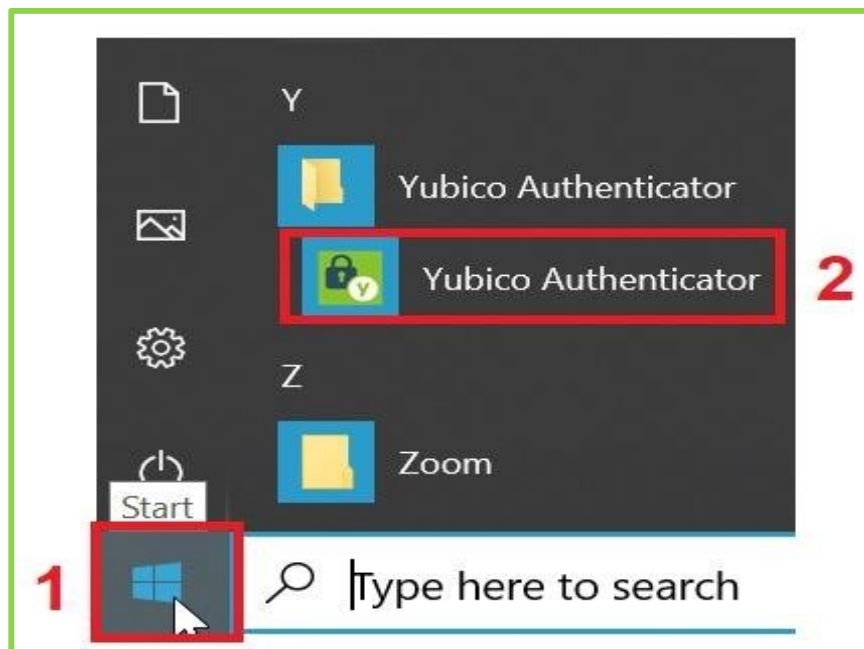


Register for MFA Using a YubiKey

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. Actions taken in the Yubico Authenticator app are marked with a **green border**. Actions taken in the Microsoft Profile Manager are marked with a **purple border**.

1. To launch the Yubico Authenticator, click on Windows **Start** (1) to display the menu bar and choose **Yubico Authenticator** (2).

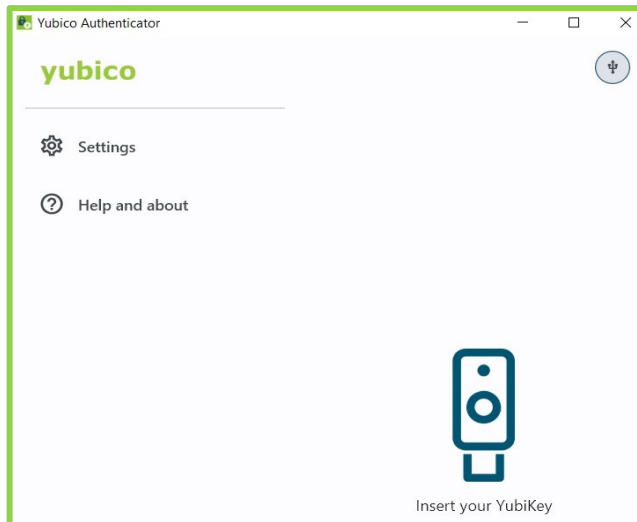


- a. On DHS|OHA issued computers, follow these instructions to install. "[How to Install Yubico Authenticator](#)" instructions.
- b. On non-DHS|OHA computers, please contact your own IT organization for assistance with installing the Yubico Authenticator software.

