*ODHS/OHA Office of Information Services*

Register for MFA with a TAP Using a 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. You will be switching between two applications. The screen shots are color coded to assist with this.

1. To launch the Yubico Authenticator, click on Windows **Start** (1) to display the menu bar and choose **Yubico Authenticator** (2). If it does not appear, you need to follow the "How to Install Yubico Authenticator" instructions.
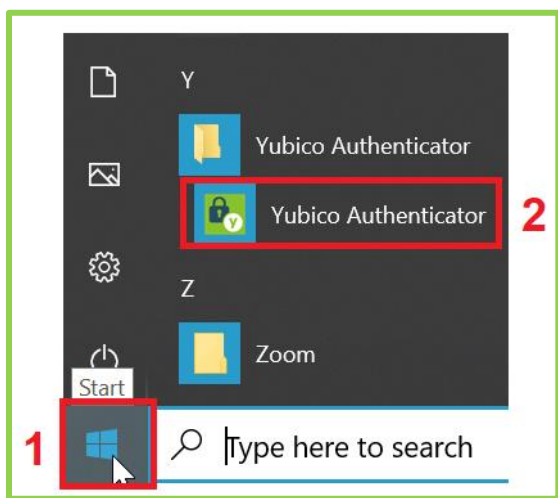
2. When the Yubico Authenticator "Insert your YubiKey" screen appears, insert your YubiKey hardware token into a USB port on your computer.
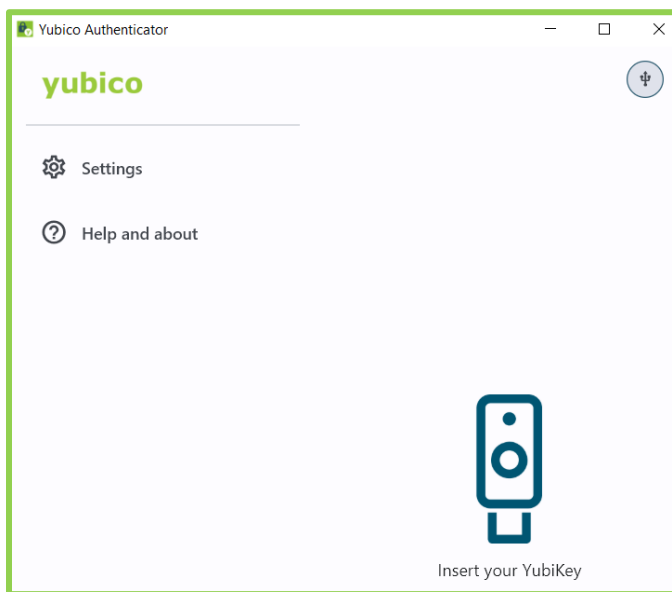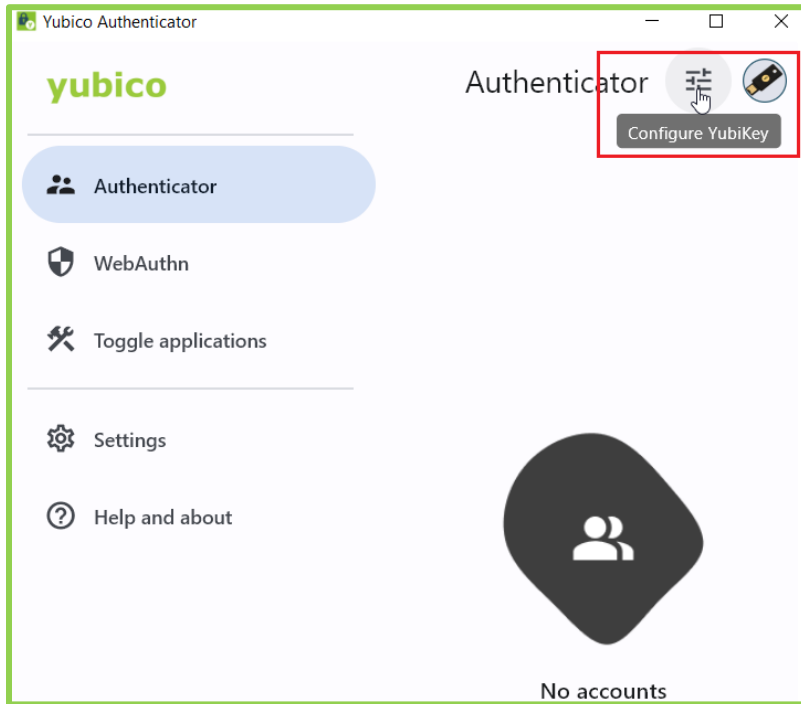

