Two-Factor Authentication for Q-Port

Installation Guide

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| **Glossary** |
|----------------|--------------------------------------------------|
| **1FA** | One-Factor Authentication. Signing in with username and password |
| **2FA** | Two-Factor Authentication. Signing in with 2FA username, password and passcode generated by SafeNet MobilePASS |
| **Q-Port** | Nasdaq Clearing Web tool, replacing Clearing Workstation 2 (CW2) |
| **Soft Token** | Device specific application used to create one-time passcodes |
| **Token Passcode** | A code generated by the SafeNet MobilePASS soft token in order to identify the authorized user, to be used when logging in to 2FA |
Getting started

**Purpose**
The purpose of this document is to guide you through the process of enrolling to 2FA

**Audience**
This document has been written for users of The Next Generation Clearing Interface, Q-Port

**References**
More information regarding 2FA can be found on [2FA webpage](#)
More information regarding Q-Port can be found on [Q-Port webpage](#)

**Contact Details for Support**
2FA questions: technicalsupport@nasdaq.com, +46 8 405 6280
Q-Port user or password questions: Member Services, +46 8 405 6660

**Provider SafeNet website**
https://safenet.gemalto.com
https://safenet.gemalto.com/support-downloads/mobilepass-download-page/ (Software Download)
Enrollment process

1. Creation of a new 2FA account

1.1 Initialization

All current users in Clearing Workstation 2 (CW2) are copied into Q-Port with the same privileges. A Q-Port account will be activated after a request from the user (see Q-Port webpage for more information).

Once the account in Q-Port has been activated, an email will be sent from Nasdaq to the user’s email address registered in Q-Port. The email has instructions on how to start the 2FA enrollment.

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Dear xxx,

You have been pre-registered for the Q-Port application at Nasdaq. Below you can find the link to the self-enrollment steps which contains instructions to installing, registering and activating your token which is required for the two-factor authentication, 2FA.

https://register.eu.securetest.nasdaq.com/M2ZybTlRKVM4QTlHMn4nMV15

Note! The registration link is valid until June 30 and can be used only once.

The MobilePASS software is provided during the registration steps but note that you may need administrator privileges to install it. If you need assistance please contact your IT department. For installation- and general 2FA information please follow the link below:
http://www.nasdagomx.com/transactions/technicalinformation/2fa

Contact Details for Help

For Q-Port user or password questions, contact:
Member Services: ms.qi@nasdaq.com +46 8 405 6660

If you experience technical difficulties or have any further technical questions, please contact:
Technical Support: technicalsupport@nasdaq.com +46 8 405 6280

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Figure 1 - Email invitation to Q-Port and 2FA enrollment

Click the link provided and you will be directed to the 2FA Enrollment start page.
1.2 Create a new 2FA account

Start 2FA registration by choosing **Set up new 2FA account**.

**NOTE**: If you have already previously completed the enrollment procedure and wish to connect additional accounts to the same 2FA account, then please follow the steps described in chapter 2. **Connect to existing 2FA account**.

Create a new password for your 2FA account, then **Proceed with account initialization**.
**NOTE:** Your new 2FA password should contain:
- One upper case character
- One lower case character
- One decimal numeral

Until the conditions above have been met, the field will stay red

After entering a valid password, confirm it by typing it again, then *Complete account initialization.*

![Password Creation](image)

You should now receive an email. Check your inbox.
Your new 2FA account has now been set up and an email has been sent to your email address. Click on the URL link specified in this email on the device where the token should be registered.

**NOTE:** Please follow the link on the device where you want your soft token installed, i.e. on your smartphone or your computer.
1.3 Installation of MobilePASS

If not previously done, the MobilePASS app should be installed at this point.

- **Phone:** Click the SafeNet logo or search for SafeNet in your app store
- **Computer:** Click *Download MobilePASS Installer (.msi)*

**NOTE:** *Before downloading and installing the MobilePASS app/software, please consult with your local IT-department for the internal company policies that may apply!*

**NOTE:** *Installation should be done on the device you want your MobilePASS to be installed on. Administrator rights are required. Ask your IT department for assistance, if needed*

![Image of Nasdaq 2-Factor Authentication - Self-Enrollment](image)

*Figure 7 - SafeNet Self-Enrollment*
Follow the instructions provided in the InstallShield Wizard in order to install the MobilePASS software on your desktop.

NOTE: In Ready to Install the Program -window, Enable Auto Detect Proxy should be opted in, and Enable Manual Enrollment opted out
1.4 Token enrollment

Start token enrollment by clicking *Enroll your MobilePASS token*.

**NOTE:** If your browser shows an error message when clicking *Enroll your MobilePASS token* please copy the string provided on the bottom of this page, open the MobilePass application, select Automatic Enrollment, and then paste the link into Enrollment String field.

![Image](image1.png)

**Figure 9 - SafeNet Self-Enrollment**

If prompted, choose *Allow* to continue with MobilePASS installation:

![Image](image2.png)

**Figure 10 - Start of Token Enrollment**
Set a new token name, e.g. “NasdaqToken”, then click *Activate*.

![Figure 11 - Name your Token](image)

If you are prompted to choose a method for enrolling the token, choose the *Auto Enrollment* option.

![Figure 12 - Token Enrollment method](image)
Set a new PIN code for your token, 6 digits.

**NOTE:** This PIN-code will be used to generate a new Token Passcode for the 2FA login. Entering erroneous PIN-code too many times will lock the token and a new has to be re-issued.

![Figure 13 - Set PIN code](image)

Re-enter your PIN for your token.

![Figure 14 - Re-enter PIN](image)
The first generated Token Passcode appears in the window now. This can be used directly to log in to Q-Port (and to other Nasdaq web applications using 2FA).

An email stating that the 2FA registration has been completed will be sent to you. This email contains a new URL link to be used in order to login to 2FA and by so reaching Q-Port from now on.

After the token enrollment has been completed, Q-Port will be accessed via "Two-Factor Authentication" login window, by providing your 2FA-User Name, 2FA-Password set during the enrollment process, and your Passcode generated by your SafeNet MobilePASS soft token.

You have now completed the 2FA enrollment process and are now ready to login with your new 2FA credentials.
2. Connect to existing 2FA account

If you have already enrolled a 2FA user as described in the previous chapters and wish to connect additional user accounts to your existing 2FA account, please click **Connect to existing 2FA account**.

Click **Connect to existing 2FA account**.
Log in with your existing 2FA username, password and token passcode in order to connect additional 2FA users.

You have now connected the accounts successfully. Follow the link at the bottom and you will be logged in.
## Revision history

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>Change Description</th>
</tr>
</thead>
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<tr>
<td>2017-05-24</td>
<td>1.0</td>
<td>First version</td>
</tr>
<tr>
<td>2017-06-21</td>
<td>1.1</td>
<td>Removed some screenshots that are not applicable for Q-Port</td>
</tr>
</tbody>
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