



Self-registration for MFA Hardware token – Yubikey

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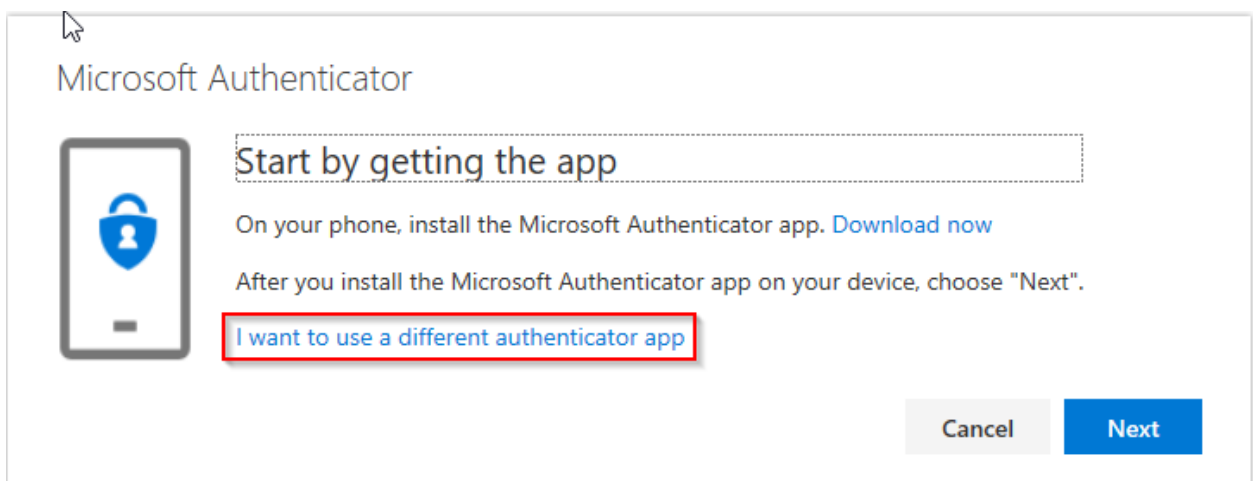
Download the Yubico Authenticator Application

- 1.) Navigate to bit.ly/mfakey – (Chrome or Edge browser recommended)
- 2.) Click on “Get the App”
- 3.) Select the appropriate download for your system. If you are unsure of which windows operating system you have then select the 32-bit option.
- 4.) Select Run or Open (option depends on browser used)
- 5.) Accept the default options in the installation wizard and install the Yubico Authenticator application. (Next, Next, Install)
- 6.) Reboot may be required

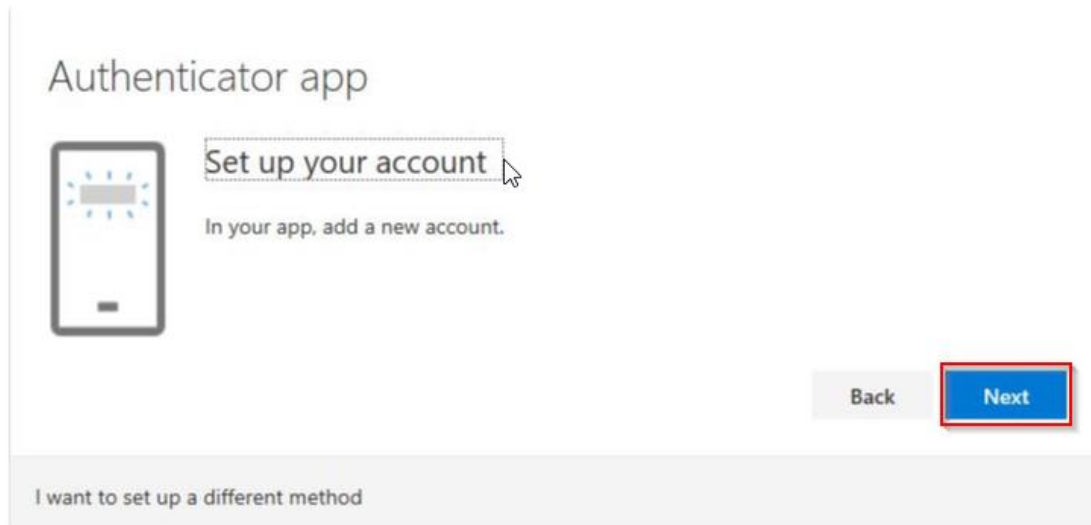
New enrollment for MFA

***NOTE – if you are already enrolled, see next section “Previously enrolled for MFA/SSPR”**

- 1.) Navigate to aka.ms/mfasetup
- 2.) Enter your **userid@fairview.org** (or your **userid@healtheast.org**)
- 3.) Enter your current password
- 4.) “**More information required**” click Next
- 5.) Click on “**I want to use a different authenticator app**” (see screenshot below)



