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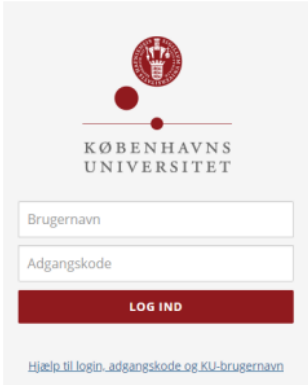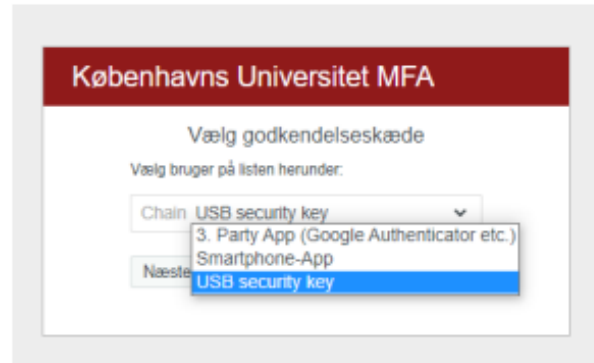
How to order an USB security key - also known as Yubikey – as an employee at Copenhagen University.

Step by step guidance

### 1) Order a Yubikey • 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.	

### 2) How to use a Yubikey • Plug your Yubikey in the computer´s USB-port.	
• Logon with your UCPH username and password to the UCPH IT system you want access to. E.g., kunet.ku.dk	

• 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	