	You have already set up your Multi-Factor Authentication security question.				
Introduction	These instructions will guide you through the steps to add the YubiKey method to your Multi-Factor Authentication (MFA) settings.				
	The YubiKey is an additional form of MFA and is a small device that plugs into your workstation USB port. The YubiKey will be the required primary form of authentication but the security question will continue to be available as a backup, should you not have your YubiKey available.				
	After your setup is complete, you will be prompted for this information when you login to Outlook, Teams, and O365 connected apps like Word, Excel, or OneDrive.				
	If you experience issues during setup, please contact someone at support or the helpdesk.				
	If you need assistance, contact the GETS Helpdesk at 877-482-3233				
	Step 1:	Sign in with your organizational account			
Log In	Open a browser and go to https://connect.gets.ga.gov If you are not currently logged in: Enter your username and password Click Sign In If you are already signed in: Proceed to Step 2 	Sign In Contract of the cont			

	Step 2:	💟 Yahoo Finan: 🗴 🗿 Georgia Entr: 🗴 🧮 National ant: X 📑 Login 🛛 X 🚺 DuckDuckG: X	X		
	After successful login, you will be	🏶 GADIJNET 🗧 DJI IT 📒 STOCK API 💁 IT Budget: 🧾 Wool Rugs 🧰 (2) How To Fix 2016 🔇 MacBook Pro 15" T 🚺 Azure 🐘 📳 Other bookmarks			
	automatically routed to the GETS portal.	Georgia* Q Launch App 🕈 🔺	L Barry - + Add Apps Admin		
			Settings		
	You will set up the YubiKey from here.	Work +	Sign out		
te					
MFA Setup Complete	Click on your name	Office 365			
du	Click Settings	GETS 0365 Office GETS 0365 Mail GETS Hame Portal			
or		Portal			
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		O Last sign in: 3 minutes ago O Help: sgaservicedesk nar@capgemini.com	Get the Mobile App		
			6 2020 Okta, Inc. Privacy 938 AM		
	Step 3:				
		✓ Extra Verification			
S	On the bottom right of the portal screen,				
gu	you will find your MFA settings in a box	Extra verification increases your account securit	y when signing in to		
tti	titled Extra Verification.	Okta and other applications you use			
Se.	Click Set up povt to YubiKov				
Manage MFA Settings	Click Set up next to YubiKey	Mah Wasa			
ΛF		YubiKey	Set up		
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eu		Security Question	Remove		
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Step 4:			
Click Setur			Sign in with your organizational account
			Set up multifactor authentication Your company requires multifactor authentication to add an additional layer of security when signing in to your account Image: Security when signing in to your your account Image: Security when signing in to your account Image: Security when your your your your your your your your
Step 5: • Click inside	e the blank box above the	(Georgia*	
box	on <i>the cursor blinking inside the</i> • YubiKey into a USB port	Setup YubiKey Insert your YubiKey into a USB p	sort and tap it
• Touch the You should see with asterisks.	button the blank box begin to fill If this doesn't happen, touch in and leave your finger on a few seconds.	to generate a verification	

	Step 6:	Three France: X Concept persons Concept persons
	When your setup is complete, you will be routed to the GETS portal. You can now remove your YubiKey and sign out of the portal.	Work + Image of the option o
	Remember to keep it with you for the next time you are required to log into Outlook, Teams, OneDrive, or O365.	Cert bernal
Wrap Up		key, contact the GETS Helpdesk at 877-482-3233 ir account will need to be modified. Call the DJJ Open Line: