DART Security Frequently Asked Questions (FAQs)

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1) What if the token provided by SecurID shows as being invalid?

Wait for a new token to display and enter it.

If the problem continues, request an emergency token from the Emergency Token Request service at the following link: <u>https://pipeportal.kindermorgan.com/PortalUI/HelpInfo.aspx</u>

2) I do not have a phone to download the app. How do I get a token?

SecurID can be downloaded on Windows, Apple, and other devices. Please check in the app store of your to determine if SecurID is an option for you.

3) Does SecurID require access to the internet to generate a token?

SecureID does not require internet to provide a token.

4) Can I use a different authentication app?

SecurID is the only approved authenticator.

5) What is the right App again?

SecurID – Look for Icon with the Cloud:



Download links are provided below:

- Apple App Store
- Google Play Store
- <u>Microsoft Store</u>



Android





6) Can this app be loaded onto any Android, Apple, or app enabled device?

- Apple Devices IOS 11.0 or later
- Android OS 8.0 or later
- The app may be available on other devices

7) Where can I get the Authenticator App?

Download links are provided below:

- Apple App Store
- Google Play Store
- <u>Microsoft Store</u>

Apple

Android



8) How much does this Authenticator App cost?

SecurID is available to download at no cost.

9) Can I register my ID to multiple devices?

Each User ID can be registered to only one device.

10) I have multiple accounts in DART. Can I use the same SecurID registration for all my accounts?

You can use the same application and device for all login accounts you have; however, you will need to register each account separately on the application and each User ID will have its own token.

11) I forgot my phone, it's dead, or broken and I cannot get a token to login...

If you have completed registration, you can request an emergency token from the Emergency Token Request service found here: <u>https://pipeportal.kindermorgan.com/PortalUI/HelpInfo.aspx</u> to access DART.

If you have not completed registration, please contact the MFA Support Desk:

Email: MFASupportHD@kindermorgan.com

Hours of Operation: 6am to 6pm CT M-F excluding Weekends and Holidays.

12) How do I register for the Emergency Token Request service?

Follow the instructions in the user guide - https://pipeportal.kindermorgan.com/PortalUI/HelpInfo.aspx

13) How do I register a new device to SecurID?

Follow the instructions in the user guide - https://pipeportal.kindermorgan.com/PortalUI/HelpInfo.aspx

14) I forgot my password...

Please select "Cannot Access Account" or "Forgot My Password" and follow the prompts to reset your password. If you are unable to reset the password though the Self-Service tool, your DART Security Admin will be able to reset it for you.

15) How do I update my security information for the Self-Service Password Reset (SSPR) tool?

Please login to https://myaccount.microsoft.com/:

Log in using the external Kinder Morgan account. (UserID@ext.kindermorgan.com)

Click "UPDATE INFO" under the Security info section.



Click "Delete" under the "Security questions" section.

Security info These are the methods you use to sign into your account or reset your password.				
① You are a guest in this organization. If you need to update additional sign-in methods, please go to your home organization. Sign-in now,				
+ Add sign-in method				
& Phone	555-123-4567	Enable two-step verification	Delete	
? Security questions			Delete	
Lost device? Sign out everywhere				

Upon next login, you will be prompted to enter new security questions.

16) How do I update my security information for the Emergency Token Request service?

Please contact the MFA Support Desk:

Email: MFASupportHD@kindermorgan.com

Hours of Operation: 6am to 6pm CT M-F excluding Weekends and Holidays.

17) I am getting an HTTP 500 error when I finally succeed on logging in. What do I do?

HTTP Error 500 is usually seen when the incorrect link is bookmarked. Please delete the bookmark you may have created and create a new one to <u>https://pipeline.kindermorgan.com/</u>.

18) I share my User ID with another person. How can we both get the token for that user ID setup?

Only one device can be registered to each user ID. This means each person who logs into DART will need their own user ID. To request a new user ID, please contact your DART Security Administrator (DSA).

19) I only access DART a few times a year do I still need to setup and use the Authenticator to login.

Yes, the SecurID Authentication application will be required to log into DART even if you access DART infrequently.

20) The SecurID App says, "You must set a PIN for your device. Contact your IT Help Desk."

SecureID requires the device it is installed on to be secure before providing tokens. Most phones do this through Face ID, fingerprint, or PIN device locks. A device lock must be set before completing SecurID registration. Consult your device's user manual for instructions.

