

# 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. Note: 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 [MFA website](#) to access support guides and all information such as [Your MFA Alternatives](#) 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.

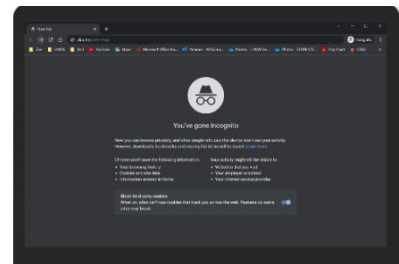
1. On your computer open either a Chrome or Microsoft Edge web browser and start an *Incognito* or *InPrivate* window by pressing:

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

for Mac: **⌘ + Shift + n**

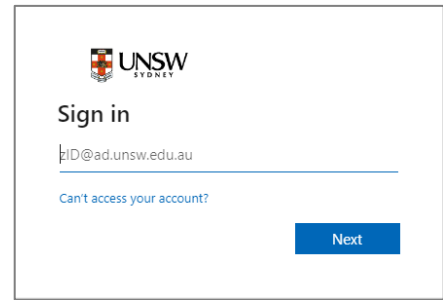
Then copy and paste this url into that window:

<https://mysignins.microsoft.com/security-info>



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

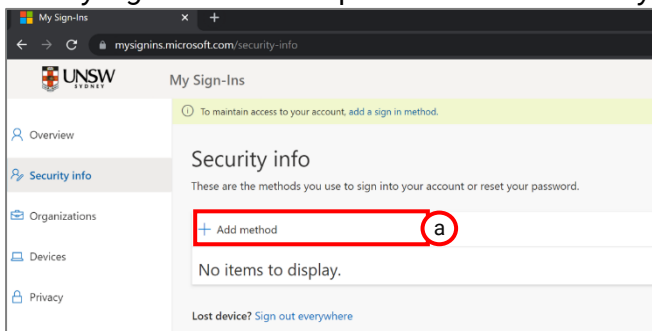
- At the *Sign In* window, use your `zID@ad.unsw.edu.au` and click **Next**.



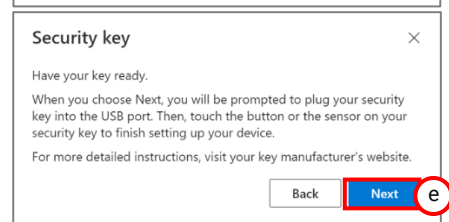
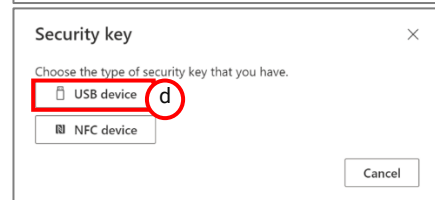
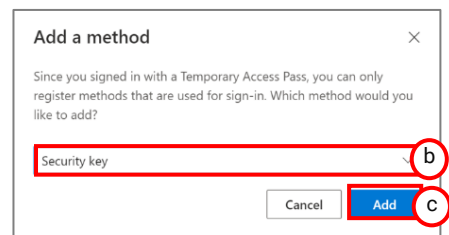
- Enter your **TAP code**, click **Sign in**.



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



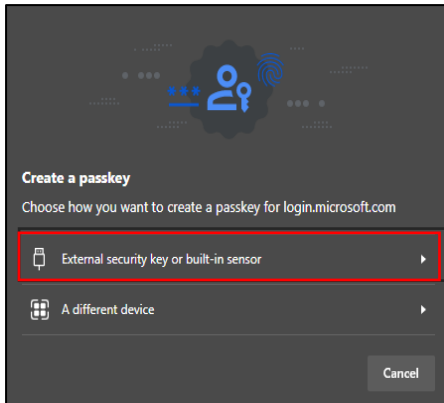
- Click **Add method**
- An *Add a method* window will open, click the down-arrow and select **Security key**.
- Then click **Add**
- A *Security key* window will open, click on **USB device**  
*Note: Do not choose the NFC device option as you will not be using your personal smartphone for work purposes.*
- Click **Next**