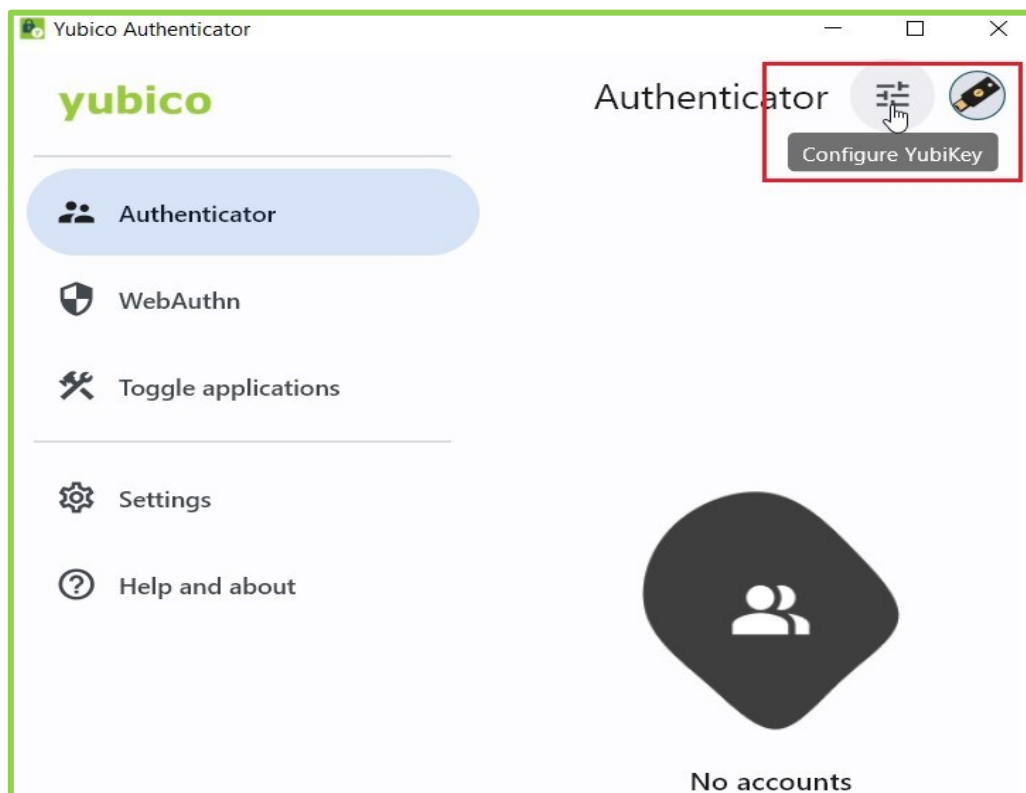
Register for MFA using a Yubikey

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



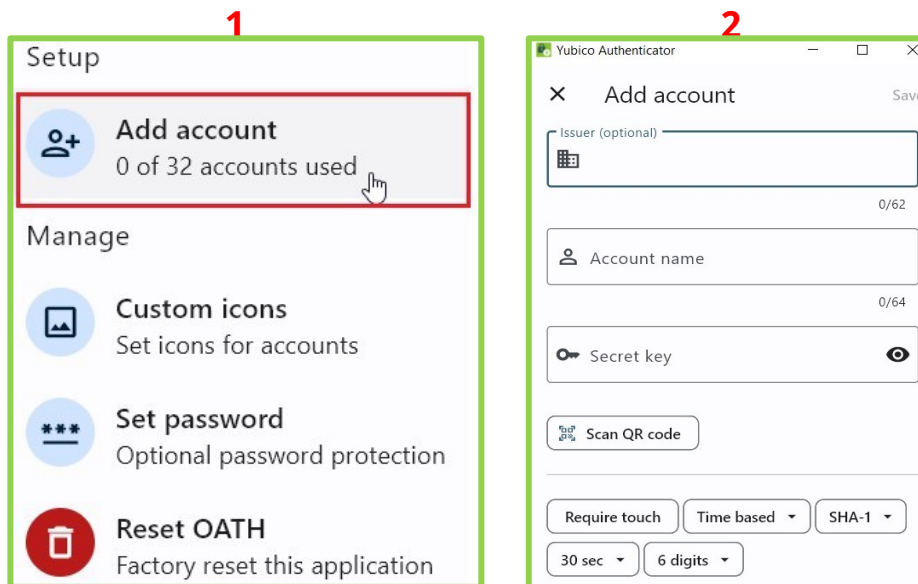
- On the Yubico Authenticator “No accounts” screen, click on the **three lines in the top right-hand corner** to configure your YubiKey.



