

## End User Guide:

# Register Your YubiKey to Your Google Account

Plugging YubiKey into Laptop

## Access your account's security information

1. Sign out of all other Google accounts and close all other browser windows.
2. Open the Google Chrome browser
3. Navigate to <https://accounts.google.com>
4. If you have signed into Google before you will see your account in the selection window. See **Figure 1**.

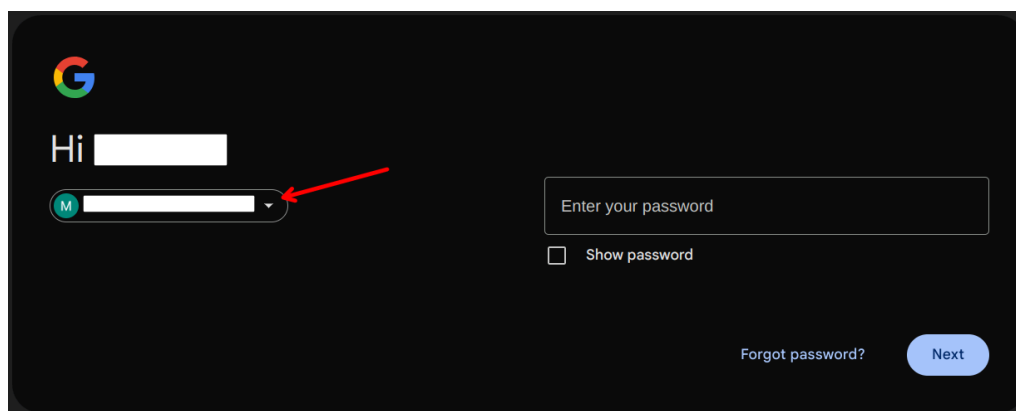


Figure 1 - Google Login Screen

5. Select your account if it is shown (see **Figure 1**). Otherwise, enter your email address.
6. Enter your password (**Figure 2**) and select **Next**, then perform multi-factor authentication (**Figure 3**) if prompted.

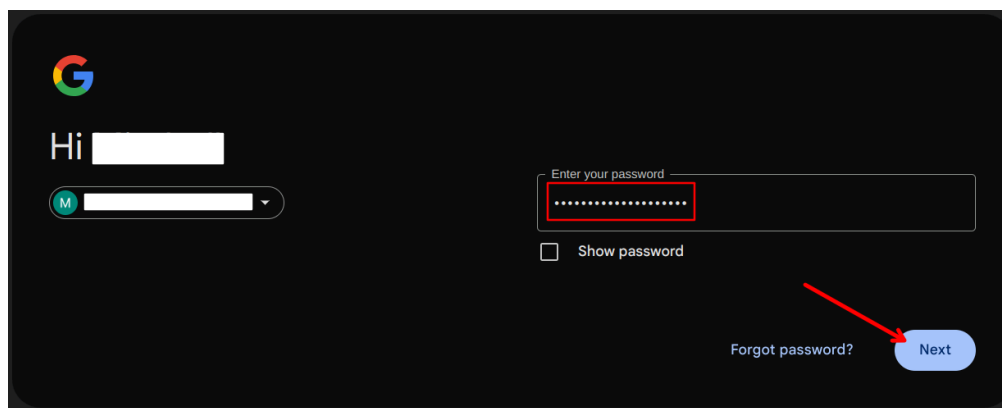
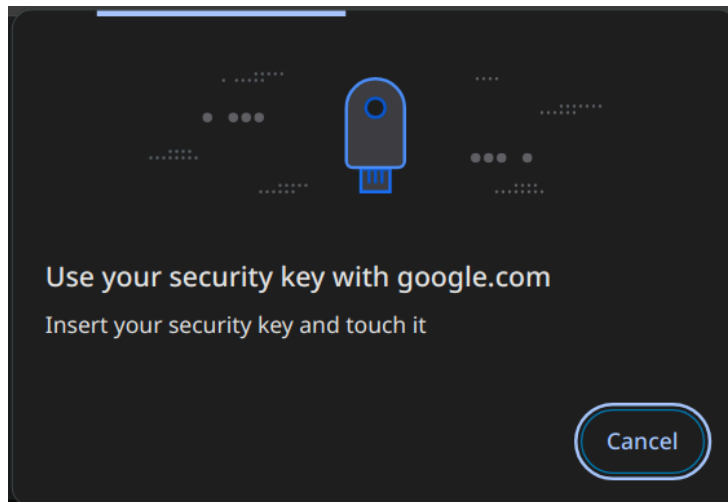
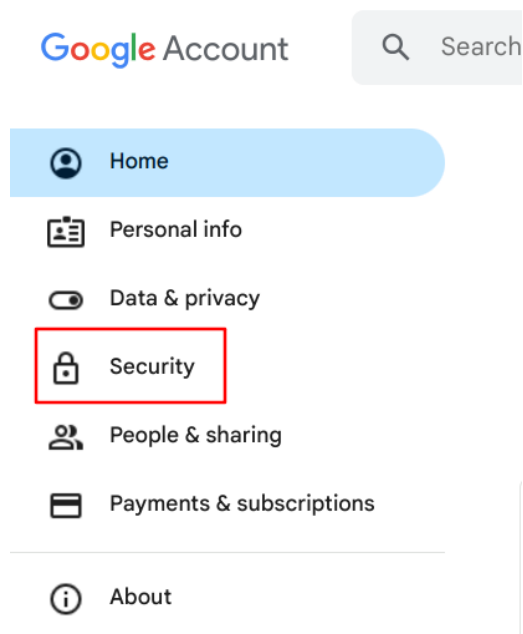


