Coast Community College District Information Technology Services

YubiKey MFA Enrollment

Table of Contents

Revision History

Revision	Summary of Changes	Date	Edited By
1.0	Initial release, and updates	02-06-24	Danny Gorman
1.1	Appendix C: Purchase Information	09-20-24	Marc Santos

Notes on this Process

Purpose

The purpose of this document is to describe how to register and use a YubiKey. The targeted demographic is students that **<u>DO NOT</u>** have a mobile / android / iOS device to use application, SMS/Text, voice call, or Time-based One Time Password (TOTP) as the means to satisfy Coast's Multi-Factor Authentication (MFA) requirements. YubiKey can have NFC and either a USB-A or USB-C connector. The appropriate connector is important to make sure the recipient of a YubiKey can utilize it effectively.

Duties and Responsibilities

Recipients of the YubiKey should protect it from damage or being lost. If the YubiKey is damaged or lost the recipient may have to purchase another one at their own cost to continue to access Coast Systems with this method. They can be purchased from [Yubico | YubiKey Strong Two Factor Authentication](#).

Campus Staff outlined in this document will be the main point-of-contact for students enrolling in this process. These staff members will interact with the IT Service Desk and the broader IT team to align a period to assist the student with the appropriate IT resources or steps performed.

Special Considerations

- Many steps in this process are time sensitive. If something gives an error or does not work correctly. Try to go back to the main screen of the action being done and refresh the browser page or close the browser and restart. A timeout from inactivity can cause the process to stall and it is best just to start over at times.
- Once past the step of **REGISTERING A PIN** to the YubiKey any other ask for a PIN will be the value set, even if the overall setup fails, the next time it will ask to PROVIDE the PIN, NOT to create a PIN. As the PIN is only set one time.
- PINs can be 6 to 63 Alpha-Numeric characters. (Upper case, lower case, and/or numbers.)
- If a student forgets their pin, the YubiKey will need to be reset to defaults. This wipes all data on it, making it invalid for ALL (including Coast College's systems, non-coast website it was registered, etc.) and must be re-registered to each system the user will want access to after a reset.
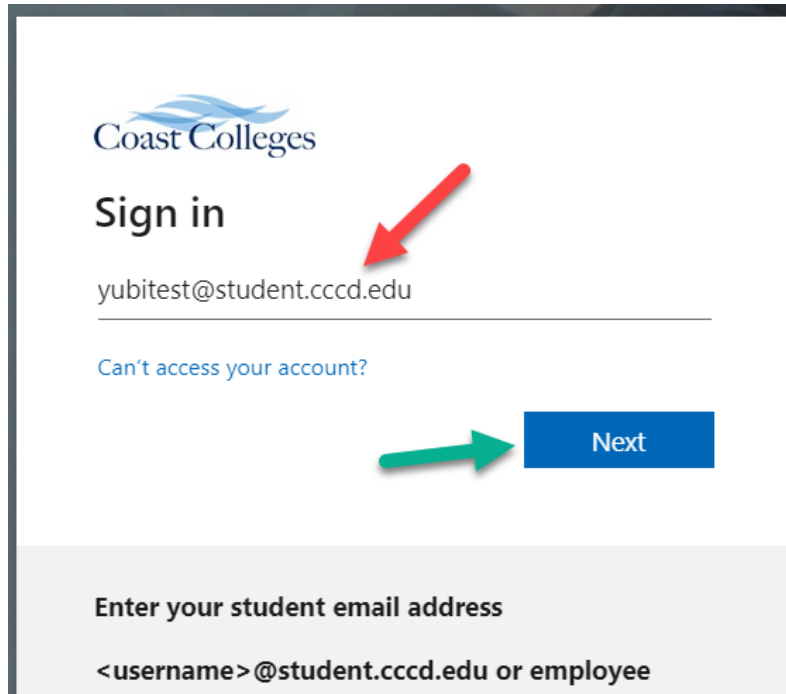
Campus Contacts

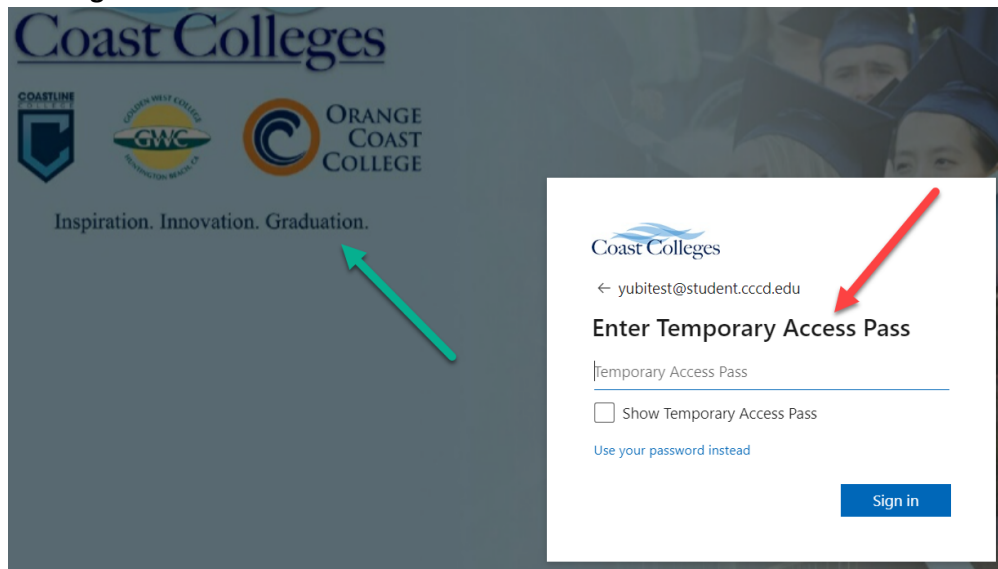| Location	Name	Phone Number

Step 1: Contact IT for a TAP!

