

## Set up your Yubikey for Multi-Factor Authentication (MFA)

*These instructions work for Linux, Mac, and Windows.*

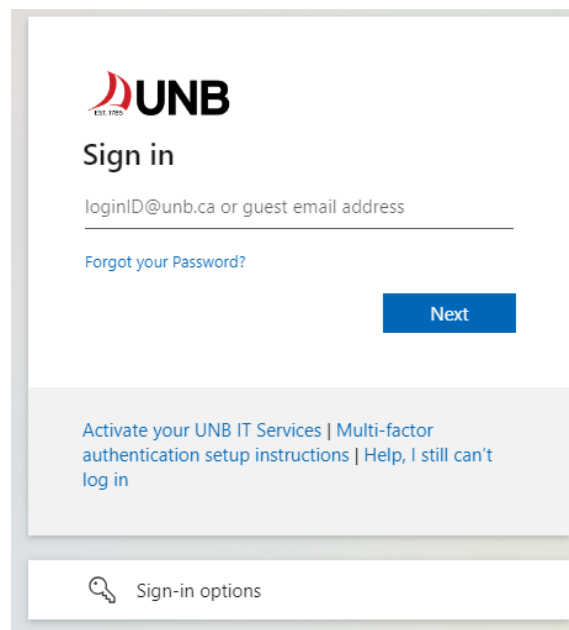
**Before you begin:** confirm you have administrator access to your device. You won't be able to continue without the proper access that allows you to make changes to your device settings and options.

### Step 1:

On your computer, **download and install** the [Yubico Authenticator app](#).

### Step 2:

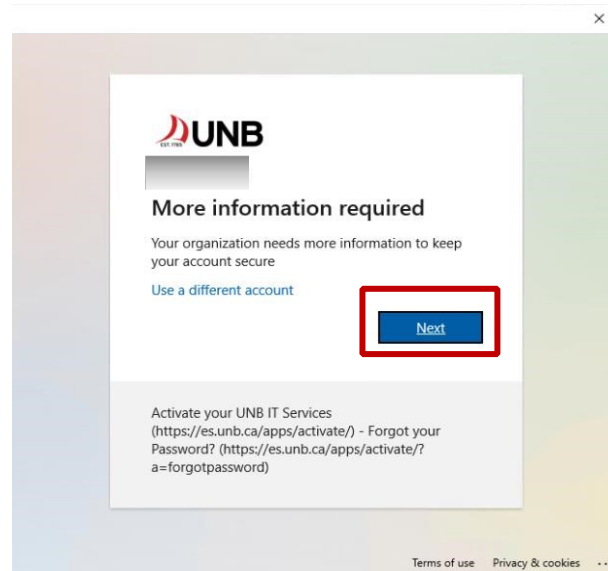
From your web browser, open an incognito/private browsing window. Go to the [MyUNB Intranet](#) and log in with your UNBloginID@unb.ca (don't forget the @unb.ca) and password when prompted. Choose Work or School Account, if prompted.



The screenshot shows the UNB Sign in page. At the top left is the UNB logo. Below it is the text "Sign in". There is a text input field containing "loginID@unb.ca or guest email address". Below the input field is a blue link "Forgot your Password?". To the right of the input field is a blue "Next" button. At the bottom of the page, there is a footer area with the text "Activate your UNB IT Services | Multi-factor authentication setup instructions | Help, I still can't log in" and a "Sign-in options" link with a magnifying glass icon.

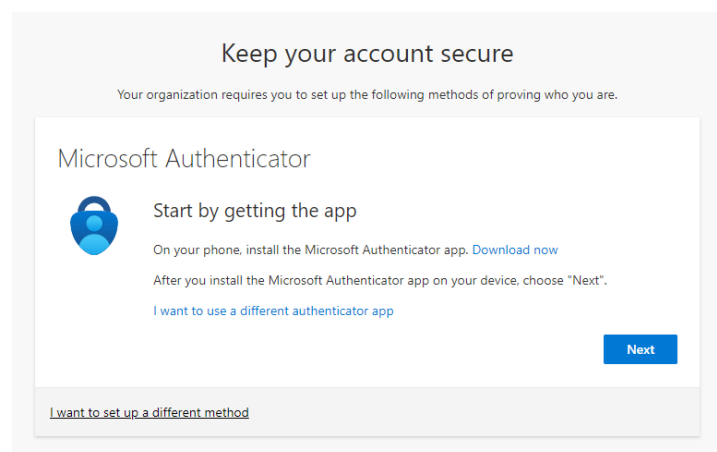
### Step 3:

You'll be prompted with a "more information required" screen. Click **'Next'**.