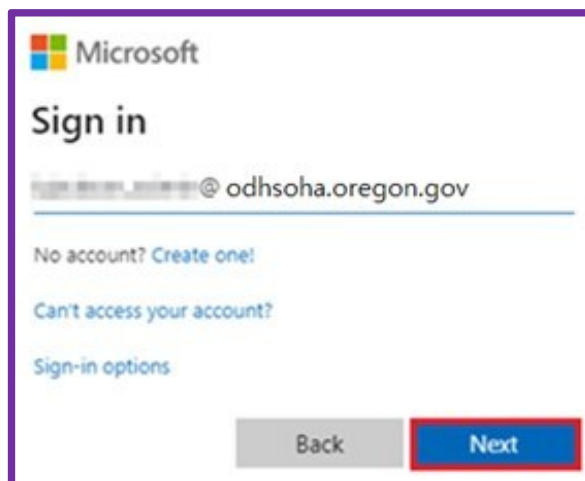
Register for MFA using a Yubikey

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4. On the Yubico Authenticator “Setup” screen, click on **Add account** (1). When the “Add account” screen appears (2), leave it open and continue to the next step. We will come back to it in **Step 10**.



5. Open an Edge browser tab and go to <https://myprofile.microsoft.com/>. (If you are a community partner, use an Incognito or InPrivate browser window to access this site.)
6. Sign in with your ODHS | OHA Microsoft account (e.g. Firstname.Lastname@odhsoha.oregon.gov) Click **Next**.



Register for MFA using a Yubikey

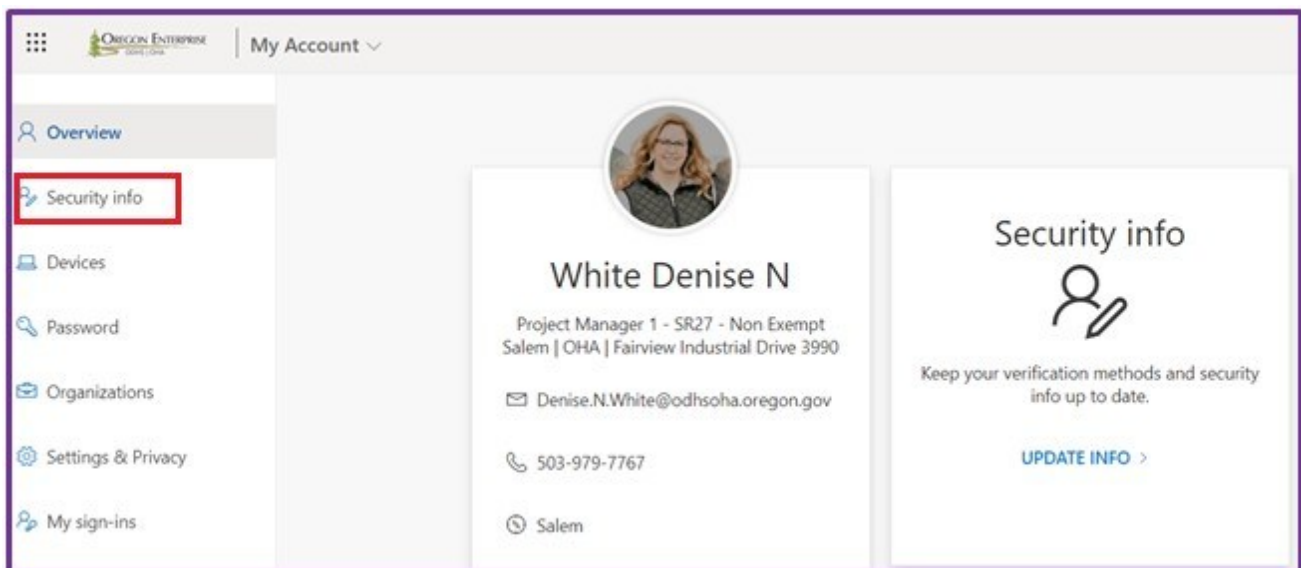
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7. Enter your DHS | OHA network password (the same one used to log into your desktop or laptop if you are a DHSOHA employee, or Citrix if you are a community partner). Click **Sign In**.



The login screen for DHS | OHA. It features the DHS | OHA logo at the top left. Below the logo is a back arrow and the email address [redacted]@odhsoha.oregon.gov. The main heading is "Enter password". Below this is a password input field with the placeholder text "Password". A link "Forgot my password" is located below the password field. A blue "Sign in" button is at the bottom right.