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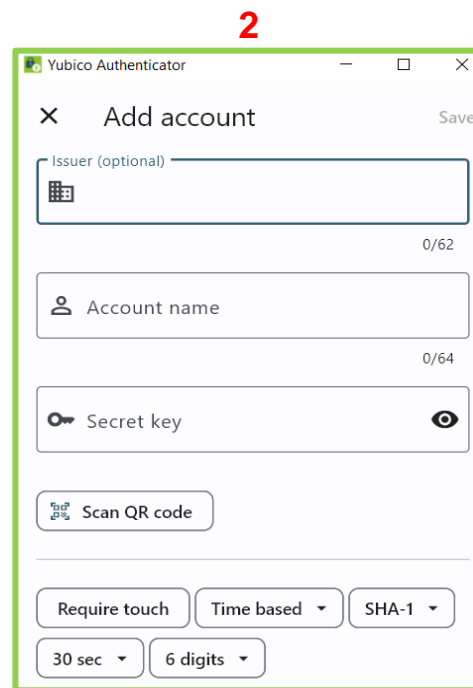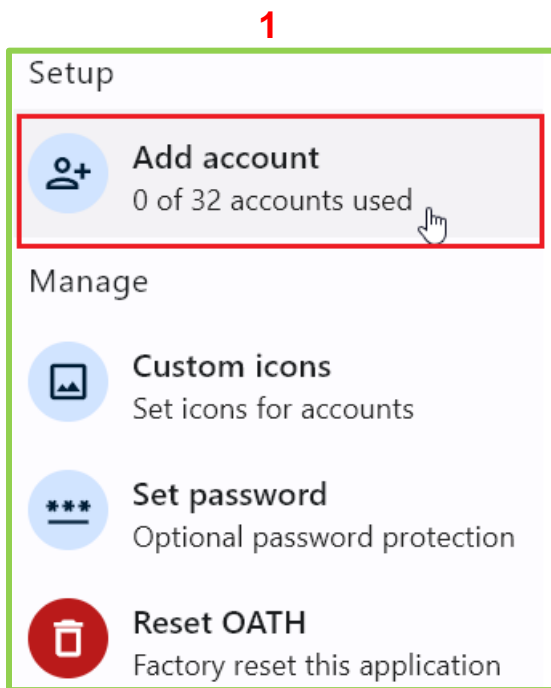
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3. On the Yubico Authenticator "No accounts" screen, click on the **three lines in the top right-hand corner** to configure your YubiKey.
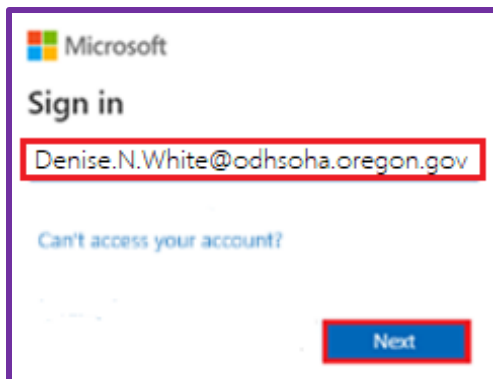

