to some four digit combination of numbers that you can remember. Avoid easily guessed combinations such as 1111 or 1234.
- Next, enter the six-digit number currently being displayed on your BoilerKey in the box immediately following "BoilerKey Code:".
- Wait approximately one minute for your BoilerKey code to change, then enter the new six-digit number in the box following "Next BoilerKey Code:"
- Click on the "Set New PIN" button.

Your BoilerKey should now be successfully set and you should see the confirmation "Your BoilerKey is enabled and ready for use".

You may also use "Set A New PIN" to troubleshoot your BoilerKey. You may re-use your current PIN number when resetting the PIN.

### Passcode Replaces Password

In all applications using the BoilerKey, the password is replaced with the passcode. The passcode is made up of a four-digit personal identification number (PIN) of your choosing plus the six-digit number currently displayed on the BoilerKey (a total of ten digits).



PIN	+	BoilerKey Code	=	Passcode
5445	+	041281	=	5445041281

# Using the BoilerKey

After you have successfully set your Boiler Key PIN, you

may use it to access your OnePurdue SAP Portal. (You will continue to use your Career Account login and password for other Purdue resources.)



OnePurdue SAP Portal Login

To access the portal:

- Connect to: www.purdue.edu/onepurdue and follow the link to the OnePurdue Portal Login.
- In the "User ID" box enter your career account login name.
- In the "Password" box, enter your passcode (the PIN, then the current BoilerKey code, ten digits total).
- Click the "Log in" button. You should now have access to the Portal
- If you have difficulty logging in, please refer to the "Problems?" section of this brochure.

#### **Problems?**

You may encounter the SAP Portal error message: "User Authentication Failed" when attempting to login. If subsequent attempts are also unsuccessful or you have other difficulties with the BoilerKey, go to:

www.purdue.edu/securepurdue and follow the BoilerKey links to the Self Serve page. Login to the page using your career account credentials.

- Enter your PIN in the box following "PIN:" beneath
   "Check your passcode" on the Self Serve page.
- Enter the current BoilerKey code in the box following "BoilerKey Code:"
- Click on the "Check Passcode" button.
- If successful, you will receive a message: "The passcode was correct".
- If unsuccessful, please use "Set a new PIN" on the Self Serve page. Instructions are included in this brochure in the "Set A New PIN" section.
- Contact your distributed IT group, the ITaP Customer Service Center at 49-44000 or itap@purdue.edu if you have further difficulties.

# Don't Have Your Key With You?

Please contact your Distributed IT Support or the ITaP Customer Service Center at itap@purdue.edu immediately to report a lost or stolen BoilerKey. If you are temporarily without your BoilerKey, they can reset your SAP Portal access to use the career account password. Please notify them again to resume use of the BoilerKey.

# Helpful BoilerKey Links

Follow the BoilerKey links at: www.purdue.edu/securepurdue Frequently Asked Questions BoilerKey Self Serve

#### **Customer Support Center**

www.itap.purdue.edu/help/customer/
On Campus call: 44000
Off Campus call: (765) 494-4000
itap@purdue.edu

### About the BoilerKey

Security is the best reason to use the new BoilerKey. Guessing or stealing a password becomes extremely difficult with a password that changes every minute. In addition, the BoilerKey offers you a convenient way to login to secure applications without using a complex password that you have to change every 30 days!

Your new BoilerKey displays a continually changing series of six digits. These six digits, combined with a nonchanging, four digit personal identification number (PIN) of your choosing, are used in place of a password. Logging into secure applications then becomes a matter of entering your user name, then filling in the password with your personal identification number (PIN) and the current six-digit number (BoilerKey code) displayed on your BoilerKey. Once a BoilerKey code has been used once, it cannot be used again. This one-time password feature provides an extra level of security.

# BoilerKey Care

The BoilerKey is the property of Purdue University and is issued to employees in the normal course of their employment. Keys must be promptly surrendered to the University at termination or separation of employment.

The Key and PIN must be kept private and secure; do not permit others to use the token or PIN or any session established with the Key.

You must not attempt to alter, circumvent or otherwise tamper with the BoilerKey. Do not corrupt, deface or damage the BoilerKey. The BoilerKey has no replaceable parts, including its battery.

You are responsible for the BoilerKey so please keep it attached to a personal item such as a keychain to insure its safety and availability.

The BoilerKey is designed to be rugged and should last for approximately six years. However, treat it with the same care you would any sensitive electronic device such as a cell phone or PDA.