6.) On the **Setup your account** page click **Next**

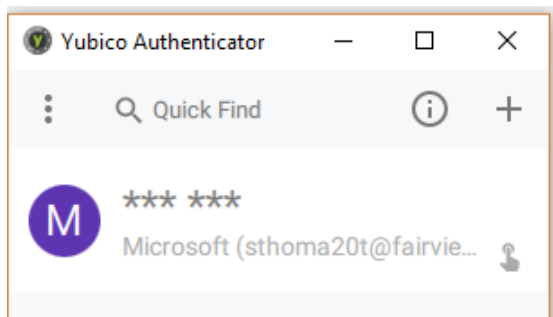


7.) Connect Yubikey to USB port

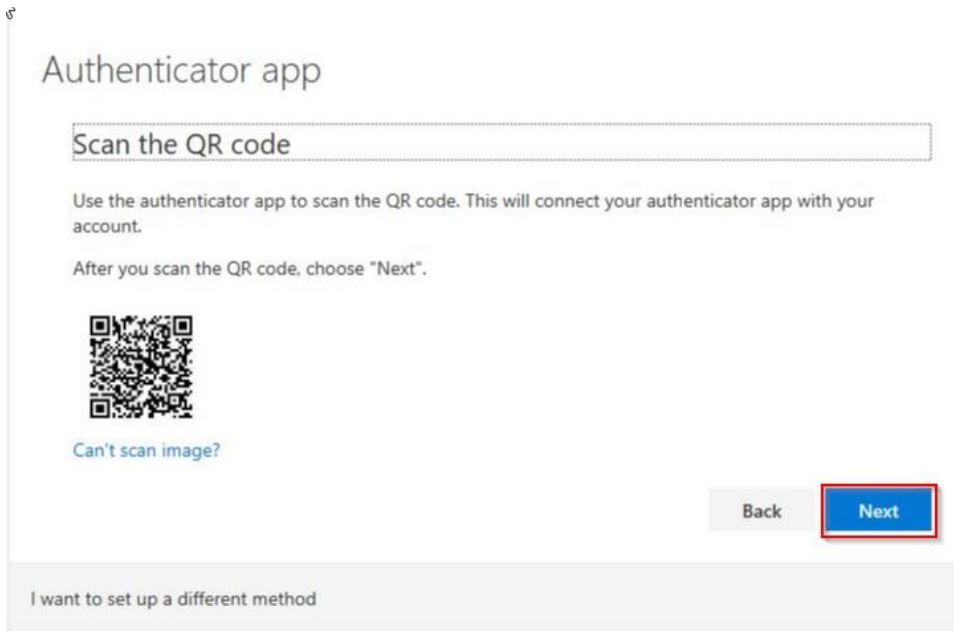
8.) On the **Scan the QR code page** – *Open your Yubico Authenticator app, make sure it's not covering the QR code on the screen*

9.) In the Yubico authenticator app click "Add"

10.) Your account name will auto fill in – then click "Add".

