

# Logging into IO Using a Vasco Token

## What is a Vasco Token?



A Vasco token is a keyfob used to generate a 6 digit number. The number is refreshed every 30 seconds and is unique to that particular token and the number is used by Leeds City Council to verify a login from outside the Leeds City Council network.

## Logging onto Insight or Outreach using a Vasco Token

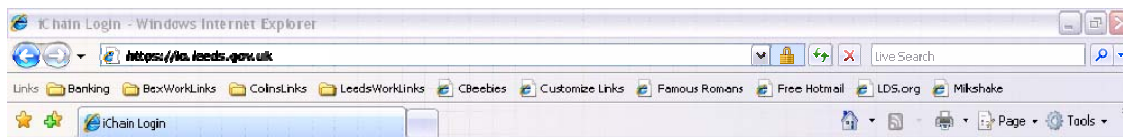
1. Open up [Internet Explorer](#). Using the icon on your desktop, or find it on the Windows Menu by clicking on the Start Button.



(Insight/Outreach supports various versions of Internet Explorer (IE). Leeds City Council supports IE version 6. This guide uses IE version 7. Please be aware that other web browsers, such as Firefox, Opera or Safari, may not load Insight or Outreach correctly.)

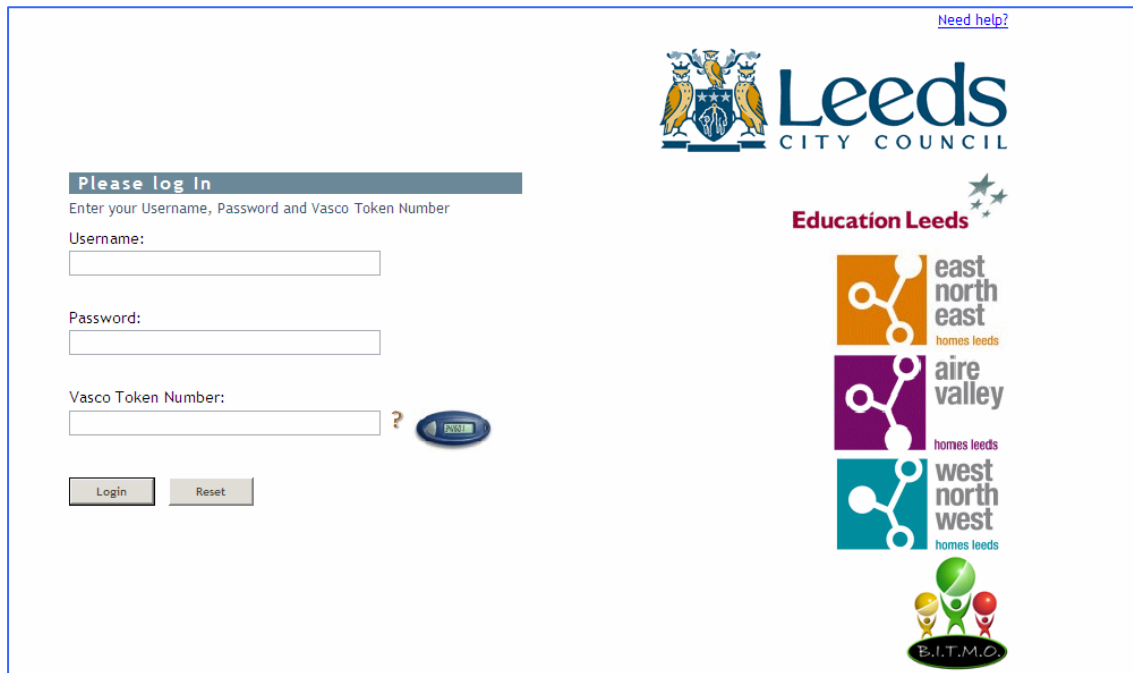
2. In the address bar type the following web address (URL)

<https://io.leeds.gov.uk>



Then press [enter](#) or the [go](#) button.

3. Internet Explorer will load a Leeds City Council portal page.



Enter the following information:

**Username:** (This is the T-number issued with the Vasco token eg: TEX12345) (If you are a Leeds City Council employee, this is the payroll number you use to log on each day)

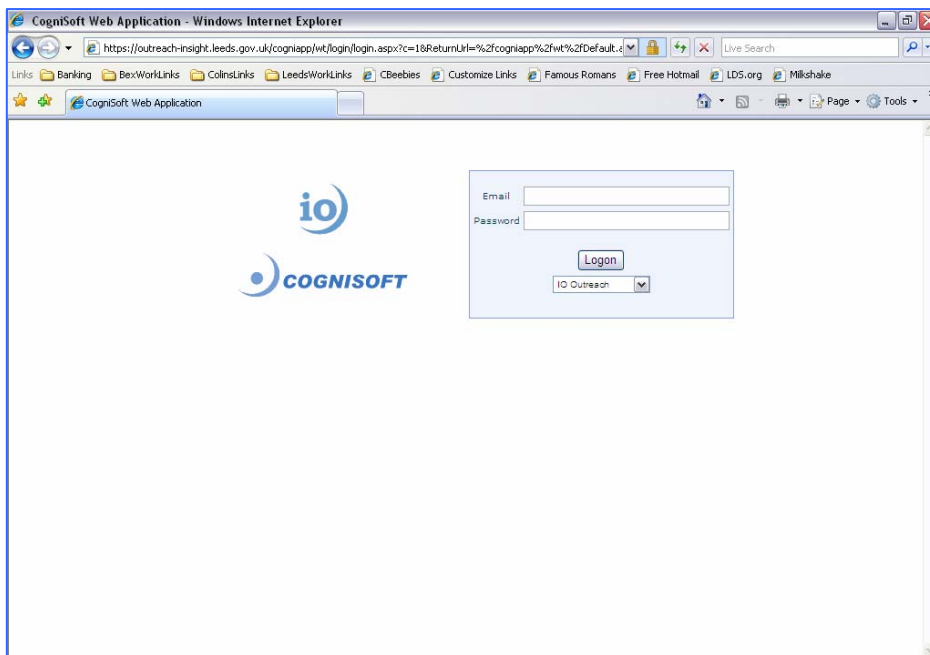
**Password:** If using a T-number, the password is the one issued with your Vasco token. If you are a Leeds City Council employee, this is your regular network password.

**Vasco Token Number:** Push the grey button on the token. A six digit number will appear in the window (see below) Type this number here.



Click the **Login** button to enter the Leeds City Council Network.

4. Once logged in, you should automatically see the IO login page.



Select the IO view you want to access from the drop down list underneath the logon button.

- IO Outreach/IO Outreach test for Youth Workers
- IO Insight/IO Insight test for Connexions PAs

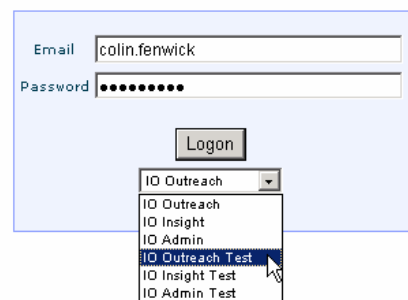
**IO Outreach test/IO Insight test are both test 'views' that you can use to practice on or for training. Please don't enter real information in the test views.**

Enter the following information:-

email: <your email address>

password: <your password>

Then click the **Logon** button.



**TIP: if you have a leeds.gov.uk email address, you only need to enter the part before the @ symbol, which is usually firstname.surname.**

**Note: Passwords are case sensitive and cannot be pasted into the password field. They have to be typed in.**