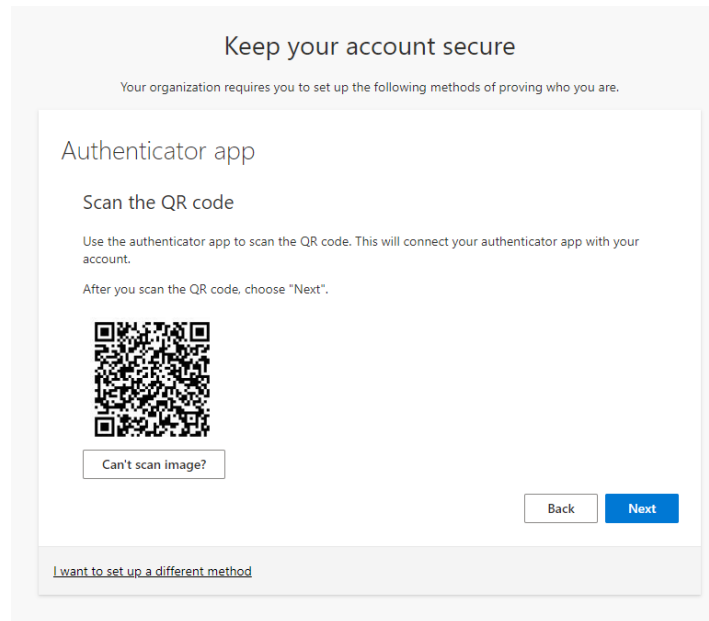
### Step 4:

On the Microsoft Authenticator screen, click **'I want to use a different authenticator app'**.



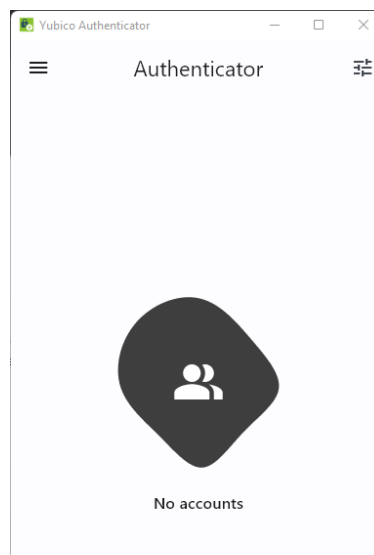
**Step 5:**

Click *next* until you see a QR code displayed on the screen.



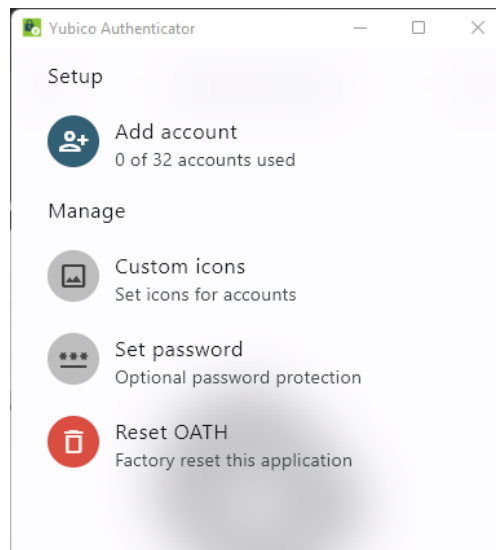
**Step 6:**

Insert your YubiKey into your computer's USB port. Open the **Yubico Authenticator app** (installed in Step 1). Click the **menu** on the upper right corner.



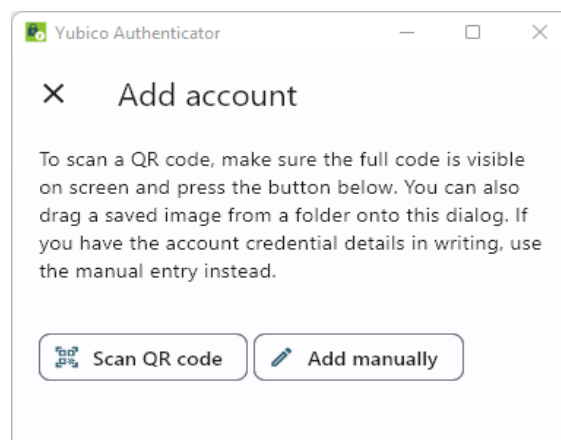
### Step 7:

Choose **'Add account'**.



