1. From your desktop browser (Chrome or Edge) go to https://toch.onelogin.com/

2. Enter your **email address** > click **Continue (If you are on site, it may automatically log you in and skip to step 4.)**
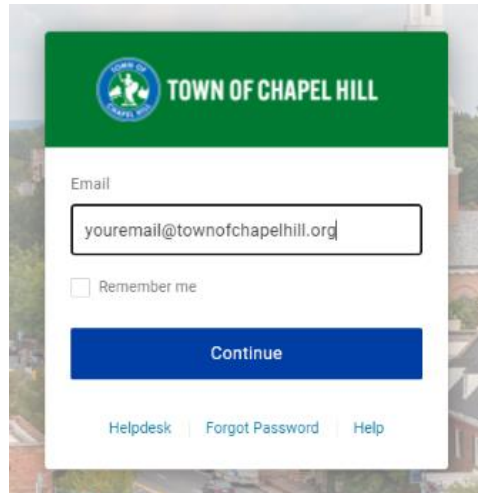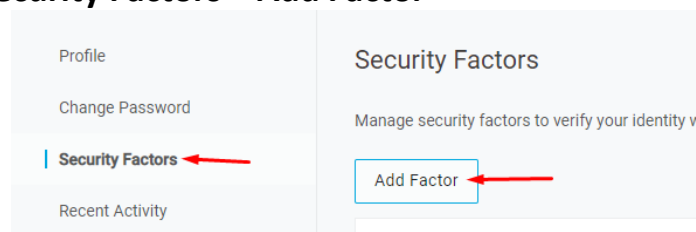

3. Enter your **Windows password** > **Continue**
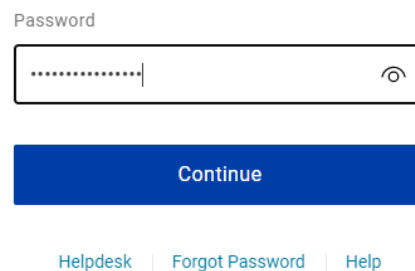
4. In the upper right of the page Click on **your name** > **Profile**
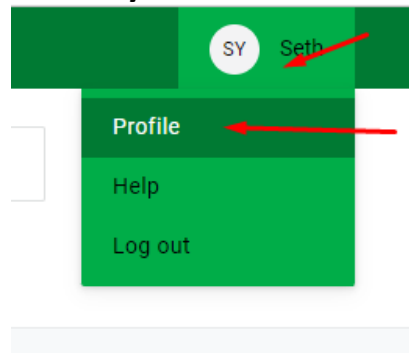
5. On the left click on **Security Factors** > **Add Factor**

6. Click on **Security Factors** > **Add Factor > YubiKey**

Select Security Factor

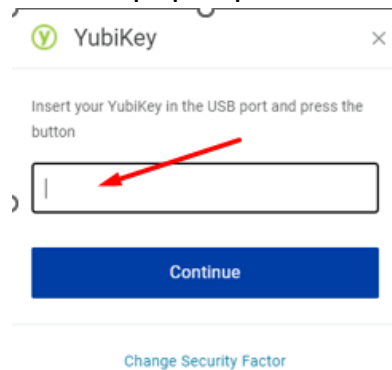|			
(icon)	OneLogin Protect	🔑	(icon)
(icon)	OneLogin Protect Biometric	🔑	(icon)
(?)	OneLogin Security Questions		(icon)
(Y)	**YubiKey**	🔑	(icon)

7. Insert the YubiKey into your laptop or desktop and press the button. Please note that your cursor needs to be in the box that pops up.

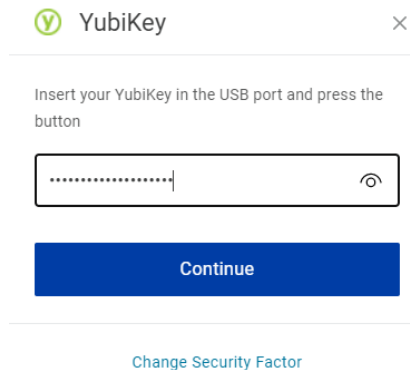### YubiKey ✕

Insert your YubiKey in the USB port and press the button

[   ]

Continue

Change Security Factor

8. Press the Y on the YubiKey. A code will be pasted into the box.

YubiKey ✕

Insert your YubiKey in the USB port and press the button

[·················| 　　　　👁]

Continue

Change Security Factor

9. Click Continue. Your YubiKey will now display under your Security Factors

Your YubiKey is now set up as your 2nd factor for login purposes.

If you have any questions you can contact the TS Helpdesk by entering a ticket, via email, or calling (919) 969-2020. The TS team will get back to you as soon as we can.

Helpdesk – https://toch.bossdesk.io/helpdesk/tickets/new

Email – tshelpdesk@townofchapelhill.org