

# Set Up Multi-Factor Authentication (MFA) with YubiKey

## INFORMATION SHEET

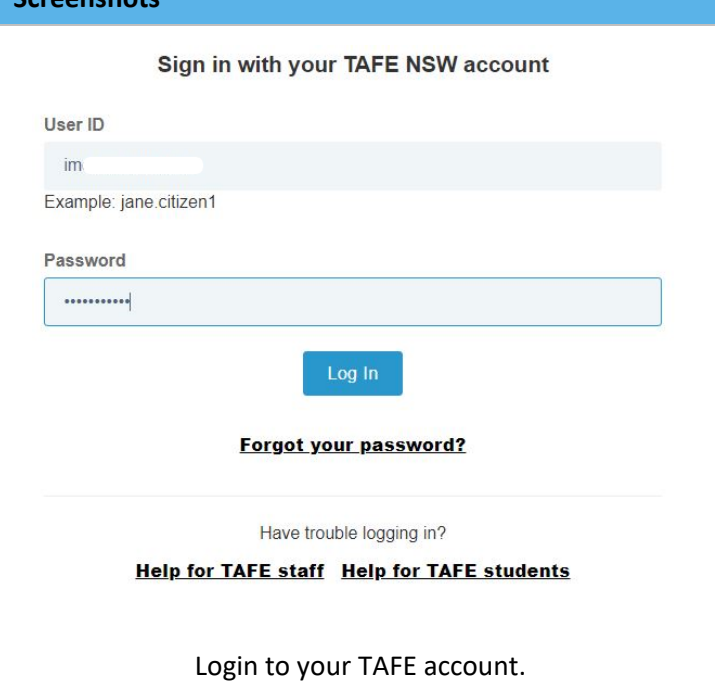
### WHAT DO I NEED TO KNOW?

TAFE NSW has introduced MFA for Students to help ensure the safety of our students' information. PingID is the MFA software used by TAFE NSW. This guide will show you how to set up MFA using a YubiKey.

To complete this set up, you will need an Internet connected computer to log in on (it can be your own or a TAFE one), and your YubiKey.

### Steps

#### Step 1 – Log in to the TAFE Portal

Detailed steps	Screenshots
On your computer, log in to the TAFE Portal at <a href="https://my.tafensw.edu.au">https://my.tafensw.edu.au</a> .	

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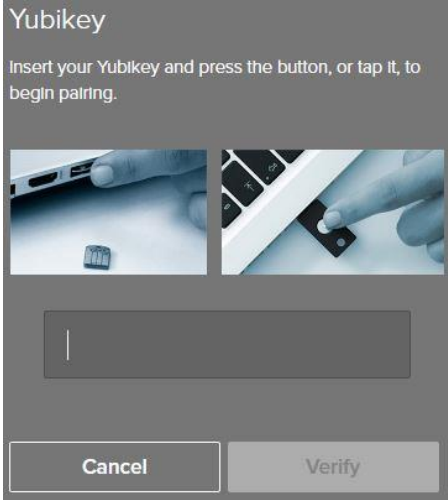
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### Step 2 – Activate MFA and Pair with your YubiKey

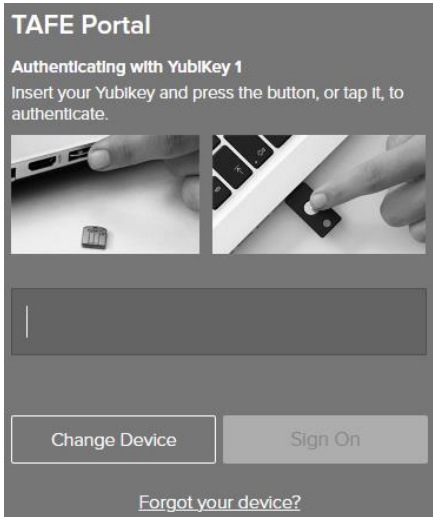
Detailed steps	Screenshots
<p>When you log in to a TAFE NSW system with your username and password for the first time, you will see the Activate MFA screen.</p> <p>If you click on “YES”, you will then see the “Welcome to PingID” screen on your computer. You can then click on “START” to begin the process.</p> <p>If you do not want to use MFA at all, you can click on “NO”.</p>	<p>Click on Start to begin the pairing process.</p>
<p>If you clicked on “YES” and “START” in the previous step, your computer screen will show an “Add a New Device” screen. You will now need to click on “YubiKey”.</p>	<p>Click on “Yubikey” to start the pairing process with your YubiKey.</p>

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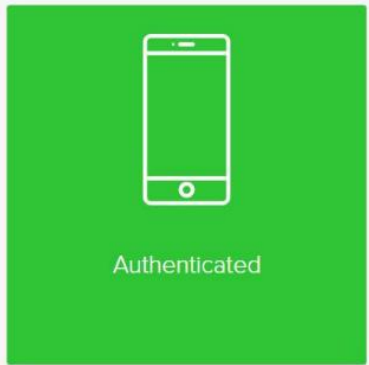
Detailed steps	Screenshots
<p>When the “Yubikey” screen appears, insert your YubiKey into an available USB port on your computer.</p> <p>Your computer will detect the YubiKey and ready it for use.</p> <p>You can then gently hold your finger down on the “y” button on your YubiKey and it will fill in the code onscreen and log you in.</p> <p>You should then be Authenticated and logged in.</p>	 <p>Plug in your YubiKey and hold your finger on the “y” button.</p>

### Step 3 – Logging in with your YubiKey each day

Detailed steps	Screenshots
<p>From now on, when you log into your TAFE account with your password, you will need your YubiKey with you. It is a good idea to keep your YubiKey on a keyring so that you do not lose it or forget to keep it with you.</p> <p>After typing in your TAFE password, you will see a screen asking you to plug in your YubiKey.</p> <p>Plug your YubiKey into an available USB port on the computer and gently hold your finger on the “y” button on the YubiKey.</p>	 <p>Plug in your YubiKey and hold your finger on the “y” button.</p>

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## INFORMATION SHEET

Detailed steps	Screenshots
<p>The YubiKey will enter your passcode and you will be logged in.</p> <p>You can now remove your YubiKey from the computer and keep it safely with you.</p>	 <p>You will be successfully logged in.</p>