

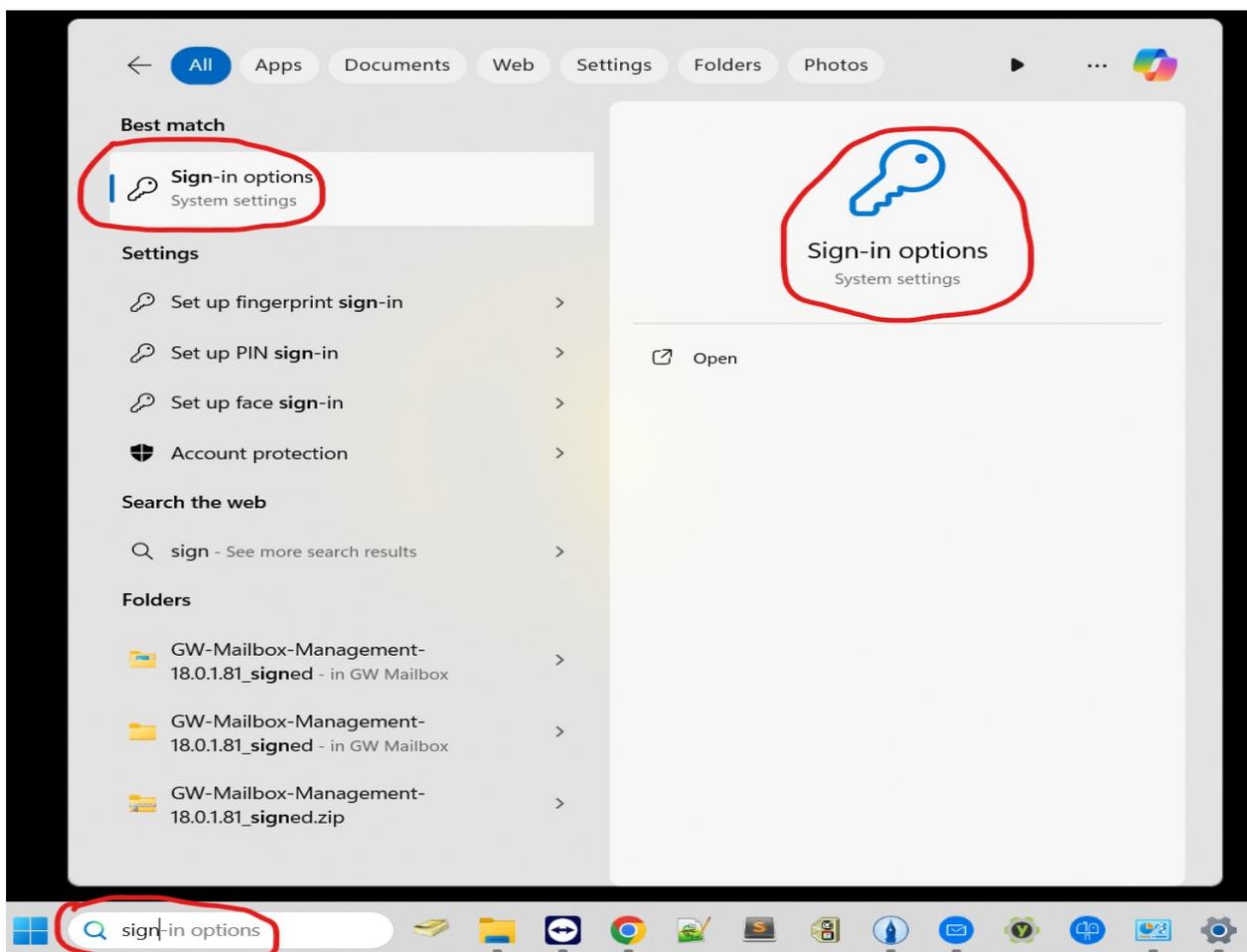
Setting up YubiKey/FIDO2 key



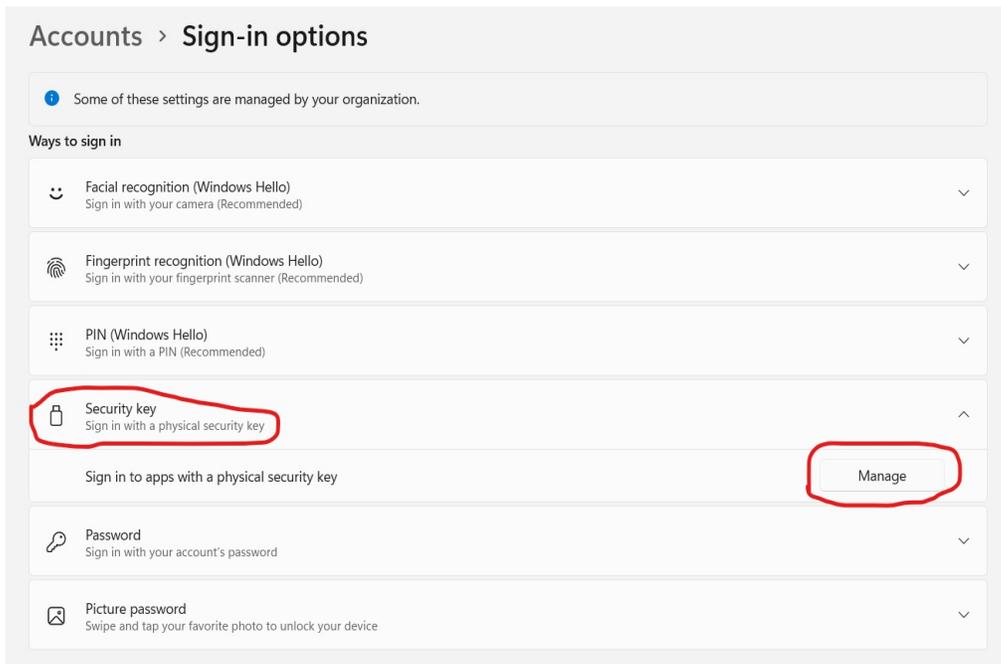
The YubiKey is a hardware authentication device manufactured by Yubico to protect access to computers, networks, and online services – just think of it as physical key. This guide will walk you through the steps of setting up your yubikey.

