


Multi-factor Authentication: Security Token Usage Guide

STEP 1: Getting your Security Token

- ① Purchase your security token for multi-factor authentication at the APU-COOP.

STEP 2: Submitting your Security Token's Details

- ① Submit the form "Application to Use a Security Token" to the Information Systems Administrative Office (3rd Floor, Building D).

 Be sure all the details regarding your security token are filled out on the form, then submit it at the counter.

STEP 3: Registration of your Security Token

- ① Your security token's details will be registered into the authentication system. Once this is completed, the Information Systems Administrative Office will contact you.
- ② Bring your security token to the Information Systems Administrative Office, or inform us of the code displayed on the security token via telephone, and we will complete the activation process.

STEP 4: Signing in from Off-campus after Setup

- ① Go to the university's authentication screen, enter your ID and password, then click [Sign in].
- ② [Enter code] should display. Enter the code displayed on your security token, then click [Verify].