

OTS ABQ2

# Registering a Zukey

**What's a Zukey?** Zukey is a physical or digital security device that provides an additional layer of security when logging into online accounts, applications, or services at Amazon.

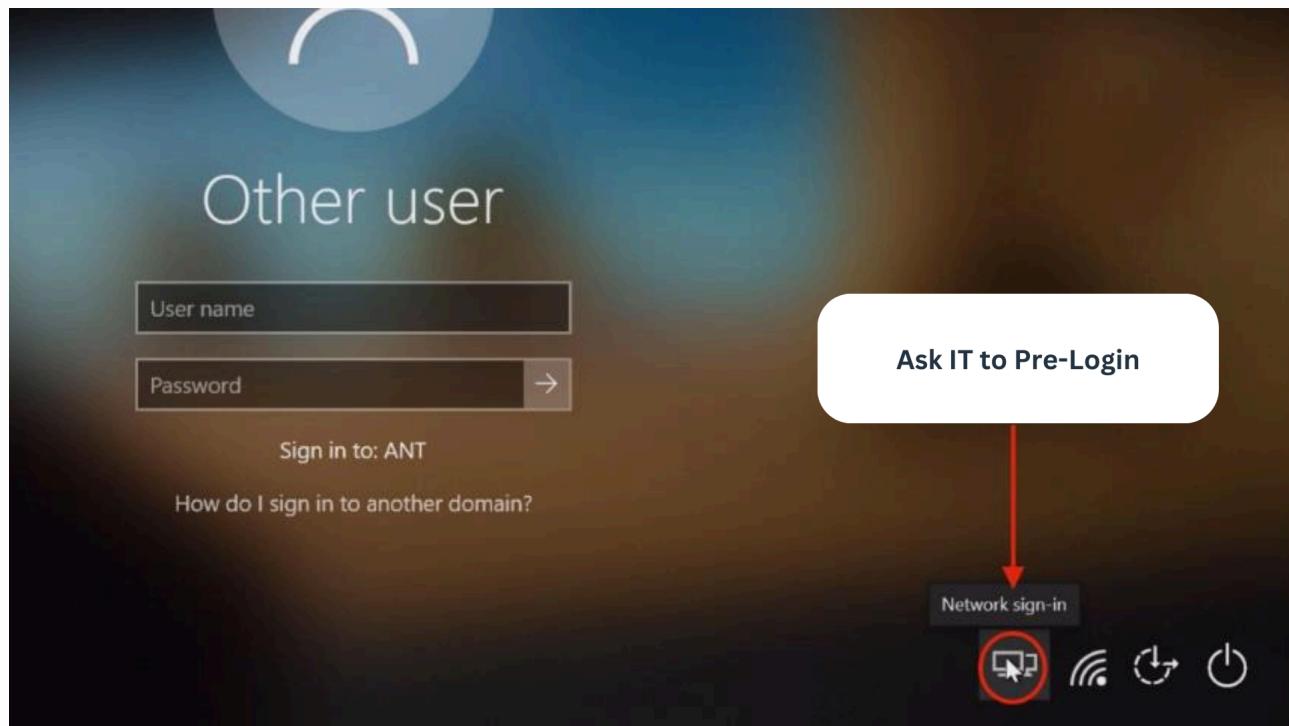
**Lost Zukey?** If you have lost your security key, inform your direct manager or OTS. All previous security key registrations must be revoked before registering any replacements. Zukeys may be obtained from the IT hub upon request. All requests for Zukeys must be submitted through [it-help.amazon.com](http://it-help.amazon.com) and **must be approved by L6 or above leadership.**

## To register a Zukey, you will need...

- **Amazon username and password**
- **Zukey** (Obtained from IT Hub)
- **Temporary PIN** (Will be emailed to you once request is approved)
- **Amazon-issued Windows laptop**