4. On the Yubico Authenticator "Setup" screen, click on **Add account** (1). When the "Add account" screen appears (2), <u>leave it open and continue to the next step</u>. We will come back to it in **Step 12**.
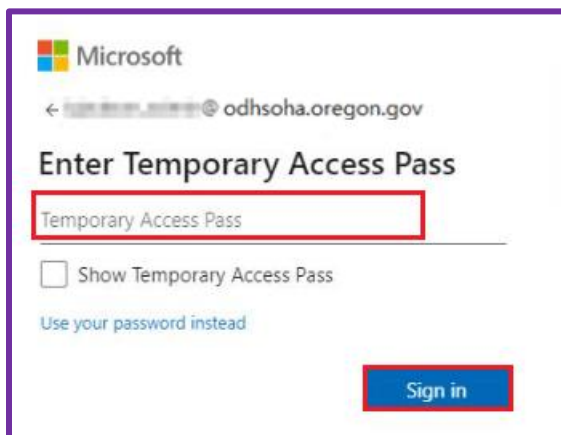
1   **2**

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5. Open a browser tab and go to https://myprofile.microsoft.com/. On the **Microsoft Sign in** screen, type your Oregon State email address on the line provided (i.e., name@odhs.oregon.gov, name@ohs.oregon.gov or name@odhsoha.oregon.gov) and click **Next**.


