

YubiKey Google Workspace Setup and Use Quick Start Guide

Please use the Chrome browser to register your YubiKey

Register your YubiKey

You must register your YubiKey before you can use it to sign into your account.

- 1. Use the Chrome Browser to go to the Accounts page at <u>https://accounts.google.com</u> and sign in if you have not already done so.
- **2.** You should see a screen resembling the image below. Select **Security** on the left side. Authenticate again if prompted.



3. Scroll down and select 2-Step Verification

•	Home Personal info	He	ow you sign in to Google ke sure you can always access your Google	o Google access your Google Account by keeping this information up to date		
۲	Data & privacy	0	2-Step Verification	On since Oct 29, 2021	>	
₿	Security	20	Passkeys and security keys	Start using passkeys	>	
3 8	People & sharing Payments & subscriptions		Password	Last changed Oct 28, 2021	>	
()	About	<u>*</u> ::	Skip password when possible		>	

4. Select Passkeys and security keys

ę	Passkeys and security keys	2 security keys	>
	Google prompt	() 1 device	>
0	Authenticator	() Add authenticator app	>
••	Phone number	() Add a phone number	>
23	Backup codes	10 codes available	>

5. If you are prompted to sign-in again; select your account, or enter your email address



6. Enter your password and click **Next** to start the registration process.

G	
Hi mana	Effer your password
	Show password
	Forgot password? Next

7. Select Use a security key

Passkeys
Create passkeys on your devices, or you can create a passkey on your security key. Learn more 🔊

8. Insert your Yubikey into the USB slot in your computer

9. You will be prompted to touch your key, tap the blinking capacitive sensor on your YubiKey.



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10. You will see a pop-up that your YubiKey has been added. Click **Done**.



Note: It is recommended to rename your keys for ease of management.

11. Scroll down and select the **Edit** pencil icon next to your newly registered security key.



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



12. Follow these steps again to register a backup key.

Your YubiKey is now registered and ready for you to sign into your account (see next page for a graphic showing the login process)