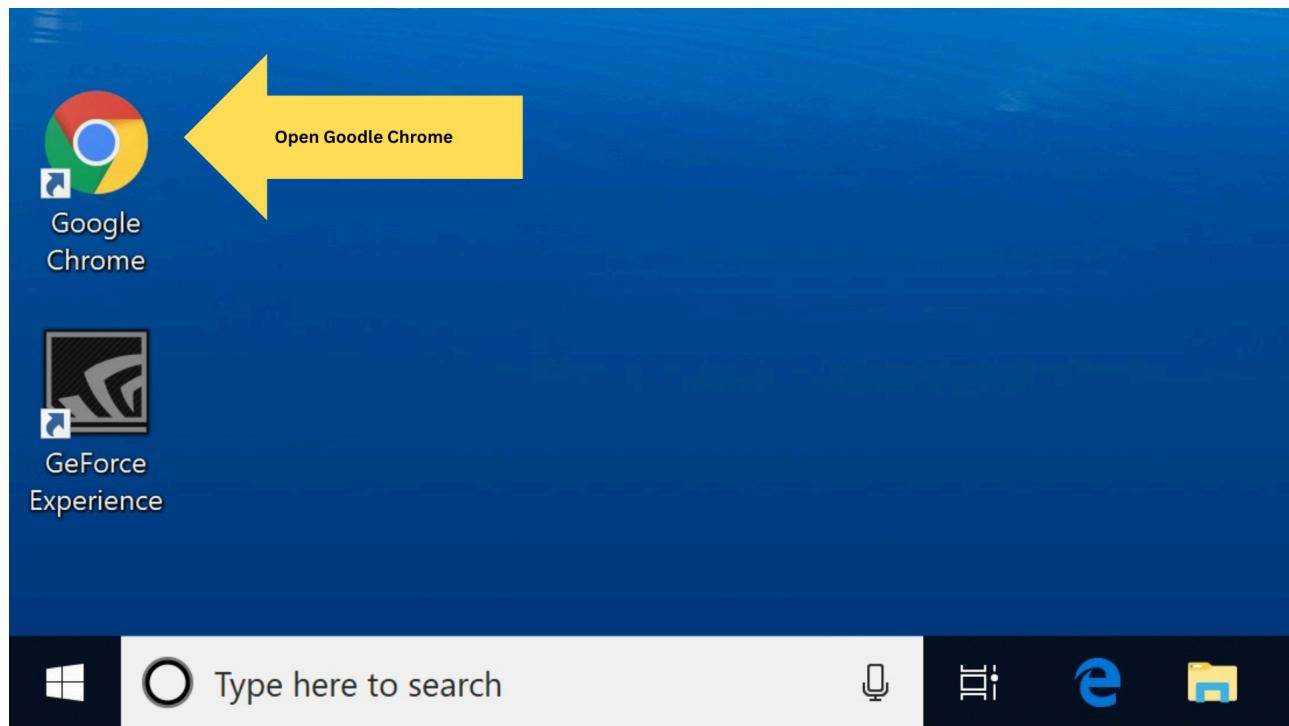
**Where do I get a temporary PIN?** A temporary PIN will be emailed to you prior to key registration. Generally, IT will email you a Temporary PIN when you pick up your Zukey at the IT Hub..