6. On the **Enter Temporary Access Pass** screen, type the code you received in your non-Oregon state email account (i.e., personal email account, your organization or work email account) in the *Temporary Access Pass* field and click **Sign in**.
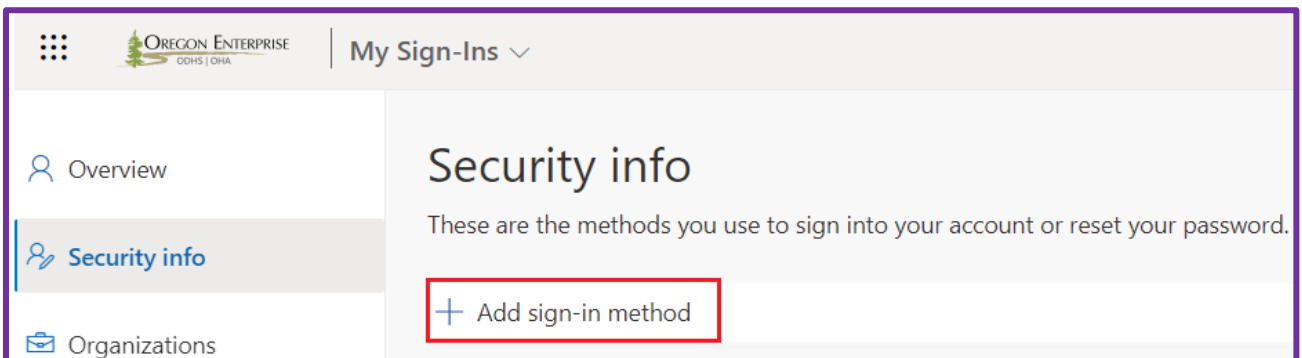
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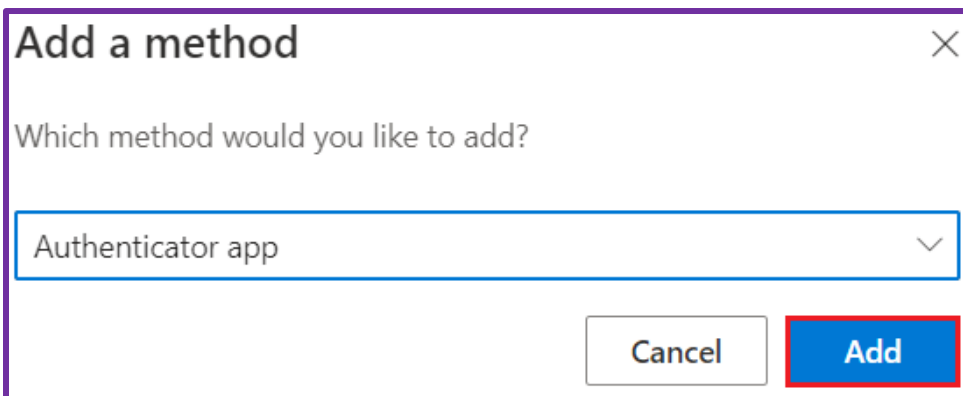
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7. On the **My Account** screen, click **Security info** on the left.
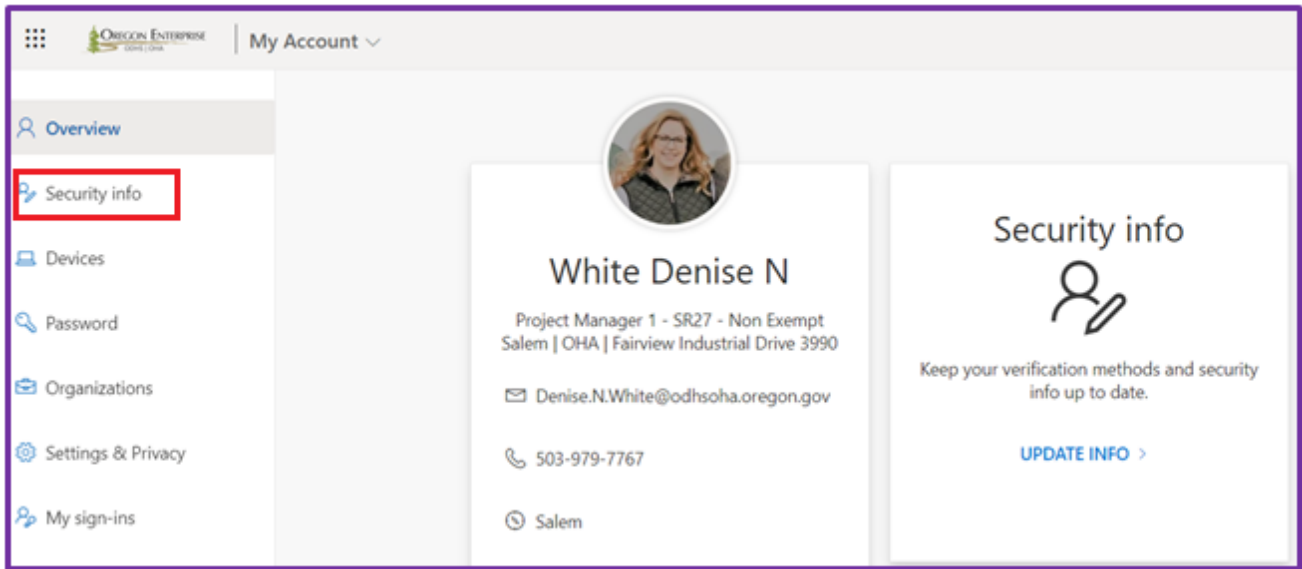
8. Click **+ Add sign-in method** on the "Security info" screen.