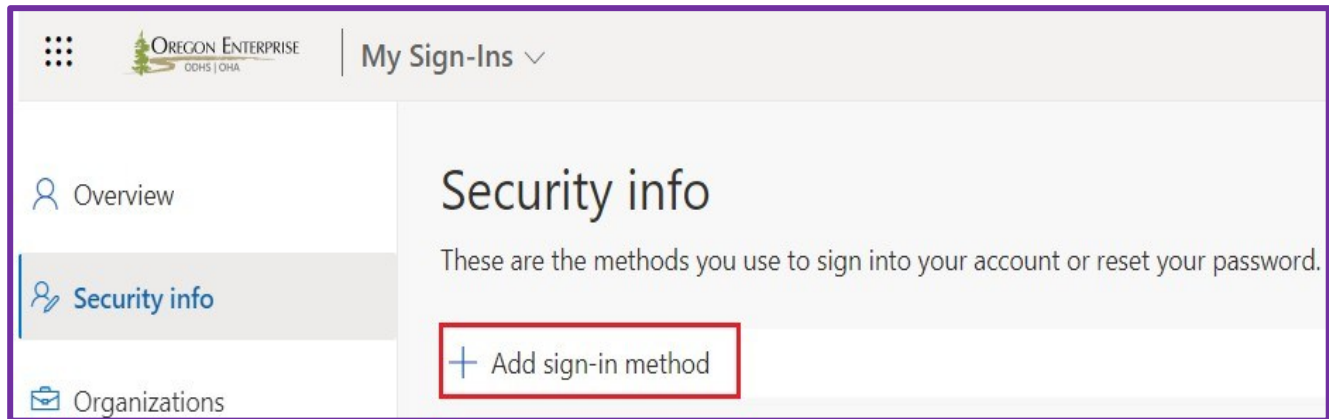
8. Click **Security info** on the left. If you are not already signed in, sign in with your Microsoft account (i.e., your email address). *Some users will be directed straight to Step 8 after clicking on Security info.*



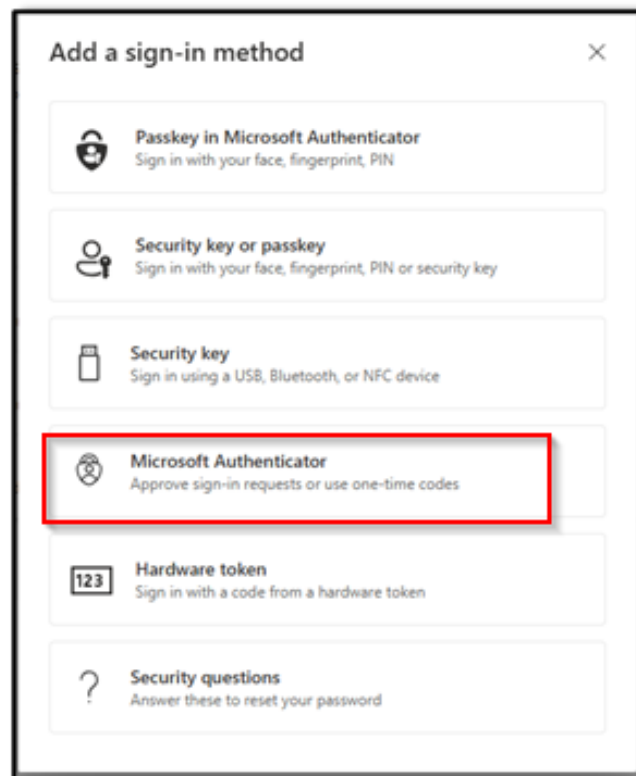
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9. Click **+ Add sign-in method** on the “Security info” screen.



