



# How to set up Entrust IdentityGuard

Entrust IdentityGuard is used to authenticate RCSD employees when accessing the district network from outside of the district. You will only need to set up your Entrust IdentityGuard account once. Follow the steps below to set up your account.

[Click this link to access the Entrust IdentityGuard web site.](https://entrust.rcsdk12.org/IdentityGuardSelfService/) or type this URL into your browser's address bar: <https://entrust.rcsdk12.org/IdentityGuardSelfService/>

**Entrust**  
**IdentityGuard Self-Service**

**Log In**

\* User Name:

\* Password:

[Forgot your password?](#)

Use your normal RCSD employee network credentials to log in.

## Entrust IdentityGuard Self-Service

### Personal Information

Welcome to Entrust IdentityGuard self registration.  
To begin, please provide the personal information requested below.

\* Full Name:

\* Contact Information:

Both an email address and a phone number are required

| Delete                   | Label           | Value                     | Default               |
|--------------------------|-----------------|---------------------------|-----------------------|
| <input type="checkbox"/> | Email           | Tammy.Teacher@RCSDK12.ORG | <input type="radio"/> |
| <input type="checkbox"/> | Work Phone      | 585-262-8100              | <input type="radio"/> |
| <input type="checkbox"/> | Choose label... |                           | <input type="radio"/> |

On this screen, enter your RCSD contact information.

Some of your information may be pre-populated for you.

Email and phone are required fields.

You may also enter additional information by clicking the "Choose label..." drop downs.



# How to set up Entrust IdentityGuard

## Entrust IdentityGuard Self-Service

### Questions & Answers

You must answer 3 predefined questions.

**Predefined Questions**

**Predefined Question 1:**

Please choose a question...

**Answer:**

**Predefined Question 2:**

Please choose a question...

**Answer:**

**Predefined Question 3:**

Please choose a question...

**Answer:**

On this screen, you must choose a different question for each drop down. You must also supply a different answer for each question.

Memorize your answers or write them down and keep them in a secure place. One of your three questions will be randomly presented to you each time you logon to the RCSD network from outside the district.

When you have chosen three different questions and provided a different answer to each, click the "Next" button.

The next screen (not shown) will ask you to enter the answers to the questions you just selected as a confirmation. Click the "OK" button at the bottom of the screen to continue.

## Entrust IdentityGuard Self-Service

### Self-Administration Actions

Please select one of the actions below or click Done if you're finished:

- [I'd like to update my personal information.](#)
- [I'd like to change my question and answer pairings.](#)

On this screen you can choose one of the self-administration actions if you want to change any of the information you just provided.

When you are finished, click the "Done" button.



# How to log in to RCSD VPN

RCSD employees can now access commonly used applications from outside of the district using a virtual private network (VPN) connection. To access these applications follow the steps below:

[Click this link to access the RCSD VPN site](https://ea.rcsdk12.org), or type this URL into your browser's address bar:  
<https://ea.rcsdk12.org>

NetScaler with  
**Unified Gateway**

**Please log on**

User name

Password

Use your normal RCSD employee network credentials to log in.

If you are unable to login, you may need to set up your Entrust IdentityGuard account. [Click here for set up instructions.](#)

NetScaler with  
**Unified Gateway**

**Additional Information Required**

Please type your response below.

Enter the answer to the following question: What is your favorite vegetable?

On this screen, enter the answer to your personal authentication challenge question.

NetScaler with  
**Unified Gateway**

**NetScaler Gateway**

Please wait for the VPN session to be established.

If a proxy server is configured, you need to add "localhost" to the proxy exception in your Web browser.  
For more information contact your help desk or system administrator.

Checking if the plug-in is installed  
8 secs

The system will check to see if you have NetScaler Gateway plug-in installed.

If you don't, follow the on-screen instructions to download and install the plugin. Contact the Help Desk at 262-8151 if you experience any problems.



# How to log in to RCSD VPN

## NetScaler with Unified Gateway

### NetScaler Gateway

Please wait for the VPN session to be established.

If a proxy server is configured, you need to add "localhost" to the proxy exception in your Web browser.

For more information contact your help desk or system administrator.



Once your computer has the NetScaler Gateway plug-in installed the system will establish a VPN connection to the RCSD network.

## NetScaler with Unified Gateway

Hello, 1234567 ▾

Change Password

Log Off

### Enterprise Web Sites



Smart Fin...



Power Tea...



SPA Data ...



School Tri...



Teacher Tr...



Teacher E...



RTA Trans...



TSR/V E...



Access R...



Fitnessgra...



PeopleSoft



Sharepoint



PowerSch...

On this screen you can click on any of the available RCSD applications and work within it just as you can while inside the district.

To log off click the drop down menu at the top right of the screen and choose "Log Off."

You can also change your RCSD network password from the drop down menu.