1. To add a YubiKey a <u>Temporary Access Password</u> (TAP) is needed.
    a. This will facilitate getting into the account to register the YubiKey.
    b. **Please contact IT with:**
        i. The Account Name
        ii. Time period planned to assist the student.
        iii. Length of time the TAP should be valid.
            1. Can be 40 minutes to 48 hours.
2. **DO NOT** <u>continue until you have a TAP given for this process.</u>
3. If the student being helped **does not** <u>have access to their personal email at the time requested to enroll their YubiKey</u>, then please ask IT Service Desk to pre-register a personal email for the student.
    a. Note: If the email is pre-registered, the process will skip <u>Step 2, parts 2 onward, and start at step 3</u> after login with TAP.

Step 2: Login with the TAP, register SSPR Email
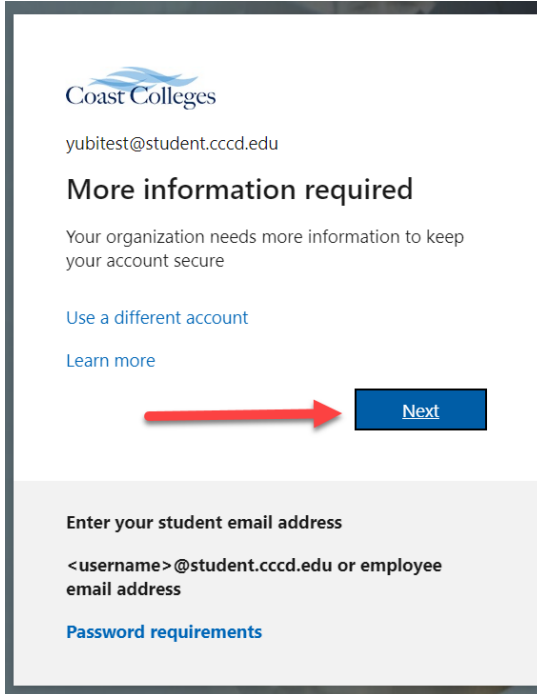
1. Have the student login to *https://aka.ms/mysecurityinfo*
    a. Enter their student email. Click **Next**.

    b. For the screen with the Coast Colleges Logo asking for the TAP. Enter the TAP password. Click **Sign In.**

Coast Community College District Information Technology Services

2. On the "More Information required" screen click **Next.**

Coast Colleges

yubitest@student.cccd.edu

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more
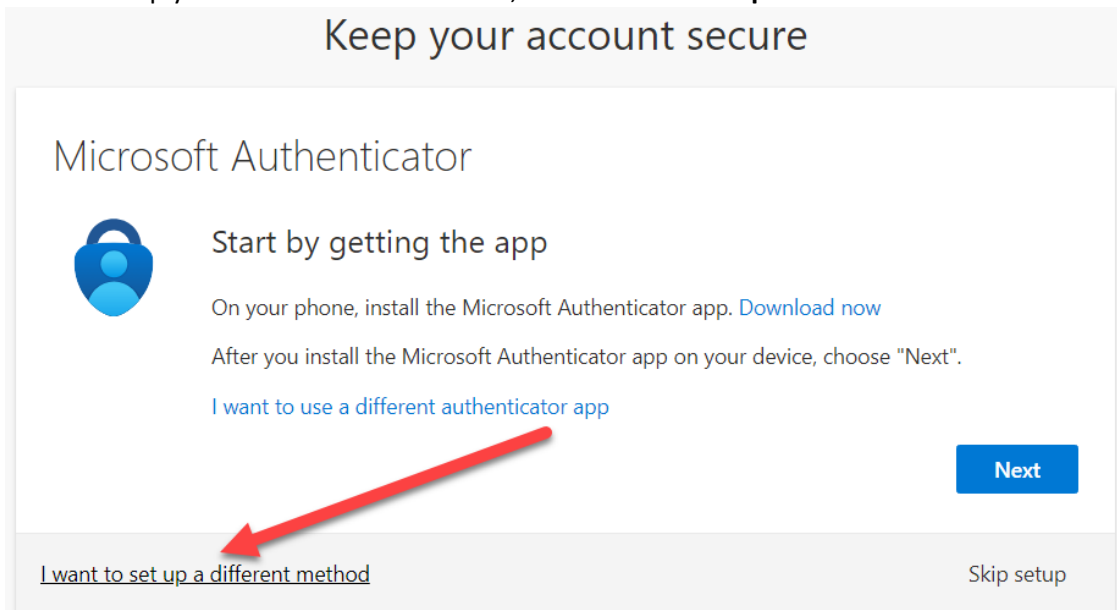
Next

