

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”

The screenshot shows the 'My Digital IDs' page. The header includes the University of Wisconsin System logo and 'UW Digital ID'. A left sidebar contains links for 'View My Digital IDs', 'Request a Digital ID', and 'Find Help'. The main content area is titled 'My Digital IDs' and states 'You do not have any UW Digital ID requests. Click here to request a UW Digital ID'. Below this is a text box with the email 'uwdigitalid@doit.wisc.edu' and a red-bordered button labeled 'Request a Digital ID »'.

Click on the link labeled “One-Time Password Token”.

The screenshot shows the 'Request a Digital ID' page. The header is the same as the previous page. The left sidebar is the same. The main content area is titled 'Request a Digital ID' and 'Help Me Choose'. It includes a questionnaire question: 'Who will be using this Digital ID?' with two radio button options: 'Just me' and 'A group of people'. Below this is a section titled 'I Know Which Digital ID I Need' with the instruction 'Select from the list of Digital IDs below to begin your request.' and a list of three options: 'Personal Digital Certificate', 'Role Digital Certificate', and 'One-Time Password Token'. The 'One-Time Password Token' option is highlighted with a red border. A final section titled 'I Need Further Assistance Choosing' provides contact information for the UW Digital ID Administrator.

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:	<input type="text"/>
Emails will be sent to:	<input type="text"/>

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.

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

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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 -	<input type="text"/>
- Select Question -	<input type="text"/>
- Select Question -	<input type="text"/>

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:

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



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Request a One-Time Password Device

Choose Your Device Type

Select the One-Time Password device you would like to use.

Key Fob (RECOMMENDED)



The **Key Fob** is a free, simple device that provides your One-Time Password on an LCD screen. It can be attached to your key ring for easy access. For best service, reliability, and security, **this option is recommended for all users.**

Smartphone App



The **Smartphone App** can be run on your personal Android, Apple, Windows, or Blackberry smartphone. **Tablets and mini-tablets are prohibited.**

You will be responsible for properly securing your smartphone. [[Link to guidelines](#)]

Warning: If you damage, lose, or change your smartphone, you will lose access to HRS or SFS and will need to re-request a One-Time Password device.

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.

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Request a One-Time Password Device

Your Request Has Been Submitted

Name: [REDACTED]

Email: [REDACTED]

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: [REDACTED]

Name	Contact Information
DoIT Techstore <i>(PRIMARY)</i>	sales@doit.wisc.edu 608-264-3648 1210 W Dayton St
DONALD ALVIS <i>(PRIMARY)</i>	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
ERIK ISENSEE	erik.isensee@doit.wisc.edu