Multi-Factor Authentication:

Using

Your One-Time Password Device

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Topics

- Accessing a Protected System
- One-Time Password (OTP) Screen
- Generating the OTP
- Updating your UW Digital ID Information
Accessing a Protected System

Current Protected Systems:

- HRS
- EPM

Future Protected Systems:

- SFS
- ISIS
- Query Library
One-Time Password (OTP) Screen

After successfully authenticating with your campus credentials:
Generating the OTP

**FOB Device:** Pushing the button will display the 6 digit number that can be used to input into the one-time password screen.

**Note:** A new number cycles every 30 seconds.
Generating the OTP

Mobile Application: Starting the VIP Access application on your smart phone will bring up your security code that can be used to input into the one-time password screen.

Note: There is a count down clock that will indicate the active duration of the number. A new number cycles every 30 seconds.
Updating Your UW Digital ID Information

Challenge Questions & Phone Number:

1. Go to https://uwdigitalid.wisconsin.edu/ in your web browser and log in by selecting your campus and entering your institutional login credentials.
2. Click Contingency Access from the left hand menu.
3. If you have not already been prompted for your One Time Password, you will be prompted to enter it (From Fob, Smartphone, or Temporary Password).
4. After you have successfully authenticated with your One Time Password the Contingency Access Information screen will be available.
5. Modify the questions, answers, and your phone number as desired.
6. Click the Save Contingency Access Information button at the bottom of the screen.

"Contingency access information saved" message should appear.
Question & Answer