Enter your student email address

<username>@student.cccd.edu or employee email address

Password requirements

3. On the "Keep your account secure" screen, click **I want to setup a different method.**

Keep your account secure

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

Skip setup

4. From the "Choose a different method" drop-down select <u>email</u>, then click **Confirm.**
    a. *Note: This email facilitates the user for password resets.*
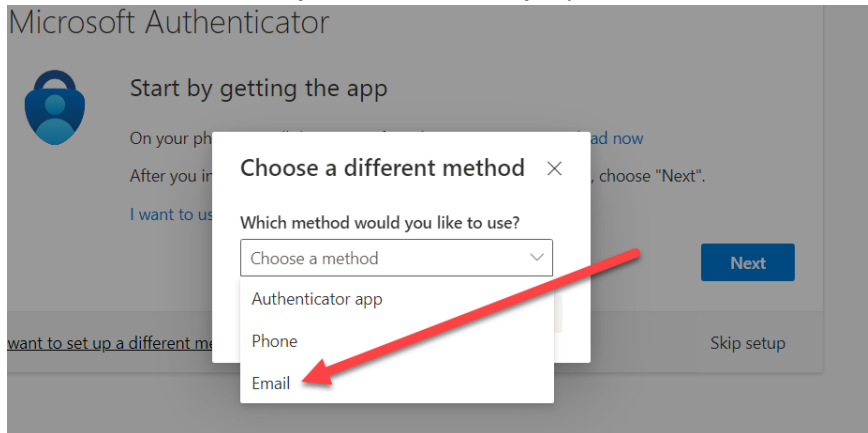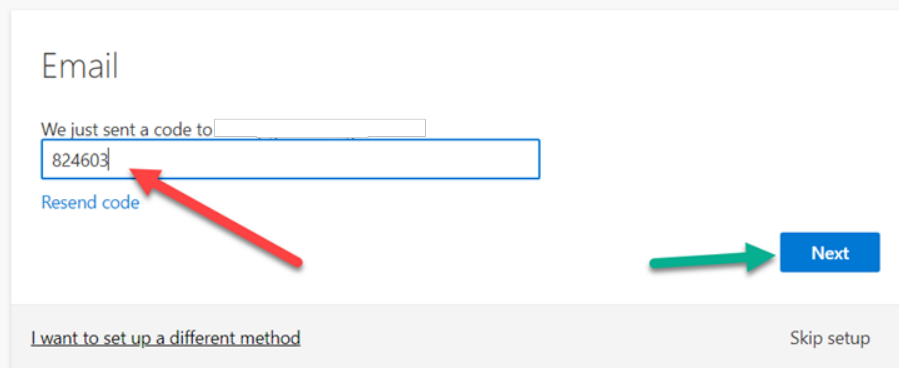
5. On the "Email" screen enter the <u>student's personal email</u>, click **Next.**
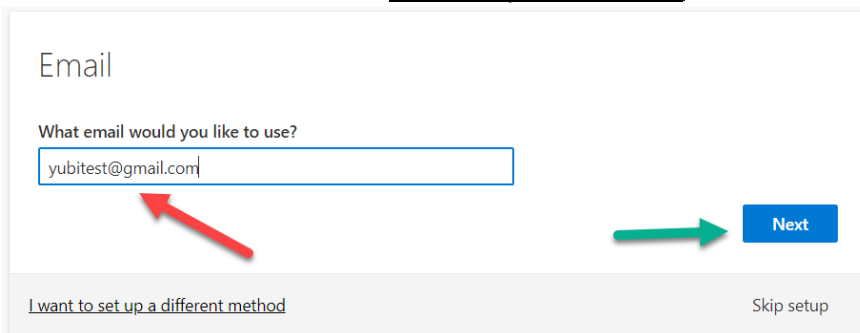
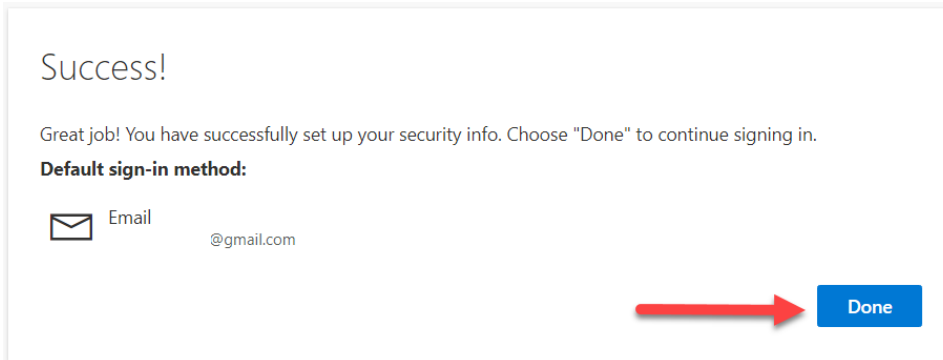6. Record the <u>code from the student's personal email</u>.

Coast Community College District Information Technology Services
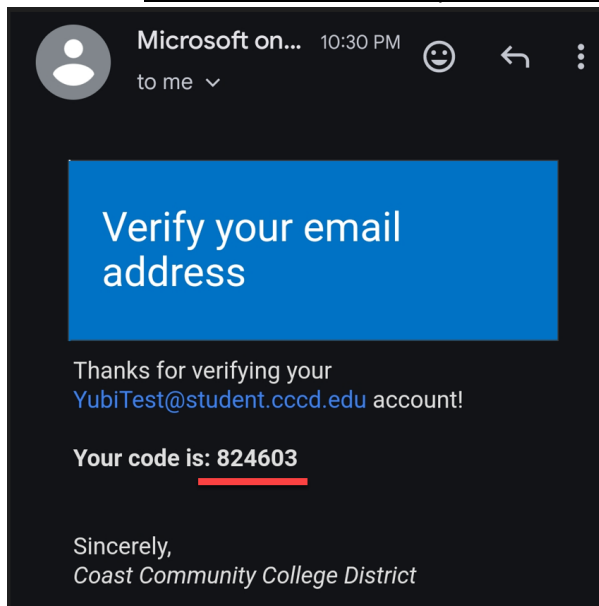
7. Input the <u>code from the student's email</u>. Click **Next.**
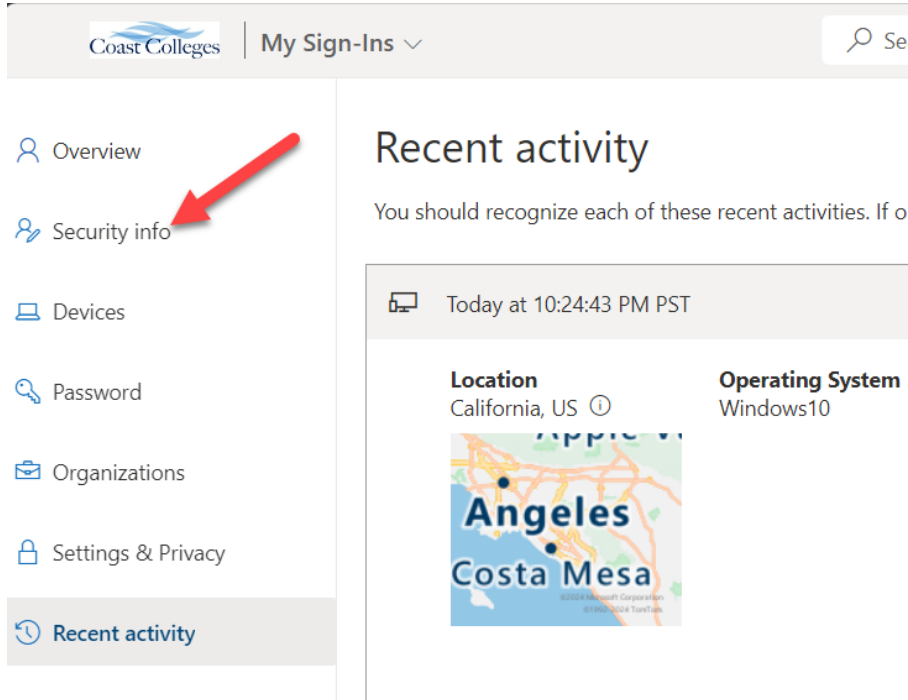
8. A success screen should be seen. Click **Done.**
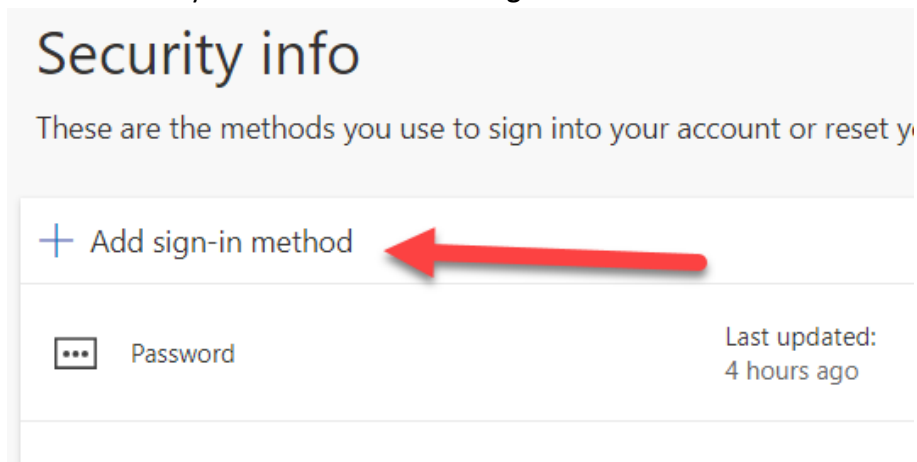
Step 3: Registering the Security Key

