Requesting an OTP (One Time Password) Device

Go to https://uwdigitalid.wisconsin.edu/. Select your campus and then enter your campus credentials.

Click on "Request a Digital ID"

Click on the link labeled "One-Time Password Token".

Read the agreement, check the box to agree to the terms, and then click on the "Continue Your Request" button.

Request a One-Time Password Device

Verify Your Identity and Agree to Policy and Procedures

You are requesting a One-Time Password Device, which is used to authenticate into HRS and SFS. To begin, please verify your identity and review the Policy and Procedures. You may edit your notification email address if desired.

Your name: ██████████

Emails will be sent to: ██████████

Not you? Please exit your web browser and log back in with your campus credentials.

Multi-Factor Authentication Core User Policy and Procedures

Core Users with access to other people's sensitive or restrictive information must use one-time passwords (OTP) generated from approved fobs or smartphone OTP apps in addition to their campus credentials to access UW System common systems that require multi-factor authentication.

This document specifies Core User responsibilities and procedures when using these fobs or smartphones. It is organized in these sections:

1. Policy

2. Procedure/Processes

3. Background Information

4. Definitions

5. Authorization Form

You may scroll in the box above to view the entire agreement.
Download a copy of the agreement

☐ I have read and understand the Multi-Factor Authentication information above. I agree that I will take reasonable care of the OTP device I choose to use and follow the user responsibility requirements. I acknowledge that this form will become a part of my permanent personnel file.

Continue Your Request

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Enter challenge questions and a phone number, then click on the button labeled "Save Contingency Access Information".

UW Digital ID

View My Digital IDs

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Contingency Access Information

Contingency Access Information is used to verify your identity and provide a temporary one-time password if you do not have your one-time password device with you when accessing HRS or SFS.

Challenge Questions

Select three challenge questions and provide your answer for each. You will be asked at least one of these questions when verifying your identity to receive a temporary one-time password.

- Select Question -

- Select Question -

- Select Question -

Phone Number

You may also choose to have a temporary one-time password sent via a voice call or text message. Please provide a phone number with area code. (Ex: 608-123-4455)

Contingency Access Phone Number:

Save Contingency Access Information

Indicate if a Key Fob or Smartphone App is desired by clicking on the corresponding button.

Review the list of LRAs (Local Registration Authorities) and work with one to complete the rest of the OTP issuance process. The LRA will require two forms of identification (a UW ID plus one other governmental issued id) to complete the process. Please note that the list of LRAs will differ depending on the campus.

UNIVERSITY OF WISCONSIN SYSTEM

UW Digital ID

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Request a One-Time Password Device

Your Request Has Been Submitted

Name:	▓▓▓▓▓▓
Email:	▓▓▓▓▓▓
Contingency Access:	Provided
Token Type:	Hardware Token (Fob)
Requested:	2014-04-11

Next Steps:

Visit your LRA (Local Registration Authority) to retrieve your hardware token or register your smartphone app. This information will also be emailed to you at: ▓▓▓▓▓▓

Name	Contact Information
DoIT Techstore *(PRIMARY)*	sales@doit.wisc.edu 608-264-3648 1210 W Dayton St
DONALD ALVIS *(PRIMARY)*	dalvis@ohr.wisc.edu 608-890-2229 21 N PARK ST
NOEL ANDERSON	noel.anderson@doit.wisc.edu 608.265.5591 1210 W DAYTON ST
TRAVIS BROWN	tjbrown5@wisc.edu 890-2571 1210 W DAYTON ST
STEVEN CONNER	STEVE.CONNER@DOIT.WISC.EDU 608/265-8646 1210 W. Dayton Ave
REMA DENRUITER	rdenruiter@ohr.wisc.edu 262-0600 21 N PARK ST
KARL ERSTAD	kerstad@ohr.wisc.edu 21 N PARK ST
EREK ISENSEE	erek.isensee@doit.wisc.edu