

# Setup Security Key for Okta MFA

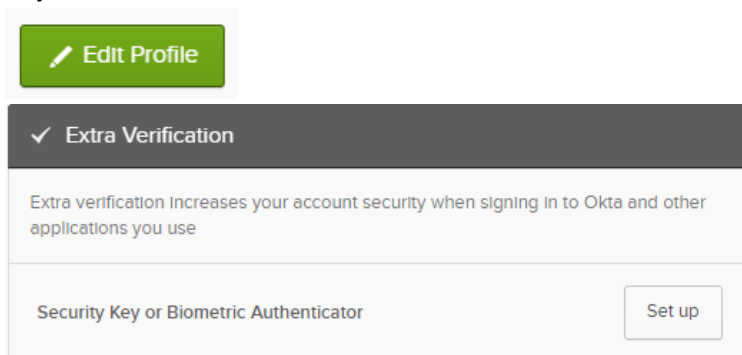
Yubikey Security Key is a Multi-Factor Authentication (MFA) USB key which verifies you are the one logging onto your account. When working remotely you will have to verify your identity by inserting the Security Key into your computer and pressing the button with Okta prompts you.

If you lose this key it is critical that you notify ISD ([isdhelp@eskaton.org](mailto:isdhelp@eskaton.org)) immediately so we can delete the key from your account and issue a new one. You will need this key to work remotely so keep it on your key ring or on you person.

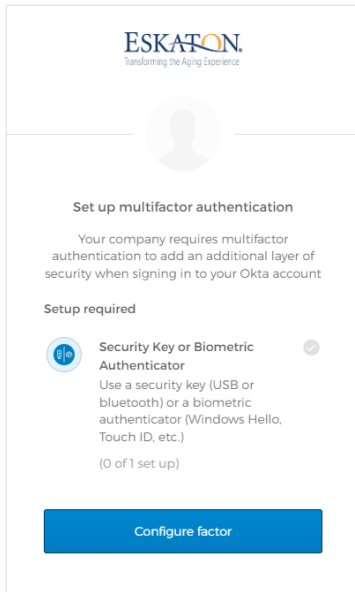
Note: If you are using a personal computer please make sure you have Citrix Workspace installed and updated. You can download the latest by going to <https://remote.eskaton.org>.

## Setup your Security Key

1. On your computer, **sign onto Okta** (<https://eskaton.okta.com>) using a local browser like **Google Chrome**.
  - a. If prompted, the username and password is the same as your work Windows computer.
2. **Click on your name** in the upper right, then **Settings**.
3. Select **Edit Profile** then Scroll down to **Extra Verification** and then click Setup next to **Security key or Biometric Authenticator**.

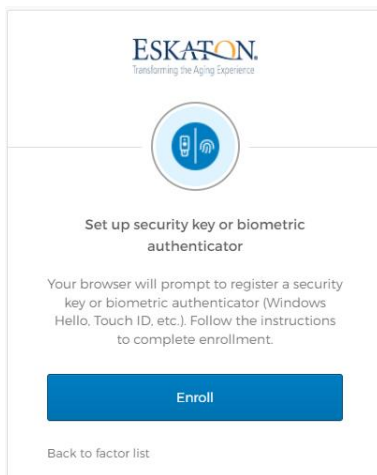


4. You will be prompted to Set up multifactor authentication. Please choose **Configure Factor**.



The screenshot shows the ESKATON logo at the top with the tagline "Transforming the Aging Experience". Below the logo is a placeholder for a user profile picture. The main heading is "Set up multifactor authentication". The text below states: "Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account". Under the heading "Setup required", there is a single option: "Security Key or Biometric Authenticator". A subtext explains: "Use a security key (USB or bluetooth) or a biometric authenticator (Windows Hello, Touch ID, etc.)". Below this, it says "(0 of 1 set up)". At the bottom, there is a blue button labeled "Configure factor".

