



Multi-Factor Authentication Guidelines for X-IDs and Department FOB Administrators

X-ID Users of the UW-Whitewater WINS system and other systems that contain high risk data as defined in the [Information Asset Classification Policy](#) must use Multi-Factor Authentication (MFA) per [Multi-Factor Authentication Core User Policy and Procedures](#).

This document provides guidelines for departmental FOB administrator(s) who will administer the hardware FOB to the X-ID users. This document also outlines X-ID user responsibilities with relation to the fob.

Guidelines for Department FOB Administrator:

1. The department fob administrator must have a checkout and check-in process for the fob hardware. All X-ID users must return the fob hardware to their fob administrator at the end of their shift.
2. When the hardware fob is not being used, X-ID users should return their fob to the department fob administrator immediately.
3. The department fob administrator(s) must store the fob hardware in a safe and secure location.
4. X-ID users and department fob administrator are expected to report lost or damaged devices to their campus LRA immediately.
5. When the X-IDs are no longer used by the student employees, the X-ID Manager must notify their X-ID Liaison Assigner. Additionally, submit a [request](#) to disable the FOB on the XID while not in use or assigned to a user.

Guidelines for X-ID user:

1. All X-ID users must read and sign the Multi-Factor Authentication Guidelines before they are issued an X-ID.
2. All X-ID Users must use the generated OTPs from their approved fob as a second factor security login, in addition to their X-ID credentials, to authenticate to WINS or other systems containing high risk data.
3. Only approved fobs registered with the approved MFA app may be used for OTP generation. Desktops and other devices which provide remote access are prohibited from being used to generate an OTP.
4. The fob must only be used in the designated location within the designated department. The fob hardware must not leave the departmental premises under any circumstances.
5. Fobs are issued free of charge to X-ID users.
6. Fobs are state-issued devices; therefore, if there are issues with fobs, X-ID users can seek help from their departmental fob administrator or campus Local Registration Authorities (LRAs).
7. Currently X-ID users or departmental fob administrators will not be charged for lost fobs. However, this policy may be changed in the future. X-ID users or departmental fob administrators must take reasonable care for the fob which is assigned to them. Reasonable care includes, but is not limited to:
 - a. Protecting from water/moisture. Fobs are not water resistant.
 - b. Protecting from loss or theft
8. X-ID users are expected to not leave their FOB devices unattended at any time.
9. X-ID users should not mark their hardware fobs with any permanent identifying information.
10. When the hardware fob is not being used, X-ID users should return their fob to the departmental fob administrator immediately.

I have reviewed this document and understand it is the responsibility of each individual X-ID Manager to ensure the security guidelines outlined in this document are being followed within their designated area.

Print Name: _____

Signature: _____

Date: _____