

NCAR Duo/YubiKey4 Token Receipt Acknowledgement Form

To enable your NCAR YubiKey 4 token, you must fill out and sign this form, then fax it to **303-497-1840** or scan and email it to hdt@ucar.edu.

By signing this form:

- You agree to return the token when it is no longer needed or if your account is closed. If it is lost, damaged, or not returned, you agree to reimburse NCAR for the cost of \$60.
- You affirm that you have read and understand your responsibilities as a user as described here: <https://www2.cisl.ucar.edu/user-support/user-responsibilities>
- You must read and understand the following rules before a multi-factor authentication solution (Duo or YubiKey) is issued:
 - Your YubiKey token or Duo application will remain in your custody and is for your use only; it may not be shared.
 - You will immediately (within 48 hours) report loss of custody of your YubiKey or of any device on which the Duo application has been installed to the CISL Help Desk at x2400 (303-497-2400). Loss of custody may be due to loss or theft.
 - Your CIT password may not be shared or made available in unencrypted electronic form.
 - You will report any disclosure of your CIT password to the CISL Help Desk at x2400 (303-497-2400) and/or to the UCAR Security Operations Center at x4300 (307-996-4300).
- You acknowledge that acceptance of this token constitutes an understanding that the token is export controlled such that export/re-export to Cuba, Iran, Syria, North Korea, or Sudan is strictly prohibited.

Your name (please print): _____

Login ID: _____ **YubiKey serial number:** _____

Insert your token into a USB port on your computer, open a terminal window and touch the gold button on your token; copy the first eight characters for the serial number.*

Phone number: _____

Signature: _____ **Date:** _____

* See <https://www2.cisl.ucar.edu/user-support/user-accounts-and-access#ssh> for information on terminal windows and SSH clients.

VISITORS

If you are a visitor or a collaborator with an NCAR/UCAR division, please have your host fill out the following lines.

Host Name: _____

Divisional Program Number: _____

This program number will be charged for the cost of the token if it cannot be recovered when a project closes, when the user's account closes, or when the user is unreachable.

Visit **support.ucar.edu** for help with Duo or YubiKey issues or call CISL at 303-497-2400.

* See <https://www2.cisl.ucar.edu/user-support/user-accounts-and-access#ssh> for information on terminal windows and SSH clients.