

# OTP c200 User guide

## To use this device as your MFA:



1. Log into any application using our modern authentication system using your username and password as usual (see figure 1).
2. After clicking Sign In, you will be prompted for an additional authentication factor.

When first using this device, your MFA screen will show one of your existing options:



From the small pop-up menu found at the right side of the factor icon circle in the center of this prompt, choose "OTP c200" (see figure 2).



3. Refer to your OTP c200 device and press the power button to display the current code.



Enter the six digit code from the OTP c200 device into the prompt on your screen and click Verify to complete login (see figure 3).

## Notes about the OTP c200 device:

- The device is not self-service. As such:
  - The device must be activated and assigned to your account prior to your receiving it.
  - The device is not listed as a factor in your account profile at account.wsu.edu
- Only one of these devices can be registered on any given account.
- There is a count-down time on the left side of the six digits. When the stack of lines diminishes to the bottom of the display (every 30 seconds), the screen will turn off. Press the power button again and you will see the new code for 30 seconds.
- These devices have a published lifespan of 3-5 years depending on usage on their embedded battery.
- If you need any support in using this device or if it is lost or otherwise damaged, please contact the Crimson Service Desk at crsimsonservicedesk@wsu.edu.

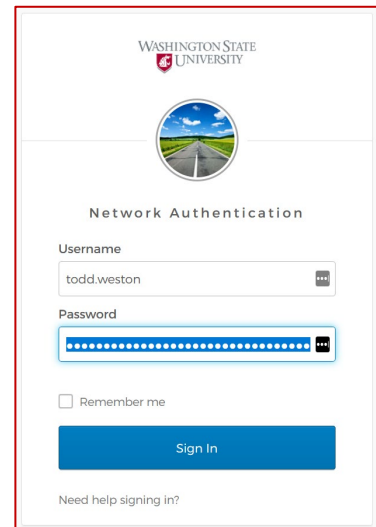


Figure 1

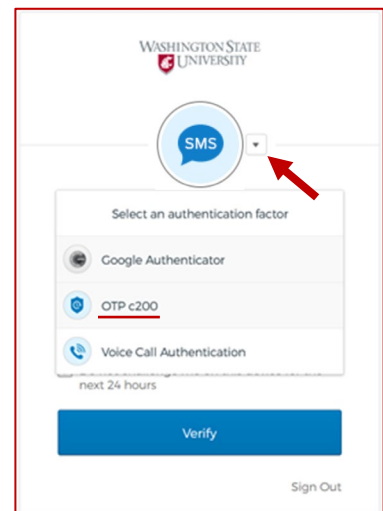


Figure 2

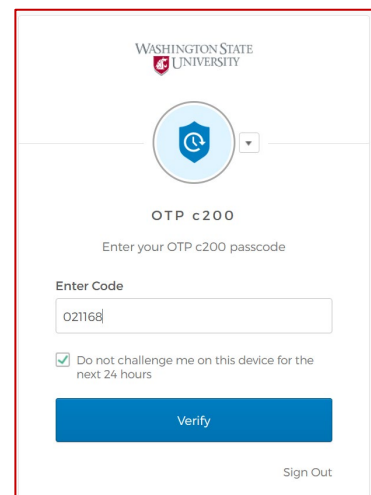


Figure 3