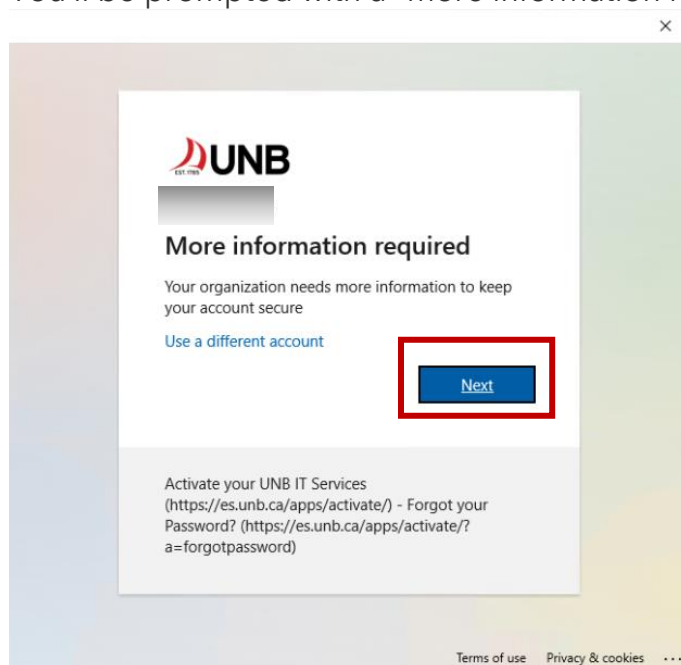


Set up your Yubikey for Multi-Factor Authentication (MFA)

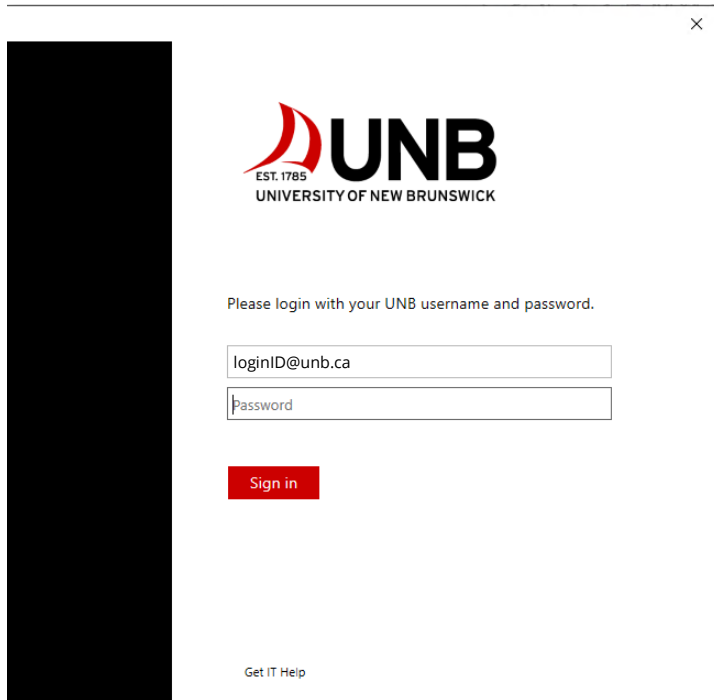
Works on Linux, Mac, Windows, Android and iOS devices.

Instructions:

1. On your computer or mobile device (the one you use to access UNB services): Download and install [Yubico Authenticator](#). **Note:** you need administrator rights to your device to do this.
2. Open an incognito/private browsing window in your web browser. Go to any UNB M365 service ([like email](#)) and log in with your UNBloginID@unb.ca (don't forget the @unb.ca) and password if prompted (*if you're already logged in to M365, you won't need to log in*).
3. You'll be prompted with a "more information required" screen. Click **Next**.



4. On the login screen, enter your UNB password (your loginID@unb.ca should already be pre-filled) and click **Sign in**.



UNB
EST. 1785
UNIVERSITY OF NEW BRUNSWICK

Please login with your UNB username and password.

