Multi-Factor Authentication Project

Setting up a hardware token

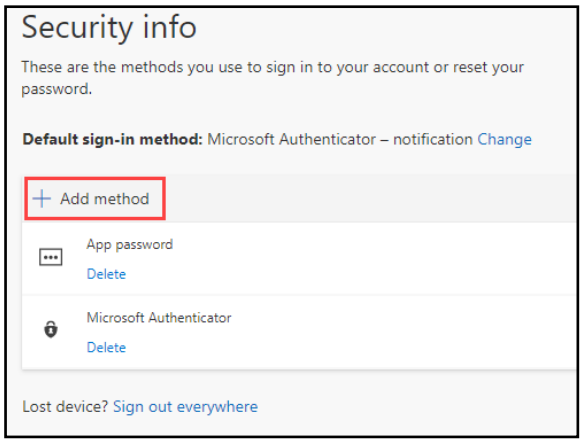
Hardware tokens

A hardware token is a dedicated physical device held by an authorised user and is used, in addition to a password, to grant access to computer resources. Once multi-factor authentication is enabled on your account you must initially set-up one of the other multi-factor authentication methods (Authenticator App, phone call or SMS). Information on how to set-up a multi-factor authentication method can be found in the support pages on the project webpages.

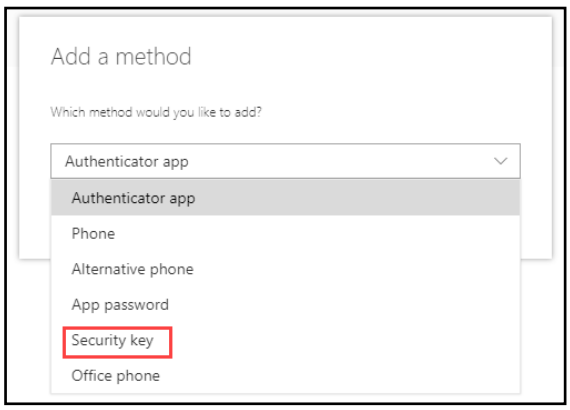
The University will support the use of FIDO2 Hardware tokens Departments, colleges or individuals will need to purchase and fund their preferred type of FIDO2token themselves. Visit the project FAQ's for more information on how purchase or obtain a hardware token.