Insert your YubiKey into your laptop's USB-C port.

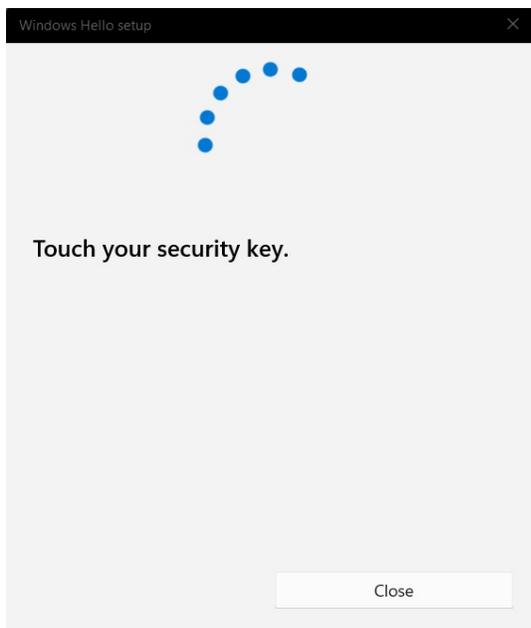
From your Windows home screen, navigate to Sign-in options under System settings. You can access the Sign-in options menu by searching "sign in" using your Windows Search bar.



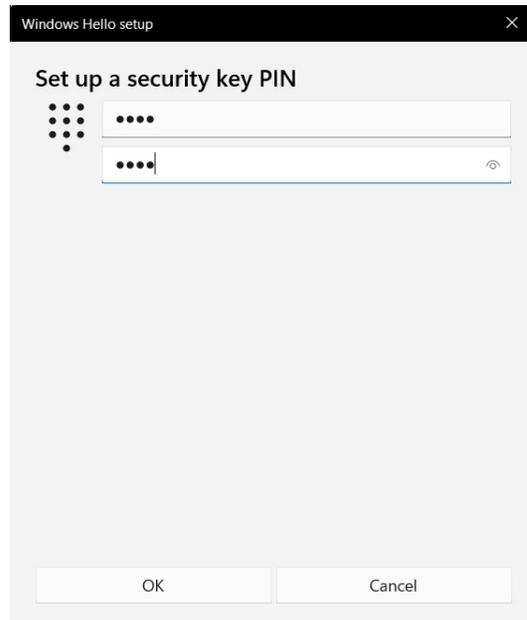
At the Sign-in options menu, click the “Security-key” drop-down, then click “Manage”.