Figure 2 - Password prompt



**Figure 3 - Example multi-factor authentication prompt (using alternative security key)**

7. Select the **Security** tab in the left navigation (See **Figure 4.**)

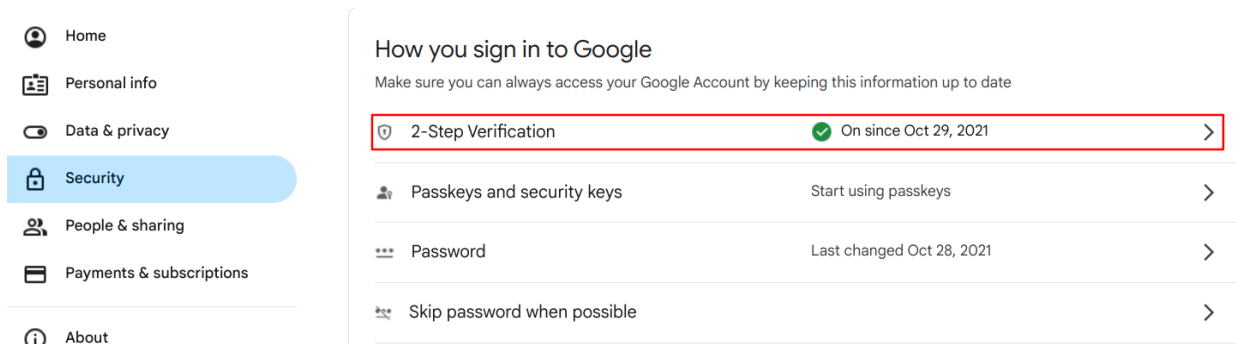


**Figure 4 - Google Account Screen**

8. You may have to select your account and authenticate again to proceed to update the security information for your account. This generally consists of repeating steps 5 and 6.