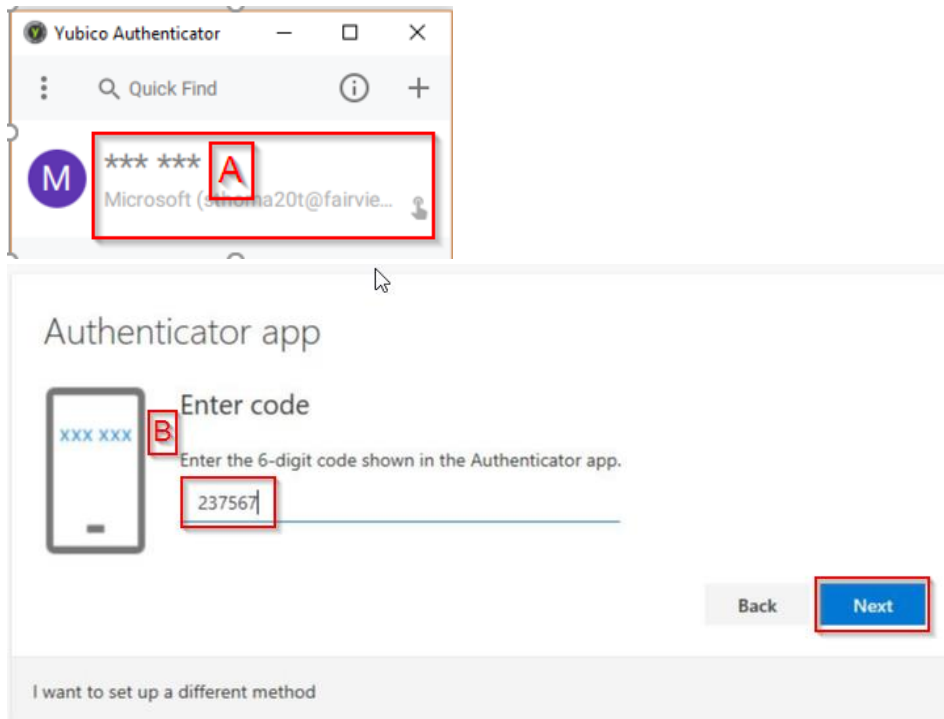


11.) In your web browser click Next on the **Scan the QR Code** page.



12.) Now enter the code from the Yubico authenticator app.

Note - double click with your mouse (A), then touch your Yubikey to reveal the code. You should be able to PASTE (ctrl/V) the code into the **Enter code page (B) (Or just type the code)*

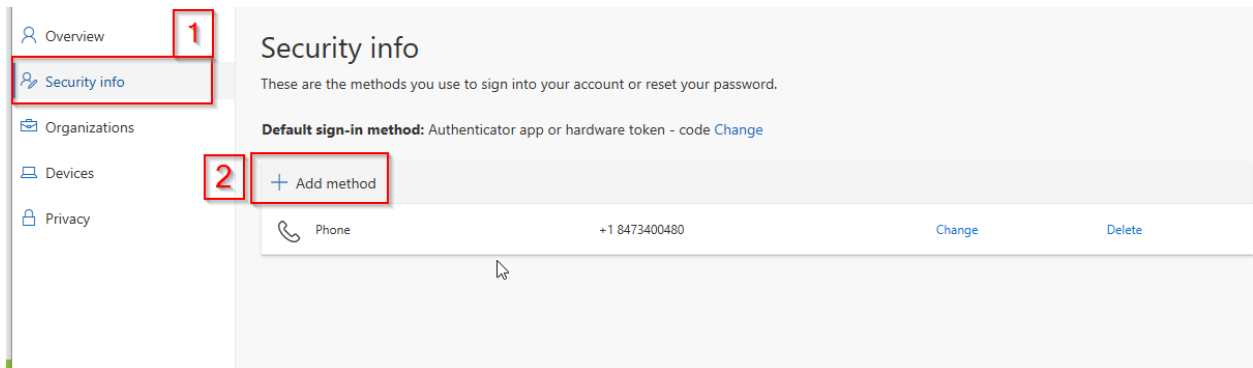


13.) Click Next, you will be taken to the Security Info page and a success message will be displayed.