**Sign in** to Amazon-issued Windows laptop or computer



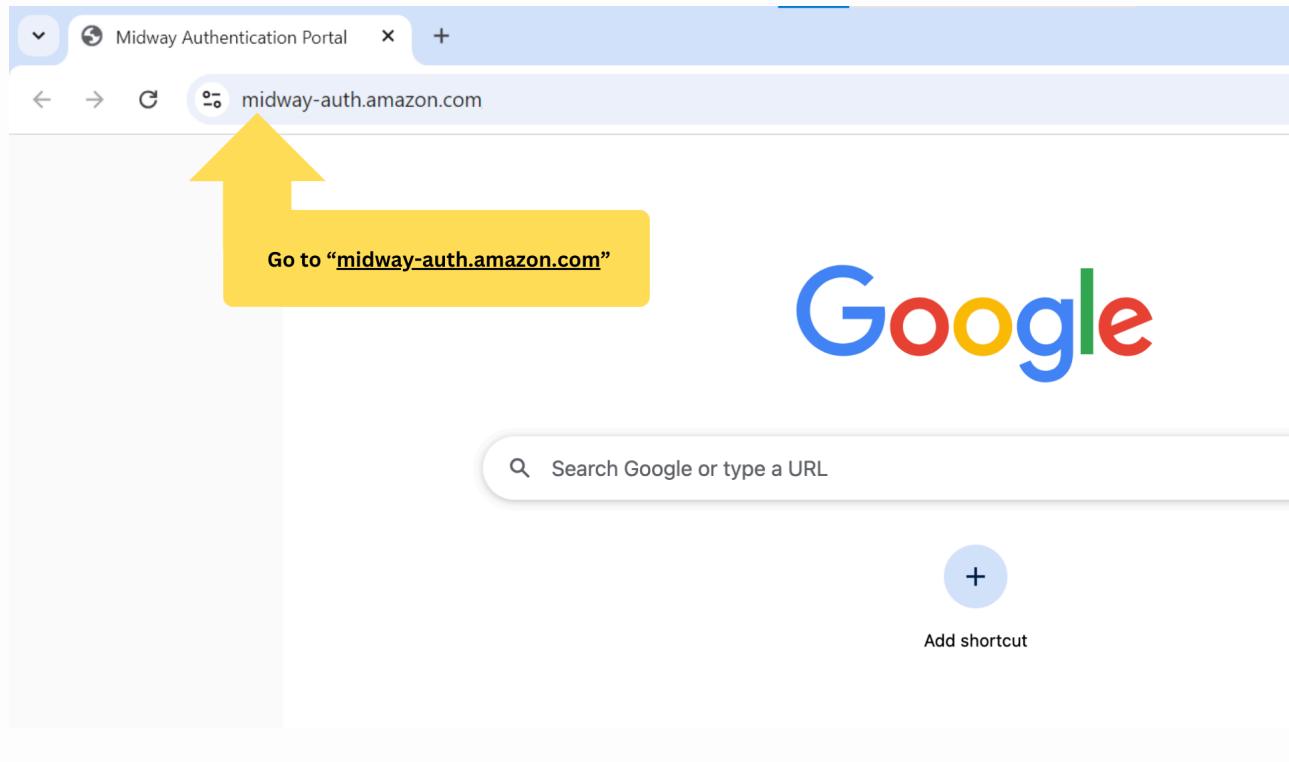
**Tip:** You will need to sign in to an Amazon-issued Windows laptop or desktop. **Ask IT to Pre-Login** any available shared Amazon computer if your sign in fails..

## Use Google Chrome



**Tip:** Click the shortcut “Midway signin for zukeu” on desktop if using the laptop outside of IT Hub.

1 Navigate to [midway-auth.amazon.com](https://midway-auth.amazon.com)



## 2 Enter your **Amazon username** and **Temporary PIN**. Click “Sign In”

The screenshot shows a web browser window titled "Midway Authentication Portal". The URL in the address bar is "midway-auth.amazon.com/login?next=%2F". A yellow banner at the top says "You are using old UI, to switch to new UI click [here](#)". The main page is titled "Sign in" and has two steps: "1. Enter Amazon username" and "2. Enter Temporary PIN". The "Amazon username" field contains "scurtisp". The "PIN" field contains ".....". There is a "Reset password" link next to the PIN field. A blue arrow points to the "Sign in" button, which is labeled "click". Below the form, it says "Secured by Midway. For login issues, [chat with IT support](#)". The Amazon logo is at the bottom.

