# How to Setup & Use a Security Key on PC
for ctcLink MFA Login

For these instructions we're using a Yubico Security key (Yubikey) with a standard USB connector. The steps will apply for most standard USB connector key fobs. NOTE – For this method, you'll need to have your security key with you each time you log in.

1. Go to URL **https://myaccount.ctclink.us** & **login with your ctcLink ID number (EMPLID) & password**. (For your first login as of August 14, 2023 you will be prompted to choose a second factor verification such as receiving a code in email or answering a security question. *The methods listed will depend on the information you provided during ctcLink account activation or current updates you've made since. Please contact the IT Help Desk, if you've forgotten & need assistance.*)

2. At the Portal (My Apps) screen click the **Password Settings** button.

3. TO REGISTER A SECURITY KEY - In the **Security Methods pane** click the **Set up button** next to "**Security key or Biometric Authenticator**". You'll be prompted to enter your password & 2nd factor authentication.

4. Click **Set up** for "Set up security methods".

5. Click **Set up** for "Set up security key or biometric authenticator".
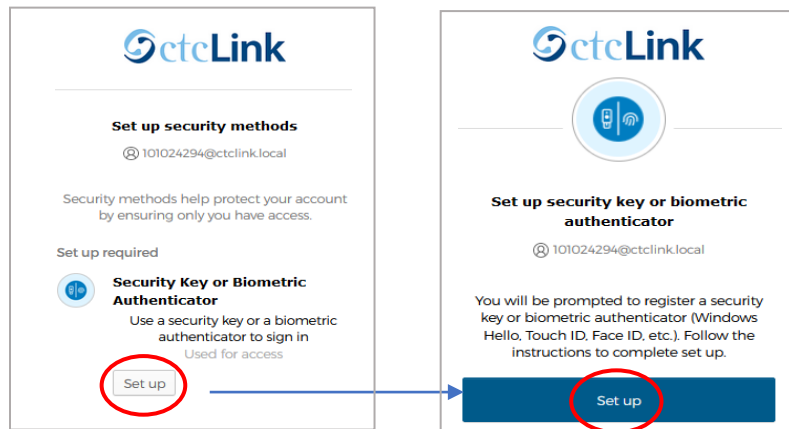
6. **Insert your security key** into your computer's usb port when prompted. Then **touch your security key** when prompted to complete registering the security key.

You'll receive a pop-up note and an email from Okta confirming the security addition.
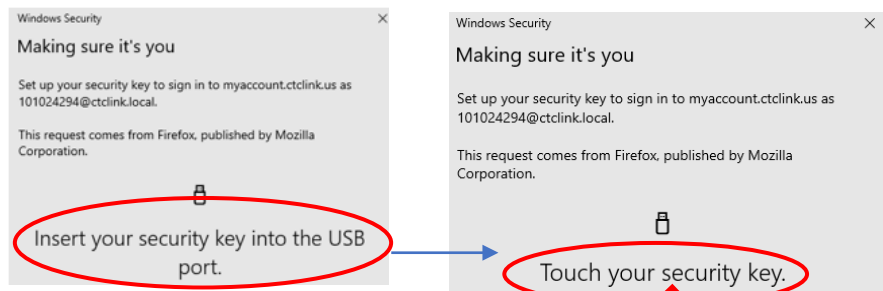
Your security key is now ready to use. For future logins, if the security key option is not showing, choose "Verify with something else" (at the bottom of the login box) & select the "Security Key or Biometric Authenticator" option. This will also make it the default for next logins.

Note – You can leave the security key inserted in the computer you will use consistently or insert the security key in any computer when you want to use it for logging into ctcLink. **MAKE SURE to have it with you!**

For assistance contact the IT Help Desk - ITHelp@seattlecolleges.edu **Find more information at -** https://itservices.seattlecolleges.edu/it-help-desk
North 206.934.3630 ◆ Central 206.934.6333 ◆ South 206.934.5844 ◆ LiveChat line https://direct.lc.chat/11900901/3

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