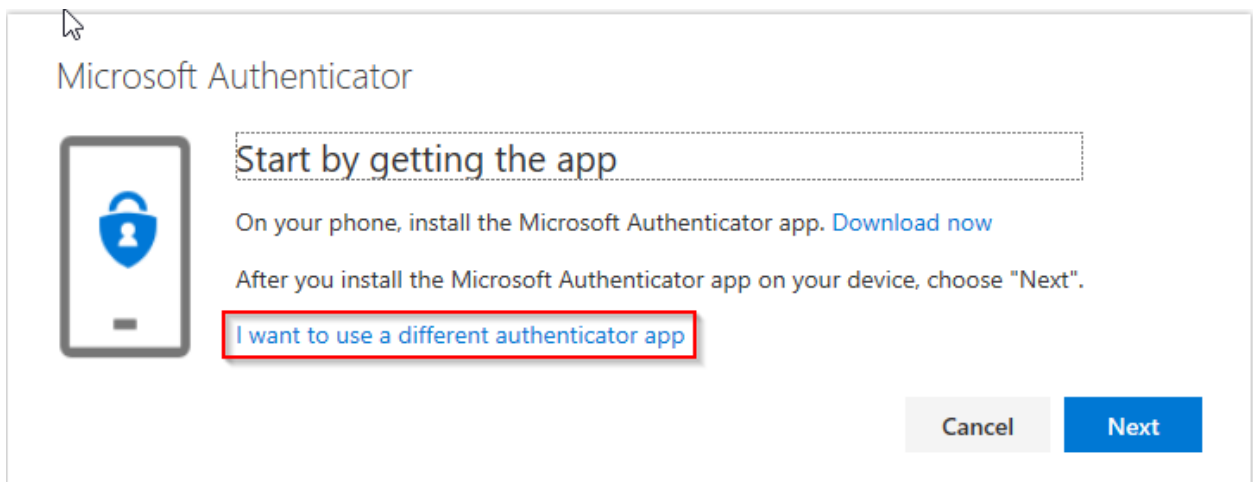
14.) You can now log out

Previously enrolled for MFA/SSPR

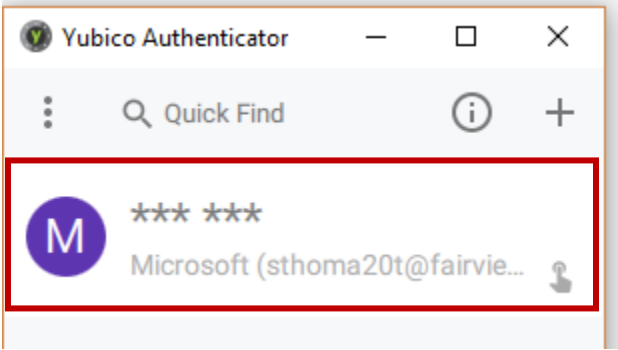
- 1.) Navigate to aka.ms/mfasetup
- 2.) Enter your **userid@fairview.org** (or your userid@healtheast.org)
- 3.) Enter your current password
- 4.) MFA will be required from previously enrolled method
- 5.) Click Add a method (see screenshot below)



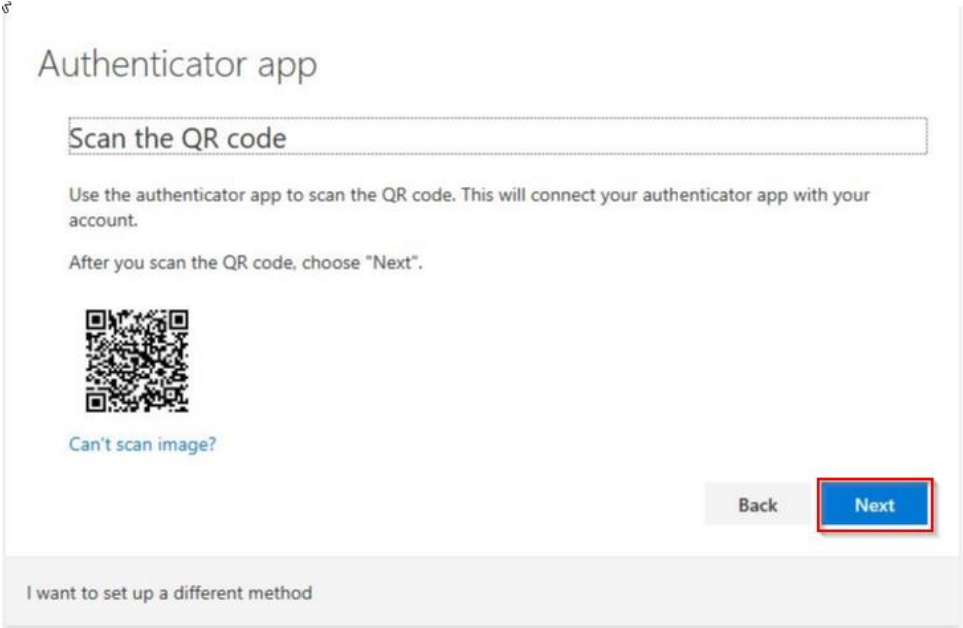
- 6.) Select Authenticator app
- 7.) Click on "I want to use a different authenticator app" (see screenshot below)



- 8.) **Set up your account** page click Next - **Scan the QR code** page appears
- 9.) Connect Yubikey to USB port
- 10.) Open the Yubico Authenticator app and make sure it's not covering the QR code on the screen
- 11.) Your account name will auto fill in – then click "Add".

