

THALES



Getting started with ALCEA V2

<https://alcea.info.thalesgroup.com/en/>

www.thalesgroup.com

THALES GROUP INTERNAL



ALCEA – Contents

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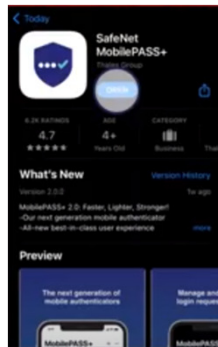
MobilePASS+ Enrollment Process



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Download the MobilePASS+ Application

Install the MobilePASS+ app from the App Store or Google Play store

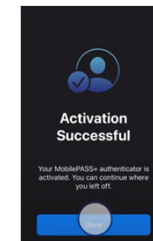
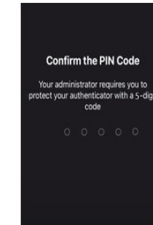
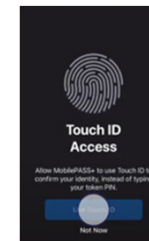
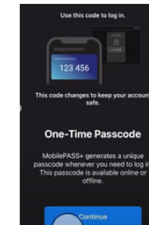


Open the App

Create a PIN code

or

Use the biometric authentication



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MobilePASS+ Enrollment Process



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1 Click on the link from the mail

Warning :

The link in the email expires after 10 days. If the link has expired, you will have to make a KISS token renewal request or contact your Thales correspondent.

2 Select the Device's system

3 Scan the QR code

The screenshot shows an email from 'SafeNet Trusted Access <noreply@eu.safenetid.com>' with the subject 'Mobile Pass Token Self-enrollment on STA Thales Group'. The email body contains the following text:

Your self-enrollment account has been created on STA Thales Group.

Go to the following URL to enroll with SafeNet Trusted Access:

<https://cloud.eu.safenetid.com/self/enrollment/index.aspx?code=ikttutv5A-WK2rj0KVaraxlP9ke>

If the above link does not work, copy and paste this URL to your web browser.

The above link is expiring after 10 days. When it occurs, the activation code cannot be used anymore. You will then have to request a renewal over the link below:

https://kiss.service-now.com/ssp7dd-sc_cat_item&sys_id=4c4ae3a81bf8f010b6fcb77624bc664