21) I am unable to setup SecurID at work.

Some Corporate firewalls restrict access to Secure Sockets Layer (SSL) encryption that SecurID uses to register. Please log off of your work Wi-Fi or Firewall and try the registration again. You will not need internet access to produce a token after registration is completed.

22) I used to be able to open DART with multiple user IDs at the same time, but I cannot find a way to do that anymore.

Using an Incognito Window/InPrivate Window or different browser sessions should allow you to open multiple DART sessions at the same time.

23) I keep getting an HTTP 400 error when logging into DART. What do I do?

Bad Request - Header Field Too Long

HTTP Error 400. A request header field is too long.

HTTP 400 errors are a known caching issue. If you encounter this error message, please clear your browser's cache and re-open a new session in your browser. This will resolve the caching issue.

24) "An error was encountered while handling the remote login." displays when I login. What do I do?

This error message is seen when users have the login page bookmarked. Please delete the bookmark you may have created and create a new one to <u>https://pipeline.kindermorgan.com/</u>.

25) Why don't I see my SecurID app anymore? / Why did my SecurID app change to RSA Authenticator?

After the 4.3.3 SecurID update, SecurID has rebranded the authenticator app to "RSA Authenticator". Upon first login after the update, you will be notified of the new app name and logo (see below). The new logo will be displayed on your device instead of the old SecurID logo. The app will function the same as it did prior to the update.



26) "This Password does not meet the length, complexity, age, or history requirements of your corporate password policy."

KINDER

Get back into your account

Create a new password

* Enter new password:

* Confirm new password:

This password does not meet the length, complexity, age, or history requirements of your corporate password policy.

Next Cancel

If you encounter this message when changing your password, please reach out to your company's DART Security Administrator to reset your password.

27) "Unable to Process Your Request: The page you requested does not exist."



If you encounter this Citrix error message when attempting to access DART, you have the incorrect link saved or favorited. Please update your saved link to https://pipeline.kindermorgan.com/.

28) "Unfortunately, your password contains a word, phrase, or pattern that makes it easily guessable."



Get back into your account

Create a new password

* Enter new password:

* Confirm new password:

Unfortunately, your password contains a word, phrase, or pattern that makes it easily guessable. Please try again with a different password.



If you encounter this error message when attempting to change your password, you attempted to create a password that does not meet the strength requirements. You should attempt another password that does not include a word, includes special characters, and includes at least one capital letter.

If your issue persists, please reach out to your company's DART Security Administrator to reset your password.

29) Unable to scan QR code during RSA/SecurID registration process (Android)

NE 285 all 29 all 💽 15:15 🖬 🗖 < Date and time Automatic date and time Use the date and time provided by your network Select time zone GMT+03:00 East Africa Time Set date 10 October 2022 Set time 15:15 Use 24-hour format 13:00 \bigcirc 111 <

Go to Settings > General management or System > Date and time and turn the Automatic date and time button off and then back on.

- 30) I cannot save a document on my Hard Drive from DART. Please see the answer to Question 32.
- 31) I cannot Print a document to my local printer. Please see the answer to Question 32.
- 32) I can't upload a document into DART.

The biggest cause of DART printing and saving problems is using the Lite version of Citrix rather than the full version. The Lite version of Citrix doesn't allow print and save functionality. The following steps will assist with determining which version is being used and switching to the full version if needed. If a DART user continues to experience issues after following these instructions, they may reply to DART System Security to be put in touch with a technical expert who may assist further.

Use the following link to begin the process: kmapps.cloud.com

One of two screens may display, depending on their individual PC/network setups. Follow instructions based on the screen that displays.

 If the screen below displays then click the gear in upper right hand corner for settings. From there select "Account Settings". If a different screen displays, skip to #2 below.



After selecting "Account Settings" the screen below will display. Check Advanced. If it says "Apps and desktops will launch in your Citrix Workspace app" then you are using the full version of Citrix. If still unable to print or save then contact DART System Security to be put in touch with a technical expert who can assist further.