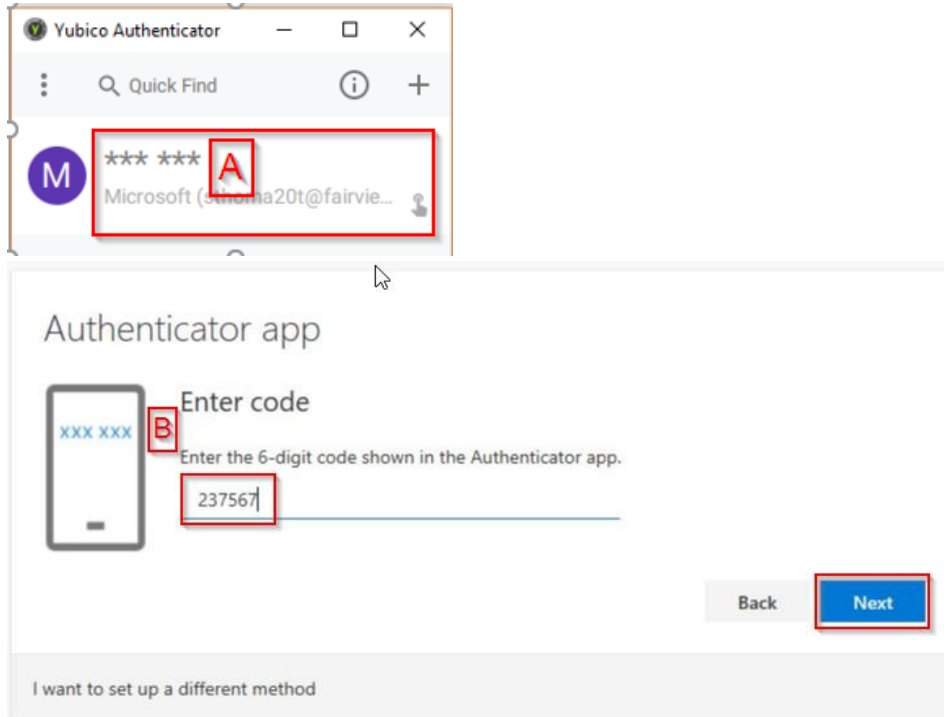


12.) In your web browser click Next on the **Scan the QR Code** page.



13.) Now enter the code from the Yubico authenticator app.

Note - double click with your mouse (A), then touch your Yubikey to reveal the code. You should be able to PASTE (ctrl/V) the code into the **Enter code page (B) (Or just type the code)*

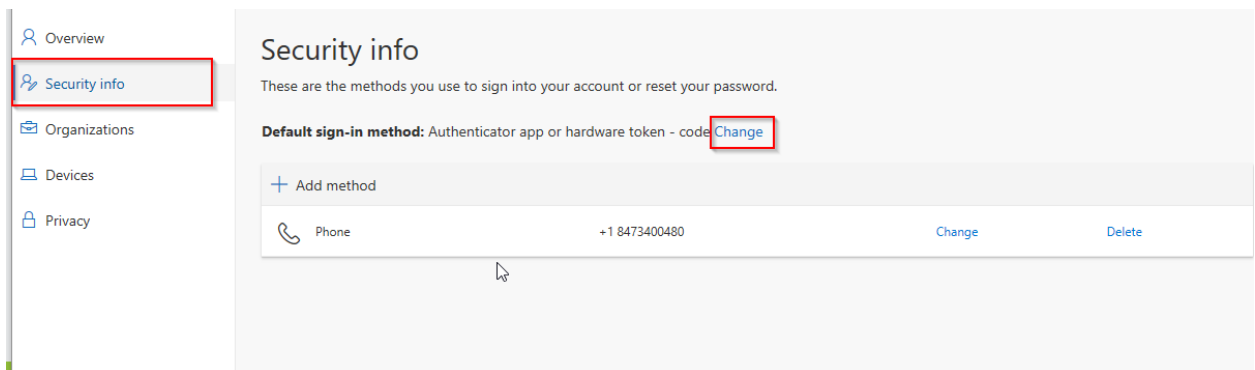


14.) Click Next, you will be taken to the Security Info page and a success message will be displayed.