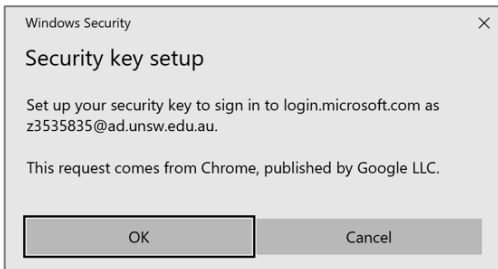
5. Insert the YubiKey into the USB port



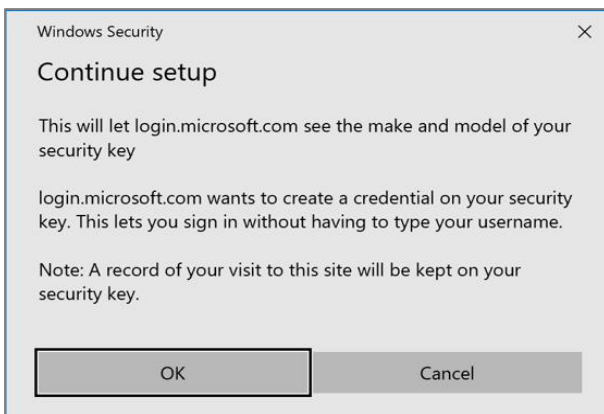
6. You will be prompted to create a passkey, select **External security key** or built-in sensor & click **OK**.



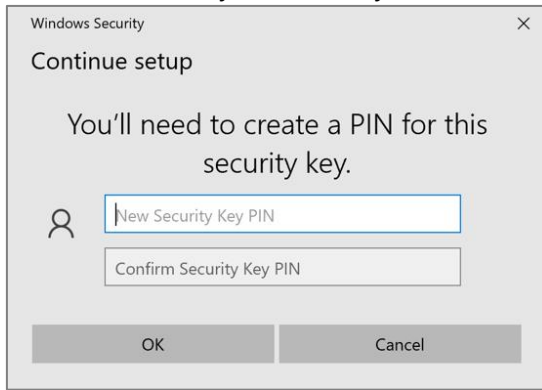
7. On your computer a *Security key setup* screen will open. Click **OK** to set up your security pin number.



8. Click **OK** to continue setup



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



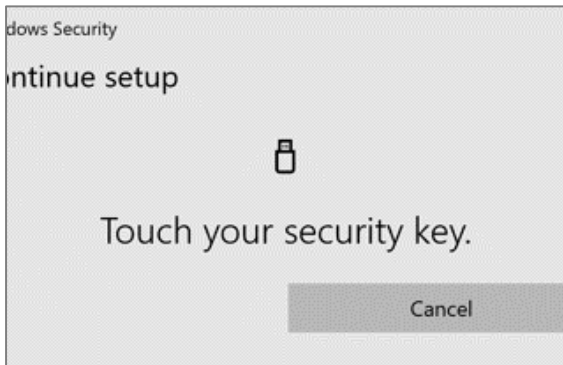
**Important:**

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.

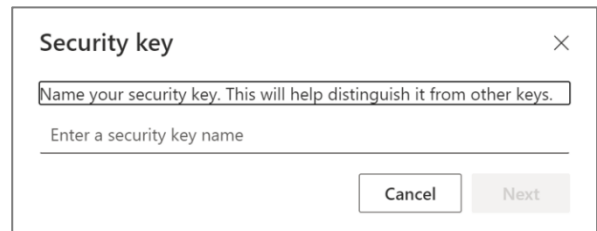
The PIN is only linked to your YubiKey.

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

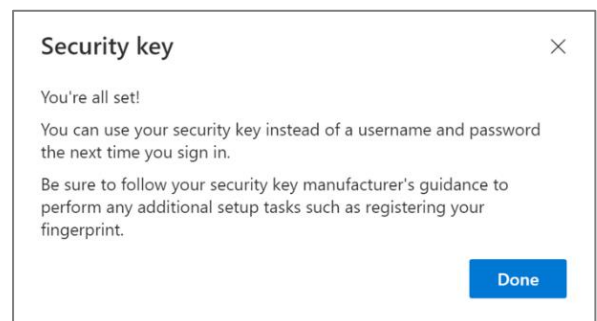
10. At the prompt *touch your security key* prompt on your computer, **tap the YubiKey gold button.**