1. Now logged in to "My Sign-ins." Click **Security Info.**
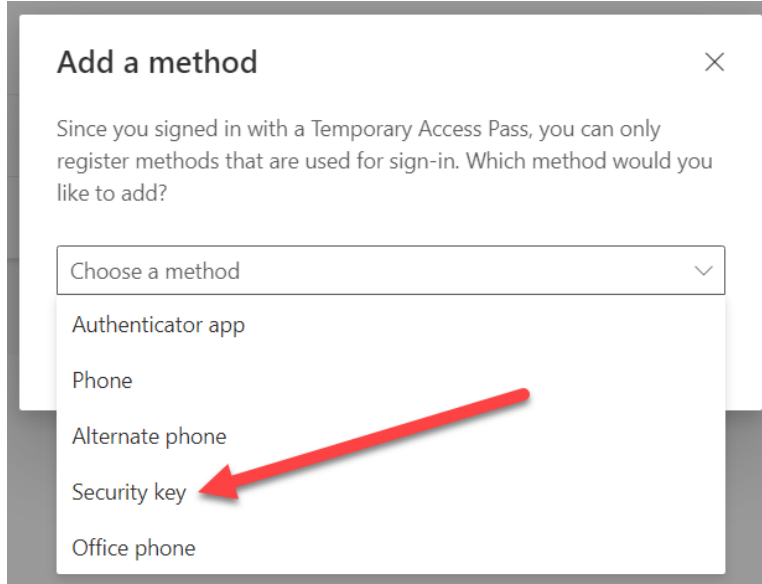
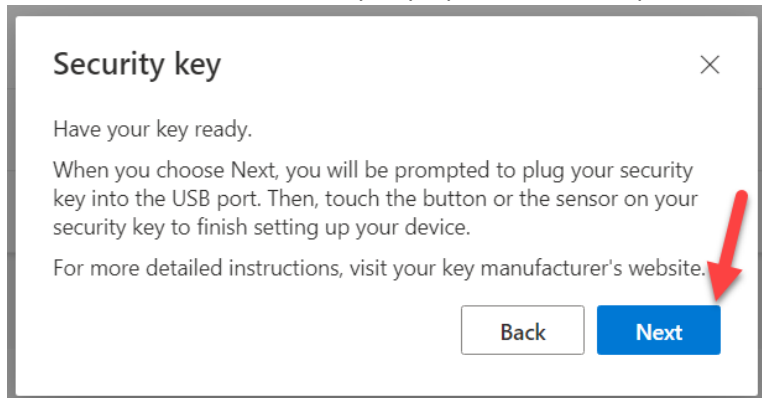2. On the "Security Info" screen. Click **Add Sign-in method.**

