Enabling a USB Hardware Token for Viking Portal Access
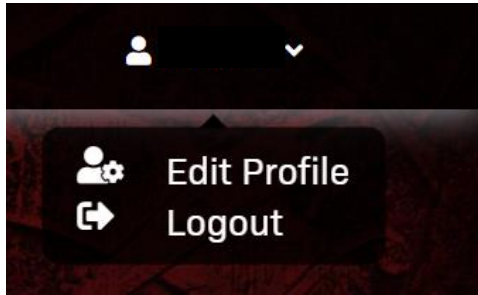
Using a Hardware Token is a convenient and safe way to create a **O**ne **T**ime **P**asscode (OTP) in order to access your Viking Portal. The following instructions will help you get set up.

Step 1: Log into Viking Portal with your credentials. Viking Portal
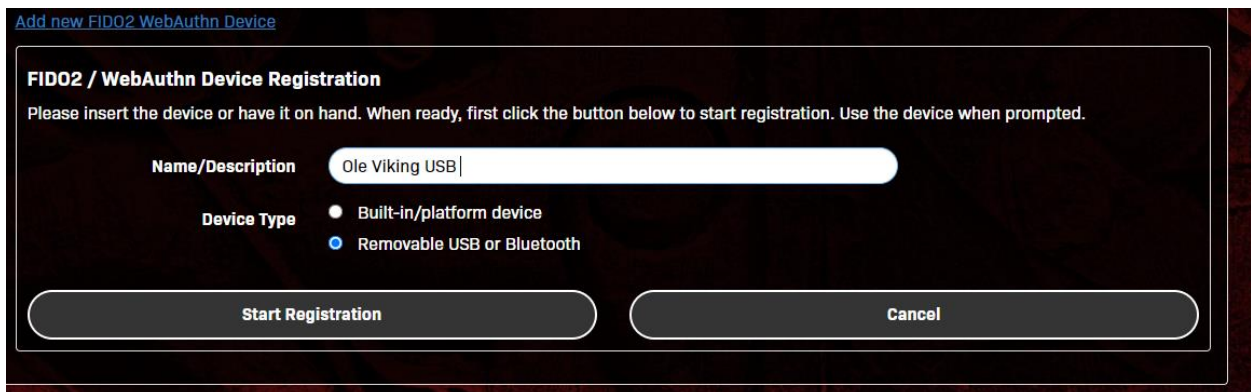
Step 2: Navigate to the top right and click on **the drop down by your ID and select Edit Profile.**
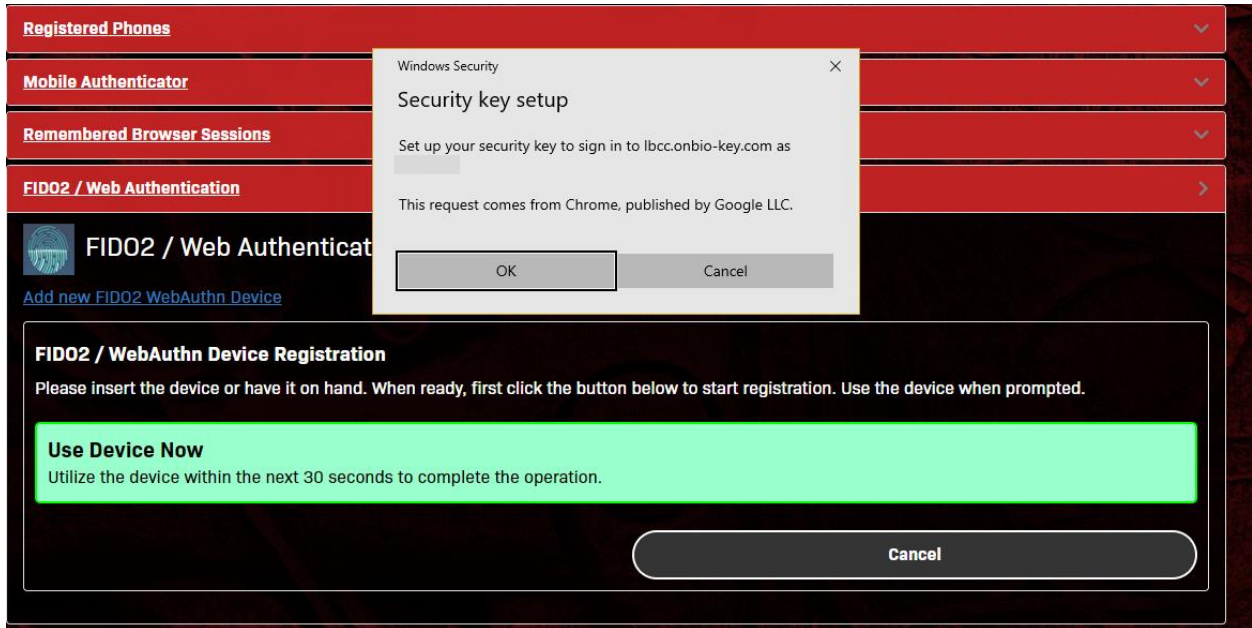

Step 3: Here you will see all of your account settings. Go down to **FIDO2/Web Authentication** and click on Add new device.