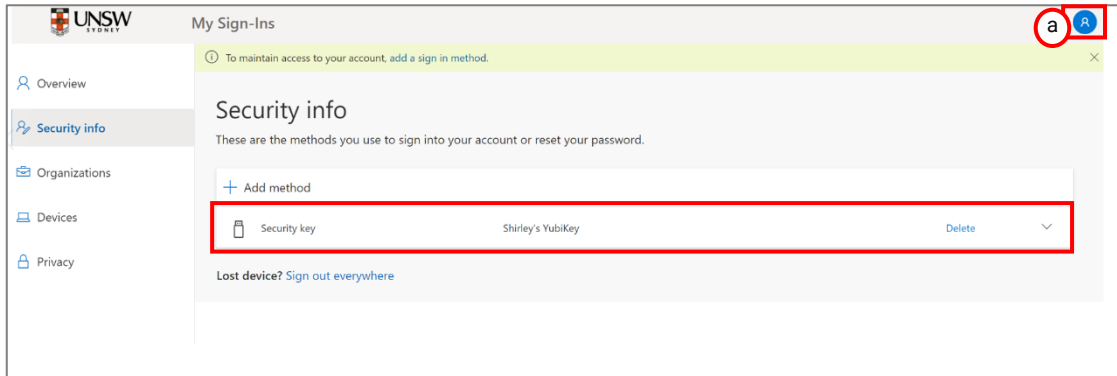
11. Give your YubiKey a name that so that you can easily identify it on your *Sign-ins* page. When finished, click **Next**.



12. In the *Security key* window, click **Done**.



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



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.

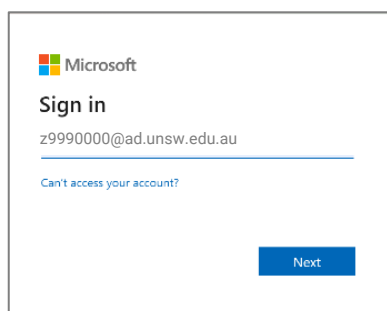
### The rules:

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.

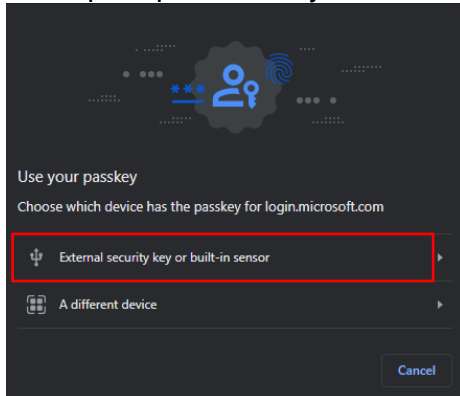
1. Access any UNSW single sign-on application. If prompted, sign-in using your zID@ad.unsw.edu.au and click **Next**.



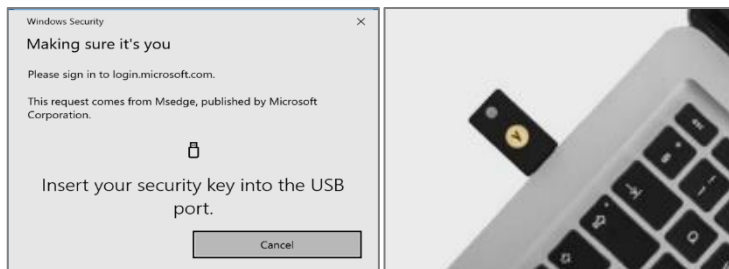
2. When prompted for your password, click **Sign in with security key**



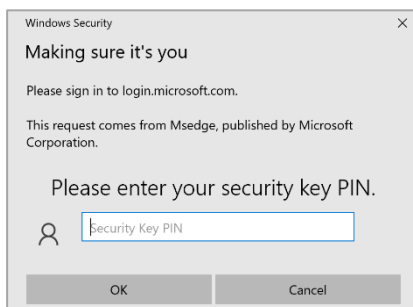
3. When prompted to use your Passkey, select **External security key**



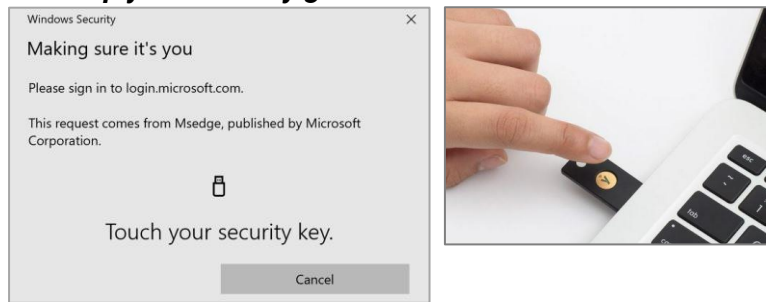
4. Connect your YubiKey to your computer.



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.