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Introduction

The Virtual Key Set Up Account Wizard helps you set up an account that you can use to enter all Internet sites that are secured by Virtual Key.

When you try to enter an Internet site that requires you to sign in, you are prompted with the Sign In dialog box, which asks for your account ID and password. Using Virtual Key, you can configure your account settings and control how often you want to be notified when you are accessing a secure site.

This account has two settings that you will configure:

- [Password storage](#)
- [Security levels](#)

Before you configure an account, read about [security risks](#), and see the [security recommendations](#).

Explain Security Issues

There are many risks associated with web security. Using Virtual Key and selecting the highest security level, you can protect yourself from many of these risks, including:

Physical risk--This is when someone else uses your computer. If you have your password stored on your hard drive, or if you have your security set to one of the lower settings, someone could easily use your ID and password on your computer, and incur charges on your account.

Privacy risks--Privacy risks involve knowing when authentication is required. This is important for a few reasons:

- If you enter sites that charge a subscription fee, you will probably want to know that you are being charged.
- When you enter a secure site, you are sharing private information with that site, including your identity. If you want to know when sites have this information, you must select a security option that will notify you before you enter these sites.

Password Storage

Storing Your Password

Not Storing Your Password

Storing Your Password

Using the Virtual Key security configuration dialog boxes, you have the option of entering your password and storing it on your hard drive. This is convenient if you don't want to enter your password every time you gain access to a secure site. Be aware that this option can be risky; only store your password if no one else uses your computer.

For more information about security risks, see [Explain Security Issues](#).

Not Storing Your Password

This is the most secure configuration option. If you do not store your password on your hard drive, you will be prompted to enter your password when you sign in to a secure web site. Depending on the security level you have configured, you may have to enter your password every time you access a secure site or only once per session.

If you choose to not store your password on your hard drive, it is recommended that you close your browser between sessions. Depending on the security level you have configured, you may need to enter your password only the first time you access a secure site. In other words, Virtual Key remembers your ID and password during the browser session, and authenticates without notifying you. If you close your browser between sessions, you will avoid unauthorized use of your account.

See [Security Levels](#) for more information.

Security Levels

High

Moderate

Minimal

None

High

The most secure option. Every time you enter a secure site, you receive the Sign In dialog box, and you must verify your account ID and enter your password. The High security level does not allow you to save your password on your hard drive.

Moderate

The default option. Every time you enter a secure site you receive the Sign In dialog box, and you must verify your account ID. Your password is remembered as long as the client is active, if the password is not stored on your hard drive.

Minimal

Every time you sign in to a new site—a site you've never visited before—you receive the Sign In dialog box, and you must verify your account ID and password. Your password is remembered as long as the client is active, if the password is not stored on your hard drive.

None

The least secure option. Every time you enter a secure site, Virtual Key processes the authentication without notifying you. Virtual Key uses the last account used at the site and the password stored on the hard drive. If you enter a site you've never visited before, Virtual Key authenticates with the last account that it used.

Security Examples

Choose a statement that best describes your situation, and then follow the security recommendation.

Examples:

1. I am the only person that has access to my computer and I never want to see the sign-in dialog box.
2. I am the only person that has access to my computer, but I want to know when I'm entering a site that requires authentication.
3. I share a computer with other people at work, but I don't want anyone to use my account.
4. I share an account with other adults in my household, but I don't want the children to know the password.
5. I share a computer with other people who have their own accounts.

1. I am the only person that has access to my computer and I never want to see the sign-in dialog box.

How to set your password storage: Store your password on your hard drive if you are the only person that uses your computer.

How to set your security level: Select the lowest security level, None.

2. I am the only person that has access to my computer, but I want to know when I'm entering a site that requires authentication.

How to set your password storage: Store your password on the hard drive.

How to set your security level: Select the Moderate security level if you want to be notified every time you enter a secure site, or select the Minimal security level if you want to be notified only when you sign in to a new site.

3. I share a computer with other people at work, but I don't want anyone to use my account.

How to set your password storage: Do not store your password on the hard drive, so that other users will not be able to access your account and possibly add charges to your account.

How to set your security level: Select the High security level so that you are always required to enter your password every time you access a secure site.

Recommendation: To avoid unauthorized use of your account, close your browser between sessions.

