

Set up and use a YubiKey

Multi-Factor Authentication (MFA) Updated: 22 February 2023

UNSW is implementing Multi-Factor Authentication (MFA) for staff and students. MFA provides an additional layer of security to protect the University and your zID account from unauthorised access.

Use this guide to set-up a YubiKey for MFA using your computer after you have received your YubiKey. There is also a section to help you use your YubiKey going forward. <u>Note</u>: You will be required to carry your YubiKey everywhere when accessing single sign-on (SSO) applications.

For help with MFA contact the Service Centre on 02 9385 1333 or alternatively visit the <u>MFA</u> <u>website</u> to access support guides and all information such as <u>Your MFA Alternatives</u> that outline how to request a YubiKey.

To complete this task, you will need

- The **Temporary Access Pass** (**TAP**) code as issued to you when you requested a YubiKey. The TAP is valid for 7 days. If it expires before you receive your YubiKey please contact the IT Service Centre for a new TAP code. ID verification will be required for this request.
- A UNSW provided YubiKey (options shown).
- Your zID@ad.unsw.edu.au account and password
- A computer with internet connection.
- Approximately 5 minutes to complete the set up.

Note: Screenshots in this guide may vary slightly depending on the computer used.

Instructions to set up a YubiKey

Follow this instruction, once only, on a computer used to access UNSW single sign-on applications. If using two monitors, please use your primary monitor during this instruction.

1. On your computer open either a Chrome or Microsoft Edge web browser and start an Incognito or InPrivate window by pressing:

for Windows, Linux, or Chrome: **Ctrl + Shift + n** for Mac: \Re + **Shift +** n

Then copy and paste this url into that window: <u>https://mysignins.microsoft.com/security-info</u>

Image: State Stat

Press *Enter* key and remember to close any other browser windows you may have open.



2. At the Sign In window, use your zID@ad.unsw.edu.au and click **Next.**

Sign in	
zID@ad.unsw.edu.au	
Can't access your account?	
	Next

3. Enter your TAP code, click Sign in.



4. The My Sign-Ins window opens. Under the Security info section:

My Sign-Ins	× +
\leftarrow \rightarrow C \triangleq mysignins.	microsoft.com/security-info
	My Sign-Ins
	① To maintain access to your account, add a sign in method.
A Overview	Consultation
𝒫 Security info	Security Into These are the methods you use to sign into your account or reset your password.
Crganizations	+ Add method
💻 Devices	No items to display.
A Privacy	Lost device? Sign out everywhere

- a) Click Add method
- b) An Add a method window will open, click the down-arrow and select **Security key**.
- c) Then click Add
- d) A Security key window will open, click on **USB** device

<u>Note</u>: Do not choose the NFC device option as you will not be using your personal smartphone for work purposes.

e) Click Next

Add a method $ imes$
Since you signed in with a Temporary Access Pass, you can only register methods that are used for sign-in. Which method would you like to add?
Security key
Cancel Add C
Security key ×
Choose the type of security key that you have. USB device USB device NFC device USB device
Cancel
Security key X
Have your key ready.
When you choose Next, you will be prompted to plug your security key into the USB port. Then, touch the button or the sensor on your security key to finish setting up your device.
For more detailed instructions, visit your key manufacturer's website.
Back Next e



5. Insert the YubiKey into the USB port



6. You will be prompt to create a passkey, select *External security key* or built-in sensor & click *OK*.



7. On your computer a *Security key setup* screen will open. Click **OK** to set up your security pin number.

Windows Security		×
Security key setup		
Set up your security key to sign ir z3535835@ad.unsw.edu.au.	n to login.microsoft.com as	
This request comes from Chrome	, published by Google LLC.	
OK	Cancel	

8. Click OK to continue setup

Windows Security	×
Continue setup	
This will let login.microsoft.com security key	see the make and model of your
login.microsoft.com wants to cr key. This lets you sign in withou	reate a credential on your security ut having to type your username.
Note: A record of your visit to t security key.	his site will be kept on your



9. Create a PIN for your YubiKey and confirm the PIN, then click OK

Windows S	ecurity		×
Contin	ue setup		
Yo	u'll need to crea security	te a PIN for this v key.	
8	New Security Key PIN		
	Confirm Security Key PII	٧	
	OK	Cancel	

Important:

The PIN needs to be a minimum of 4 digits long and you will need to remember it whenever you need to use your YubiKey.

The PIN is only linked to your YubiKey.

If you forget your PIN, you will need contact the IT Service Centre.

10. At the prompt *touch your security key* prompt on your computer, **tap the YubiKey gold button**.

dows Security	
ntinue setup	
ð	
Touch your secu	ırity key.
	Cancel



- 11. Give your YubiKey a name that so that you can easily identify it on your *Sign-ins* page. When finished, click *Next*.
- 12. In the Security key window, click **Done**.

Security key	×
Name your security key. This will help disting	uish it from other keys.
Enter a security key name	
	Cancel Next
Security key	×
You're all set!	
You can use your security key instead of a use the next time you sign in.	ername and password
Be sure to follow your security key manufactu perform any additional setup tasks such as re fingerprint.	urer's guidance to egistering your
	Done



13. You will be taken to your **My Sign-ins** window. The YubiKey set up and will appear as what you've named it.

	My Sign-Ins			a
	(i) To maintain access to your account, add	a sign in method.		×
Q Overview	Security info			
Hy Security info	These are the methods you use to sig	n into your account or reset your password.		
🖻 Organizations	+ Add method			
💻 Devices	Security key	Shirley's YubiKey	Delete	\sim
A Privacy	Lost device? Sign out everywhere			

a. Click *My Account* and select *Sign out* or simply close the browser window.

Congratulations, you have now successfully configured your YubiKey using your computer.

How to use a YubiKey

Follow these instructions, after you have set up your UNSW provided YubiKey, to use it when prompted to verify your sign-in to UNSW single sign-on applications on any computer.

The rules:

A verification will be required at least once every 30 days per computer used.

You won't be asked again unless;

- You use another computer, such as one on a Lectern or (Library) shared computer,
- You use a new browser,
- You have cleared your internet browser cache/cookies,
- You log in from a new location, or
- Our MFA solution considers that a risk-based event may have occurred.
- 1. Access any UNSW single sign-on application. If prompted, sign-in using your zID@ad.unsw.edu.au and click **Next.**

Microsoft	
Sign in	
z9990000@ad.unsw.edu.au	
Can't access your account?	
Can't access your account?	
Can't access your account?	



2. When prompted for your password, click Sign in with security key



3. When prompted to use your Passkey, select External security key



4. Connect your YubiKey to your computer.



5. Enter your 4-digit PIN and click OK.





6. Then tap your YubiKey gold button.



Congratulations, you have just verified your log in using a YubiKey, and the UNSW application has opened.