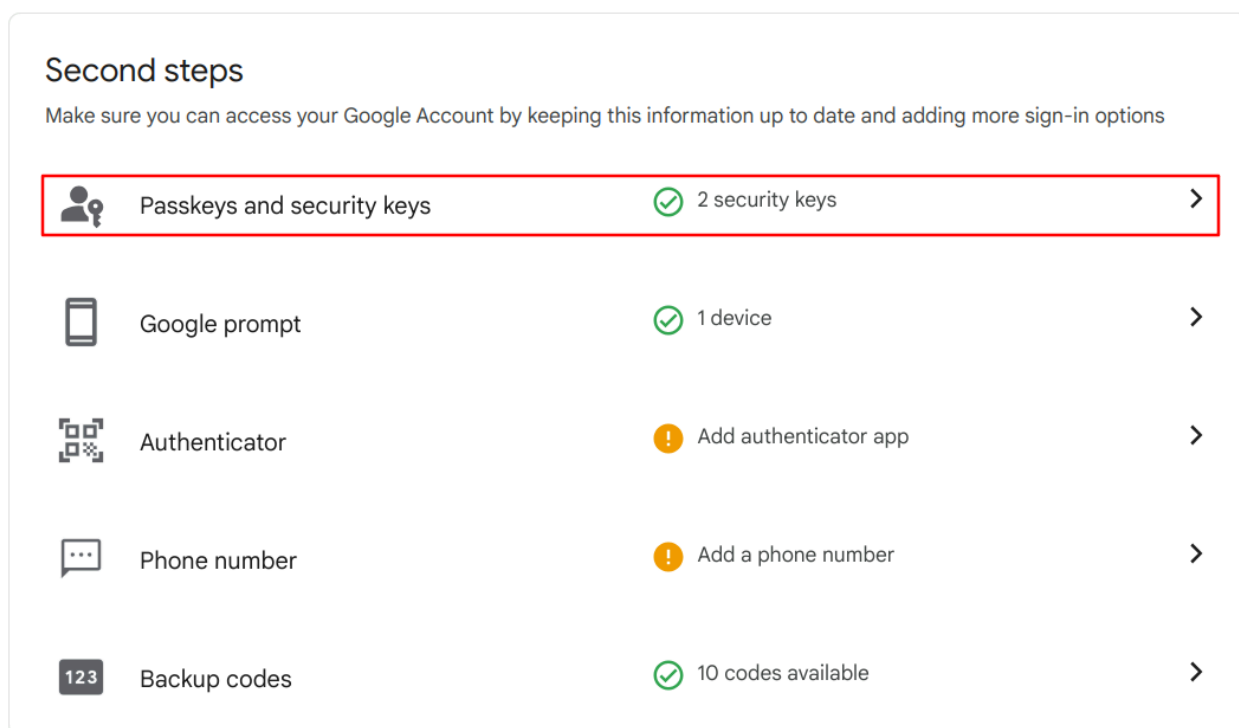
## Add a YubiKey as a security method

1. Scroll down and select **2-Step Verification** (See **Figure 5**.)



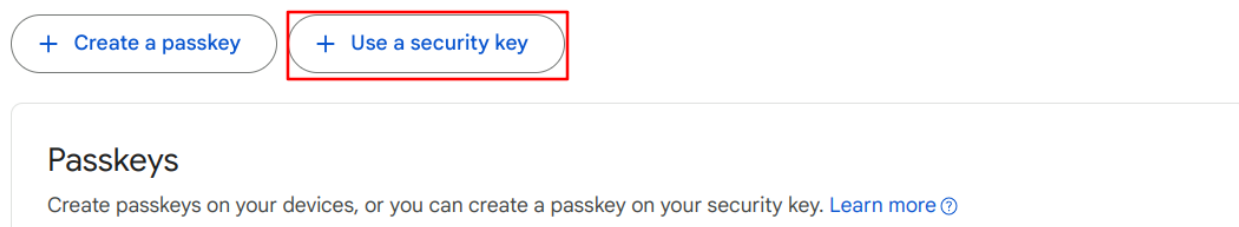
**Figure 5 - Security Screen**

2. Select **Passkeys and security keys**, (See **Figure 6**)



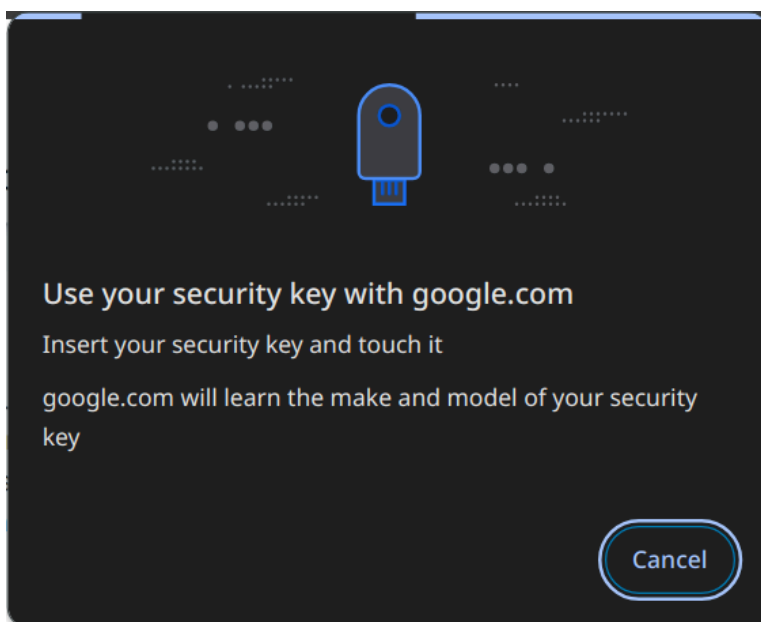