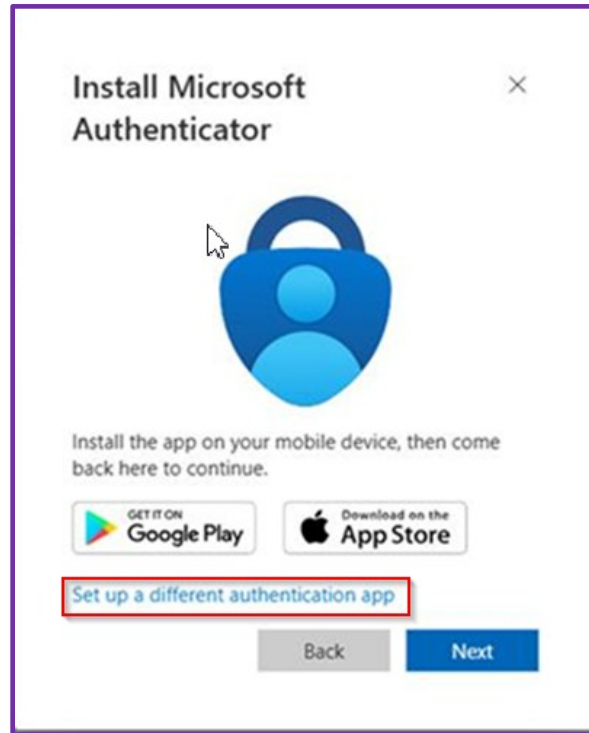
10. On the Add a method screen, select **Microsoft Authenticator** from the list.



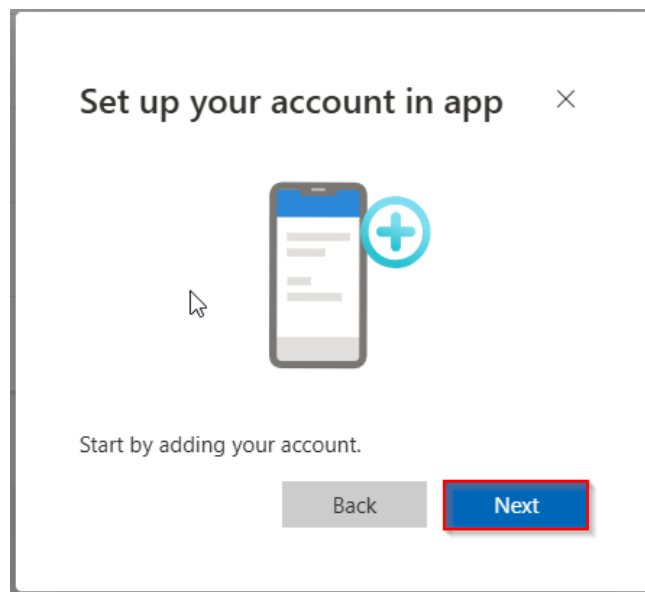
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11. On the “Start by getting the app” screen, click on the link “**Set up a different authentication app.**” Do not click Next!