After clicking Manage, pop-up windows will start to appear, asking you to touch the security key. After touching the yubikey, a 2nd pop-up window will appear with the option to add a Security Key PIN, click add.



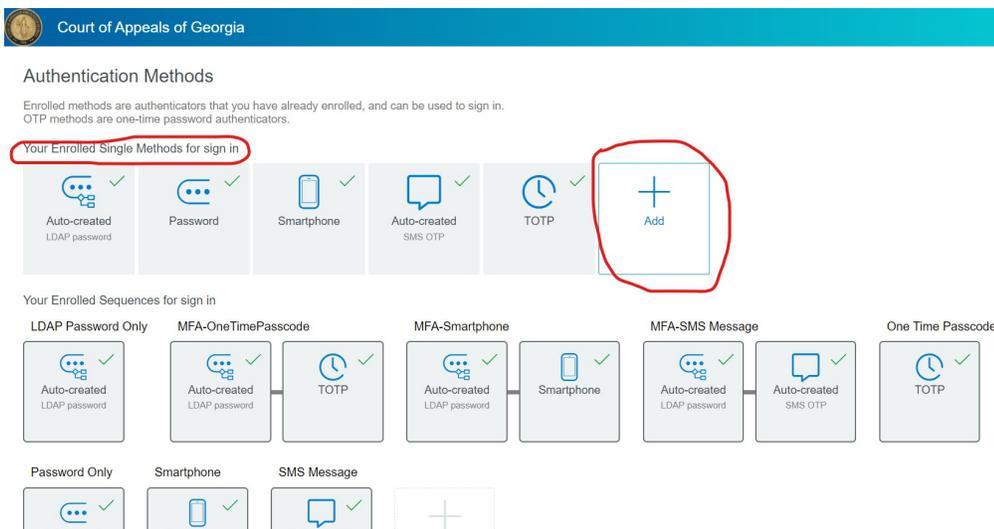
On the next screen, enter a rememberable 4-6 digit security key pin. Enter the pin twice, click OK, then Close.



Next, open a web browser and navigate to <https://aas.gaappeals.us>

At the AAS website, enter your username and password. This is the same username and password that you use for everything, ie webmail, docket, computer login, etc

After authenticating, you should be at the AAS MFA Home page where it lists your enrolled authenticators. Under "Your Enrolled Single Methods for sign in", click + Add



Next, click FIDO2



Available Methods for Enrollment

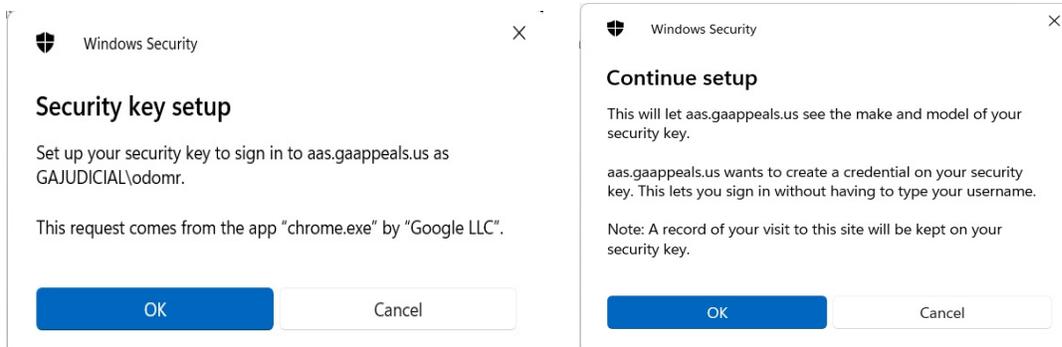
Select an authentication method for enrollment. Once enrolled, the method can be used for sign in. OTP methods are one-time password authenticators.



