

New vp.ONLINE login procedure

A new Login procedure for vp.ONLINE has been implemented, this means:

- That instead of key files you will have certificates on your computer
- A new security question and answer of your own choice is implemented to provide a higher degree of security

The login-applet have changed. Your normal key file login is behind the right-hand tab:

Login - keyfile

Select key file: Peter Hansen

Password:

Messages:

New user? [Click here](#)

Log in the same way as you usually do.

Once you have logged in with your key file you will be forwarded to a migration window that will create the certificate on your computer:

Migration to new login

Create certificate

Password:

Repeat password:

Select certificate path:

Status: Please enter filename and password

[Skip this...](#)

(It is possible to skip the migration process by pressing "Skip this...". The next time you log into vp.ONLINE, the system will once again ask you to migrate, until it has been accomplished).

- Type in a password and repeat it. You can use your regular password or you can pick a new one of your own choice (minimum of 8 characters).

Migration to new login

Create certificate

Password:

Repeat password:

Select certificate path:

Status: Directory does not exist
[Skip this....](#)

- Click at the browse button to select a path, where your new certificate will be stored. **It is recommended to select the suggested path.**

Migration to new login

Create certificate

Password:

Repeat password:

Select certificate path:

Status: Directory does not exist
[Skip this....](#)

Save

Save In:

CDCARDS
 DT944
 opensign

File Name:

Files of Type:

- Type your certificate file name in the File Name box.

If you wish to save the certificate in another path, you can chose it by using the drop-down menu "Save In".

- Click the Save button.

Migration to new login

Create certificate

Password:

Repeat password:

Select certificate path:

Status: Ready to create key file

[Skip this....](#)

- Click the Create button.

The certificate will be created in a short while. It is possible to follow the progress in the Status line.

Once the certificate has been created a window will pop up.

- Press OK.

Migration to new login

Create certificate

Password:

Repeat password:

Select certificate path:

Status: Key and Certificate saved to C:\Users\vp01kag\oces\Peter Hansen.pfx

[Skip this....](#)

Meddelelse fra webside

Thank you.
You can now login with your new certificate

OK

Should you need further assistance, please contact CSD. For more information, please visit our website.

Your registration is complete

Registration complete

Your user has been successfully registered with vp.ONLINE™
Click the login button below to login.

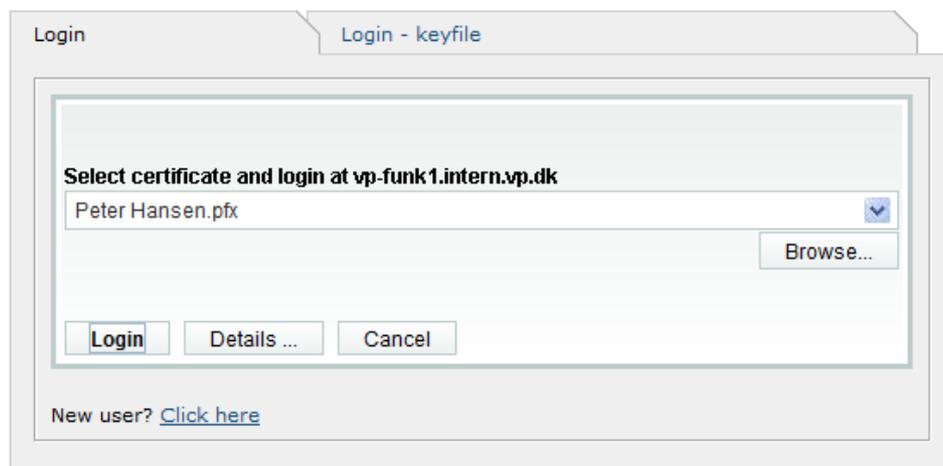
Login

- Click on the Login button.

This time the login will occur on the left-hand tab.

The certificate will appear if it has been saved in the default path. If a different path have been selected, press the Browse button.

