Hardware tokens

A hardware token, or security key, is a physical device held by an authorised user. It is a device that carries its own security PIN so as to grant access to computer resources. Physically, they are similar to a small USB stick that you plug into your computer.

The University will support the use of FIDO2 Hardware tokens. Before you begin please ensure the hardware token you wish to use is compatible. More details can be found on our help page.

You must also set up another method of authentication before you can set up a hardware token on your account.

After setting up a hardware token this will become your new first factor log in. There will be no requirement to enter an SSO password, as this will be replaced by the hardware token.

Note: the user experience may vary slightly depending on the make/model/browser so this guide should be used in conjunction with the manufacturer’s instructions.

Setting up a hardware token

1. Go to My Sign-Ins

2. On the security info page click + Add Method

3. In the drop-down menu click Security Key

4. Click Add (Note: At this step the system may sometimes prompt you to login again)
5. **Select USB device**

Select USB device

- **Choose the type of security key that you have:**
  - USB device
  - NFC device

6. A message will appear asking you to have your security key ready. Click **Next**

Security key

Have your key ready.

When you choose Next, you will be prompted to plug your security key into the USB port. Then, touch the button or the sensor on your security key to finish setting up your device.

For more detailed instructions, visit your key manufacturer's website.

7. The following message may be displayed

Security key

Your PC will redirect you to a new window to finish setup.

8. Click **OK** at the Security key setup

Security key setup

Set up your security key to sign in to login.microsoft.com as

@ox.ac.uk.

This request comes from Chrome, published by Google LLC.

OK Cancel
9. Click OK to continue

10. Insert your key into the USB port

11. Now choose a New security key PIN. Make sure you enter a PIN, which you will remember. If you have setup the key previously, enter your existing PIN.

12. Click OK

13. You will be prompted to tap the security key for verification purposes
14. You may sometimes be prompted to enter your SSO password for additional verification. Type your password in and click **Sign-in**. If not, go to step 16.

15. You will be prompted to authenticate using your existing default method of authentication. Please authenticate to continue.

16. Enter a name for your key and click **Next**

17. The system will confirm that the hardware token is set-up. Click **Done**

18. The hardware token will appear on your security info page
Multi-Factor Authentication Project
Setting up a USB hardware token

Making a hardware token your default sign-in method

Setting up a hardware token can only be done after another multi-factor authentication method has been set up. This means that the hardware token is not your default sign-in method.

This section will guide you through the process of how to make the hardware token your default sign-in method when logging for the first time using a hardware token.

1. Insert your hardware token into the USB port
2. Select the account, which you would like to sign-in to, and go to step 3. If the account is not listed, click Use another account and choose, Sign-in options and Sign in with a security key then go to step 4.

3. The Oxford Single Sign-On page will display. Click Sign in with a security key

4. Enter your security key PIN and click OK
5. You will be prompted to tap the security key for verification purposes

![Touch security key]

6. The login process is complete, and the hardware token is now the default sign-in method.

For future sign-ins you will be prompted for the pin to unlock the hardware token, rather than your password.

**Resetting your hardware token**

The IT Service Desk (ITSD) doesn’t have the capability to reset the credentials for a hardware token. This must be done by the user. To reset your hardware token, follow the steps outlined in the steps on the manufacturer’s website.