

Mobile Access for HR Links

Below are the instructions to access HR Links via an Android or Apple iPhone mobile device.

Before accessing HR Links, your Android or iPhone must have the **CISCO AnyConnect Virtual Private Network** (VPN) and the **SecureAuth OTP** (One Time Passcode) applications installed and configured.

Install and Configure AnyConnect and SecureAuth OTP Applications

- 1. Install and configure the CISCO AnyConnect VPN Application on your phone.
- 2. Use the install instructions for your <u>Android</u> or <u>iPhone</u> located on GSA InSite.



- 3. Install and configure the **SecureAuth OTP** application on your phone.
- 4. Use the install instructions for your <u>Android</u> or <u>iPhone</u> located on GSA InSite.



Access HR Links (via GSA VPN on Mobile Device)

- 1. Access HR Links on your mobile device via GSA VPN.
 - a. This guide uses the Apple iPhone as an example. The Android screens may vary slightly.
- 2. Launch the SecureAuth Authenticate app on your device.





3. Choose the **secureauth.gsa.gov** option.



4. A one-time passcode will appear. You will have two minutes to enter this passcode into the VPN login screen before it expires.





5. Launch the **AnyConnect** app.



6. Tap the **AnyConnect VPN** option from off to on.



7. When prompted, enter your GSA network (ENT) username/password. Choose Connect.

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8. When prompted, enter your **OTP passcode in the answer field, and t**ap **Continue**.

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9. A GSA Software Warning banner will appear. Tap Accept.

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10. Your mobile phone is now successfully connected to the GSA VPN.



- 11. Go to the browser installed on your mobile device, and enter the HR Links URL: <u>https://hrlinks.gsa.gov</u>.
- 12. Tap on the GSA & GSA CABS button.





- 13. You may be prompted to re-enter your GSA ENT username and password before accessing the homepage of HR Links.
- 14. You have successfully logged into HR Links.