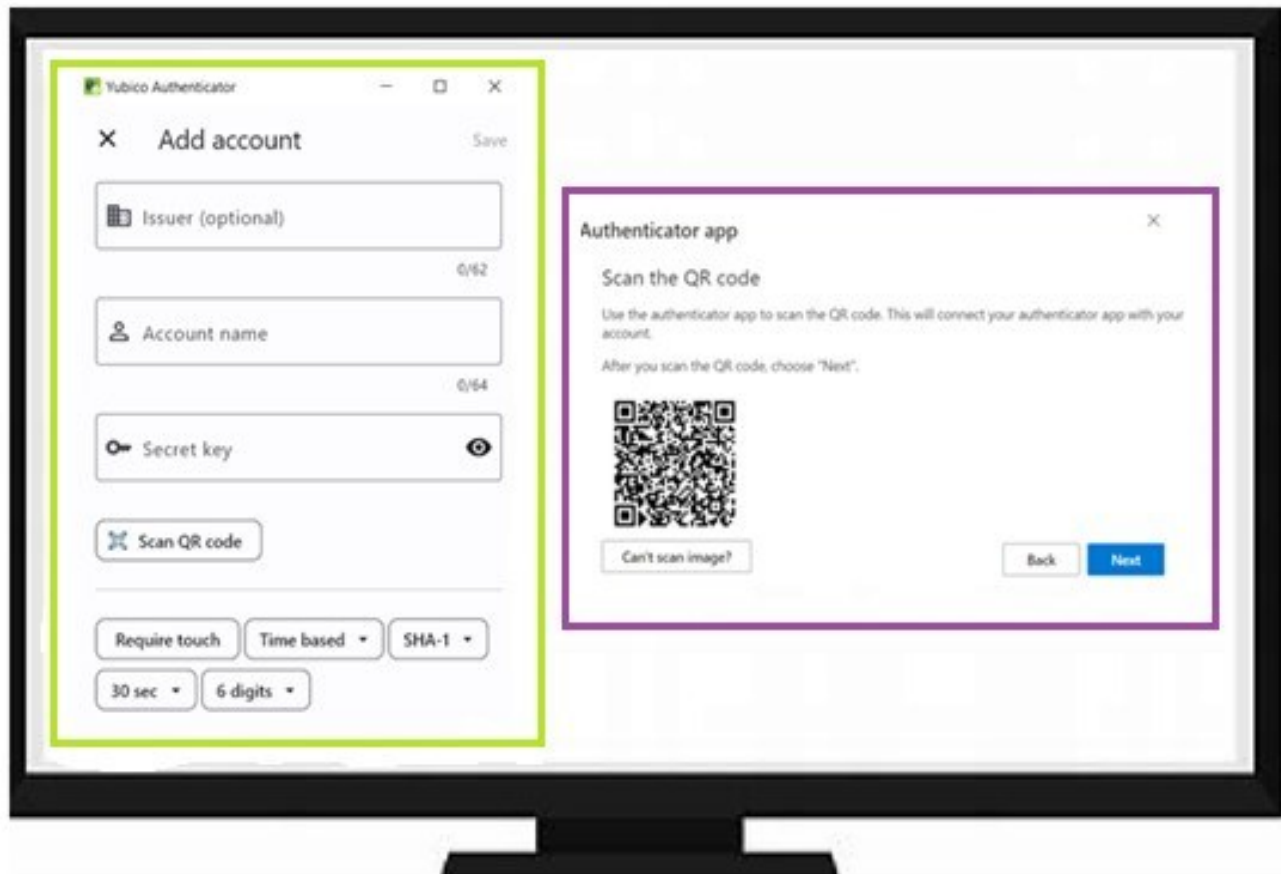
12. On the Authenticator app “Set up your account” screen, click **Next**.



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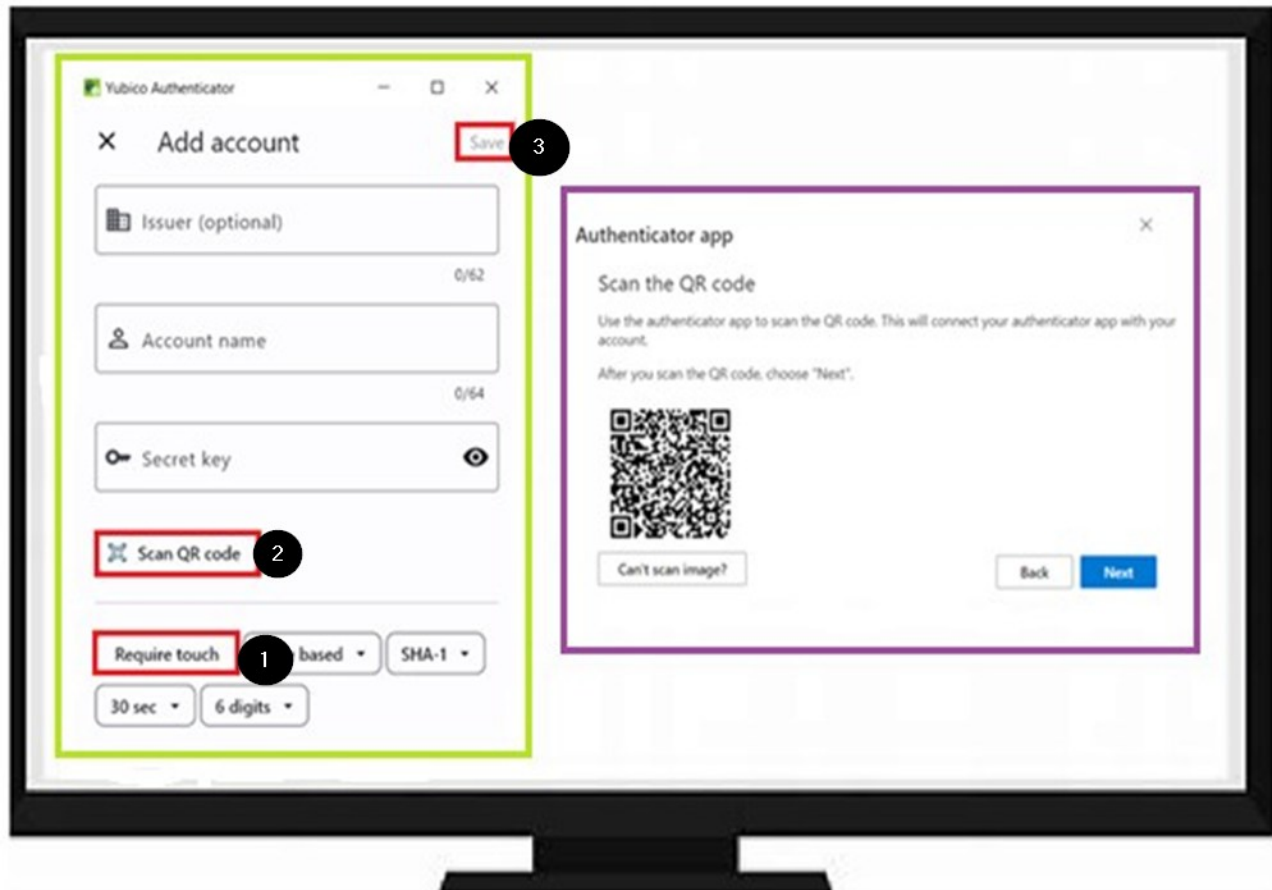
13. When the Authenticator app “Scan the QR code” screen appears, ensure the Yubico Authenticator “Add account” screen (from step 4) is side-by-side on the same monitor.