Midway Authentication Portal

midway-auth.amazon.com/login?next=%2F

You are using old UI, to switch to new UI click [here](#)

Sign in

Why am I here?

1. Enter Amazon username

Amazon username  
scurtisp

2. Enter Temporary PIN

PIN [Reset password](#)  
.....

Sign in

click

Secured by Midway. For login issues, [chat with IT support](#).

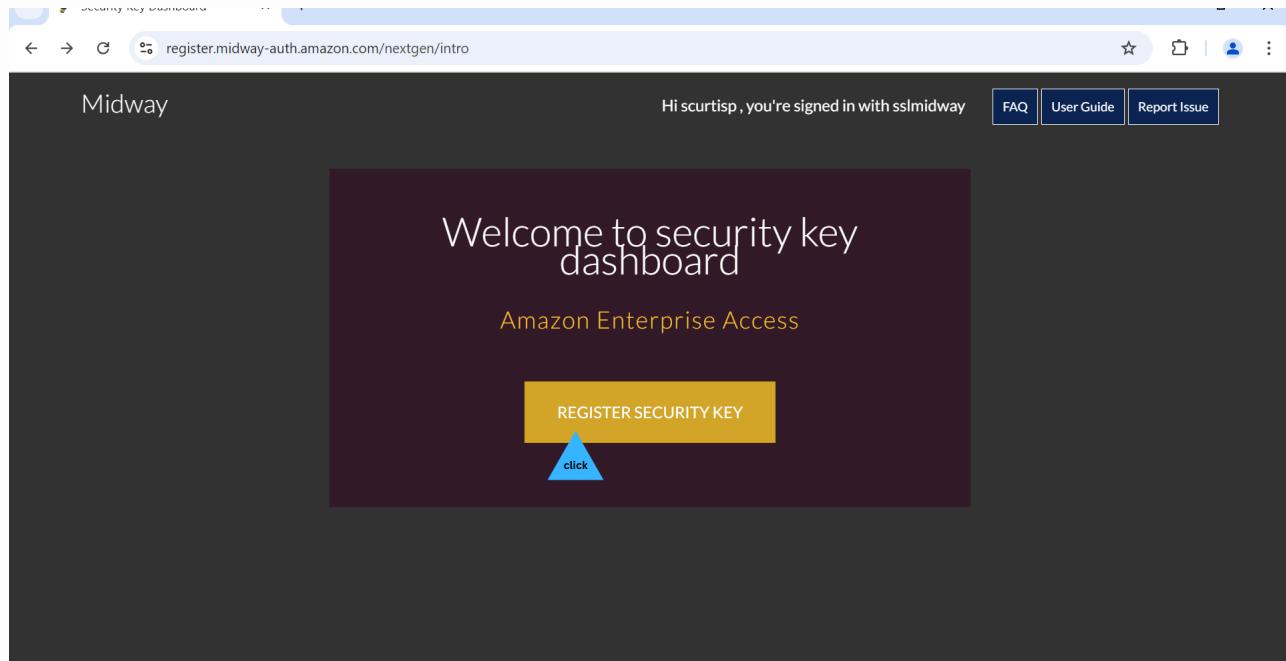
amazon

### 3 Click “security key registration portal”

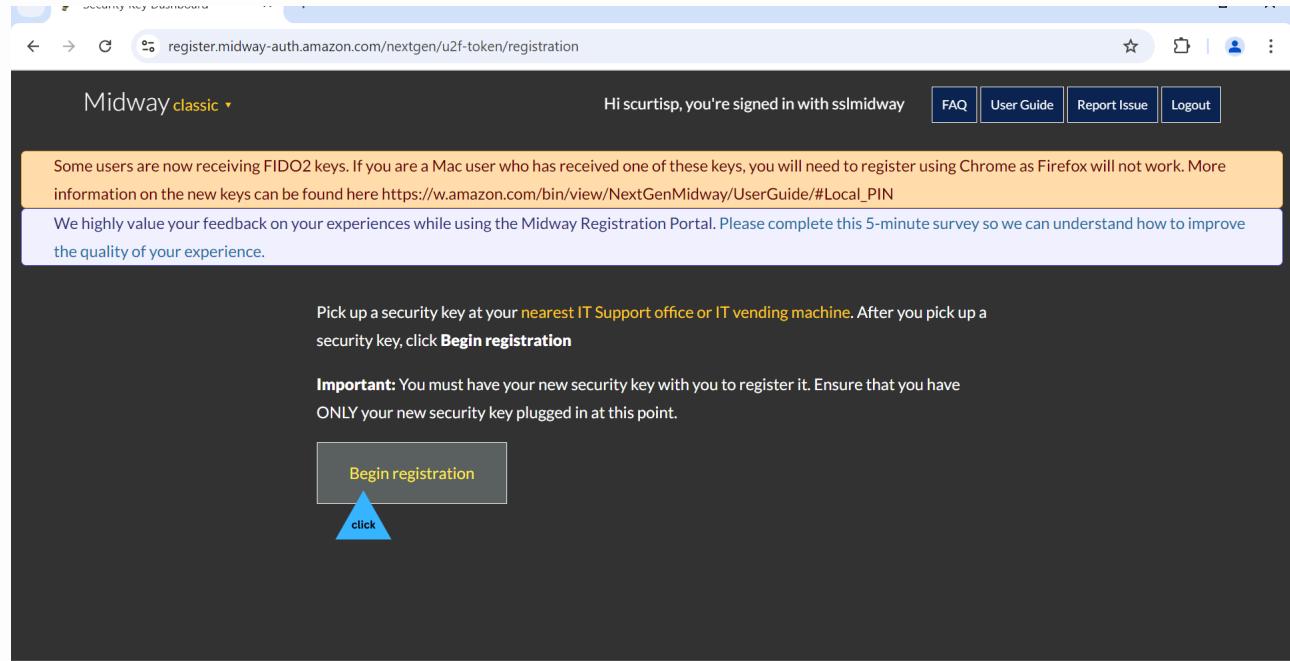


amazon

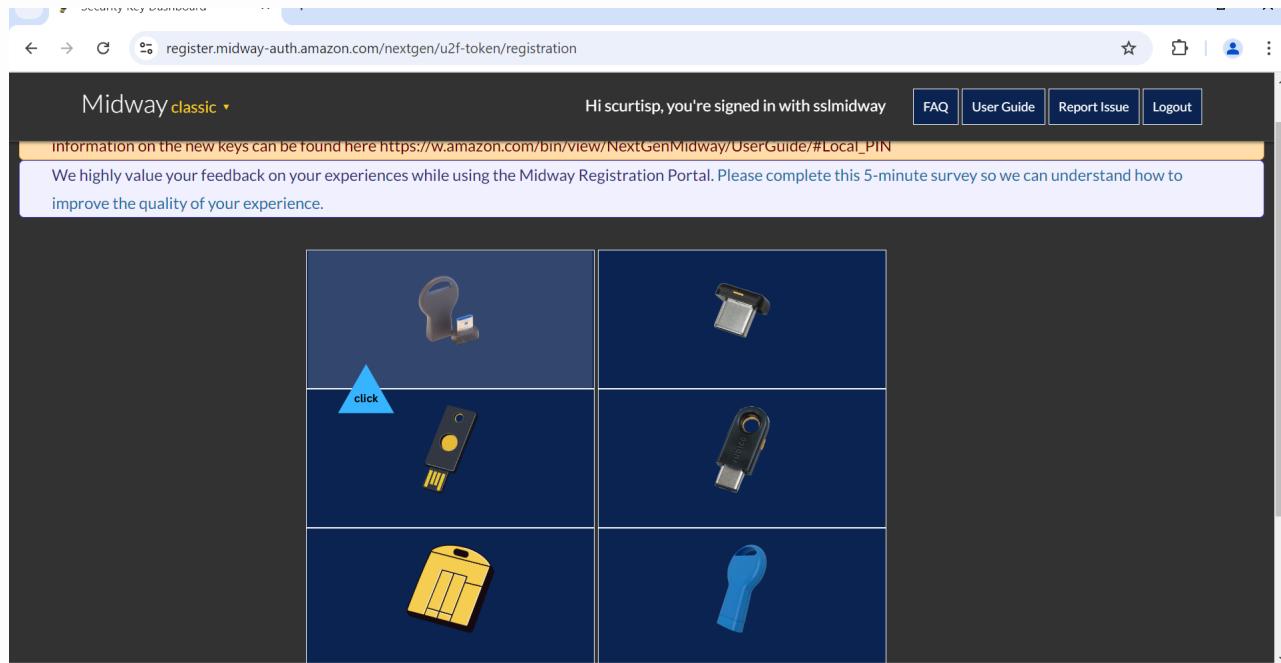
**4 Click “REGISTER SECURITY KEY”**



## 5 Click “**Begin