Step 4: Next you will name your device and click on Start with Registration. Note you will leave it on Removable USB or Bluetooth.

Step 5: Have your USB key in your device. The security key pop up will appear and you will click on **Ok.**

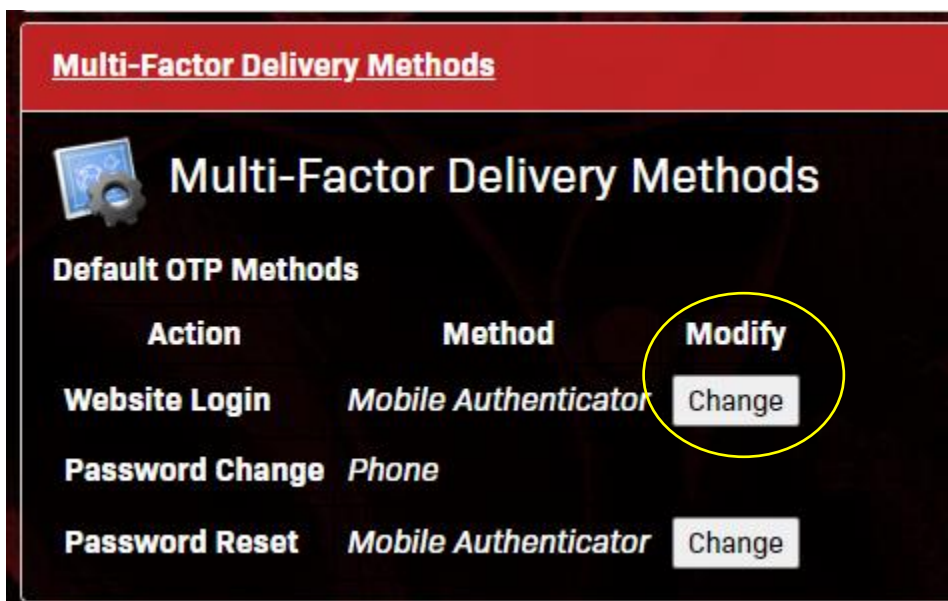You will then be prompted to click on the **USB key button**.

Once you have clicked on the button you will receive a success message like this.

Upon refreshing your screen, you will see something like this:

Step 6: There's one more step to complete. In your Viking Portal settings, you will need to update your MFA OTP delivery method to the new USB key. You will click on **Change** and then select FID02 Webauthn Device and click **continue**.

Once it's updated, you will see it listed here.

Step 7: When it's time to log in you will see something like this. Click your USB key button and you're in! If you forgot our USB key, you can click **Cancel**, and click on **Problems with OTP** for other delivery methods.
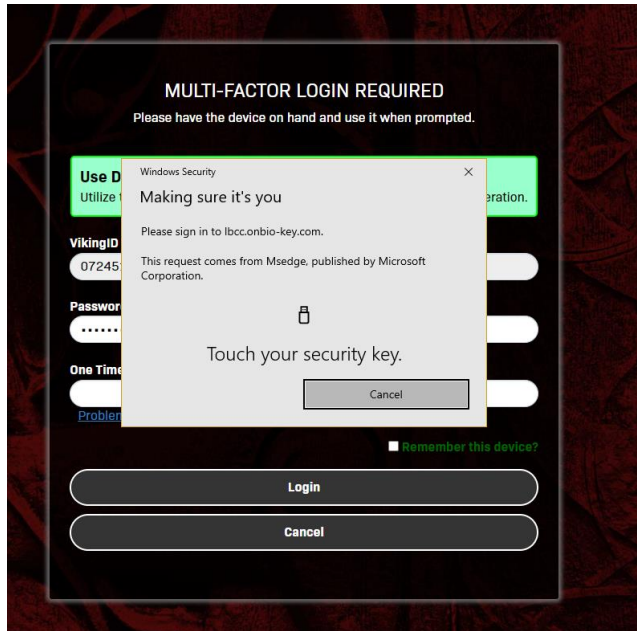
Important: Be sure to keep your USB Hardware Token somewhere safe and remove it from any classroom computers once you are done using it.

Did you get an error? If you got a time out error upon enabling your device, go head and start the process over and be ready to click the button the next time around. Changing browsers may also be helpful.

Questions?

Reach out to the IITS Faculty & Staff Help Desk:

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