9. On the Add a method screen, select "Authenticator app" from the drop-down list, then click **Add**.

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10. On the "Start by getting the app" screen, click on the link "**I want to use a different authenticator app**". Do not click Next!
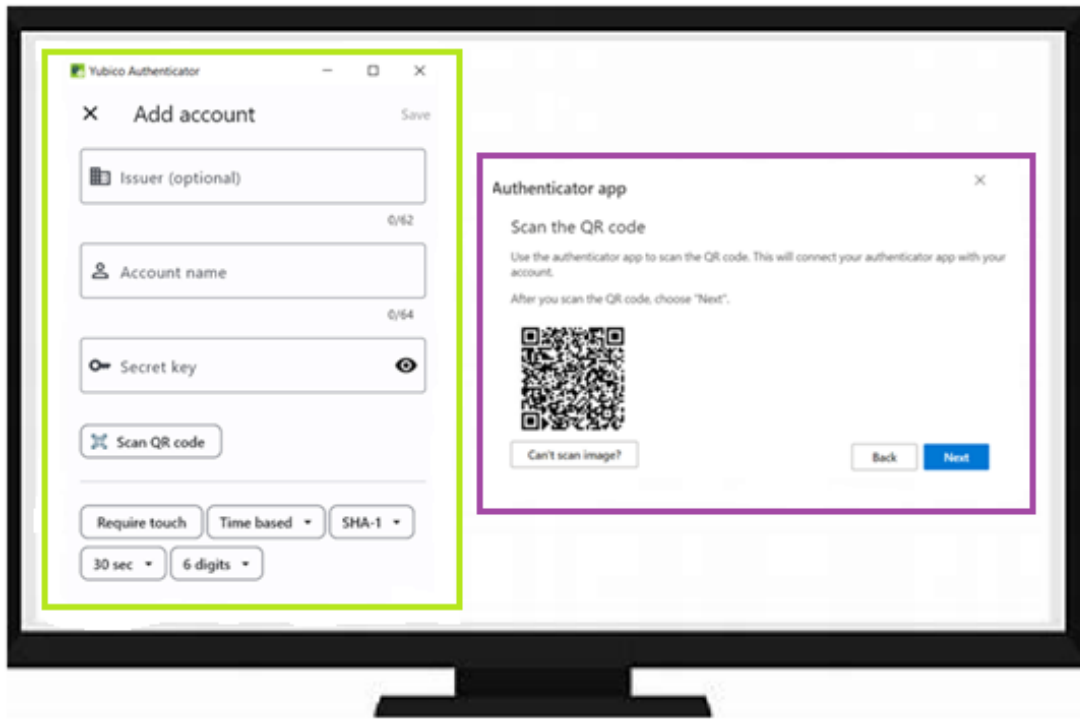

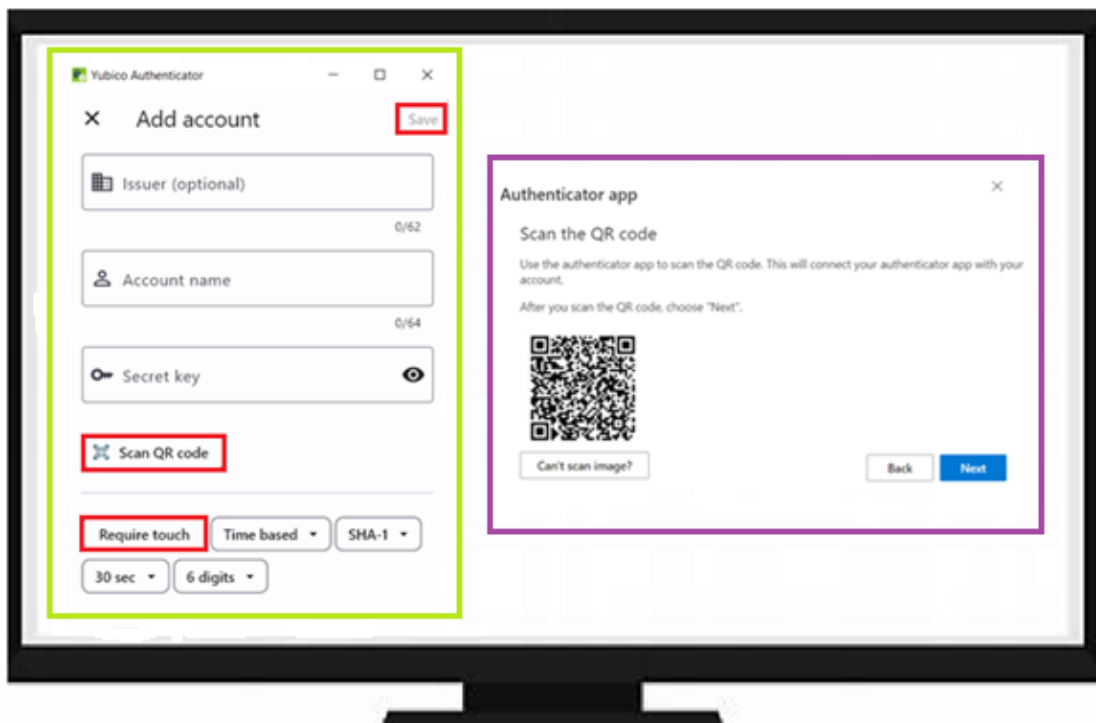11. On the Authenticator app "Set up your account" screen, click **Next**.

