



# Set up and use a YubiKey

## Multi-Factor Authentication (MFA)

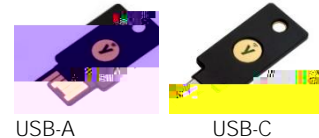
Updated: 2020

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 [how to request a YubiKey](#) 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: [How to request a YubiKey](#)

## Instructions to set up a YubiKey

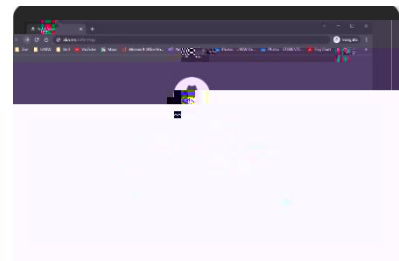
Follow this instruction, once only, on a computer used to access UNSW single sign-on applications. If using two monitors, please use your primary monitor during this instruction.

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

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

Then copy and paste this url into that window:

<https://www.unsw.edu.au/it/identity-management>



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

2. At the *rk* *M*

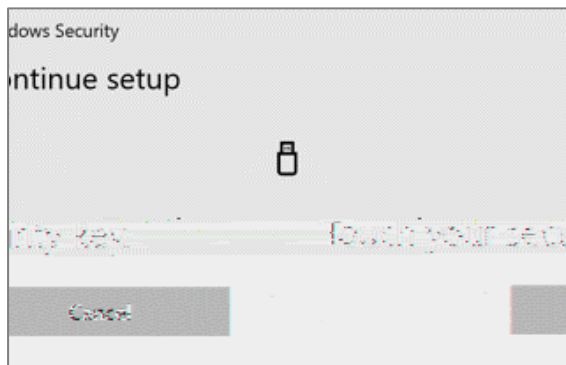
5. Insert the YubiKey into the USB port
  
  6. You will be prompt to create a passkey, select *External security key* or built-in sensor & click *OK*.
  
  7. On your computer a *i gym oi wi yt* screen will open.  
Click *OK* to set up your security pin number.
  
  8. Click *OK* to continue setup
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9. Create a PIN for your YubiKey and confirm the PIN, then click *OK*

Important:

*It is important to choose a PIN that is not a common number sequence.*

10. At the prompt *sygl syvwi gym oi* prompt on your computer tap the YubiKey gold button.

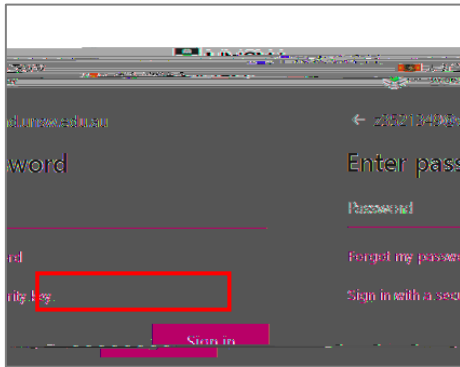


11. Give your YubiKey a name that so that you can easily identify it on your *ntar nrv* page. When finished, click *Next*

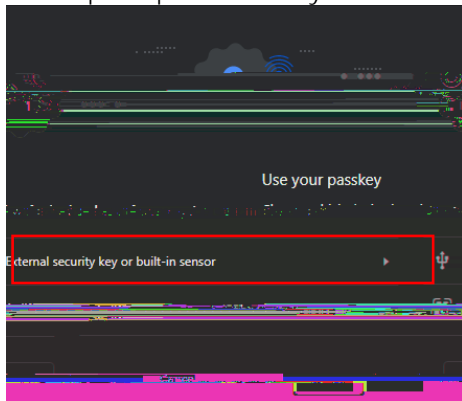
12. In the *i gym oi* window, click *Done*.

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

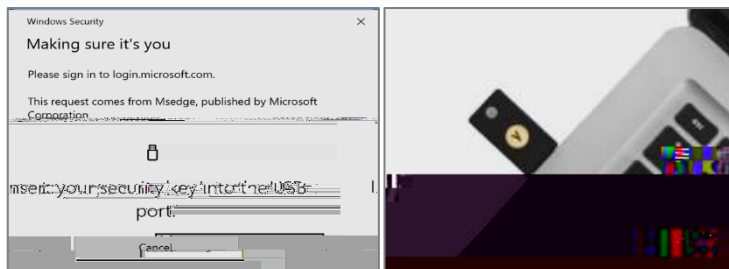
2. When prompted for your password, click *Sign in with security key*



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



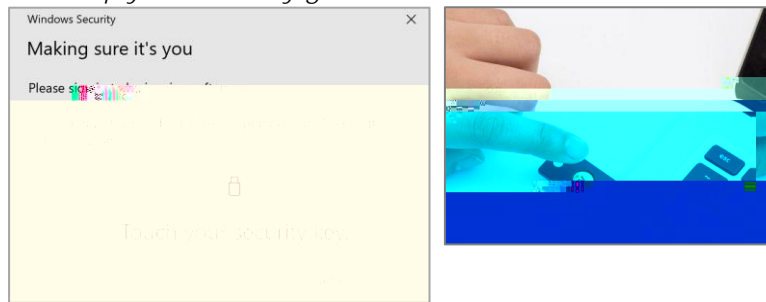
4. Connect your YubiKey to your computer.



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.