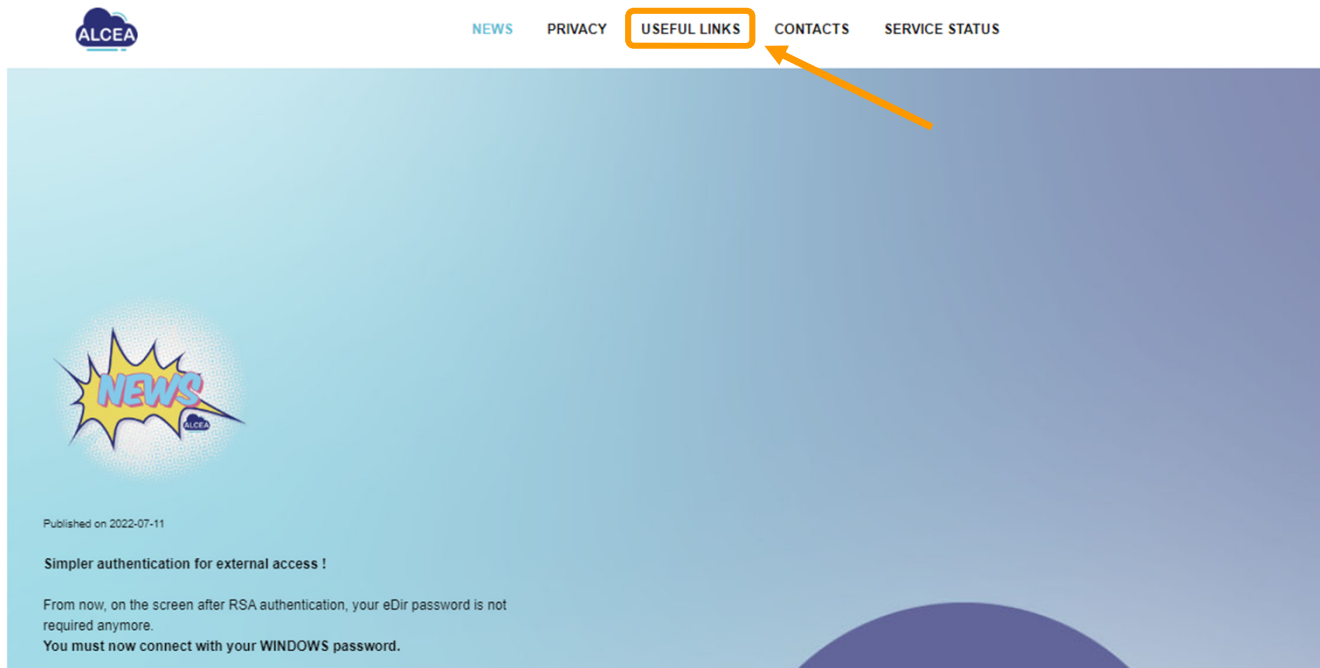
Regards,
Thales IS/IT

Below the text, there is a dropdown menu for device selection with 'Android' selected. A list of options is shown: Android, iOS, and Windows 10. Below this is a 'Google play' button and a 'Download and install it' section with a Thales logo icon. At the bottom, there is a QR code.

Numbered callouts in the image indicate: 1 points to the URL, 2 points to the device selection dropdown, and 3 points to the QR code.

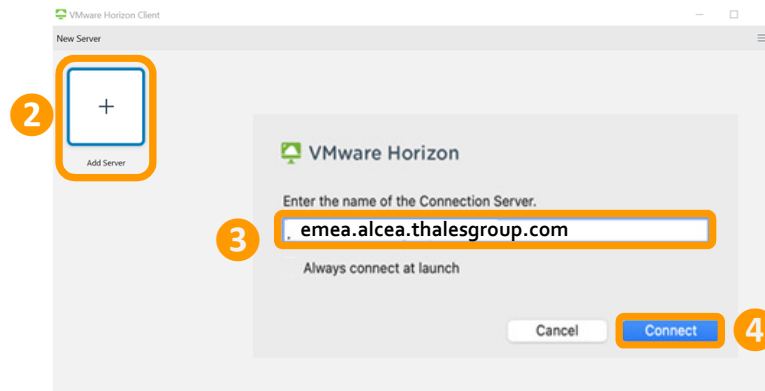
VMware Horizon – Connection to the service

First of all, install the **free VMware Horizon client** for Windows, MacOS or Linux on your workstation (you can find the link at <https://alcea.info.thalesgroup.com/>).

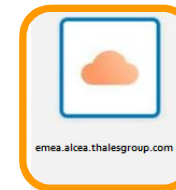


VMware Horizon – Client configuration

- 1 Open the **VMware Horizon Client** (double click on the icon)
- 2 Double click on **“Add server”**
- 3 Enter the name of the Connection Server: **emea.alcea.thalesgroup.com**
- 4 Click on **“Connect”**



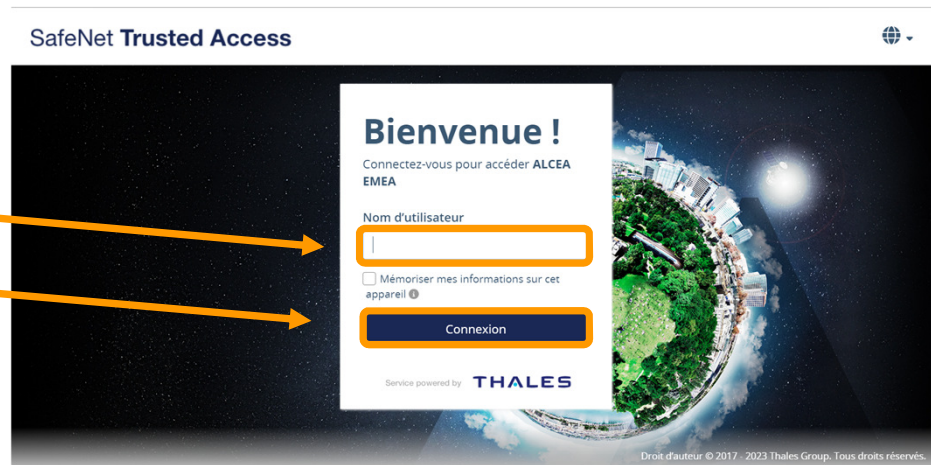
- The **next time** you will only need to **double click** on the server button



VMware Horizon – Log on and open the VM

A windows will open in your browser.