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12. When the Authenticator app "Scan the QR code" screen appears, ensure the Yubico Authenticator "Add account" screen (from step 4) is side-by-side on the same monitor.


13. On the Yubico Authenticator "Add Account" screen click **Scan QR code**, which will fill in the Account name and Secret key fields automatically. Click **Require touch** and then click **Save**.

   If the QR code doesn't scan, click on "Can't scan image?" and enter Account name and Secret key manually.
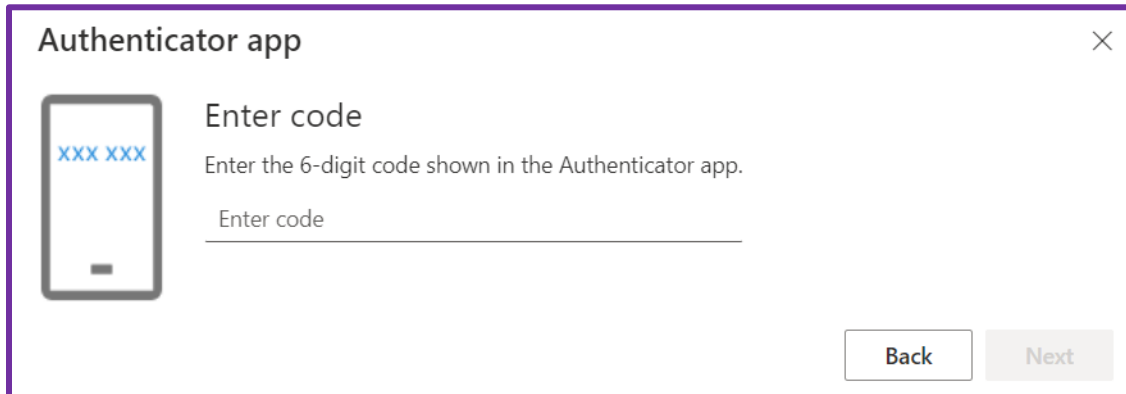

