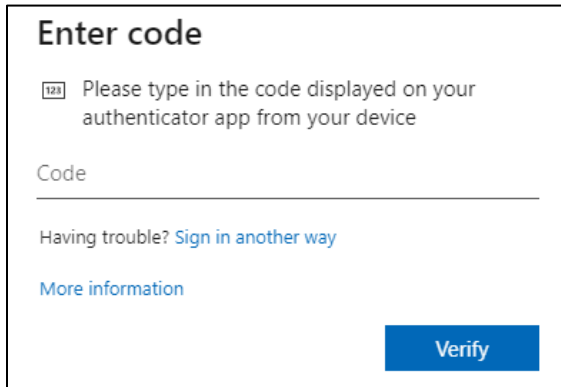


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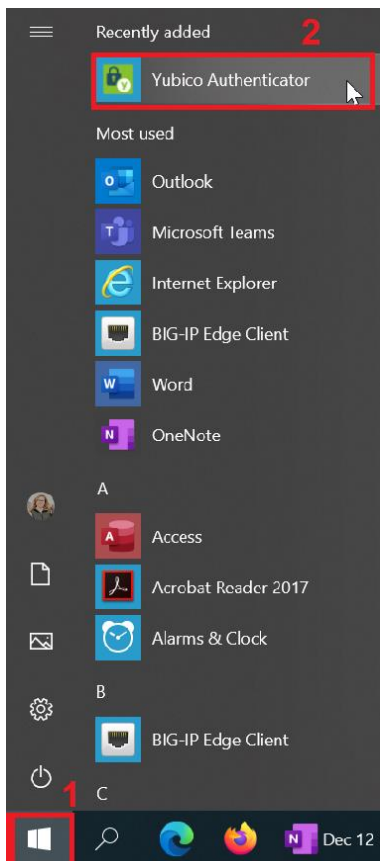
How to use the YubiKey

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.

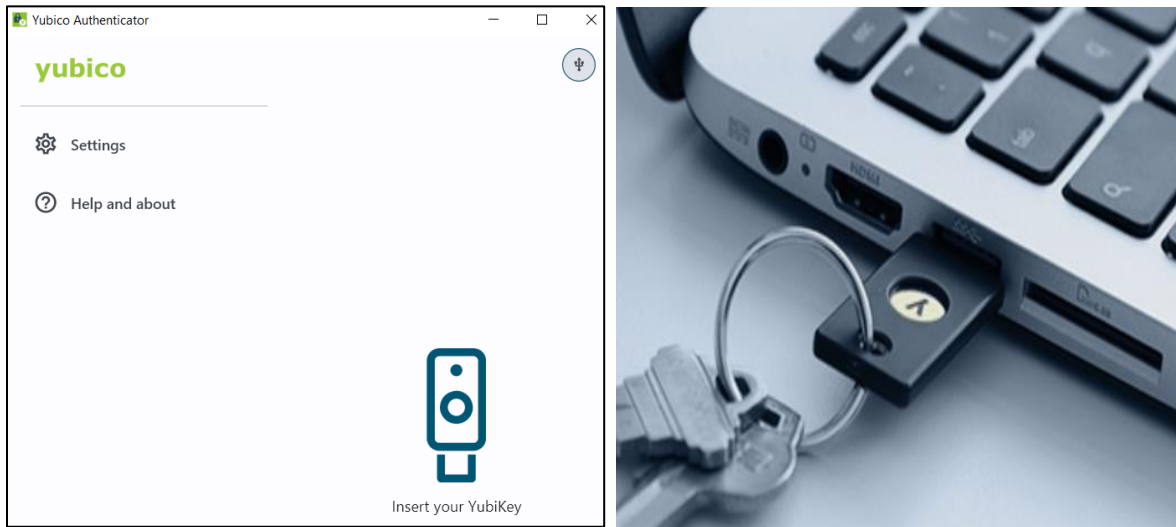
1. If multi-factor authentication (MFA) is required, a screen like this will appear on your computer after you enter you login and password:



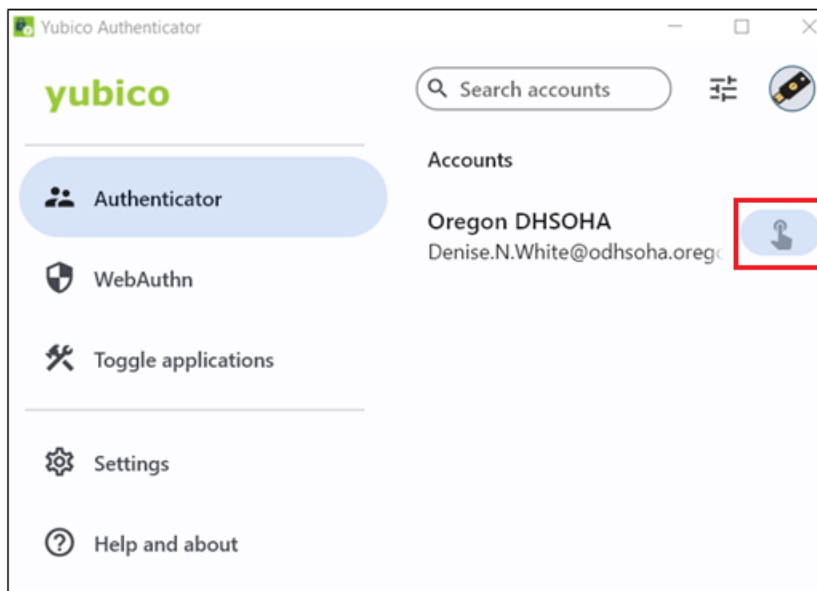
2. Be sure that the Yubico Authenticator app is installed and open on your computer. Click on Windows **Start** (1) to display the menu bar and choose **Yubico Authenticator** (2).



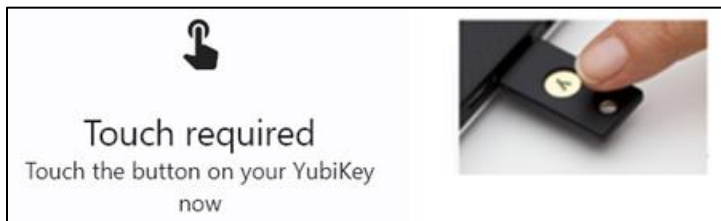
- When the Yubico Authenticator prompts with “Insert your YubiKey” screen appears, insert your YubiKey hardware token into a USB port on your computer.



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



- 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.



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