Setting up a hardware token

1. Go to the Microsoft Account page
2. Click Security Info
3. On the security info page click **+Add Method**

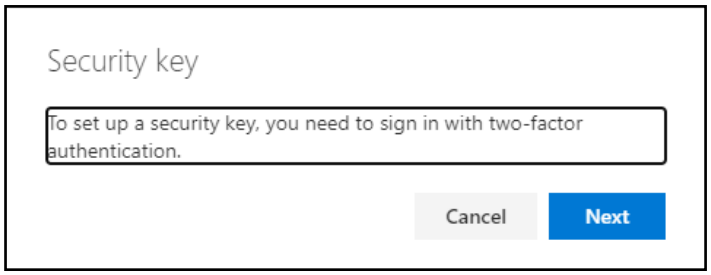


4. In the drop-down menu click **Security Key**



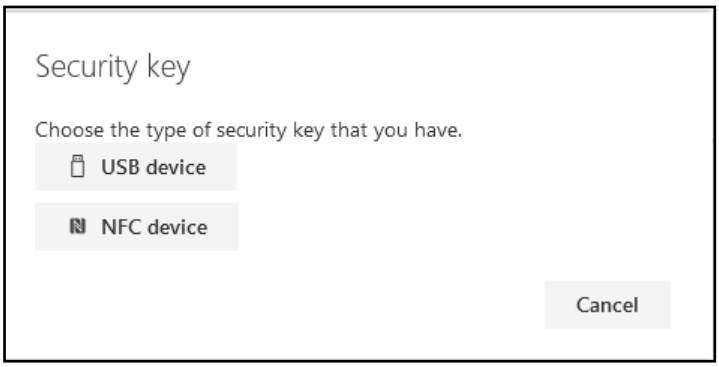
5. Click **Add**

6. A warning message will populate explaining that you need to sign in with your multi-factor authentication method

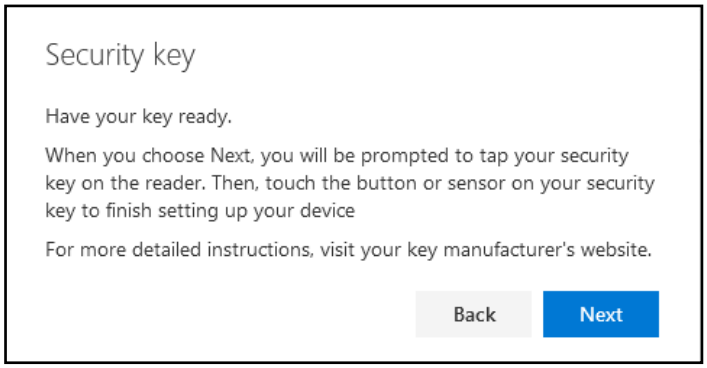


7. If prompted, enter your multi-factor authentication details

8. Pick what type of security key you have



9. A warning message will appear asking you to have your security key ready. The message will be different depending on whether you choose USB device or NFC device

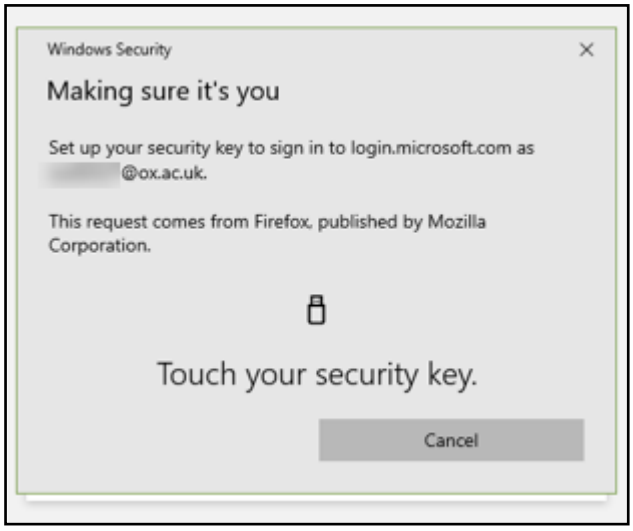


10. Click **Next**

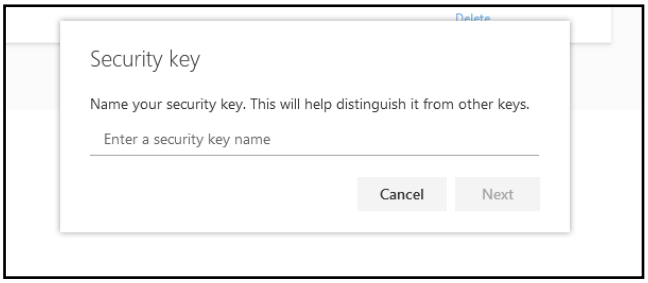
11. Your PC will direct you to a new window