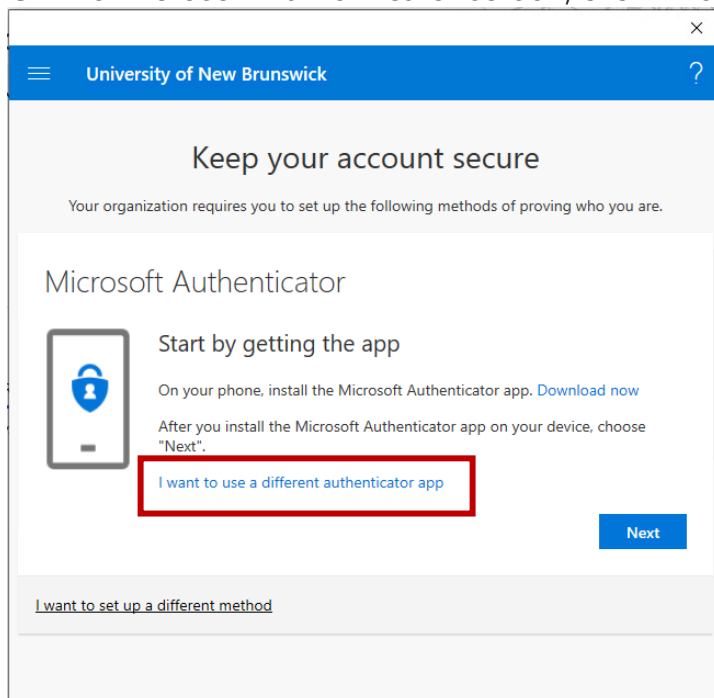
loginID@unb.ca

Password

Sign in

Get IT Help

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



University of New Brunswick

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

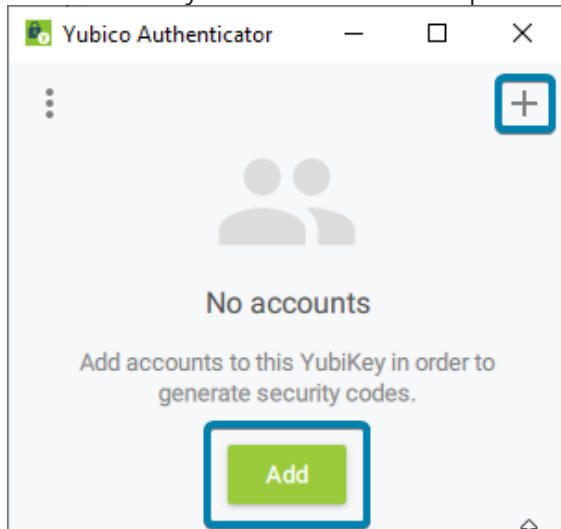
After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

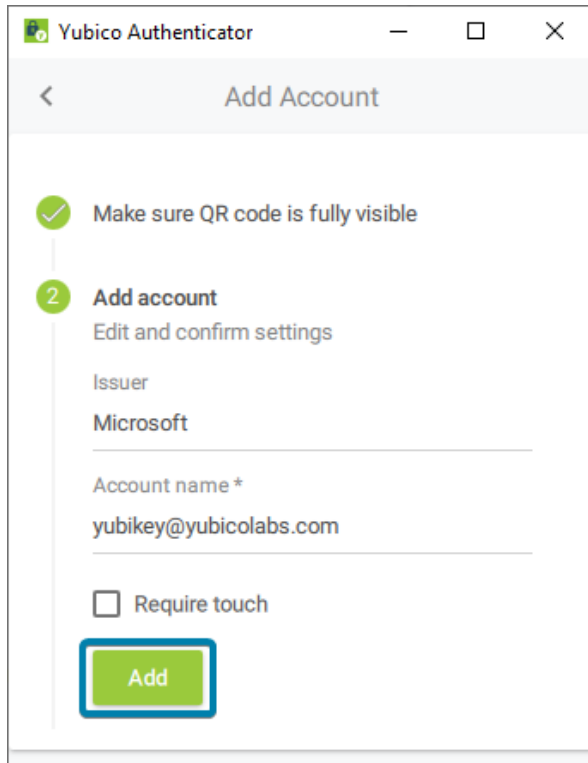
Next

[I want to set up a different method](#)

- You will now see a QR code displayed on the screen.
- Insert your YubiKey into your computer or mobile device. Once inserted, open Yubico Authenticator (installed in step 1). Select **Add** or **+**. If the QR Code is visible, it will automatically fill in the fields required.