3. From "Add a method" please click <u>Security Key</u> from the drop-down and click **Add.**

4. On "Security Key" (type) please click **USB device.**
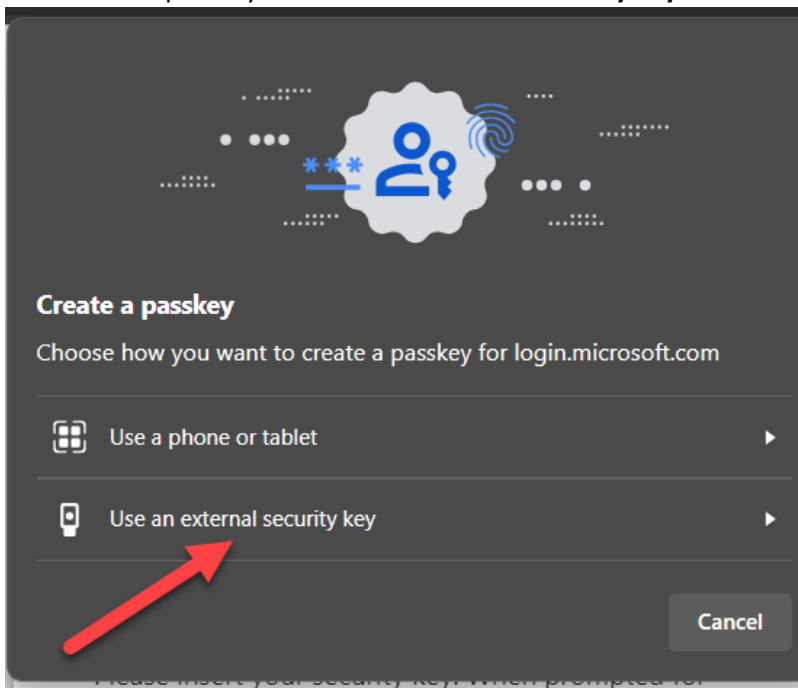   a. *Likewise, the student may select NFC if your device supports this communication type.*

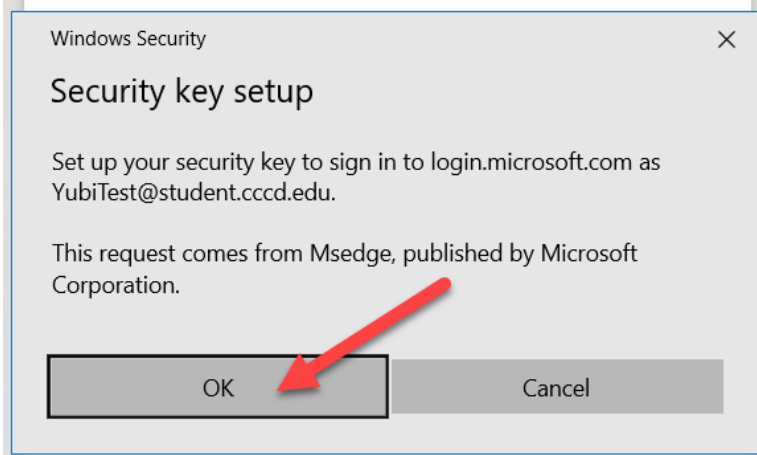5. On the directions for "Security Key," please read the process. Click **Next.**

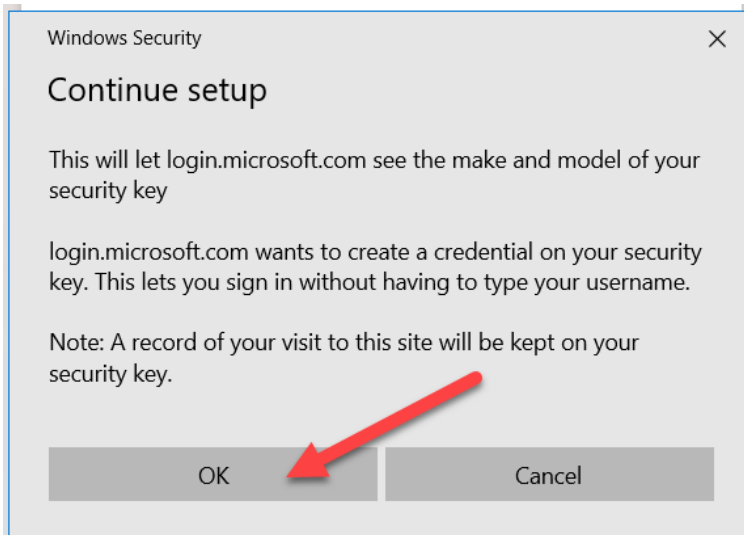6. When presented with the QR for "Create a passkey on a phone or tablet," hit **Back.**

7. On "Create a passkey" click **Use an external security key.**

Coast Community College District Information Technology Services

8. For "Security key setup," click **OK.**

> **Windows Security** ✕
>
> **Security key setup**
>
> Set up your security key to sign in to login.microsoft.com as YubiTest@student.cccd.edu.
>
> This request comes from Msedge, published by Microsoft Corporation.
>
> [OK]   [Cancel]

9. On "Continue Setup," click **OK.**

> **Windows Security** ✕
>
> **Continue setup**
>
> This will let login.microsoft.com see the make and model of your security key
>
> login.microsoft.com wants to create a credential on your security key. This lets you sign in without having to type your username.
>
> Note: A record of your visit to this site will be kept on your security key.
>
> [OK]   [Cancel]