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14. On the Authenticator app "Scan the QR Code" screen, click **Next**.
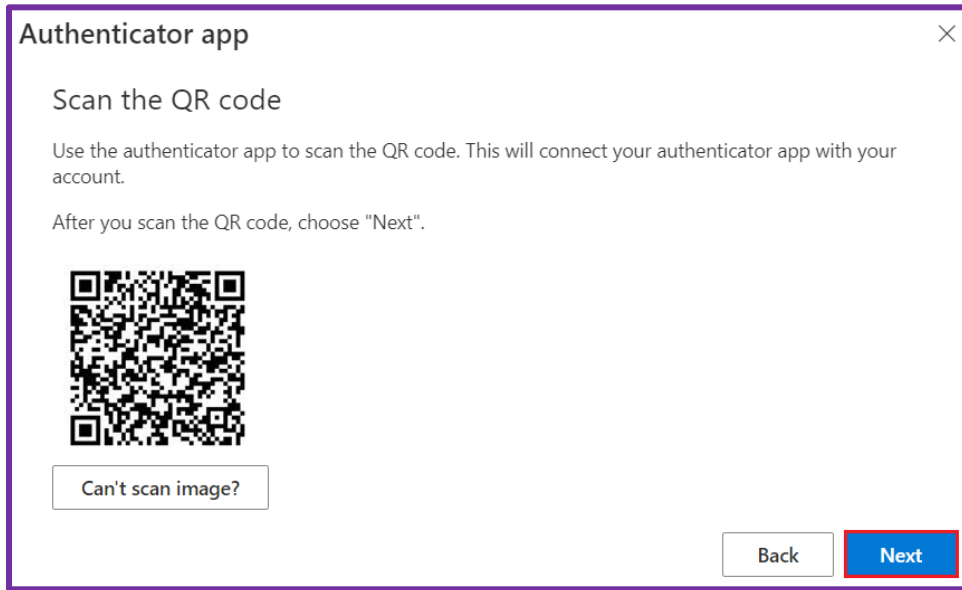
15. When the Authenticator app "Enter code" screen appears, leave it open and continue to the next step. We will come back to this screen in **Step 19**. The next few steps are similar to how you will authenticate in the future when prompted.
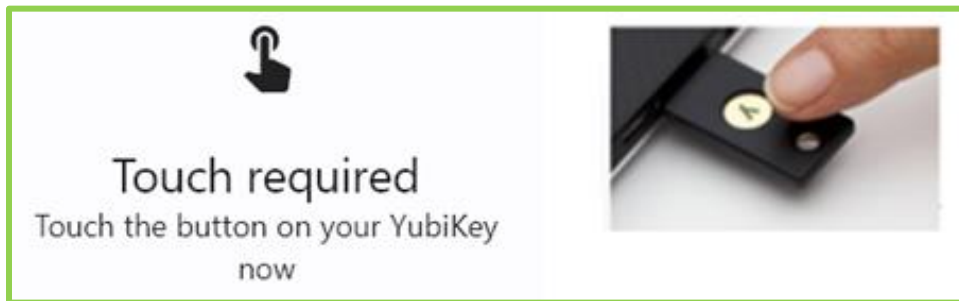
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16. On the Yubico Authenticator screen, click on the **new account initiate touch button**.
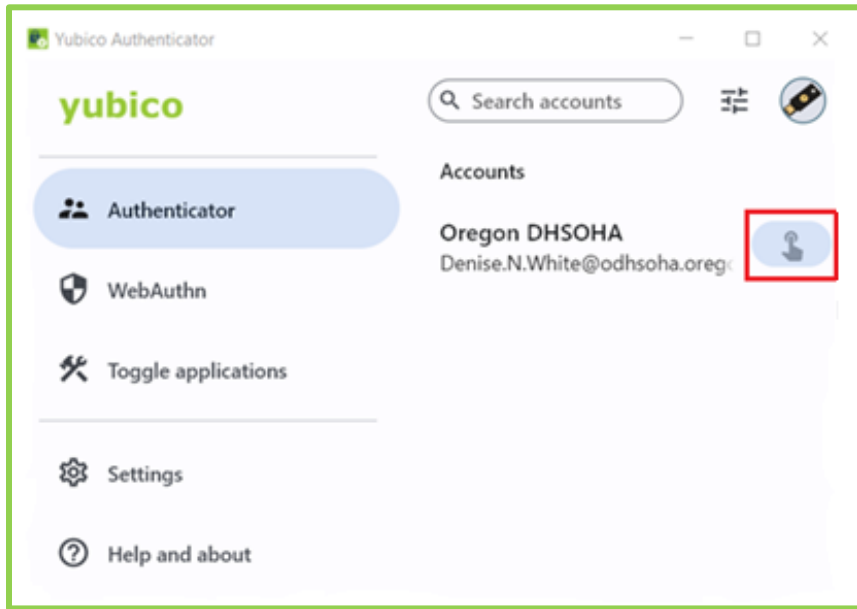
17. When the "Touch required" notification pops up, **touch your YubiKey hardware token** (flashing light) with your finger to activate a code.