Register for MFA using a Yubikey

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14. 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**.

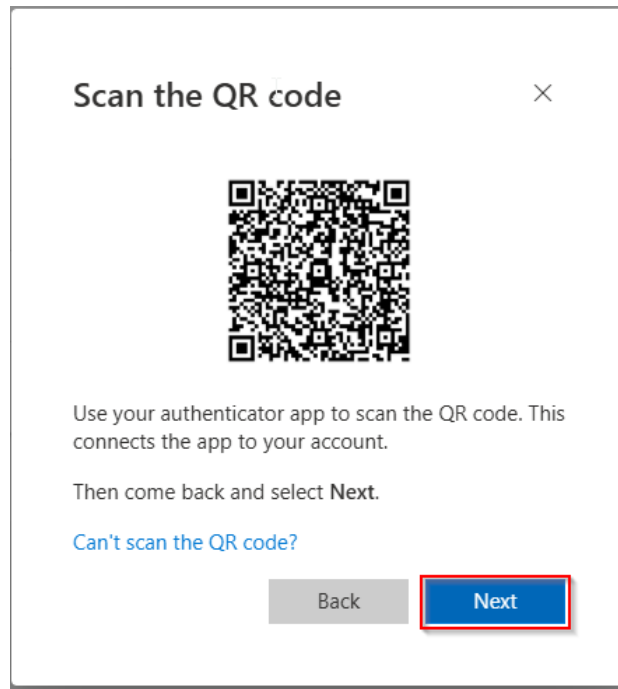


If the QR code doesn't scan, click on “[Can't scan the QR code?](#)” and enter the Account name and Secret key manually.