10. Plug in the YubiKey. If the YubiKey is already plugged in, the process may skip to the next step.

> **Windows Security** ✕
>
> **Continue setup**
>
> 🗲
>
> Insert your security key into the USB port.
>
> [Cancel]
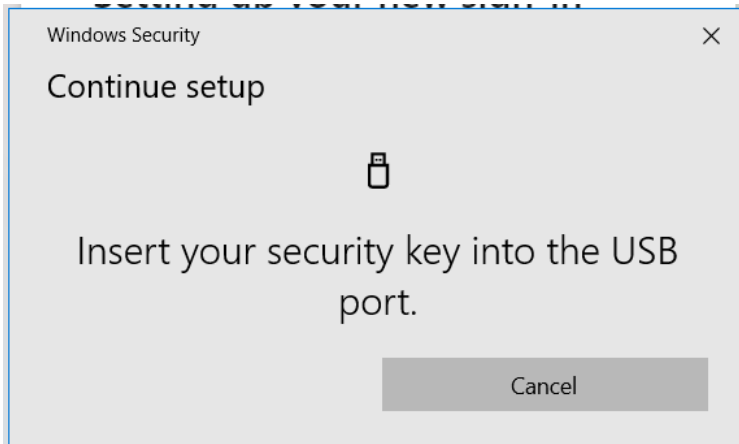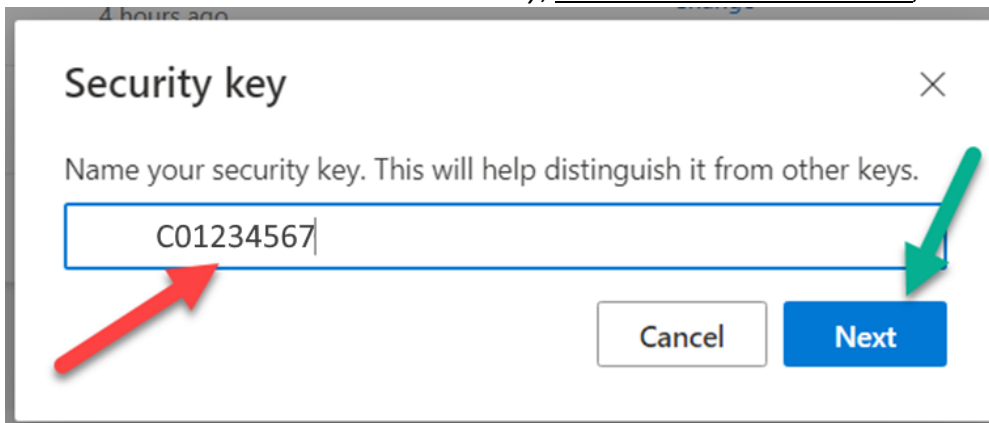
11. Please enter a <mark>6 to 63 character alpha-numeric PIN</mark> in to the "New Security key PIN." And in to "Confirm security Key PIN." Click **OK.**
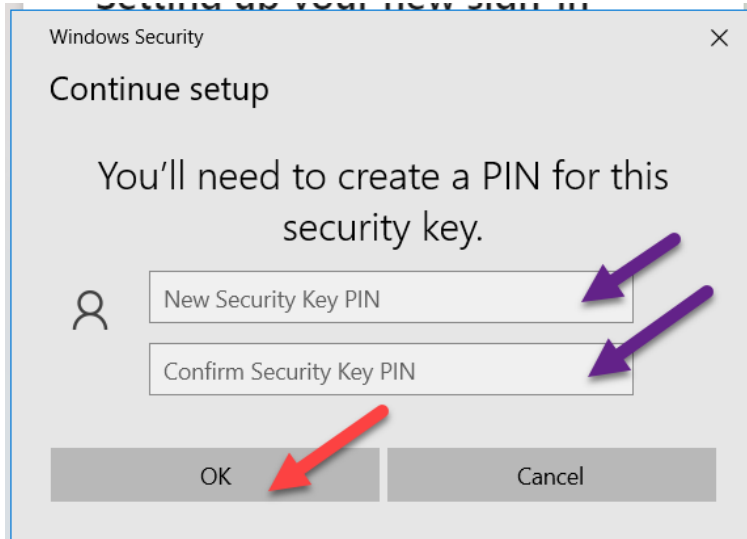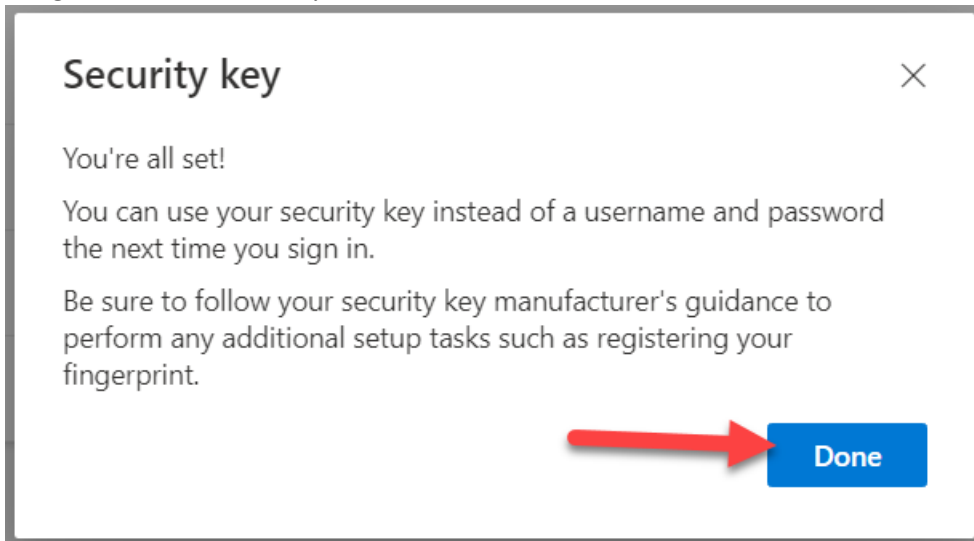