12. Enter your security key PIN. Make sure you enter a PIN you remember

13. Confirm the security key. You will see a different screen depending whether you used a USB device or an NFC device

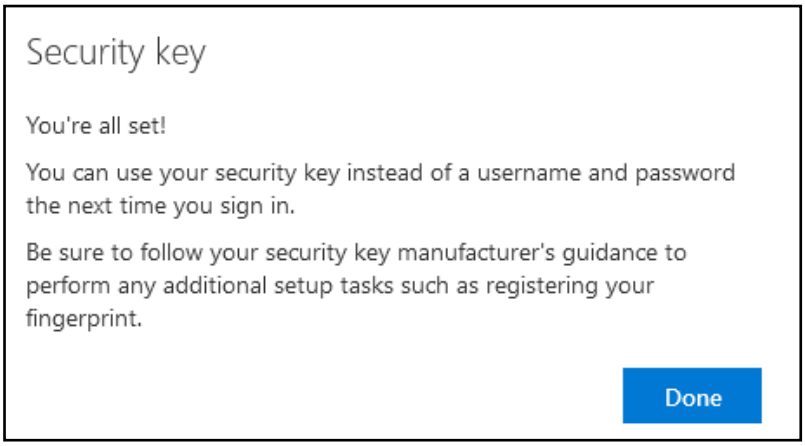


14. Enter a name for your key

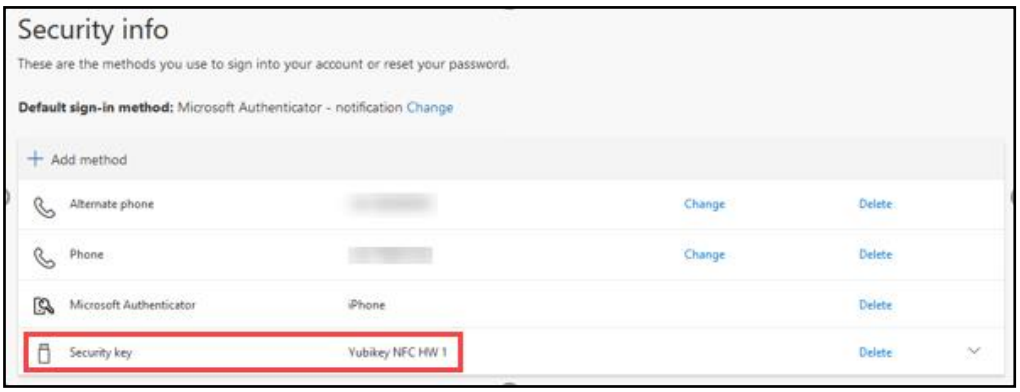


15. Click **Next**

16. The system will confirm that the hardware token is set-up appropriately



17. The hardware token will appear on your security info page



Multi-Factor Authentication Project

Setting up a hardware token

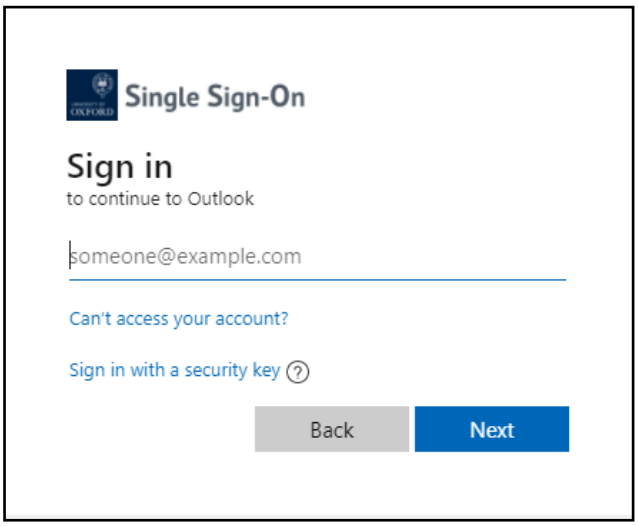
Making a hardware token your default sign-in method

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.

1. When you access an application or web page that is protected by SSO, the SSO account box will populate on the screen.
   If you are already signed in and you don't see this box you need to sign out of your account, close the application or web page and start again.

2. Click **Use another account**

3. The Oxford Single Sign-On page will display



4. Click **Sign in with a security key**
   Depending on how you've accessed this page the line might say '*Sign in using a different method*'.

5. Either insert the USB hardware token and enter the PIN or touch the NFC key, whichever is your designated method.

6. Check that the account you want to access is displayed on the screen.
   If you have set up the hardware token for multiple accounts then a list of available accounts will appear.

7. Once you have the right account selected, or if there is only one available, click **Ok**

8. The multi-factor authentication process is complete and the hardware token is now the default sign-in method.
   For future sign-in processes, you will be prompted for the pin to unlock the hardware token, rather than username and password