registration**”



**6** Click the image of the security key that looks like yours.

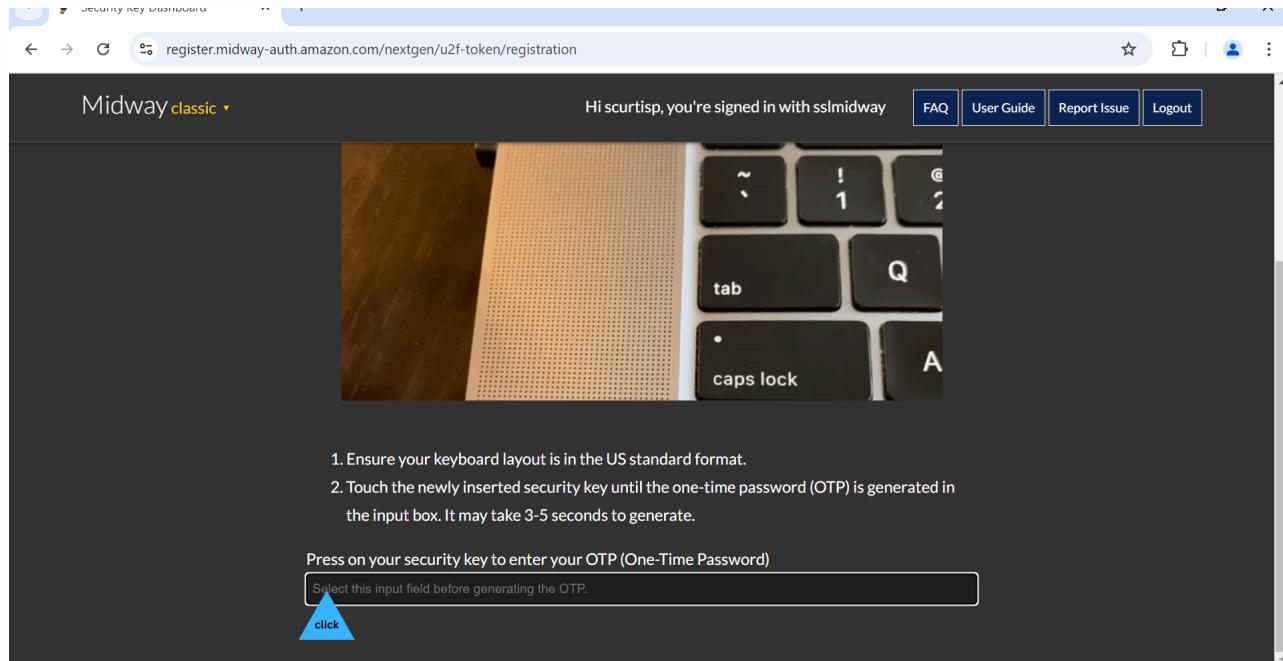


**Which key do I have?** There are several types of security keys at Amazon, but they all have the same features. ABQ2 is currently distributing **Fantom4 USB-C Nano Zukeys**.

