

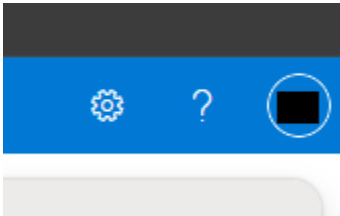
How to Set up a YubiKey

This document provides instructions for setting up a YubiKey Passkey as an MFA method. Before beginning this process, you will need to have the Microsoft Authenticator set up on your phone. If you do not have Microsoft Authenticator configured or need assistance accessing your account, please contact the Help Desk for assistance with setting up your YubiKey.

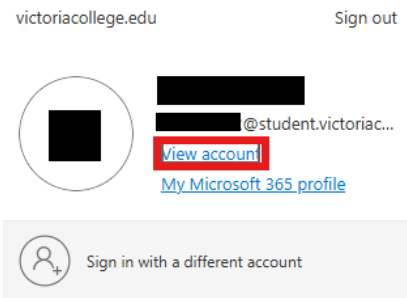
Note: A YubiKey is a physical security key that can be purchased from Amazon.

Access your Sign-in Methods

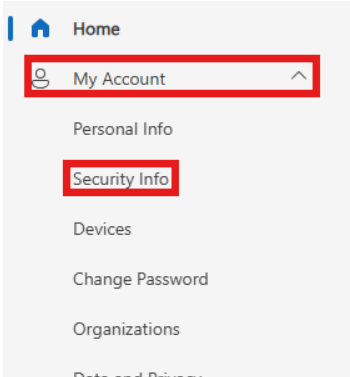
1. Sign into Pirate Portal and click the circle with your initials in the upper right corner.



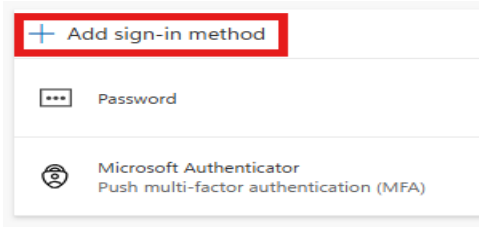
2. Click on “View account.”



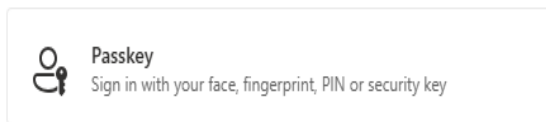
3. On the left side of your screen, click “My Account,” then click “Security Info.”



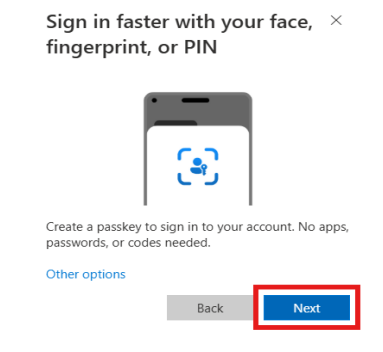
4. Above the list of your sign-in methods, click “Add sign-in method.”



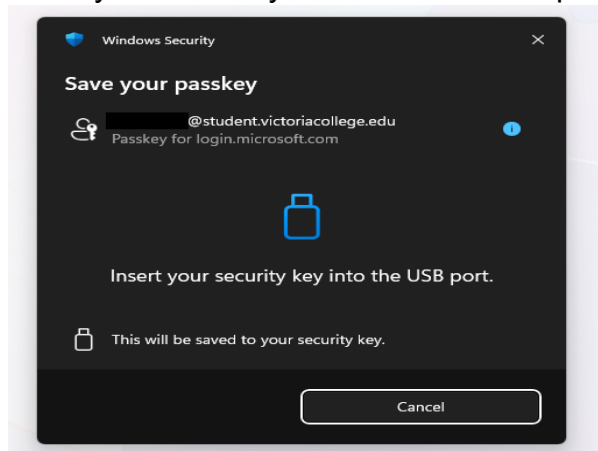
5. On the new window, click Passkey to set up the YubiKey.



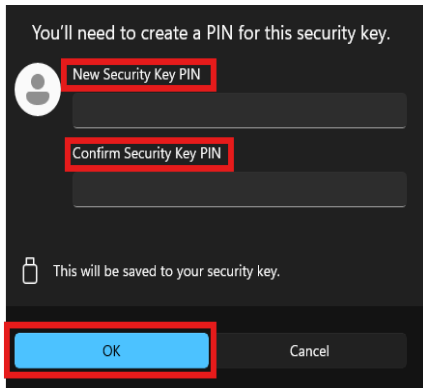
6. On the “Sign in faster with your face, fingerprint, or PIN” screen, click “Next.”



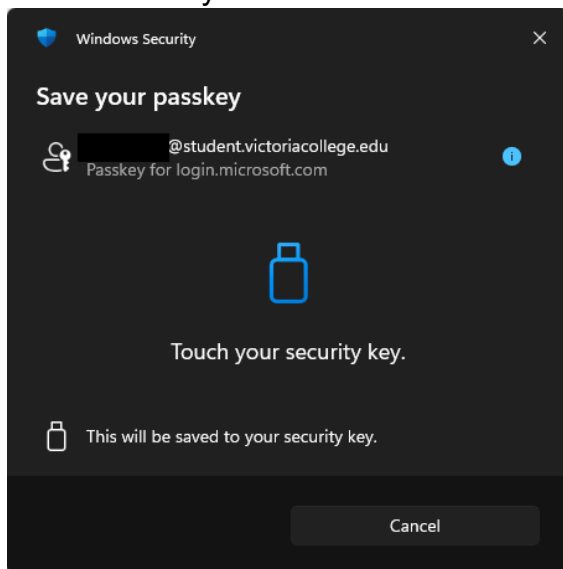
7. Enter your YubiKey device into a USB port on your computer.



8. Create a PIN and enter it in both fields provided, then click “OK.”



9. When prompted, touch the gold touchpad on your YubiKey to finalize the addition of the Passkey.



10. Once the passkey has been added, you will be prompted to enter a name for your YubiKey.
11. Once you are finished, you will see your YubiKey as a listed option for your sign-in method.

