- 1. From your desktop browser (Chrome or Edge) go to <a href="https://toch.onelogin.com/">https://toch.onelogin.com/</a>
- 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

Password	
•••••	0
Continue	
Helpdesk Forgot Password	Help

4. In the upper right of the page Click on **your name > Profile** 



5. On the left click on **Security Factors > Add Factor** 

Profile	Security Factors
Change Password	Manage security factors to verify your identity
Security Factors	Add Factor
Recent Activity	

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

## Select Security Factor



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 th button	ne		
	2		
Continue			
Change Security Factor			

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

Security Factors								
Manage security factors to verify your identity when you sign in or reset your password.								
Add Fa	actor							
Factor		Details	Last Used	Used For				
- Primar	y OneLogin Protect		Unavailable	۵ م	:			
Ø	OneLogin Protect Biometric	Google Pixel Android 12	Unavailable	😨	:			
Ø	YubiKey		Unavailable	© ۹	:			

Your YubiKey is now set up as your 2<sup>nd</sup> 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 – <u>tshelpdesk@townofchapelhill.org</u>