

Two-Factor Authentications with a Yubikey O365

1

Plug your YubiKey into a USB port on your computer and the LED on the device should light up.

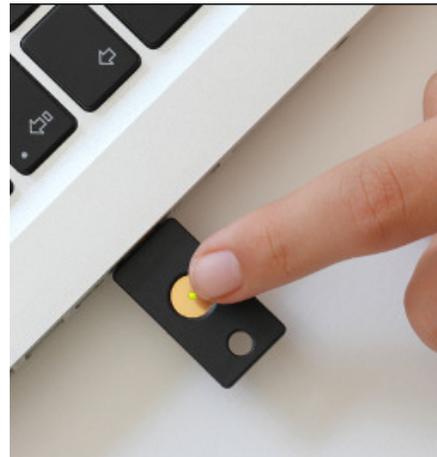
A screenshot of the University of Rochester login page. The page features the university's logo and the text "UNIVERSITY of ROCHESTER". Below the logo, there are links for "What is this?" and "Need help?". The main login area includes a "Device:" dropdown menu set to "Token", a "Remember me for 1 day" checkbox, and two "Enter a Passcode" buttons. The page is powered by Duo Security.

2

At a logon prompt that requires two-factor authentication, type in your username and password.

3

Change the Device dropdown to 'Token', press 'Enter Password' then touch the gold button on your YubiKey for one second.



Tips:

1. You can use a YubiKey to log in to any NetID or URMIC-authenticated system that uses Duo 2-factor authentication, including HRMS, UR Financials (Workday), VPN or O365. YubiKeys are available for purchase from the UR Tech Store location in Rush Rhees Library. First time users allow for the USB driver to install. The first time may take a minute.
2. The YubiKey can be inserted improperly. If the green LED is not lit, flip the key and try again.
3. To make sure your USB port works: Open Word or Text document, insert YubiKey and press button. If you see 8 characters, then the USB port works fine. We recommend you test USB ports on your monitor in advance.

Need additional help?

Call the ISD Help Desk 275-3200 for assistance with URMIC authentication

Call the Univ IT Help Desk at 275-2000 for assistance with NetID authentication