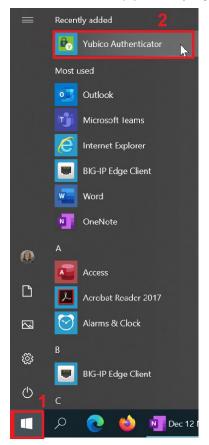
ODHS|OHA Office of Information Services How to use the YubiKey

Note: Some pictures may vary slightly from what you see on your screen. If you notice a variation from these instructions, follow the prompts on your computer.

1. If multi-factor authentication (MFA) is required, a screen like this will appear on your computer after you enter you login and password:

Enter code			
123	Please type in the code displayed on your authenticator app from your device		
Code			
Having trouble? Sign in another way			
More information			
	Verify		

2. Be sure that the Yubico Authenticator app is installed and open on your computer. Click on Windows **Start** (1) to display the menu bar and choose **Yubico Authenticator** (2).



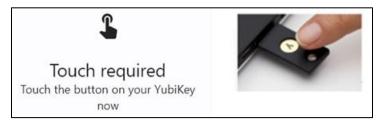
3. When the Yubico Authenticator prompts with "Insert your YubiKey" screen appears, insert your YubiKey hardware token into a USB port on your computer.



4. On the Yubico Authenticator screen, click on the account initiate touch button.

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yubico		Q Search accounts =
*	Authenticator	Accounts Oregon DHSOHA Denise.N.White@odhsoha.oreg
0	WebAuthn	
*	Toggle applications	
礅	Settings	
0	Help and about	

5. When the "Touch required" notification pops up, touch your YubiKey hardware token (flashing light) with your finger to activate a code.



 Once the YubiKey hardware token is touched, a six-digit code is visible on the Yubico Authenticator. Click on the **Copy** icon which will copy to clipboard. This code is valid for up to 30 seconds.



7. Go back to the "Enter code" screen and paste the copied code and click Verify.