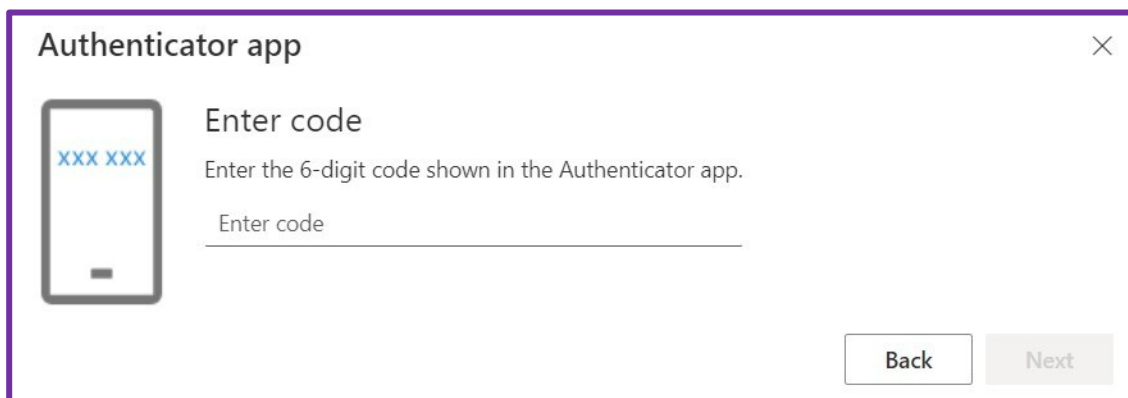
Register for MFA using a Yubikey

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15. On the Authenticator app “Scan the QR Code” screen, click **Next**.



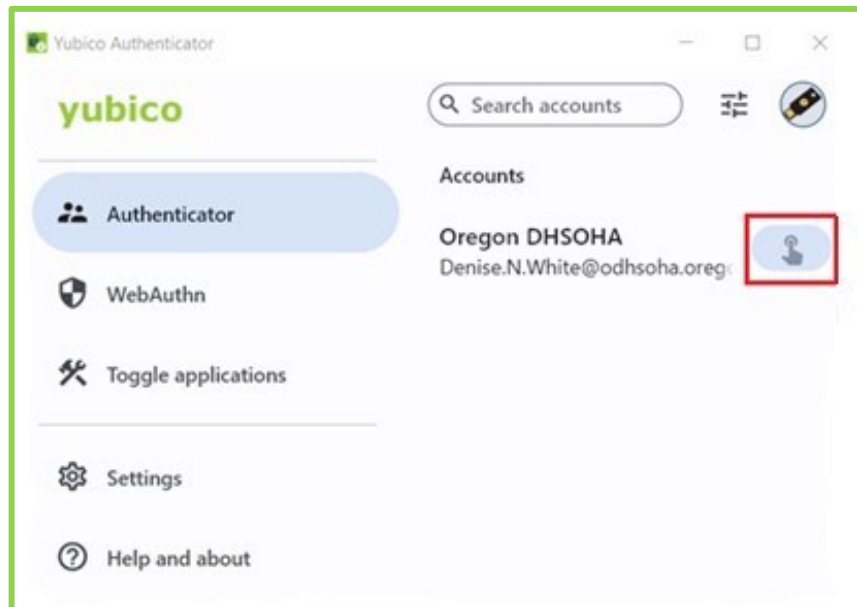
16. When the Authenticator app “Enter code” screen appears, leave it open and continue to the next step. We will come back to this screen in **Step 17**. The next few steps are similar to how you will authenticate in the future when prompted.



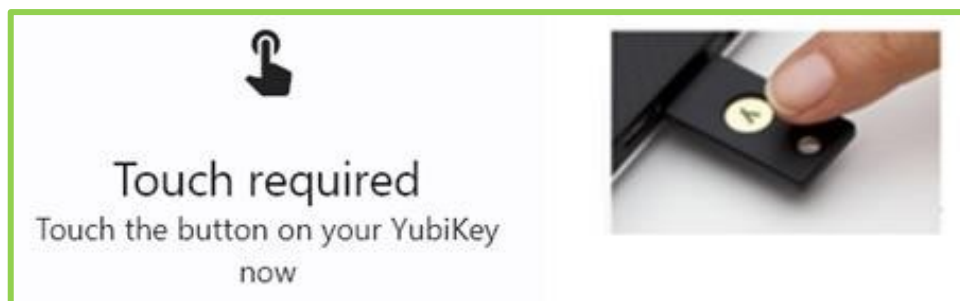
Register for MFA using a Yubikey

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



18. When the “Touch required” notification pops up, **touch your YubiKey hardware token** (flashing light) with your finger to activate a code.



Register for MFA using a Yubikey

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19. 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.



20. Go back to the Authenticator app “Enter code” screen from **Step 17**. **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

Register for MFA using a Yubikey

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Office of Information Services


21. Once completed, you will be returned to the “Security info” screen with Authenticator App Time-based one-time password (TOTP) 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)

22. **You're done!** Your YubiKey has now been configured and registered.
See instructions at <https://www.oregon.gov/oha/Documents/How-to-use-the-Yubikey.pdf> for instructions on how to use your Yubikey.

Register for MFA using a Yubikey

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