**Figure 6 - Second steps Screen**

3. Select **Use a security key**, (See **Figure 7**)



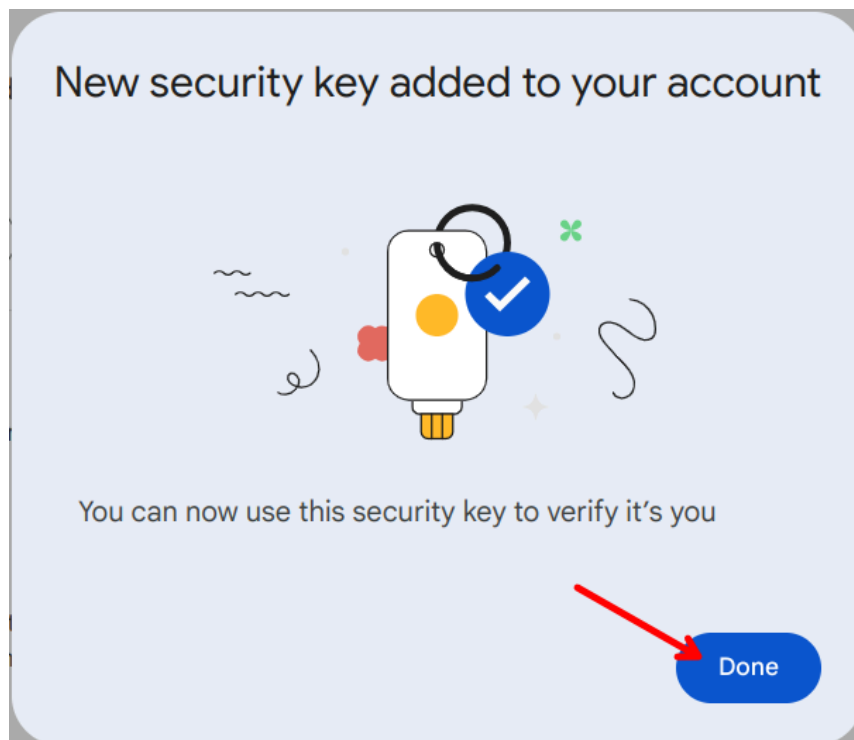
**Figure 7 - Passkeys Screen**

4. Insert your Yubikey into the USB slot in your computer
5. You will be prompted to touch your key, (See **Figure 8**), tap the blinking capacitive sensor on your YubiKey.



