# 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 StudentSafe account.

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

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

## Step 1 - Log in to your CPOMS StudentSafe Account

Please log in to your CPOMS StudentSafe account, if you already have an existing key, *i.e. an Authenticator App*, please log in with it.

> If you are using CPOMS for the first time, you will need to request an initial password by navigating to the CPOMS login page and entering your email address. On the next page, when prompted for a password, choose **'Forgot Password'** and follow the simple steps on-screen.
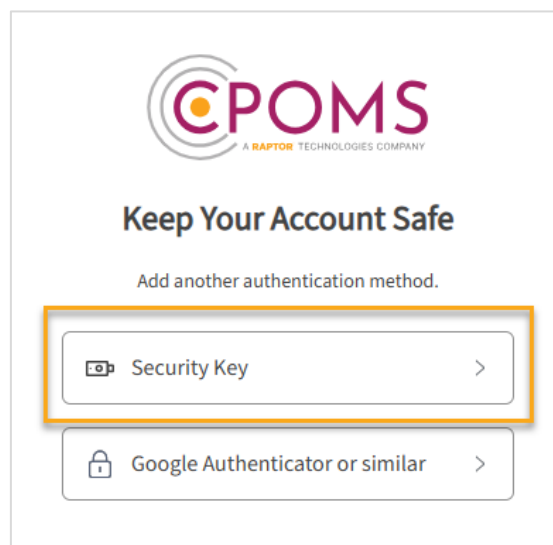
## Step 2 - Go to 'Manage Devices'

Once you have logged in to CPOMS, click on the **'User'** icon, in the top-right corner and choose **'Manage Devices'.**
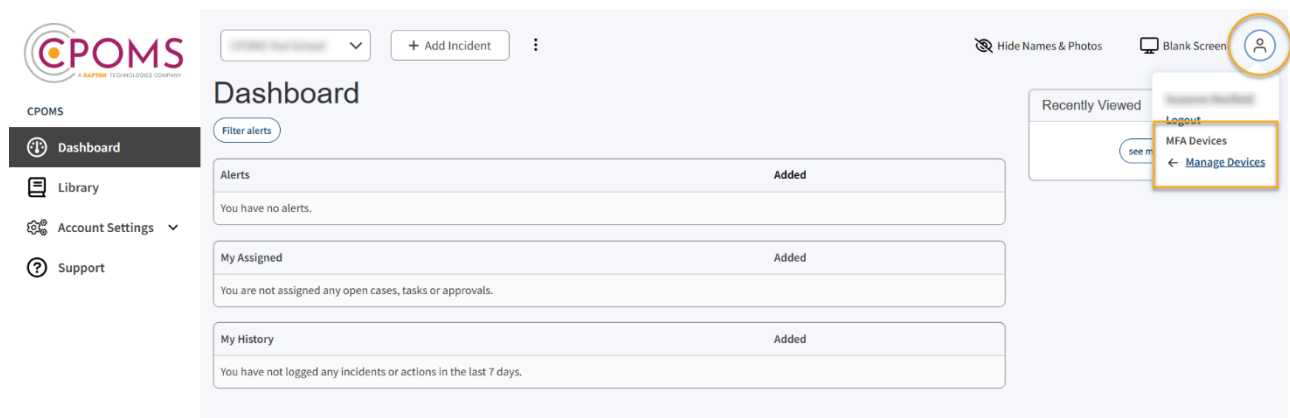
Under **'Enrolled devices'**, click **'Add new device'**.
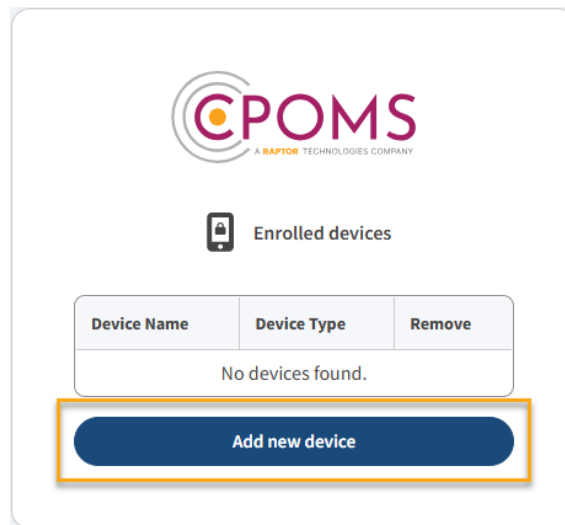


Next, select the authentication method you wish to create. To setup a U2F key, choose the **'Security Key'** option.



Click **'Use Security Key'**.

*If prompted by Windows Security, choose **'Use an External Security Key'** and click **'OK'**.*

*Windows Security may also ask you to create a **PIN**, enter one and click **'OK'**. Your PIN is stored locally on your security key.*

*(The above options do not appear in all versions of Windows).*

Insert the U2F key into a USB port on your machine.

Wait until the green light on the U2F key comes on (located in the middle of the gold disc).

Once the green light is on, gently press the gold disc.

© After the key is detected, enter a name for your Security Key (e.g. U2F Key) and click **'Continue'**.

© A message will appear confirming that your Security Key has been successfully registered. Click **'Continue'** to finish.

On save, your new OOB (Out-of-Band) authentication device will appear in the **'Enrolled Devices'** section.

### Step 3 - Elevate your Access

© **Log out of CPOMS and log back in again**. It will now ask you to authenticate your login.

© Click **'Use security key'**.

*If prompted by Windows Security, choose **'Use an External Security Key'**.*

© Insert the U2F key into a USB port on your machine.

© Once the green light on the U2F key comes on (located in the middle of the gold disc), gently press the gold disc.

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

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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