- 1 Fill in your **TGI**
- 2 Click on **“connect”**



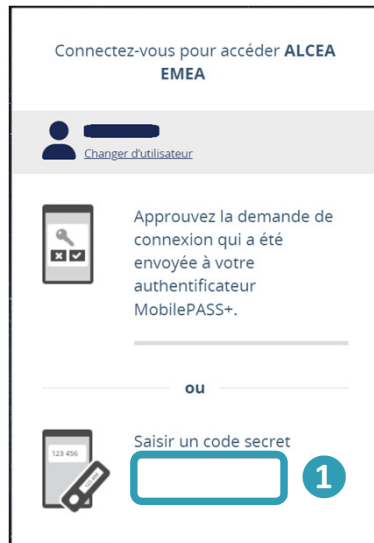
- 3 Choose either to have a **push notification** send on your mobile device

Or

Enter a **passcode**



VMware Horizon – Log on and open the VM



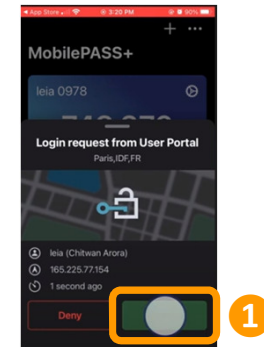
- **Push Notification** on your mobile device

- 1 Go on your device and approve the request

or

- Enter a **passcode**

- 1 Enter the passcode provided by the application : 8 digits.



VMware Horizon – Log on and open the VM

Back to the **Horizon client**

Fill the fields in the following order:

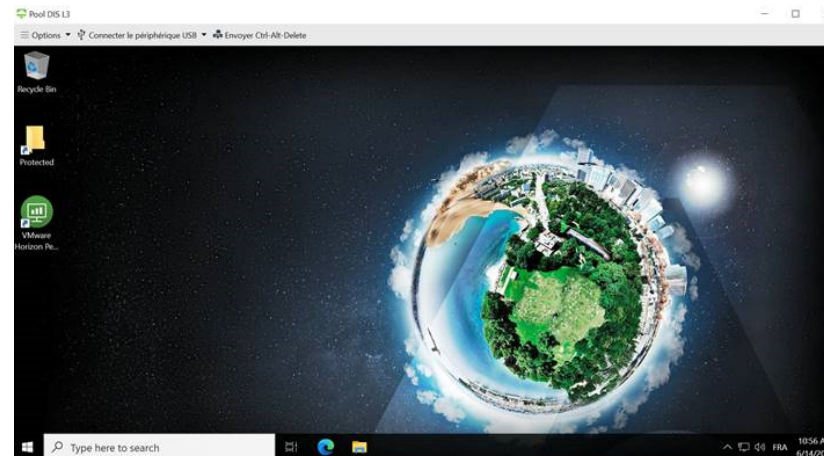
Please find your domain name in the Welcome email

The screenshot shows a 'Connexion' dialog box with the following fields and buttons:

- Server: <https://emea.alcea.thalesgroup.com>
- Nom d'utilisateur : (labeled 1)
- Mot de passe : (labeled 2)
- Buttons: Annuler, Connexion (labeled 3)

VMware Horizon – Log on the VM

Warning: loading the profile for the first time may take several minutes



You are connected

eDir – Change your eDir password

The first time you log in, you must change the edir password that was sent to you. Open your browser and type the following address in the search bar : [PAM THALES \(corp.thales\)](https://pam.corp.thales/) (<https://pam.corp.thales/>)

THALES
Building a future we can all trust

Change password

1 Identifier
Enter your ID

2 Enter old password
Enter your old password

3 Enter new password
Enter new password

4 Confirm new password
Confirm new password

5 Apply

English

- 1 Type your TGI or SGI
- 2 Type the edir password you used to log in
- 3 Type your new edir password
- 4 Confirm your new edir password
- 5 Click on Apply

Password policy

Password must contain:

- Minimum 9 characters
- 1 lowercase (a to z)
- 1 uppercase (A to Z)
- 1 digit (0 to 9)
- 1 non-alphanumeric character:
& # ' { [(- | _ @)] + = } \$ % * < > , ? ; . / : ! ~ ^ ` " \