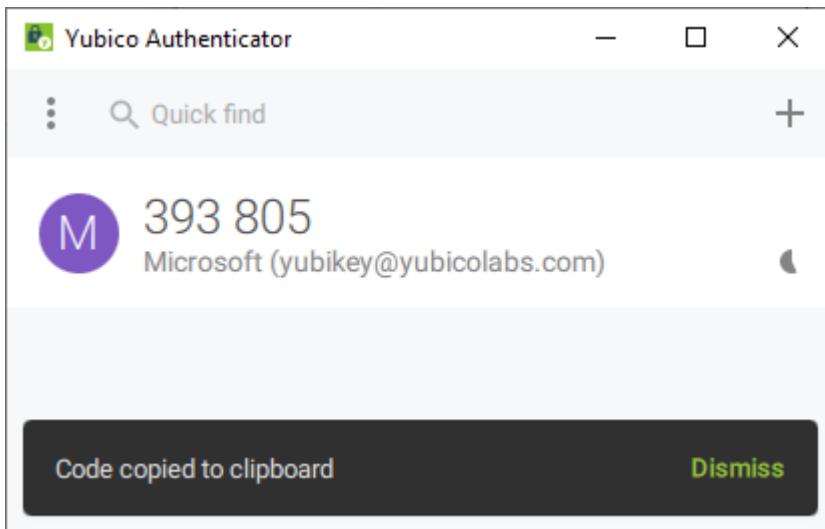


- Select **Add**.

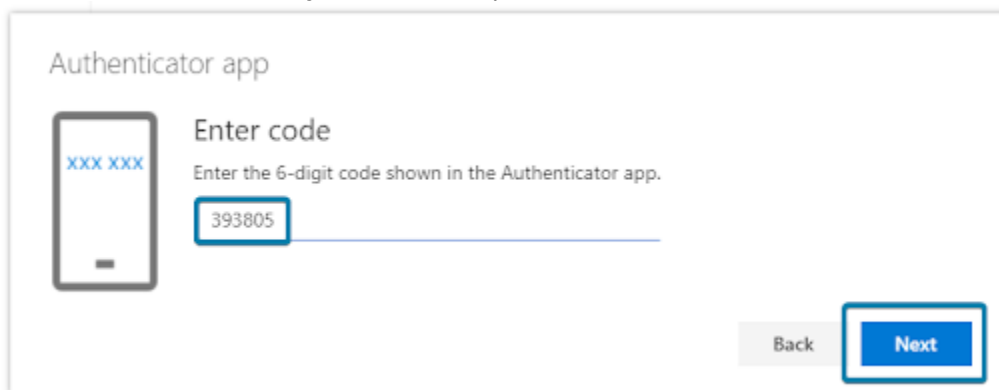


9. Double-click the Microsoft entry to copy the code to your clipboard. If successful, the message displays **Code copied to clipboard**.

Note: if you selected Require Touch in the previous step you must touch your YubiKey to copy the code.



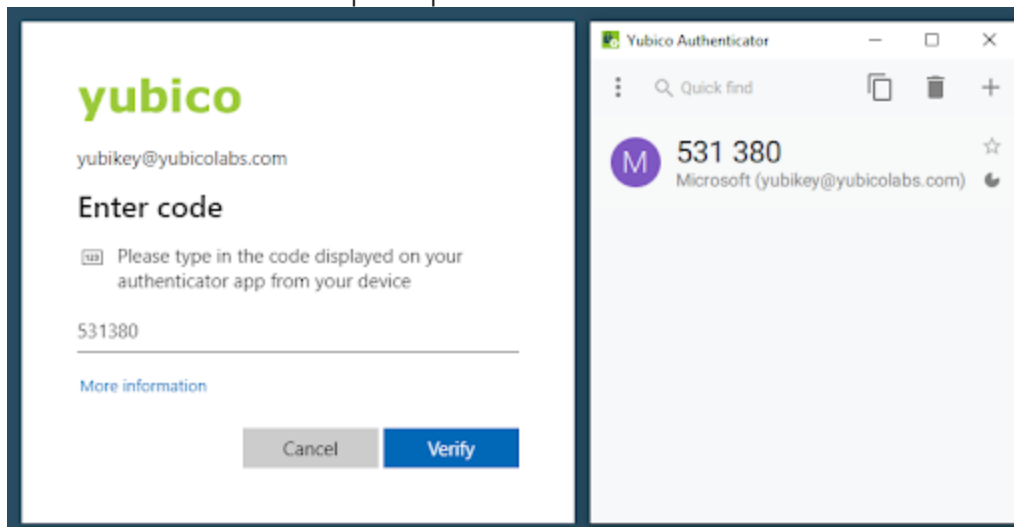
10. Back in your internet browser window, paste the code in the box and click **Next** then **Done** to finish. Your Yubikey is now setup for MFA.



How to use your Yubikey to sign in

When logging in to UNB services that require MFA:

1. On the UNB login screen, enter your UNB password then click **Sign in** (your loginID@unb.ca will already be filled in)
2. Open the Yubico Authenticator application.
3. Insert your YubiKey into your computer/device.
4. Double click the code in Yubico Authenticator application to copy the One-time password (OTP) code.
5. Paste the code into the prompt.



6. Select **Verify** to complete the sign in.