4. I share an account with other adults in my household, but I don't want the children to know the password.

How to set your password storage: Do not store your password on the hard drive.

How to set your security level: Select the High security level if you always want users to be prompted to enter the password before signing in to a secure site. Or, select Moderate so users are always notified before entering a secure site.

Recommendation: To avoid unauthorized use of your account, close your browser between sessions.

5. I share a computer with other people who have their own accounts.

How to set your password storage: Do not store your password on the hard drive if you do not want others to use your account. If you don't care that others use your account, store the password on the hard drive.

How to set your security level: Select the Moderate security level so that every account member must verify their identity or select a different identity.

Recommendation: To avoid unauthorized use of your account, close your browser between sessions.

Account Maintenance

The Virtual Key Accounts and Sites Manager helps you manage your existing accounts. The Accounts tab lists all of your accounts in alphabetical order.

Select an account from the list and click

- Create to start the Create Account Wizard and create a new account.
- Change to start the Create Account Wizard and change the properties of the highlighted account.
- Delete to delete the highlighted account. All of the sites associated with this account are also deleted.
- Close to close the dialog and save all of your changes.

Site Maintenance

The Virtual Key Accounts and Sites Manager helps you manage the accounts you used at the sites you have visited. The Sites tab lists the sites you've visited, the account used to enter the site, the account membership information, and the date and time of the last time you visited the site.

You can delete a site from the list in order to disassociate it from your account. Next time you try to enter that site, you will be prompted for your account information (depending on the security level you have configured for the account).

Click Close to close the dialog and save all of your changes.

Versions

The Versions tab lists all of the files associated with Virtual Key that are installed on your hard drive. You can view information about each file including the version number and build number.

Click Close to close the dialog.

What Is a Keyword?

The keyword that you create will be displayed in the title bar of all Virtual Key dialog boxes. The presence of this keyword assures you that you are using your own, authentic version of Virtual Key. Never enter your ID and password in a dialog box that does *not* display your keyword.

To see an example of a Virtual Key dialog box with a keyword in the title bar, see the [sample dialog box](#).

Here are a few things to consider when creating your keyword:

- Create a keyword that you will always recognize, but do not use your user ID or password as the keyword.
- Create a keyword that is 16 characters or less. You can use letters, numbers, and spaces in your keyword.

Why Do I Need a Keyword?

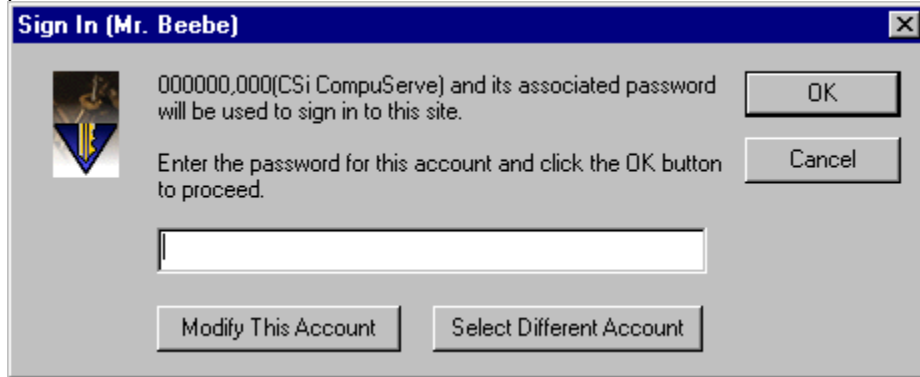
You need to create a keyword so that you can be assured that you are using an authentic version of Virtual Key every time you have to enter your user ID and password in a dialog box.

Unfortunately, there are people who will try to get you to provide your account information over the Internet, so that they can obtain your ID and password. They might, for example, send you a legitimate-looking dialog box that asks you to provide your user ID and password.

If you are using Virtual Key, then you will know whether a dialog box is legitimate or not. As long as your keyword appears in the title bar, then you know it is safe to provide your user ID and password.

Sample Dialog

This is an example of the Sign In dialog box. The user's keyword is **Mr. Beebe**, which is displayed in parenthesis in the title bar.



User Education Web Site

For more information about Virtual Key, see the Virtual Key web site at
<http://www.compuserve.com/rpa/usered>