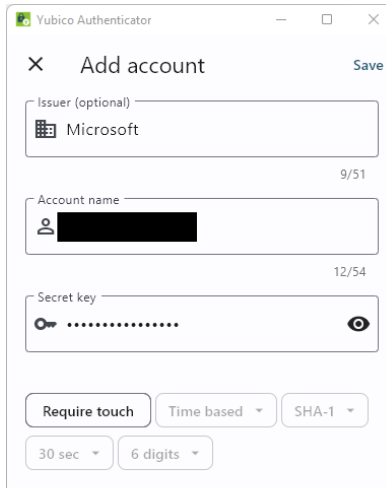
### Step 8:

Click **'Scan QR Code'**.



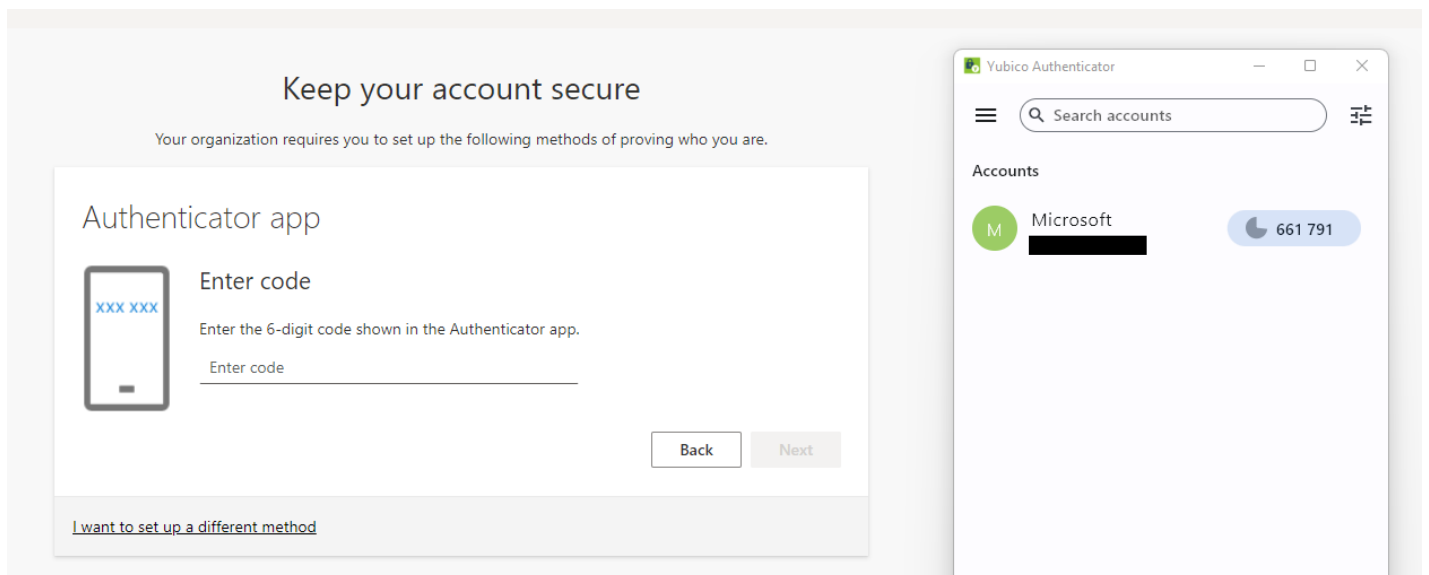
**Step 9:**

The app will automatically scan the QR code from the browser. Click **'Save'**.



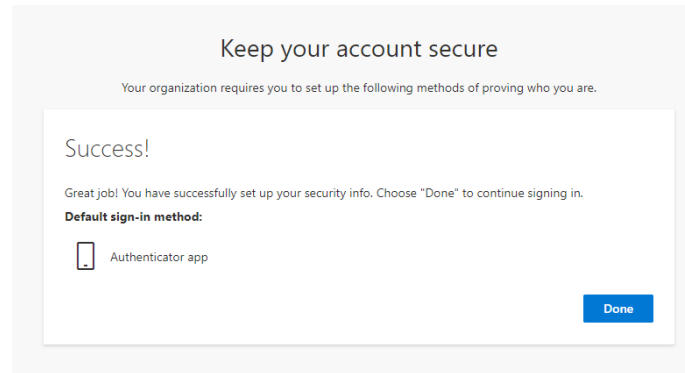
**Step 10:**

Go back to your browser window - click **'Next'**. You'll be prompted to **enter the code** that is appearing on the Yubico Authentication app.