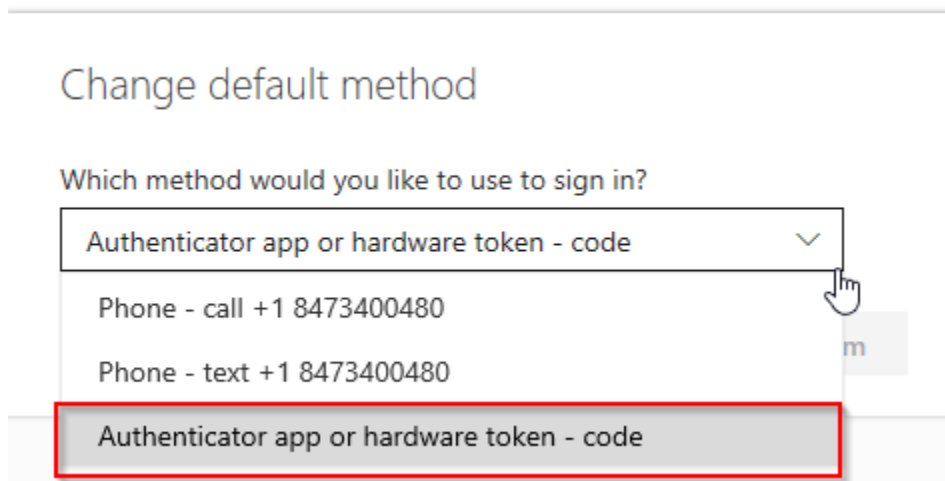
15.) You can now log out.

Set Yubikey Hardware token as the default option.

- 1.) Navigate to aka.ms/mfasetup
- 2.) Enter your userid @fairview.org (or your userid at healtheast.org)
- 3.) Enter your current password
- 4.) MFA required from previously enrolled method
- 5.) Click Change default method (See screen shot)

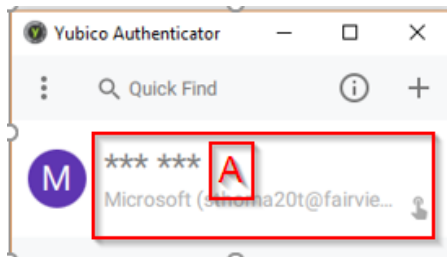


- 6.) From the drop down select “Authenticator app or hardware token” then confirm

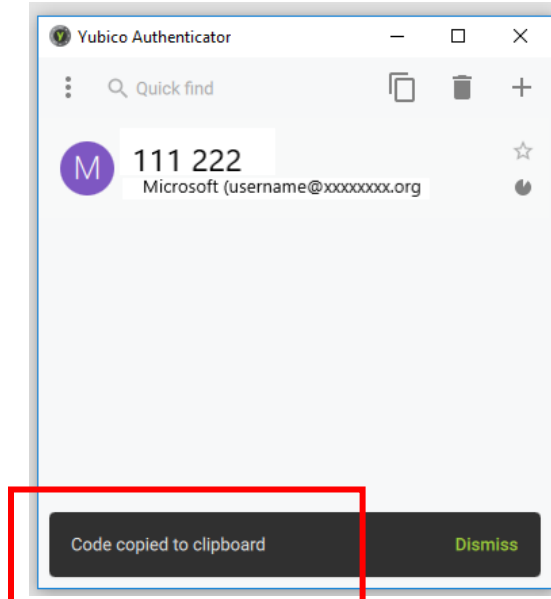


Using the Yubikey to provide a multi-factor authentication code

- 1) Plug the Yubikey into a USB port on your device
- 2) When logging into any Fairview Network Service; enter your credentials (username/password)
- 3) You will then be prompted to enter a verification code
- 4) Open the Yubico Authenticator application
- 5) Double click on your account, and touch the Yubikey to display a code



- 6) Enter the code (you can type in the code, or copy and paste the code,
 - a. The code may automatically be copied to your clipboard



- b. Right click in the "...enter your verification code" field and click on paste
 - c. The code will be displayed in the prompt field click **Submit**
- 7) You should then be authenticated, and login will complete
 - 8) You can minimize or close the Yubikey application
 - 9) Once authenticated and logged in you may remove the Yubikey at any time