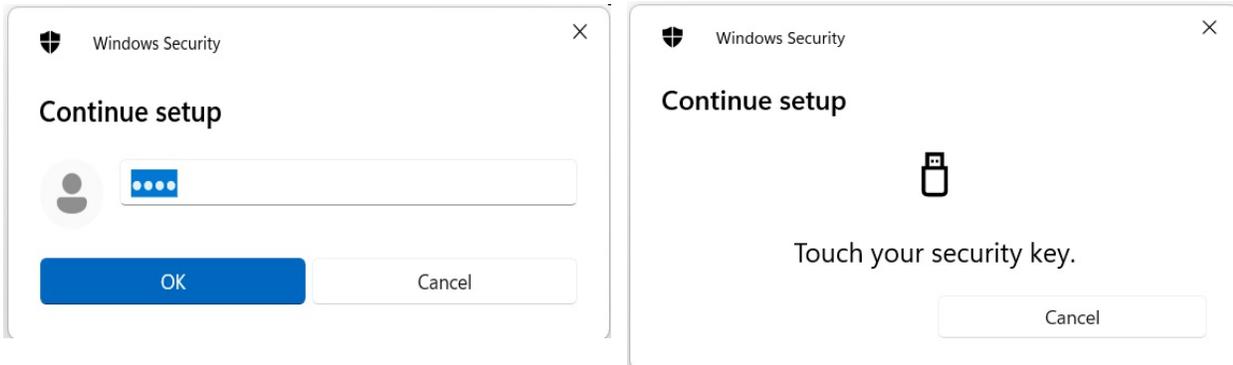
At the FIDO2 enrollment screen, click “Detect Device”. After clicking “Detect Device” a Windows Security pop-up window will appear asking where to save this passkey, click Security Key, then Next.



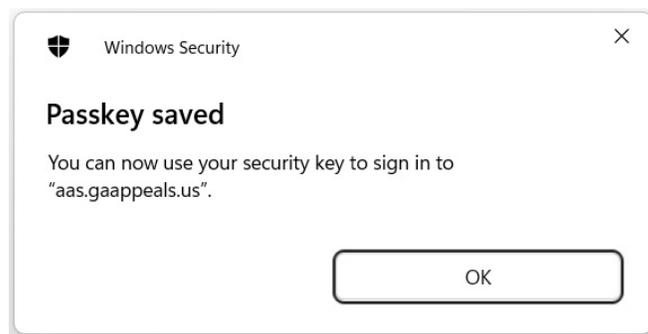
Next, click OK at the Windows Security pop-up notifications to begin and continue your security key setup.



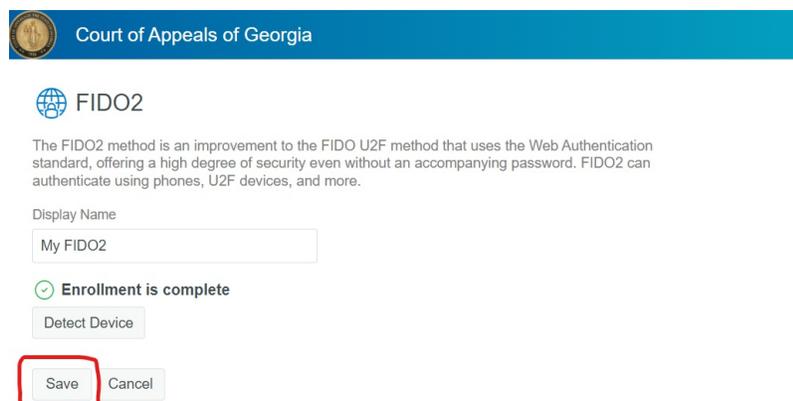
Next, enter the same security pin that was set up in previous steps, click OK. Next, touch the security key as instructed.



After touching the security key, a 'Passkey saved' pop up window should appear, click OK.



Enrollment is complete, click Save. After clicking the save button, the website will return back to the homepage where you should see your enrolled FIDO key.



You have now successfully enrolled your yubikey as a method of authentication, it should be provided as an option at any Advanced Authentication login screen.



Authentication Methods

Enrolled methods are authenticators that you have already enrolled, and can be used to sign in.
OTP methods are one-time password authenticators.

Your Enrolled Single Methods for sign in

 My FIDO2 FIDO2	 Auto-created LDAP password	 Password	 Smartphone	 Auto-created SMS OTP	 TOTP	 Add
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