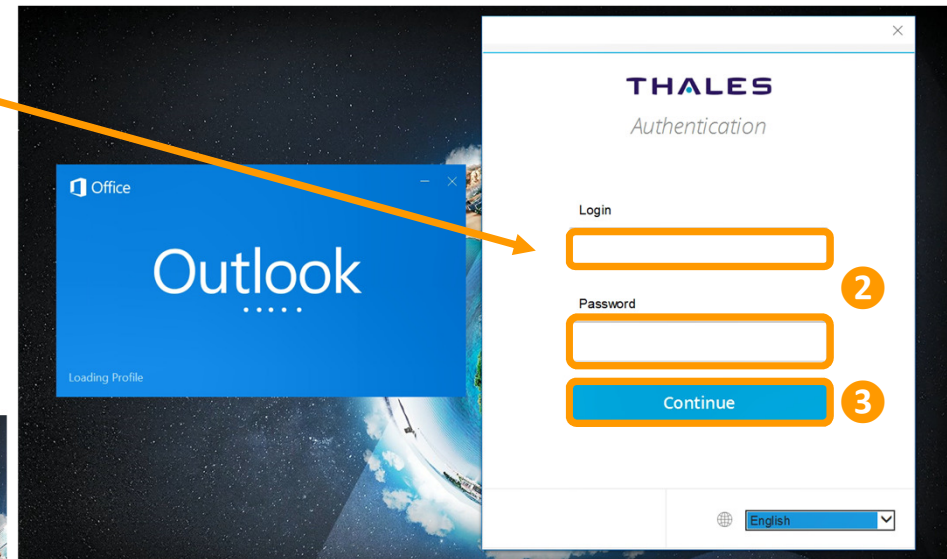
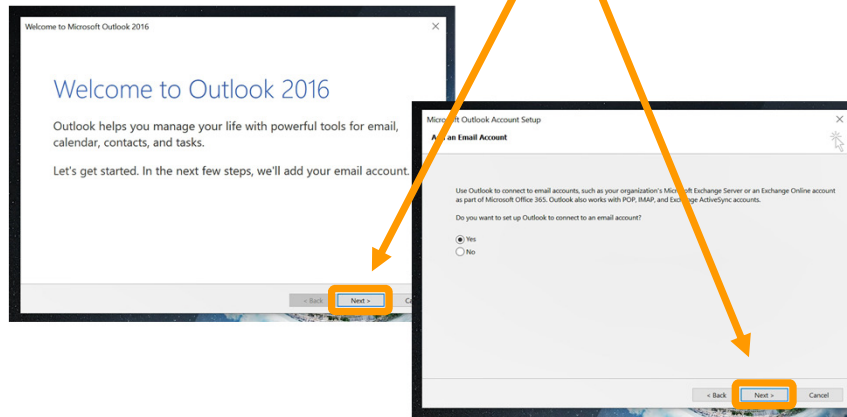
Password must not contain:

- Lasts passwords
- TGI
- Given name or family name

Password is valid 182 days.

Outlook – Mailbox configuration 1/2

- 1 Now that you are logged on your VM, open Outlook to configure your Thales mailbox
- 2 Fill in the "Login" and "Password" with your TGI and eDir password
- 3 Then click on "Continue"
- 4 Click on "Next >" in each popup



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Outlook – Mailbox configuration 2/2

1 Check that “Your Name” and “E-mail Address” are correct

2 Click on “Next >”

The screenshot shows the 'Add Account' window in Outlook. Under the 'Auto Account Setup' section, the 'E-mail Account' radio button is selected. The 'Your Name' field is filled with 'THALES GROUP' and the 'E-mail Address' field is filled with 'THALES@THALES.COM'. Both fields are highlighted with orange boxes and a '1' in a circle. The 'Next >' button is highlighted with an orange box and a '2' in a circle.

3 The Outlook’s window opens giving you access to your Thales emails

Data transfer and Storage

Notice : This does not apply for Thales DIS user

Alcea VMs are **volatile**, therefore data as well. **Avoid storing data locally**. In any case, make sure to always **store/backup your data** externally.

Several possible means are available to store, retrieve, transfer data from or to your Alcea VM:

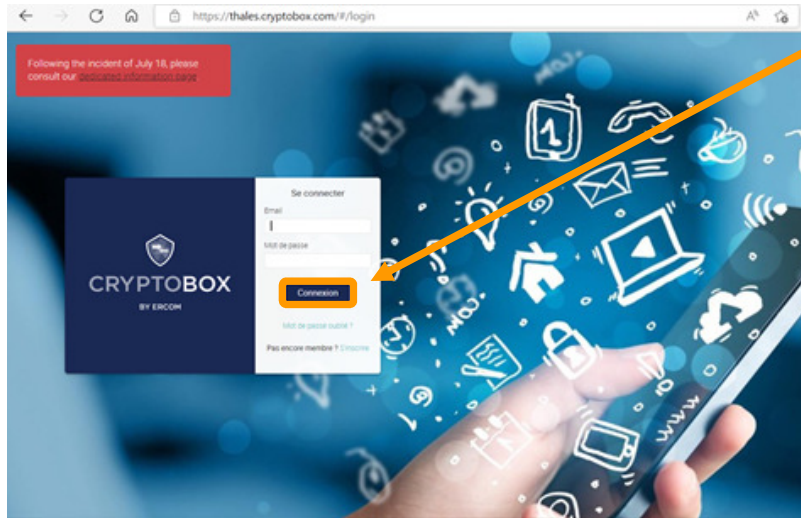
- Cryptobox application
- User's dedicated network drive '\\<Network_drive>\<your_TGI>'
- Data transfer via Exchanger, accessible from the Intranet

Data transfer and Storage – Cryptobox application 1/2

Notice : This does not apply for Thales DIS user

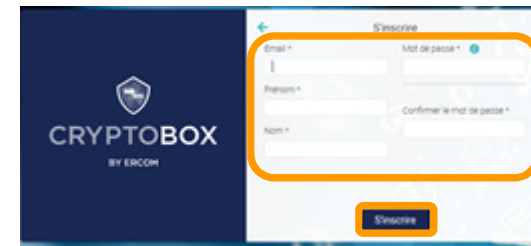
You must create an account on the Cryptobox application on <https://thales.cryptobox.com>

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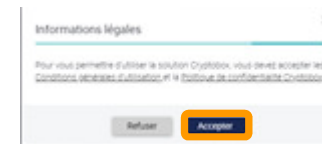


1 Click on "Register"

2 Fill in the fields with your thalesgroup.com email address and click on "Register"



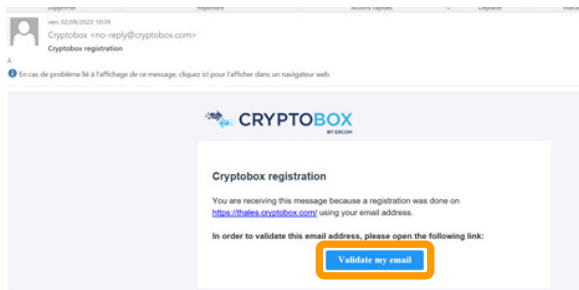
3 Click on "accept"



Data transfer and Storage – Cryptobox application 2/2

Notice : This does not apply for Thales DIS user

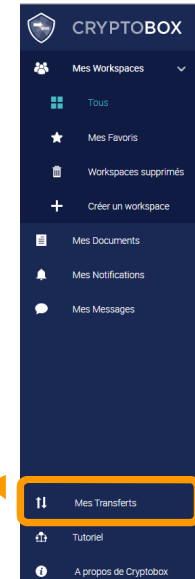
- 4 You have received an email from Cryptobox in your thalesgroup.com mailbox
Open this mail and click on “validate”



- 5 On the Cryptobox application, your account is now registered



- 6 In the side menu, you will find tutorials to help you
There is currently no storage limit set by the product



You can now use Cryptobox on your VM and on your physical workstation at the same time to transfer your data.

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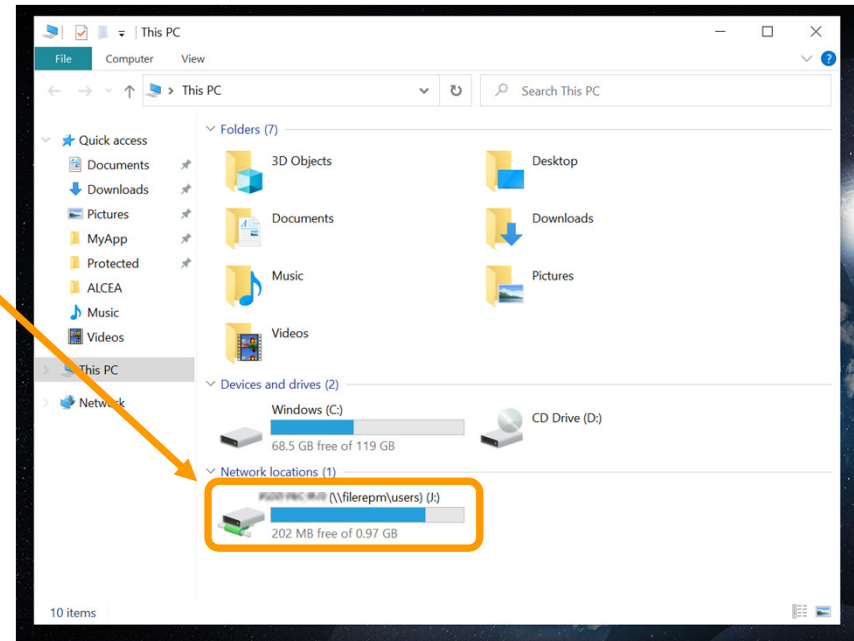
Data transfer and Storage – Users Network drive dedicated folder 1/2