Edit Profile Regional Settings	Advanced	
Tools	Apps and Desktops Launch Preference	
Advanced		
Integrations	Launch your apps and desktops with the app or with your web browser.	
	Current Method:	
	Apps and desktops will launch in your Citrix Workspace app on your device (Recommended).	
	Verify connection	
	Use Web Browser	

If the Current Status says "Apps and desktop launch in your web browser" then you are using the Lite version of Citrix and this is most likely the cause of being unable to print or save. Click on "Use Citrix Workspace App" and follow the prompts in #2 below.

Advanced

Apps and Desktops Launch Preference



2. A Local Citrix version will be detected. If none is found please agree to Citrix's EULA and click download for the most recent version or click Already Installed if you already have it installed



3. Once you have logged into DART with the full Citrix App, you should be able to save or print from your local machine without issue.

33) Does DART require any sites to be unblocked in my firewall to use?

Yes, the DART Customer Activities Addresses that will need to be permitted though a firewall are:

https://*.kindermorgan.com https://*.cloud.com https://*.citrixdata.com https://citrix-cloud-content.customer.pendo.io/ *.nssvc.net (including all sub-domains)

Please ensure all Citrix Points-of-Presence (Pops) are also available as found here:

https://support.citrix.com/article/CTX270584/citrix-gateway-service-pointsofpresence-pops

For questions concerning firewall configuration, please contact James "Skip" Stallings at (713) 369-9067 or james_stallings@kindermorgan.com

34) Can DART be accessed on a Tablet?

DART does not support access though Tablets, however it can be run on any device that Citrix can be installed and used on. Instructions for installing Citrix on Android and Apple Tablets can be found below:

The access to DART on a tablet computer is the same as working from a desktop PC; all that is required is that your tablet have an internet connection and be able to access the Citrix Receiver application. To get started just follow these easy steps:

DART Access for Android Tablet Computers

1. Add the "Citrix Receiver" application to your tablet from your App Store:



2. Add Account:



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Citrix Rec	Ceiver [™] Add Account	:		
Address	Manual setup			
	Help			
	Request help from support			
Canc	el Next	Next		
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3. Configuration:

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Citrix Receiver [®] Add Account			
Address	edart.kindermorgan.com		
Туре	Access Gateway		
Description	https://mobiledart.kinde		
User Name	fcitrn10		
Password			
Domain	kmdmz		
Gateway Type Enterprise Edition			
Authentication T	Authentication Type		
Domain Only			
Cancel	Add		

Manual Setup - Address: <u>https://mobiledart.kindermorgan.com</u> <u>Type</u>: Access Gateway <u>User Name/Password</u>: Same as if logging on from desktop PC <u>Domain</u>: KMDMZ

4. LOGON – HOU DART_EXTERNAL:



Tablet Support

Kinder Morgan <u>does not</u> provide tablet computer support. Upgrades to a tablet's operating system, or to the Citrix Receiver App, may cause connectivity issues. Customers who are experiencing connectivity problems need to contact their service provider and/or the Citrix website for help.

If Kinder Morgan makes any changes that affect tablet computer accessibility, the required changes will be posted on EBB under "COMPUTER SYSTEM STATUS – DART SYSTEM INFORMATION" as soon as they are identified.

DART Access for IOS Tablet Computers

The access to DART on a tablet computer is the same as working from a desktop PC; all that is required is that your tablet have an internet connection and be able to access the Citrix Receiver application. To get started just follow these easy steps:

1. Add the "Citrix Receiver" application to your tablet from your App Store:



2. Add Account:





3. Tap screen to remove keyboard and go to the NEXT screen.

4. Click Options for Manual Setup:



5. Configuration: Click SAVE when finished.

Manual Setup - Address: <u>https://mobiledart.kindermorgan.com</u> <u>Type</u>: Access Gateway <u>User Name/Password</u>: Same as if logging on from desktop PC <u>Domain</u>: KMDMZ

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	XenApp Ser	vices		
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	Standard Ed	ition		
	Advanced E	dition		
	Enterprise E	dition	×	
	Liser Name	enter your DART legin		
	Password			
	Domain	KMDMZ		
	Options			
		Learn more (j		

6. LOGON - HOU DART_EXTERNAL:





Tablet Support

Kinder Morgan <u>does not</u> provide tablet computer support. Upgrades to a tablet's operating system, or to the Citrix Receiver App, may cause connectivity issues. Customers who are experiencing connectivity problems need to contact their service provider and/or the Citrix website for help.

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