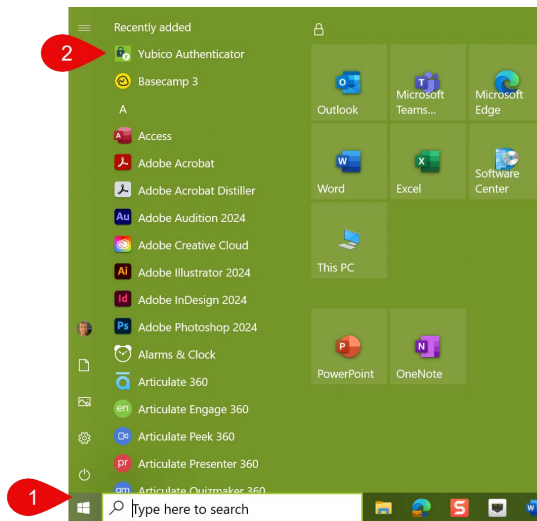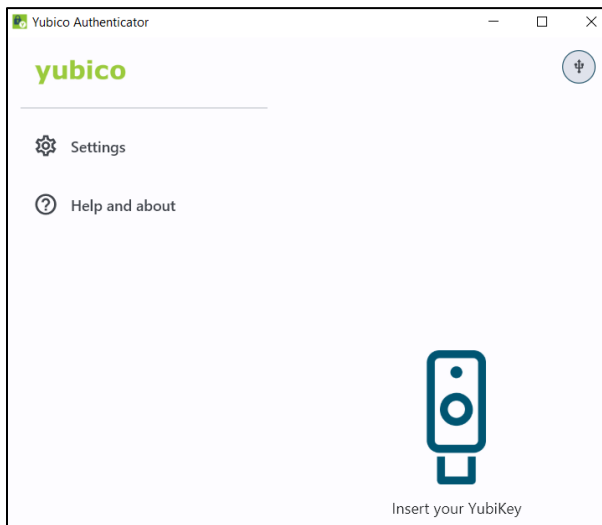*ODHS/OHA Office of Information Services*

How to Reset a YubiKey for Reassignment

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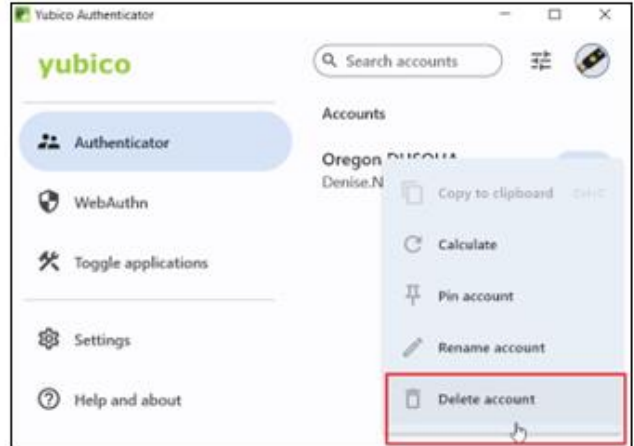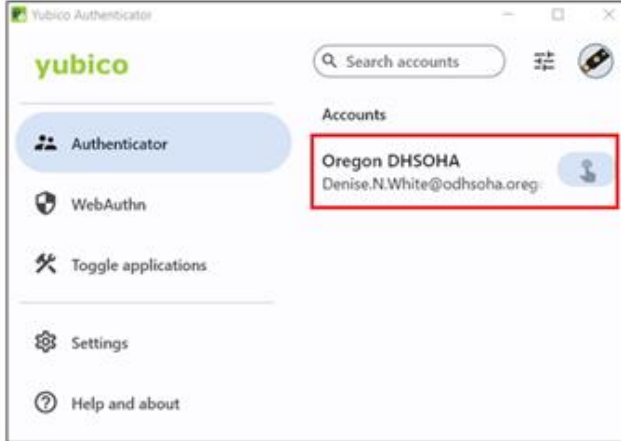
1. Be sure that the Yubico Authenticator app is installed and open on your computer. Click on Windows **Start** (1) to display the menu bar and choose **Yubico Authenticator** (2).
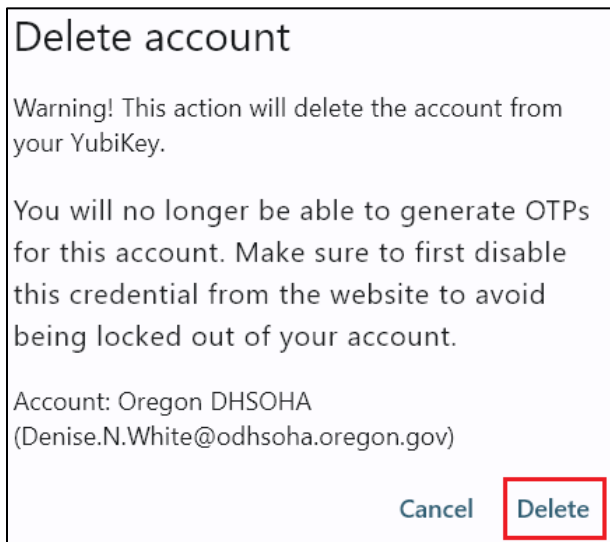

2. Insert your YubiKey hardware token into a USB prot on your when the Yubico Authenticator app screen with "Insert your YubiKey" appears.

3. On the Yubico Authenticator screen, **Right-click** on the account and select **Delete account**.

4. On the Delete account screen, click **Delete**.

Delete account

Warning! This action will delete the account from your YubiKey.

You will no longer be able to generate OTPs for this account. Make sure to first disable this credential from the website to avoid being locked out of your account.

Account: Oregon DHSOHA (Denise.N.White@odhsoha.oregon.gov)

Cancel   Delete

5. This YubiKey is now ready to be reassigned.