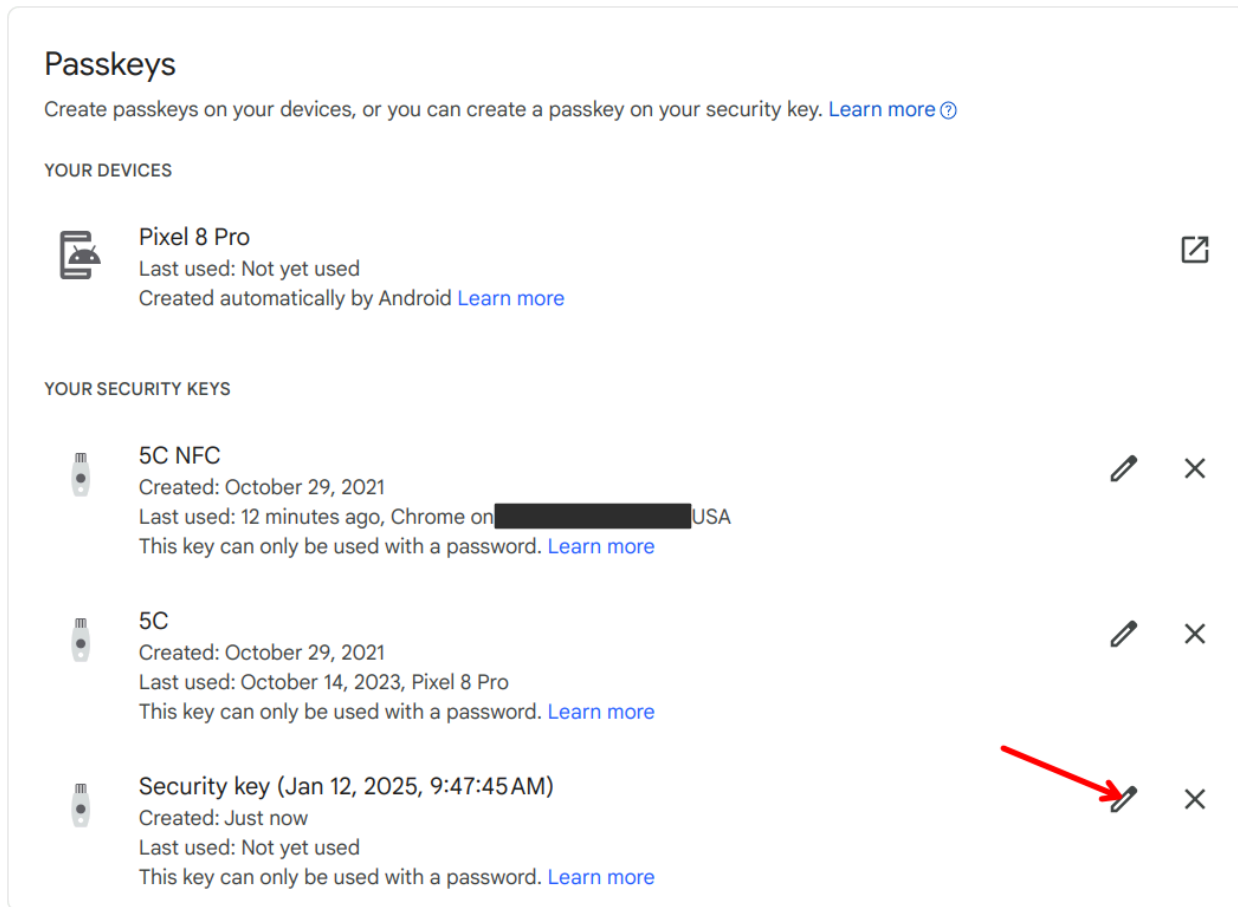
**Figure 8 - Security key registration Screen**

6. You will see a pop-up that your YubiKey has been added in **Figure 9**. Click **Done**.



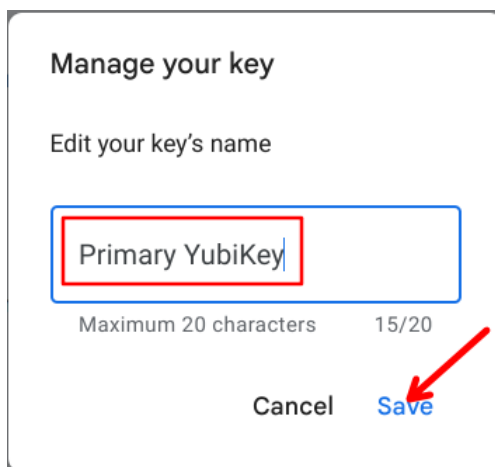
**Figure 9 - Security key added pop-up**

7. (Recommended) If you want to rename your YubiKey to track which it is, scroll down and select the **Edit** pencil icon (See **Figure 10**) next to your newly registered security key.



