



Introduction

The Firm is implementing greater security measures to prohibit unauthorized systems access using Citrix, VPN or Outlook Web Access (OWA). In addition to entering a password, you enter a grid pattern.

The software called GridSure, generates a unique grid to be used with your grid pattern each time you log onto the Firm network from an external location. Based on a pattern of cells, you enter the corresponding numbers.

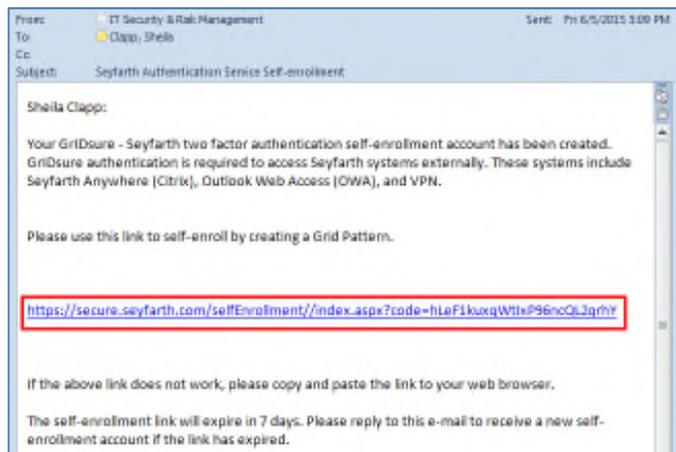
W	14	k	N	Y	T
D	20	X	Z	5	A
Q	3j	V	z	o	2
m	f	p	3	6i	P
B	R	t	n	5h	d
s	1	C	r	4y	U

Use this reference guide to self-enroll (create your grid pattern), login using your password and grid pattern, and to reset or change your grid pattern.

Self-Enrolling (Creating a Grid Pattern)

As a new user to GridSure, you receive a self-enrollment e-mail message. You have one week to act on this message before it expires. If you did not receive a self-enrollment message or your self-enrollment expires, contact the Service Desk.

1. Open the Seyfarth Authentication Service Self-enrollment e-mail notification.



2. Click the link in the message (circled above).

The Seyfarth Authentication Service – Self-Enrollment dialog box appears.



Seyfarth Authentication Service - Self Enrollment



FIGURE 1 - SELF-ENROLLMENT

The grid is 6x6, which makes 36 available cells for you to include in your grid pattern.

Your grid pattern must include a minimum of six cells. The sequence in which you enter the cells determines the pattern.

Select a grid pattern you can remember but is not easily guessed. Your grid pattern cannot be six contiguous cells in a diagonal line or straight line, or include the four corners of the grid.

Below is an example of a grid pattern. The order of cells in the grid is part of the grid pattern.

W	14	k	N	Y	T
D	20	X	Z	5	A
Q	3j	V	z	o	2
m	f	p	3	6i	P
B	R	t	n	5h	d
s	1	C	r	4y	U

FIGURE 2 - GRID PATTERN

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- In the **Enter Value** box, type the **characters** corresponding to the cells in your chosen grid pattern. See Figure 1 - Self-Enrollment on page 1.

Letters are case sensitive.

For example, in Figure 2 - Grid Pattern on page 1, the value is 40jyhi.

Enter Value:

- Click **Next**.

Your grid pattern is activated.



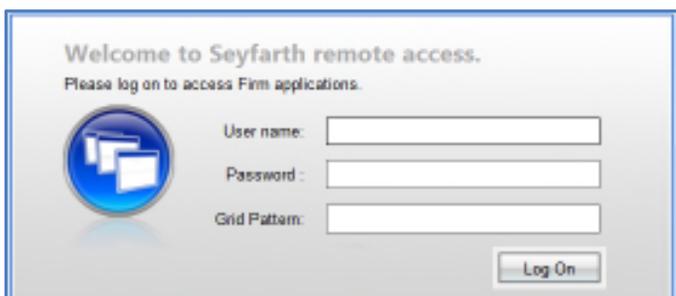
- Click **Close**.

Logging On Using Your Grid Pattern

When you log on to the network from Citrix, VPN or Outlook Web Access, you are required to enter your grid pattern in addition to your network password.

- On the log on screen, type your **network User name** and **Password**.

The Citrix log on window is used in the following instruction, but all log on windows contain the grid pattern.



A grid appears with random numbers in the cells.



The next time you log on, the characters displayed by the grid will be different, but your grid pattern remains the same. You always enter the characters in your grid pattern displayed by the grid.

- In the **Grid Pattern** box (circled above), type the **numbers** corresponding to the cells in your grid pattern.

For example, using the grid pattern defined in Figure 2 - Grid Pattern on page 1, type 918496.

- Click **Log On**.

WARNING: You have 10 attempts to enter your grid pattern. If you exceed that limit, your account is locked, and you must contact the Service Desk to request your grid pattern be reset. See the "Resetting Your Grid Pattern" section below.

Resetting Your Grid Pattern

If you forget your grid pattern or are locked out after 10 attempts to log on, contact the Service Desk to request your grid pattern be reset.

A Service Desk analyst will provide you with a temporary one-time password you will use to access the Firm network. You must reset your grid pattern during this session, or you will need to contact the Service Desk again for a new one-time password.

- In the Seyfarth Anywhere log on window, type your **network User name** and **Password**.
- In the **Grid Pattern** box, type the **temporary password** provided by the Service Desk analyst.
- Click **Log On**.
- Proceed to **My Desktop** and then open **Outlook**.
You receive a new self-enrollment e-mail message.
- Follow the steps in the "Self-Enrolling (Creating a Grid Pattern)" section of this guide on page 1.

Changing Your Grid Pattern

If you think your grid pattern has been compromised, you should immediately change it to a different pattern.

- On the **InSeyt Home** page, click **TOC** in the upper right.
- Under **Hot Spots**, click **GrIDSure Self-Service Portal**.

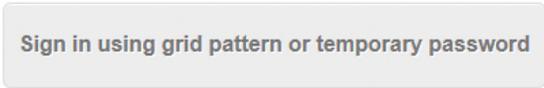
The Self-service Portal opens.



- Click **Grid Pattern**.

The Grid Pattern page displays.

Grid Pattern | Authenticate



- Click **Sign in using grid pattern or temporary password**.

The Grid Pattern sign on window displays.

Grid Pattern | Authenticate to Process

User ID:

Grid Pattern or Temporary Password:

[Help Me](#)

OK

- In the **User ID** box, type your **network user name**.
- Leave the **Grid Pattern or Temporary Password** box blank, and then click **OK**.

A grid displays.

Grid Pattern | Authenticate

9	0	9	7	7	3
0	3	7	6	7	9
0	8	8	3	2	5
1	2	6	5	8	8
4	5	6	1	4	5
1	6	9	2	4	3

Grid Pattern or Temporary Password:

OK

- In the **Grid Pattern or Temporary Password** box, type your **current grid pattern** and then click **OK**.

A new grid appears, including both letters and numbers.

Grid Pattern | Select Pattern

Q	h	L	X	u	U
G	q	A	B	e	p
D	n	k	2	V	P
w	m	j	y	5	9
f	r	8	Y	K	6
S	F	x	o	J	i

Enter cell values:

[Help Me](#)

OK

- In the **Enter cell values** box, type the **characters** corresponding to the cells in your chosen grid pattern.

Letters are case sensitive.

- Click **OK**.
- The successful grid pattern reset is confirmed.
- Click **Sign Out** and then close the window.