CPOMS U2F Key Setup

If you have been given a U2F key, for two factor authentication use, it must firstly be linked to your CPOMS account.

Before you begin, please ensure that you are using an up-to-date version of **Google Chrome or Firefox.** *U2F technology is not currently supported by Internet Explorer or Safari.*

Please note, that each new U2F key holder must **set up their own key**.

Step 1 - Log in to your CPOMS Account

Please log in to your CPOMS account, if you already have an existing key, *i.e. a Soft Key or another USB key*, please log in with it.

> If you are using CPOMS for the first time, you will need to request an initial password to log-in firstly, by clicking on the **'Forgotten your password or using CPOMS for the first time?'** option, at your schools CPOMS login page and following the simple steps.

Step 2 – Go to 'Account Settings' > 'Security Keys'

Once you have logged in to CPOMS, click on the **'Account Settings'** section and then click on the **'Security Keys'** tab.

Under the sub-heading for **U2F Keys**, please click on **'Register a new U2F key'.**

A pop-up will then appear where you will be asked to choose a **'Device Name'** for the key, *i.e. U2F Key*, and **'Start Registration'**. You will then be prompted to insert the U2F key into your PC or laptop and press the gold disc to link this key to your account.

If Windows Security asks you to create a PIN, enter one and click OK (this option does not appear in all versions of Windows). Your PIN is stored locally on your security key.

Once complete, the pop-up will say 'Successfully added new U2F key. You can now close this window'.

Step 3 - Elevate your Access

To elevate your access, please click on **'Dashboard'** to the top left of the screen in CPOMS, *to refresh your page*. To the top right-hand corner of your CPOMS screen, you should now have a **'Elevate Your Access'** option to click on. Select this and follow the on-screen instructions. *If you are already logged in with a different key, the 'Elevate Your Access' option will not appear.*

If you are in a higher level user group, your access will now change to reflect your user group permissions.

For further assistance on any of the above please do not hesitate to contact us on
01756 797766 or **support@cpoms.co.uk**.

www.cpoms.co.uk