Login

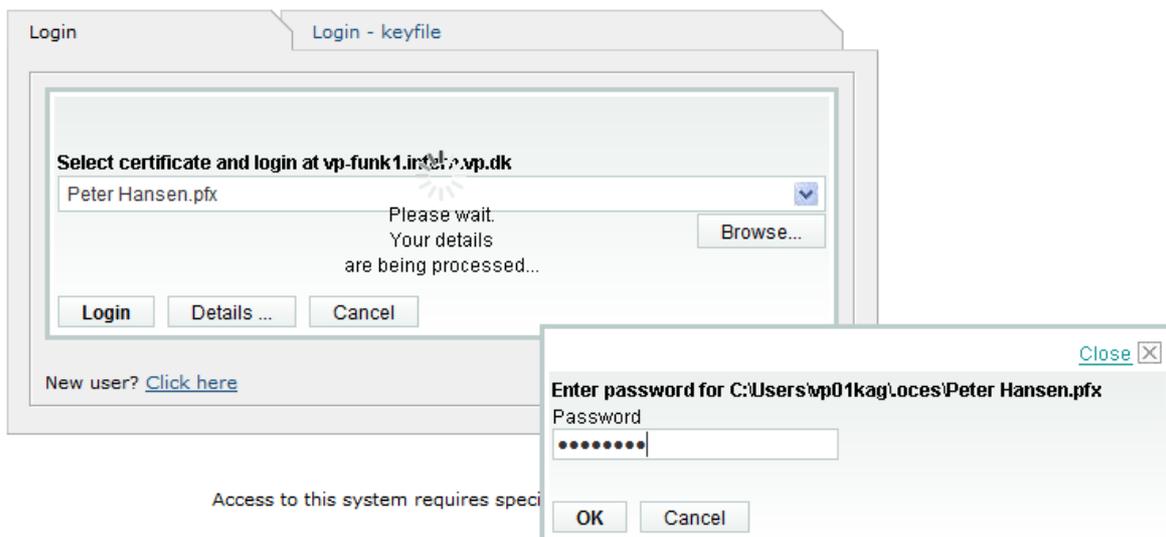


- Press Enter or Login

A pop-up window will appear.

- Enter your password and press Enter or OK.

Login



Once you have been logged in you will be asked to create a security question and answer.

You have to choose your own security question. Make sure to choose a question that only you will be able to answer.

- o The answer will have to be minimum three characters.
 - o You cannot use special characters; e.g. ?#œ@, or blank space.
 - o The system does not distinguish between regular and capital letters.
- Enter the answer and repeat it.
 - Press save.

Create new secure question/answer

Security question: My favorite song

Answer: ●●●●●●●●●●

Repeat answer: ●●●●●●●●●●

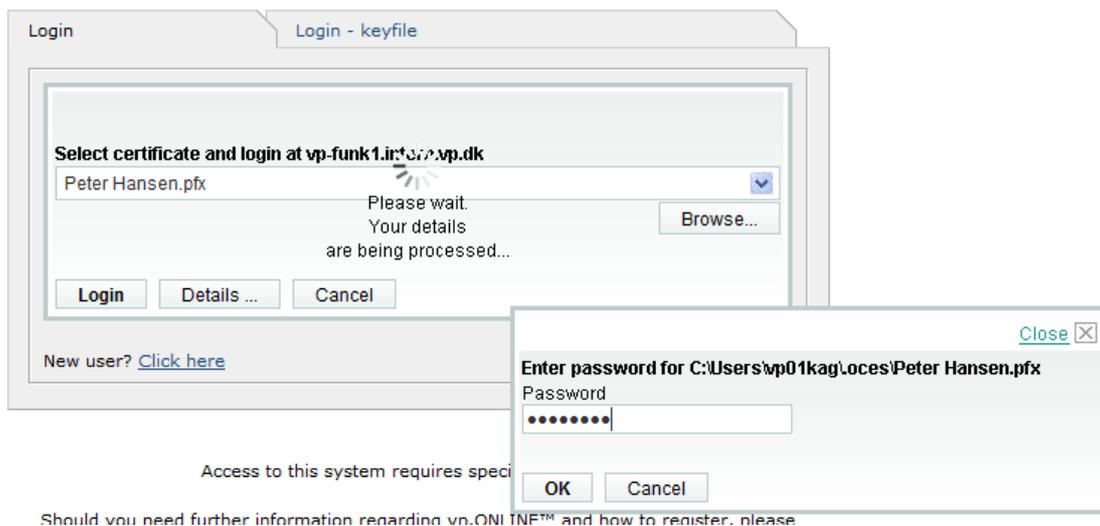
Save

You have now successfully logged in to vp.ONLINE with the new log in process.



The next time you login to vp.ONLINE you will be met by the new login applet.

Login



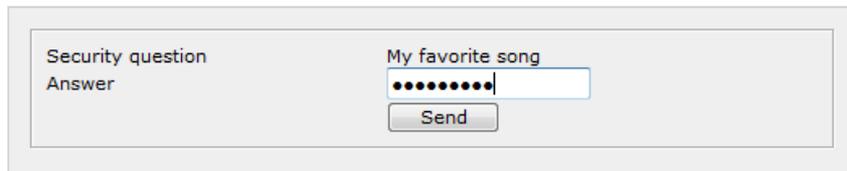
Back-up procedure

VP recommends that you take a copy of your certificate and save it on another media e.g. a USB-key as a back-up. This solution will be helpful in case you have to use another computer.

When trying to login with your certificate from another computer, type in your usual Certificate password. Afterwards you will be asked to answer your secure answer.

- Press Send.

Enter secure answer



The screenshot shows a dialog box titled "Enter secure answer". Inside the dialog, there is a label "Security question" with the text "My favorite song" next to it. Below this, there is a label "Answer" followed by a text input field containing ten black dots. A "Send" button is positioned directly below the input field.

You have successfully logged in and can use vp.ONLINE on your new computer.

If any questions feel free to contact: VP CSD Services.