

One-Time Password (OTP) device (Fob or smart phone app)

A one-time Password (OTP) device (Fob or smart phone app) is needed for secure access to network data in the University of Wisconsin Human Resource System (HRS) and Shared Financial System (SFS).

UW Extension employee located on a UW campus

1. Obtain an affiliate UW ID (or student UW ID)
2. Get approved for HRS and/or SFS. Your department can help you with this step.
3. You will be notified when HRS/SFS security has been approved.
4. You will then need to request either the Key Fob or the Smart Phone Application using either of the instructions below.
 - a. UW Digital ID (HRS/SFS) - Customer - Requesting a Hardware Key Fob One Time Password (OTP) Device for Authentication
<https://kb.wisc.edu/helpdesk/page.php?id=32643>
 - b. UW Digital ID (HRS/SFS) - Customer - Requesting a Smart Phone One Time Password (OTP) Application for Authentication
<https://kb.wisc.edu/helpdesk/page.php?id=32644>
 - c. UW Digital ID Team will inform UW Extension CIT (LRA) which method the you selected.
5. You will receive a confirmation email from the UW Digital ID team indicating that your request has been received along with instructions to contact your Local Registration Authority (LRA) to make arrangements to be credentialed and either pick up your OTP Fob or activate your smart phone app. Acceptable forms of Identification needed to get the FOB (or smart phone app) include: UW ID Card, Driver's License, Passport, US Military ID Card (**One must be a UW ID**).

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4. UW Digital ID Team will inform UW Extension CIT (LRA) which method you selected. UW Extension CIT (LRA) will send out a form to be completed for those employees who never come to Madison. The form requires the use of a Public Notary for completion.
5. After the Notarized form has been sent back to the UW Digital ID Team (either scan then email or regular mail), arrangements are made to either send an OTP device (fob) to you or activate the smart phone application.