Notice : This does not apply for Thales DIS user

All users are able to store/save/transfer their data from/to their dedicated user's network drive folder, '\\<Network_drive>\<your_TGI>' network drive.

Accessible from and within your Alcea VM, by default

The network drive letter and path depend on your attached VM domain (Operational Assignment)



Data transfer and Storage – Users Network drive dedicated folder

2/2

Notice : This does not apply for Thales DIS user

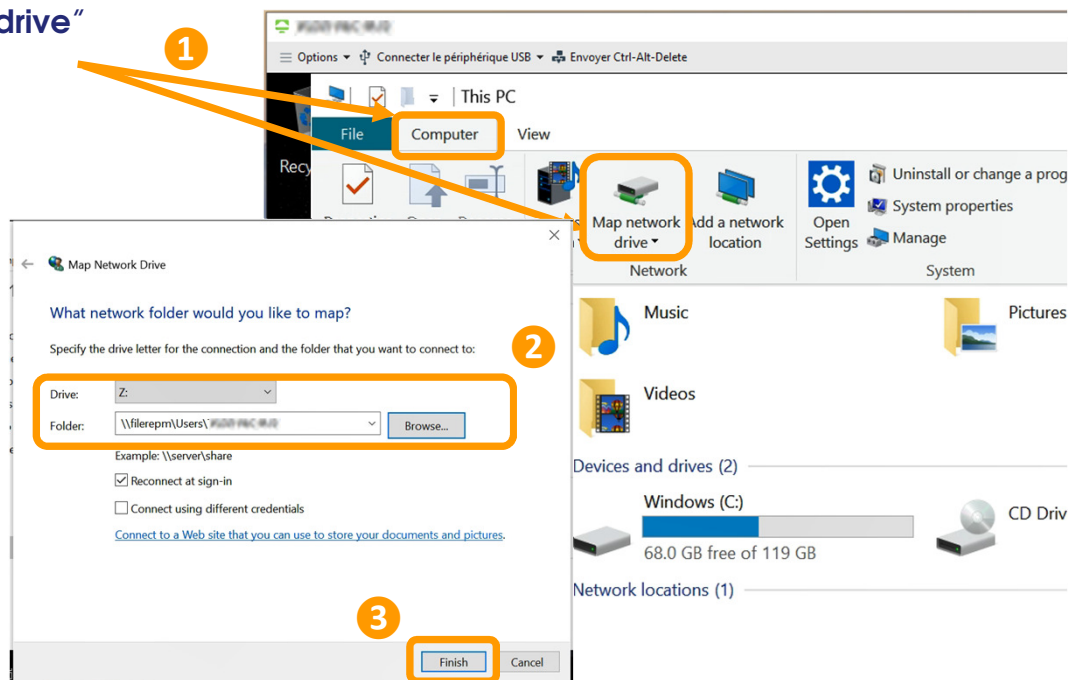
If not set by default, you can map your '\\<Network_drive>\<your_TGI>'. Ask your colleagues or contact your IT service to get the path of your network drive.

1 Select "Computer" and "Map network drive"

2 Select the Drive letter and fill in the "Folder" with the '\\<Network_drive>\<your_TGI>'

NB: The network drive letter and path depend on VM domain (Operational Assignment)

3 Then "Finish"



Contacts

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- ❑ For support on the ALCEA service, please contact the Thales Service Desk :
 - By phone **+33(0)4 75 79 72 60**
 - Or through the Self Service Portal on <https://kiss.service-now.com/>

- ❑ If you want to install an application on your ALCEA Virtual Machine, please send a mail to alcea.delivery@thalesgroup.com (with a copy to your hierarchy) specifying the ITN of the desired application, your Domain and your TGI. If the application does not have an ITN, please request its referencing from the Self Service Portal in the “Ask for the referencing of a software” section.

- ❑ For any question about the ALCEA service, please contact alcea.service@thalesgroup.com

<https://alcea.info.thalesgroup.com/en/>



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