



RSA SecurID® Token Records Getting Started Guide

Your RSA SecurID token order includes the following items:



**RSA SecurID
Tokens¹**



**RSA SecurID
Token Records CD**



**Import Password
Scratch-Off Label²**
(shipped separately for security)

¹ Tokens may not ship to the same location as the Token Records CD and Import Password label.

² If your token records do not require a password, you do not receive the Import Password label. You can import your token records without a password.

RSA SecurID tokens (also known as authenticators) work with RSA SecurID authentication server products. Each token has a corresponding token record that exists in an XML file. A token record contains details on a token—including the cryptographic seed that allows authentication to occur.

Before you (as an administrator) can distribute tokens to users, you must receive the Token Records CD and password label (if required). You can then import the token records into the database of the RSA SecurID authentication server.

Overview of the Token Record Import Process

These steps summarize the process of importing token records into your server with a password:



Confirm that your organization received their tokens, Token Records CD, and Import Password label.



Gently scratch off the grey area to reveal the password to import your token records.



Import the token records into the database of the RSA SecurID authentication server by entering the password. For more information, see [Import the Token Records](#).

Import the Token Records into the Server

This section provides steps to import token records into the database of RSA SecurID Authentication Manager 6.1 or 7.1 with a password. If you use another version of an RSA SecurID authentication server or you need more information, see the documentation that came with your product.

To import token records into RSA SecurID Authentication Manager 6.1:

1. Locate your Import Password label and insert the Token Records CD into the CD drive.
2. Open RSA Authentication Manager Host Mode. For example, on Windows Server 2003, click **Start > Programs > RSA Security > RSA Authentication Manager Host Mode**.
3. Click **Tokens > Import Tokens**.
4. Browse to the token record file, select it, and click **Open**. The XML File Password dialog box opens.
5. In the **Password** field, enter the password as shown on the scratch-off label. Do not enter spaces. (The characters do not display as you enter them.) The label shows the password twice for convenience, but you do not enter it twice. Click **OK**.

6. Do one of the following:

- If the token records do not already exist in the database, you see an Import Status success message. Click **OK**.
- If the token records already exist in the database, you see the Duplicate Serial Number Token dialog box. Select one of the following:
 - **Discard incoming token record**
 - **Overwrite existing token record**
 - **Discard ALL duplicate serial # token records**
 - **Overwrite ALL duplicate serial # token records**

Then click **OK**. (If you chose to overwrite records, click **OK** to confirm when prompted.) At the Import Status success message, click **OK**.

Note: If you overwrite token records previously assigned to standard user accounts, the system clears the assigned status and deletes the existing PINs. Those users can no longer use their tokens (unless you reassign them). However, the system cannot overwrite token records assigned to administrator accounts.

To import token records into RSA SecurID Authentication Manager 7.1:

1. Locate your Import Password label and insert the Token Records CD into the CD drive.
2. Open your browser and go to the RSA Security Console website. Log on with your administrator account.
3. Click **Authentication > SecurID Tokens > Import Tokens Jobs > Add New**.
4. In the **Import Job Name** field, leave the default name for the job or enter a new one (up to 128 characters). Do not use special characters (for example, &, %, >, <).
5. In the **Security Domain** field, select the domain where you want to import the token records.
6. In the **Import File** field, click **Choose File** to browse to the location of the token record file.
7. In the **File Password** field, enter the password as shown on the scratch-off label. Do not enter spaces. The label shows the password twice for convenience, but you do not enter it twice.
8. In the **Import Options** field, leave the default of **Ignore all duplicate tokens** for the job to import all token records except duplicates (if any exist). Or, select **Overwrite all duplicate tokens** for the job to overwrite existing token records assigned to users.

Note: If you overwrite token records previously assigned to standard user accounts, the job clears the assigned status and deletes the existing PINs. Those users can no longer use their tokens (unless you reassign them). However, the job cannot overwrite token records already assigned to administrator accounts.

9. Click **Submit Job**.

Next Steps

Once you import token records into the database of the RSA SecurID authentication server, you can assign each token record to a user account. Then you can distribute the corresponding RSA SecurID tokens to the appropriate users. For more information, see the documentation that came with your server product.

Important: Keep the Token Records CD and password label in a safe place in case you need to import the records again.

Access Support and Service

RSA SecurCare Online	https://knowledge.rsasecurity.com
Customer Support Information	http://www.rsa.com/support

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