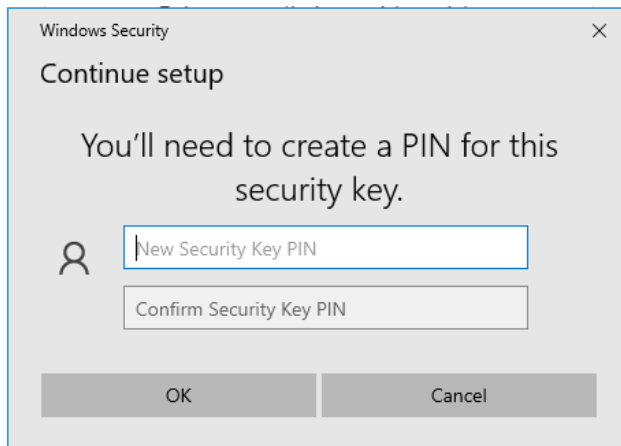
5. You will be prompted to setup your security key. Please choose **Enroll**.



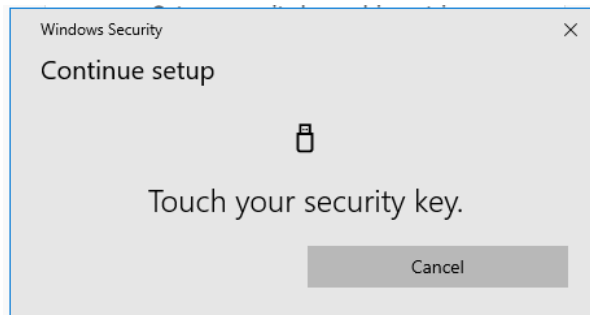
The screenshot shows the ESKATON logo at the top with the tagline "Transforming the Aging Experience". Below the logo is a circular icon containing a security key and a biometric symbol. The main heading is "Set up security key or biometric authenticator". The text below states: "Your browser will prompt to register a security key or biometric authenticator (Windows Hello, Touch ID, etc.). Follow the instructions to complete enrollment." At the bottom, there is a blue button labeled "Enroll". Below the button, there is a link that says "Back to factor list".

6. If you haven't setup your security key please **press OK** and then **create a PIN** for the security key. Please use the last 4 digits of your SSN. Then press OK. **You will have to use this PIN on every new computer you use.**

Note: You do not get this prompt, reinsert your key the other way.



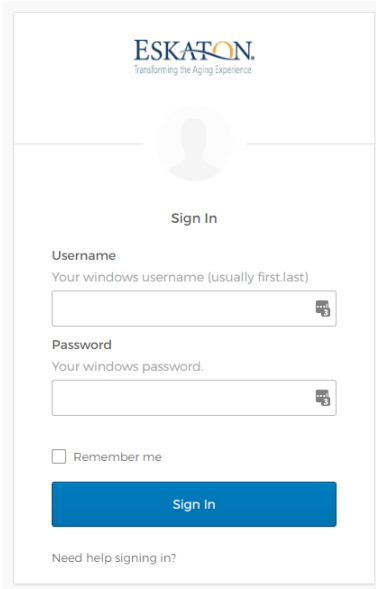
7. Touch your security key to finish the setup.



## Using your security key

1. Go to <https://eskaton.okta.com> and sign in using your Eskaton credentials

- a. Use your username and password, not your email.



The image shows a web form for signing in to the Eskaton system. At the top is the Eskaton logo with the tagline "Transforming the Aging Experience". Below the logo is a placeholder for a user profile picture. The form is titled "Sign In". It contains two input fields: "Username" with the instruction "Your windows username (usually first.last)" and "Password" with the instruction "Your windows password.". Below these fields is a checkbox labeled "Remember me". A blue "Sign In" button is at the bottom of the form. A link "Need help signing in?" is located at the very bottom of the form.

2. Insert your security key
3. If prompted, enter your PIN
4. When prompted by Okta, touch the button on your security key



5. Once on your Okta Dashboard, select **Citrix Gateway** (Citrix NetScaler) to access your Citrix Applications

