

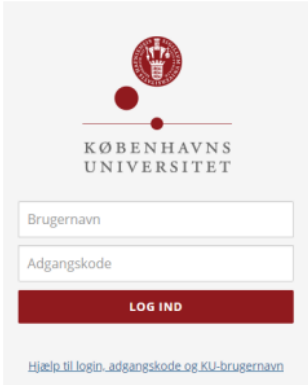


USB security key as multi-factor authentication

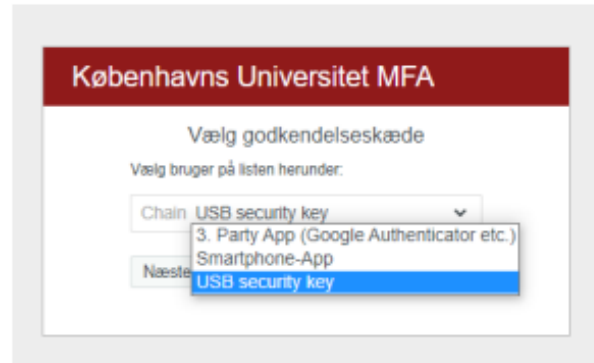
How to order an USB security key - also known as Yubikey – as an employee at Copenhagen University.

Step by step guidance

<h4>1) Order a Yubikey</h4> <ul style="list-style-type: none"> You or your manager can order a Yubikey on Serviceportal.ku.dk under Purchase and Delivery of IT Equipment. Alias and stedkode is needed to order Yubikey. The order must be approved by your manager. Note The USB size must fit your computer. You can order either USB-A or USB-C: USB-A is the large USB-type and USB-C is the small type. 	 <p>The image shows two types of USB security keys. On the left is a USB-A key, which is larger and has a standard rectangular connector. On the right is a USB-C key, which is smaller and has a rounded, reversible connector. Both keys are black with a green circular logo on the top.</p>
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<h4>2) How to use a Yubikey</h4> <ul style="list-style-type: none"> Plug your Yubikey in the computer's USB-port. 	 <p>The diagram shows a black laptop on the left and a black Yubikey on the right. A red arrow points from the Yubikey towards the laptop's USB port, indicating the direction of insertion.</p>
<ul style="list-style-type: none"> Logon with your UCPH username and password to the UCPH IT system you want access to. E.g., kUNET.ku.dk 	 <p>The screenshot shows the login page for Copenhagen University. At the top is the university's logo and name. Below that are two input fields: 'Brugernavn' (Username) and 'Adgangskode' (Password). A red 'LOG IND' button is positioned below the password field. At the bottom, there is a link: 'Hjælp til login, adgangskode og KU-brugernavn'.</p>

- Select USB security key from the dropdown menu and select **Next**



- You are now asked to confirm your login by touching your Yubikey:

- ➔ USB-A: Place a finger on the button
- ➔ USB-C: Place your fingers on the small buttons on each side of the Yubikey

- ✓ After touching the Yubikey you will have access



USB-A



USB-C