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.

 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 "<u>How to Install</u> <u>Yubico Authenticator</u>" instructions.

		Y Yubico Authenticator	2
1	نې Start	Z Zoom Type here to search	

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



Register for MFA using a YubiKey

Questions? Chat live with an OIS Service Desk technician using <u>Service Desk Chat</u> or call 503-945-5623

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
Setup	💽 Yubico Authenticator 🛛 — 🗆 🗙
Add account 0 of 32 accounts used	× Add account Save
Manage	Account name
Custom icons Set icons for accounts	0/64 Or Secret key
Set password Optional password protection	ି ଅନ୍ତି Scan QR code
Reset OATH Factory reset this application	Require touch Time based * SHA-1 * 30 sec * 6 digits *

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

Microsoft		
Sign in		
Denise.N.White@odhsoha.oregon.gov		
Can't access your account?		
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**.

Microsoft	pregon.gov
Enter Temporary Ad	cess Pass
Temporary Access Pass	
Show Temporary Access Pa	55
Use your password instead	
ose your password instead	Sign in

7. On the My Account screen, click Security info on the left.



8. Click + Add sign-in method on the "Security info" screen.

OREGON ENTERPRISE My	My Sign-Ins \sim		
8 Overview	Security info These are the methods you use to sign into your account or reset your password.		
℅ Security info			
🖻 Organizations	+ Add sign-in method		

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

Add a method		×
Which method would you like to add?		
Authenticator app		\sim
	Cancel	Add

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!

Microsoft	Authenticator					
	Start by getting the app					
	On your phone, install the Microsoft Authenticator app. Download now					
	After you install the Microsoft Authenticator app on your device, choose "Next".					
	I want to use a different authenticator app Do Not Click Next					
	Cancel					

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

Authentica	ator app	×
	Set up your account	
-	In your app, add a new account.	
	Back	Next

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.

Issuer (optional)	0/62	Authenticator app	×
Account name		Use the authenticator app to scan the QR account.	code. This will connect your authenticator app with you
O- Secret key	0/64 ③		
💢 Scan QR code			Tech Next
Require Learth Time based	5H2.1 -		DOCK PHILOS

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.

Issuer (optional)		Authenticator app		×
	0/62	Scan the QR code	7	
🕹 Account name		Use the authenticator app account.	to scan the QR code. This will	connect your authenticator app with yo
	0/64	After you scan the QR cod	le, choose "Next".	
Om Secret key	0			
💢 Scan QR code		252 252 (m)		
		Cantistan imager		Back
Previous touch				
Require touch Time based • Srb				
quire touch Time based • SH/	-1 -			

Register for MFA using a YubiKey Questions? Chat live with an OIS Service Desk technician using <u>Service Desk Chat</u> or call 503-945-5623 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.

Authentic	ator app		×
xxx xxx	Enter code Enter the 6-digit code shown in the Authenticator app. Enter code		
		Back	Next

16. On the Yubico Authenticator screen, click on the **new account initiate touch button**.

o Yubico Authenticator	- 0 ×
yubico	Q Search accounts 📑 🔗
2 Authenticator	Accounts Oregon DHSOHA
😯 WebAuthn	Denise.N.White@odhsoha.oreg
🛠 Toggle applications	
🐼 Settings	
⑦ Help and about	

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.



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.

Authenticator app		×	
××× ×××	Enter code Enter the 6-digit code shown in the Authenticator app. 098500		
		Back	Next

Once completed, you will be returned to the "Security info" screen with <u>Authenticator App Time-based</u> <u>one-time password (TOTP)</u> listed as a method. **Ensure your Default sign-in method is** "Authenticator app or hardware token - code".

Security info		
These are the methods you use to sign into your account or reset your password.		
Default sign-in method: Authenticator app or hardware token - code Change		
+ Add sign-in method		
Authenticator app Time-based one-time password (TOTP)		

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

<u>How to use your YubiKey</u>- 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.