18. 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.
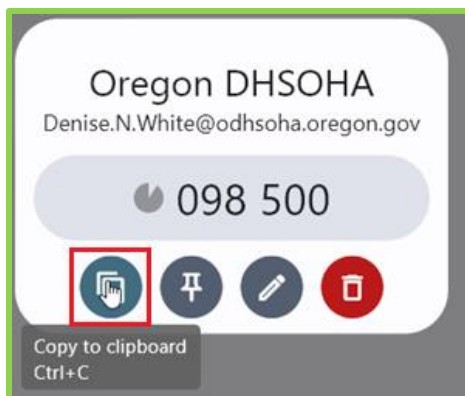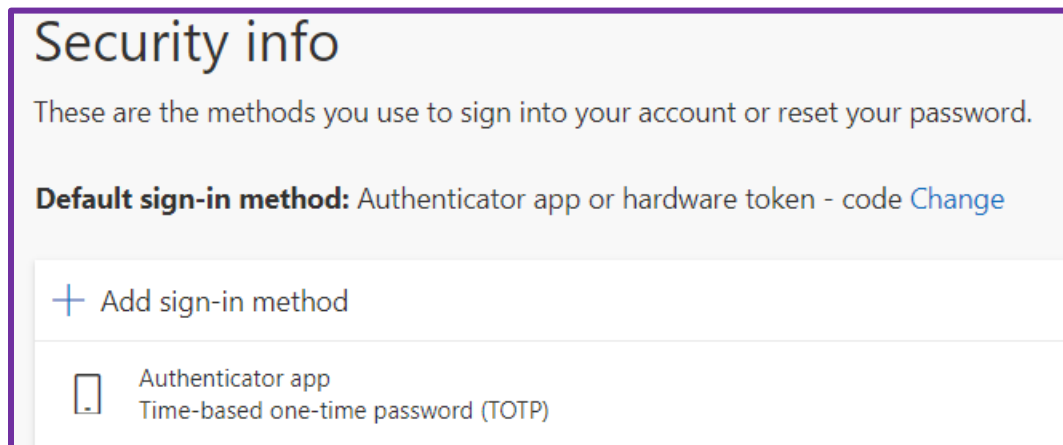
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19. Go back to the Authenticator app "Enter code" screen from **Step 15**. **Paste the copied code** and click **Next**. If it doesn't paste, you can type the number in manually.
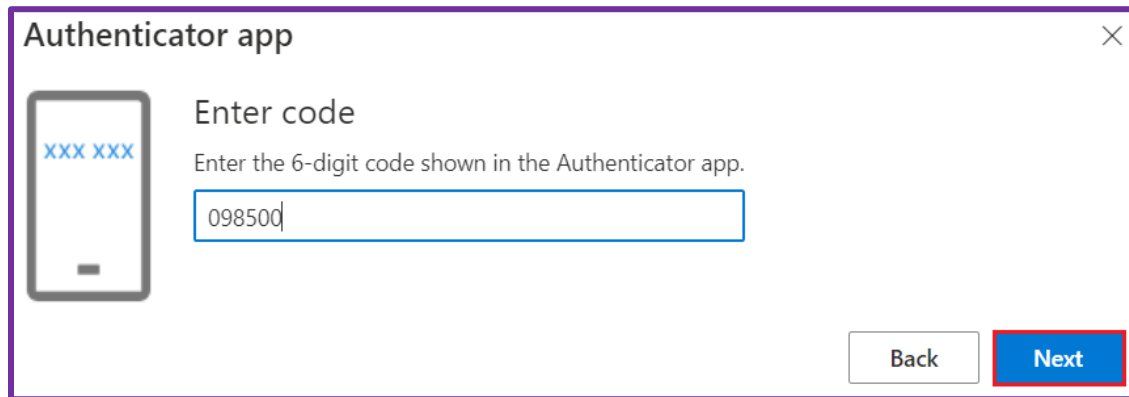
Once completed, you will be returned to the "Security info" screen with Authenticator App Time-based one-time password (TOTP) listed as a method. **Ensure your Default sign-in method is "Authenticator app or hardware token - code"**.

20. **You're done!** Your YubiKey has now been configured and registered.

How to use your YubiKey- When prompted, open the Yubico Authenticator app, insert your key, and touch it. A 6-digit code will appear in your Yubico Authenticator that you enter in the prompt screen.

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