



TRU YubiKey REQUEST

For use with DUO Multifactor Authentication.
Once complete, email a copy to keys@tru.ca or drop off at the Keys Office.

By limiting the number YubiKeys to the minimum necessary to effectively perform routine duties, the impact of lost or stolen YubiKeys is reduced, and accountability is enhanced. The safety and security of the TRU community depends on everyone doing their part.

Principles of YubiKey Control and Distribution:

1. The DUO application installed on a mobile device (phone or tablet) is the recommended multifactor authentication type. YubiKeys will be issued (on approval) for those in demonstrable cell phone data or broadband Internet service-reduced areas.
2. No YubiKey shall be issued to a person without a valid reason to hold that YubiKey. YubiKeys enable the effective performance of routine duties. YubiKeys used for convenience (or infrequent use) do not justify the issuance of keys on a permanent basis.
3. YubiKeys issued reflect demonstrable needs and not necessarily the holder's rank in the organization.
4. YubiKeys may be issued on a permanent or short-term basis and must be returned promptly on request.
5. All personnel seeking YubiKeys must complete the YubiKey requisition form and obtain the approval of their Chair/Dean/Director. YubiKeys will not be provided without an approved form.
6. The Facilities Key Control Authority and the Information Security Office shall have final determination regarding the issuance of YubiKeys.

Key Holder Name: _____

Department: _____

TRU ID Number: _____

Employee Type: ADMIN / CUPE / TRUFA / CONTRACT
(circle one)

Location: _____

Email Address: _____

Access Start Date: ____ / ____ / ____

Access End Date: ____ / ____ / ____
OR Ongoing Position? Yes / No *(circle one)*

Key Holder's Checklist and Declaration

- ✓ I do not have a mobile device that is compatible with the DUO application used for multifactor authentication nor work in an area with serviceable broadband Internet or cell phone data and have discussed this option with my Chair/Dean/Director.
- ✓ I acknowledge that the YubiKey remains the property of TRU and will be returned promptly on request.
- ✓ I accept full responsibility for the YubiKey issued to me. I will exercise due care to always safeguard the YubiKey.
- ✓ I will not borrow YubiKeys nor lend YubiKeys issued to me.
- ✓ I will report lost/stolen YubiKeys to IT Services (6800) and Campus Security (5033) immediately

Key Holder Signature

Date: ____ / ____ / ____

Approver's Check List

- ✓ The use of the DUO application on a mobile device has been discussed as the best option for TRU's multifactor authentication and determined to be not available for the YubiKey requestor at this time.

Approver Signature

Approver Name:

Date: ____ / ____ / ____