## Step 12:

You'll be notified in your browser that you have successfully set up your Yubikey. Click '**Done**'.



## Using your Yubikey to sign in to your UNB IT services:

### Step 1:

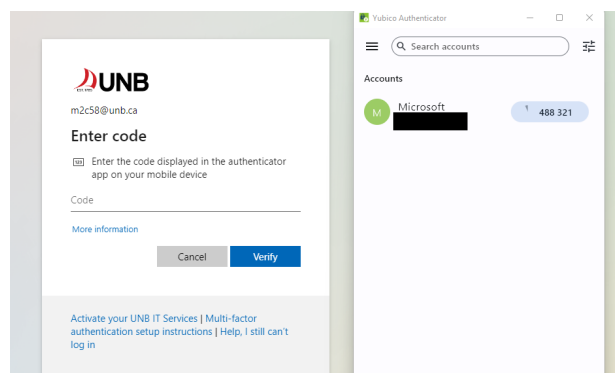
When prompted, enter your UNB password and click '**Sign in**' (your [loginID@unb.ca](mailto:loginID@unb.ca) will already be filled in)

### Step 2:

Open the **Yubico Authenticator app** on your phone.

### Step 3:

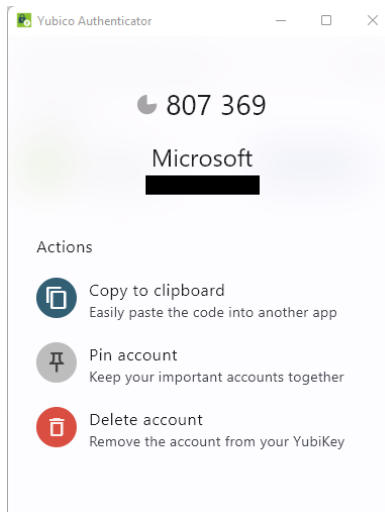
Insert your **YubiKey** into your computer or device.



#### Step 4:

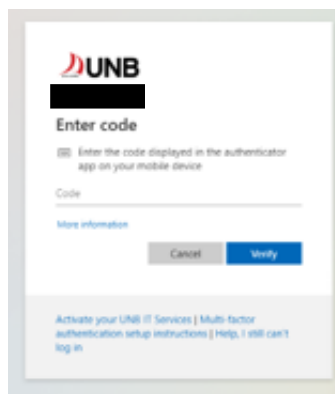
From the Yubico Authenticator app:

1. Click the **code**
2. Click '**Copy to Clipboard**'



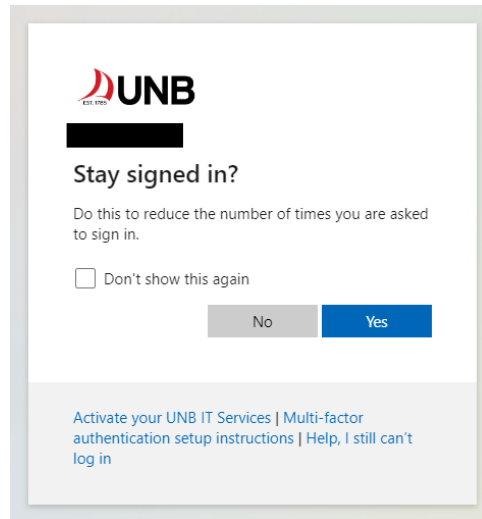
#### Step 5:

Paste the code into the prompt. Click '**Verify**'



**Step 6:**

Click **'Yes'** to stay signed in



The screenshot shows a dialog box with the UNB logo at the top left. Below the logo is a black redaction bar. The main heading is "Stay signed in?". Below this is the text: "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom of the dialog are two buttons: "No" (grey) and "Yes" (blue). At the very bottom of the dialog, there is a footer with links: "Activate your UNB IT Services | Multi-factor authentication setup instructions | Help, I still can't log in".