12. When asked to "Touch Your security Key," **press the Y in the copper circle** on the *plugged in* YubiKey.
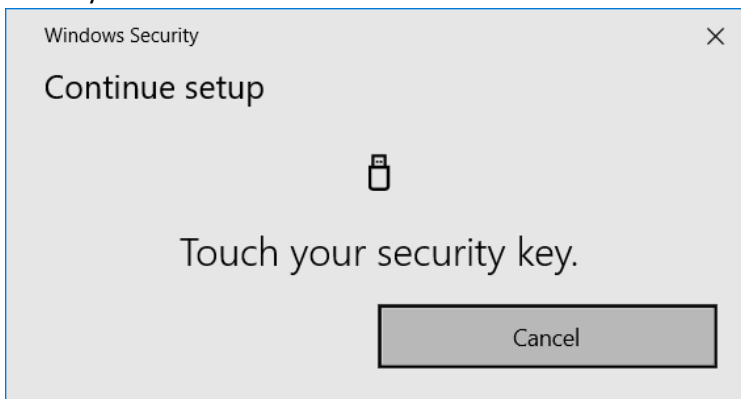
13. Now the screen will ask to *Name the YubiKey*, enter the student's C-Number, click **Next.**
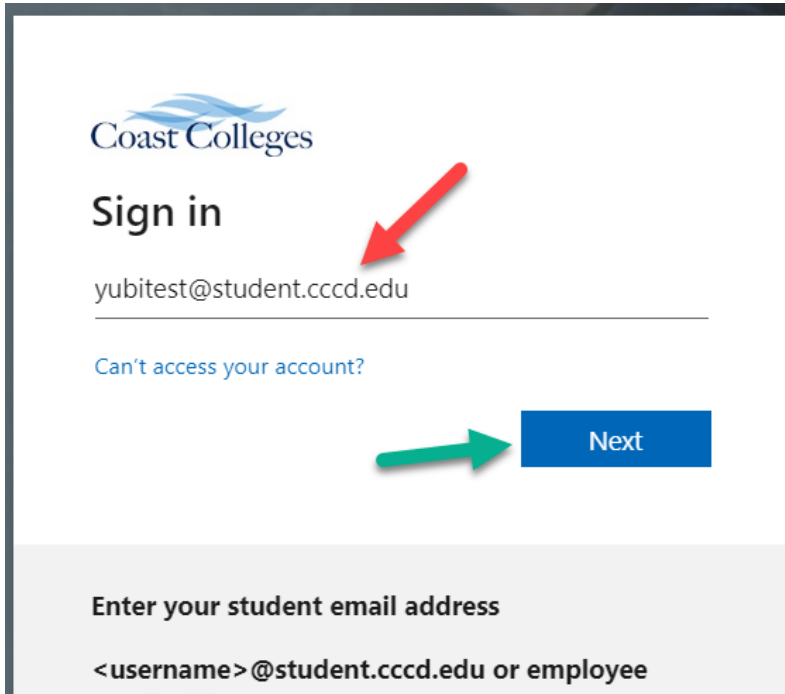
14. Congratulations, a YubiKey has now been enrolled to the student's account! Click **Done.**

Step 4: Login: How to Use the YubiKey (password-based Login)

1. Have the student go to https://mycoast.cccd.edu. On the login page enter the student's email and click **Next.**
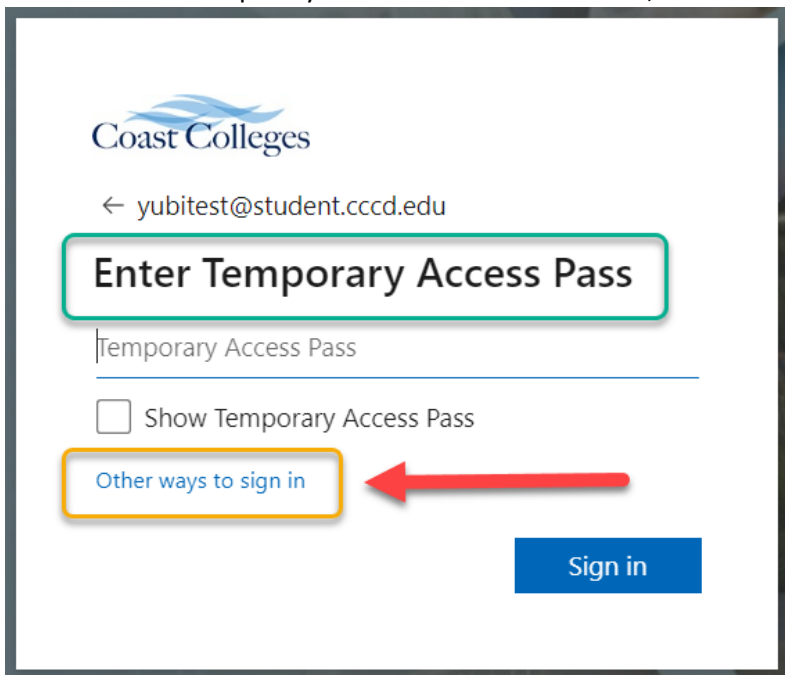
2. *If* the "Enter Temporary Access Pass" screen is seen, click **Other ways to sign in.**

3. On "Choose a way to sign in," click **Use my password.**

4. Enter the student's password and click **Sign in.**

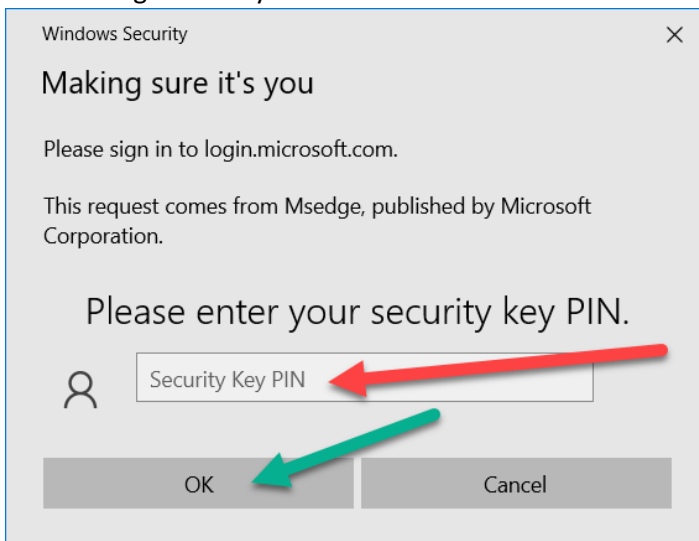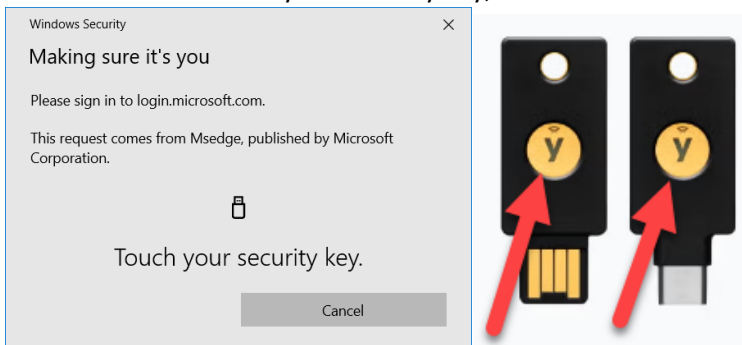5. For "Verify your identity," click **Use a security key.**