**Figure 10 - Passkeys Screen**

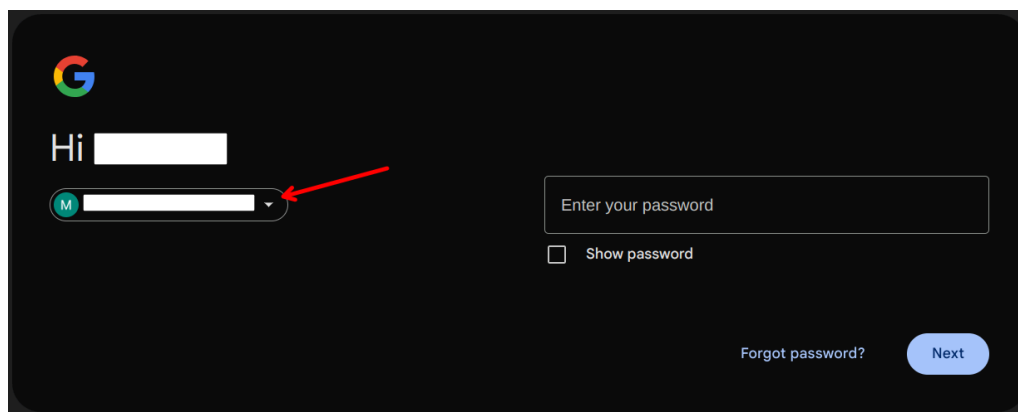
8. Enter a name in the pop-up shown in **Figure 11**. Select **Save**.



**Figure 11 - Manage your key pop-up**

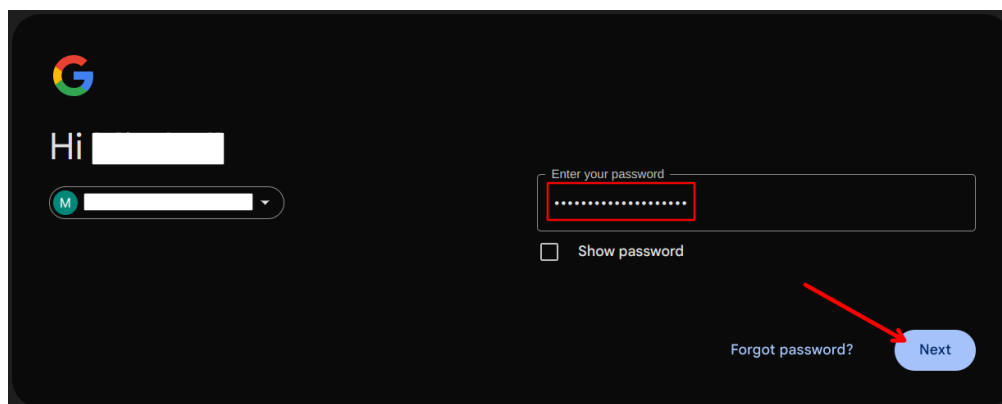
## Authenticating with your YubiKey

1. Open the Google Chrome browser
2. Navigate to either accounts (<https://accounts.google.com>) or an app such as Gmail (<https://gmail.com>)
3. If you have signed into Google before you will see your account in the selection window. See **Figure 12**.

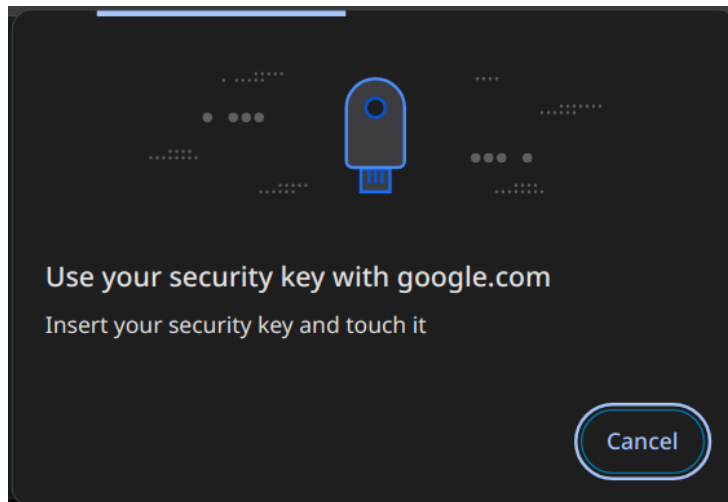


**Figure 12 - Google Login Screen**

4. Select your account if it is shown (see **Figure 12**). Otherwise, enter your email address.
5. Enter your password (**Figure 13**) and select **Next**, then perform multi-factor authentication (**Figure 14**) if prompted.



**Figure 13 - Password prompt**



**Figure 14 - Security key prompt**

6. You are now authenticated and can SSO to any application federated with your Google account without needing to insert your YubiKey to authenticate again.