6. On "Choose a passkey for login.microsoft.com" click **Windows Hello or external security key.**
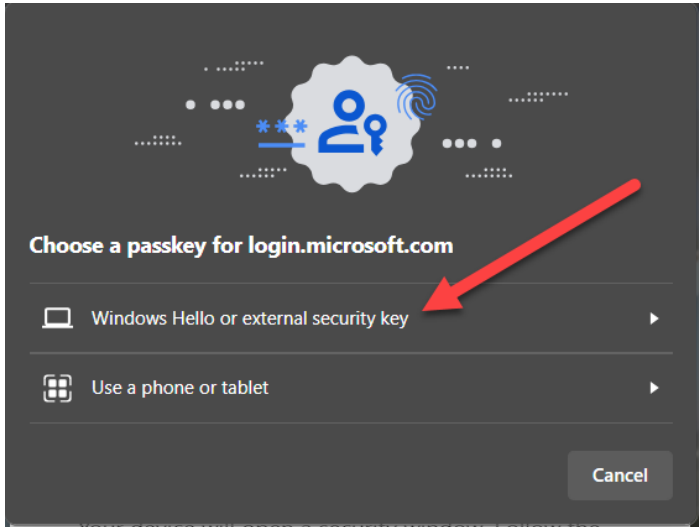
7. On "Making sure it's you" have the student enter their PIN and click **OK.**

8. When asked to "Touch your security key," **touch the Y on the YubiKey.**

9. Login should continue, if it does not, please read Appendix B.

Coast Community College District Information Technology Services

Appendix A: Items for a successful onboarding

1. Student Email
2. A requested TAP password
   a. Using the TAP password in the time frame it is valid.
   b. If not being used immediately specify the start day and time the TAP should start
3. Knowing a Personal email of the student
   a. Asking IT to pre-register the email if the student does not have access at time of Yubi Security Key registration.
4. Student has a PIN in mind for their YubiKey.

Appendix B: What if I get "Authentication method Error"

If the below error is seen, please notify IT Service Desk of where it was seen. You may want to attempt again after closing all browser sessions or try an InPrivate/Incognito browser session. The meaning behind this specific error is an application Coast Colleges hands off to does not accept the authentication method used. Typically, it wants a Password-based login.

Sign in

Sorry, but we're having trouble signing you in.

AADSTS75011: Authentication method 'MultiFactor, Fido' by which the user authenticated with the service doesn't match requested authentication method 'Password, ProtectedTransport'. Contact the EIS PROD application owner.
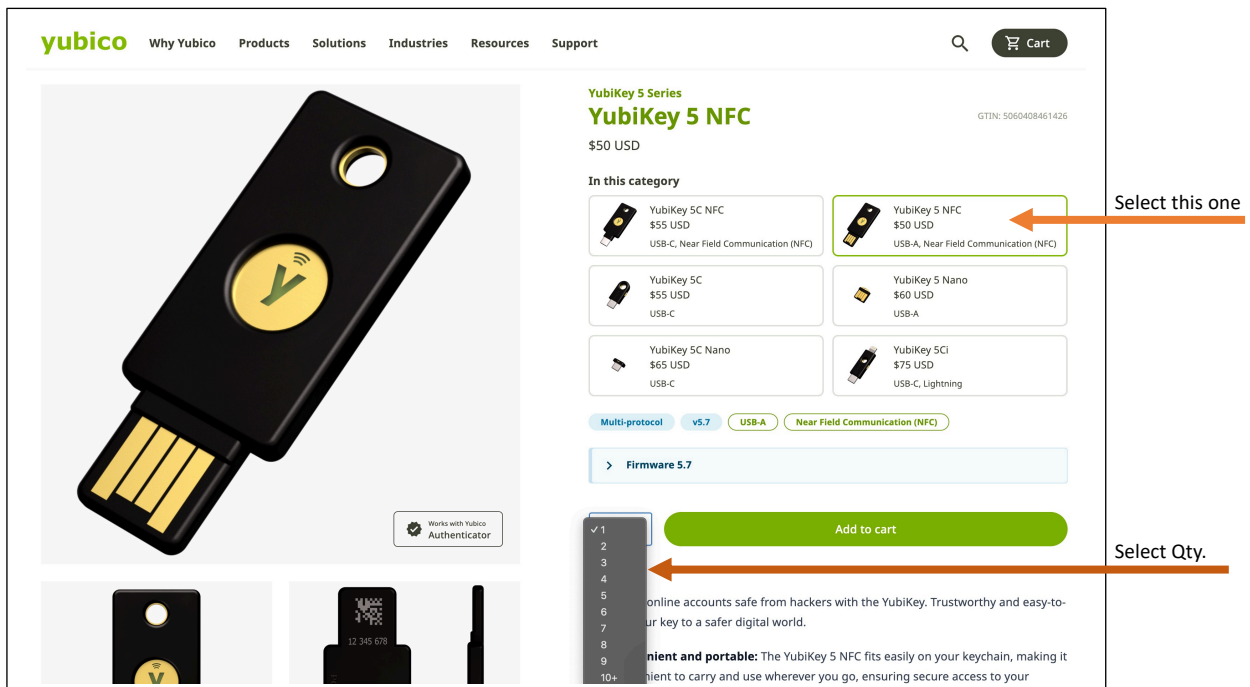
Coast Community College District Information Technology Services

Appendix C: YubiKey - What and where to purchase

Use the link below to re-order more Yubikeys. Be sure to select the category and quantity.

Information Technology Department does not order or provide Yubikeys. This is the responsibility of the college to maintain their inventory based on your needs.

Buy Yubikey here:
https://www.yubico.com/product/yubikey-5-series/yubikey-5-nfc/