**7** Insert your Zukey into USB-C port on computer.

**Tip:** Once the security key is inserted, the computer/laptop will take a few seconds to detect and identify the security device. Generally, you will see a notification about “new device” detection. If you don’t see a notification, check to make sure your device is properly inserted or reinsert the key into one of the other available USB ports.

**8** Click inside One-Time Password(OTP ) field.



**9** Touch your security key for 3-5 seconds to generate a One-Time Password(OTP)



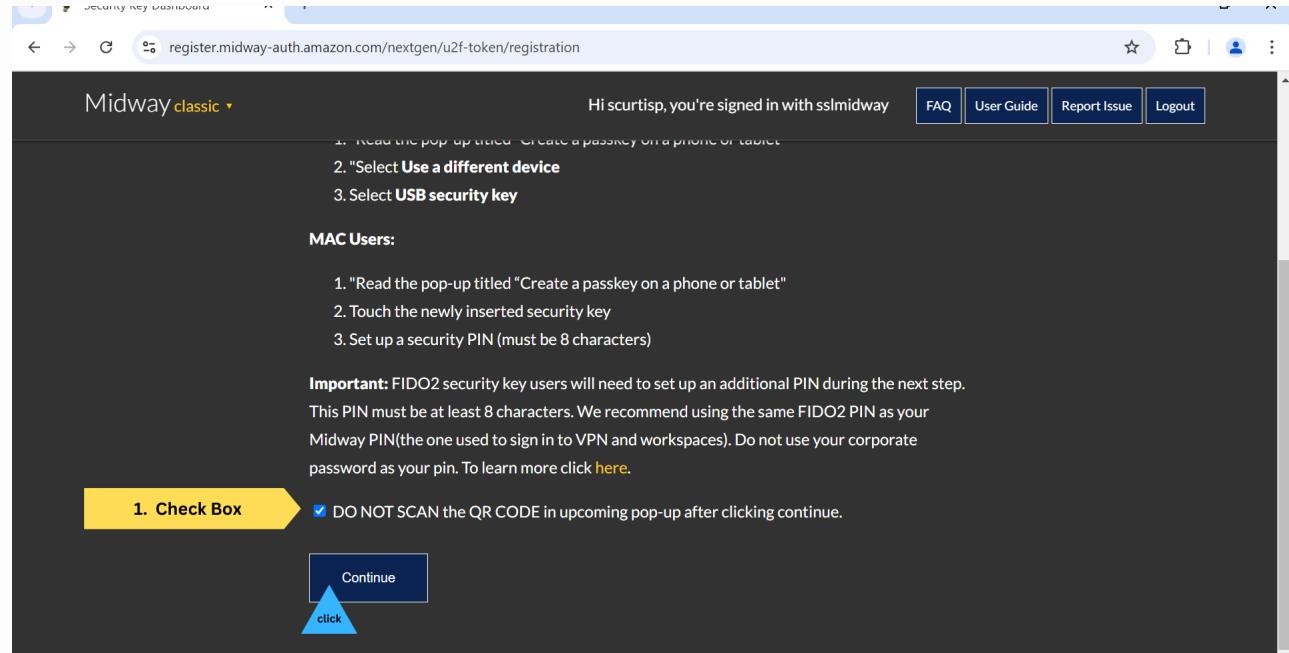
**Tip:** Depending on the type of security key you have, you'll need to apply light pressure to either its side or top. **If you're pressing your security key but it isn't entering a One-Time Password (OTP),** remove your finger from the security key, click the text box, and then touch the security key again.

## 10 Enter a new PIN, confirm new PIN and click “Continue”

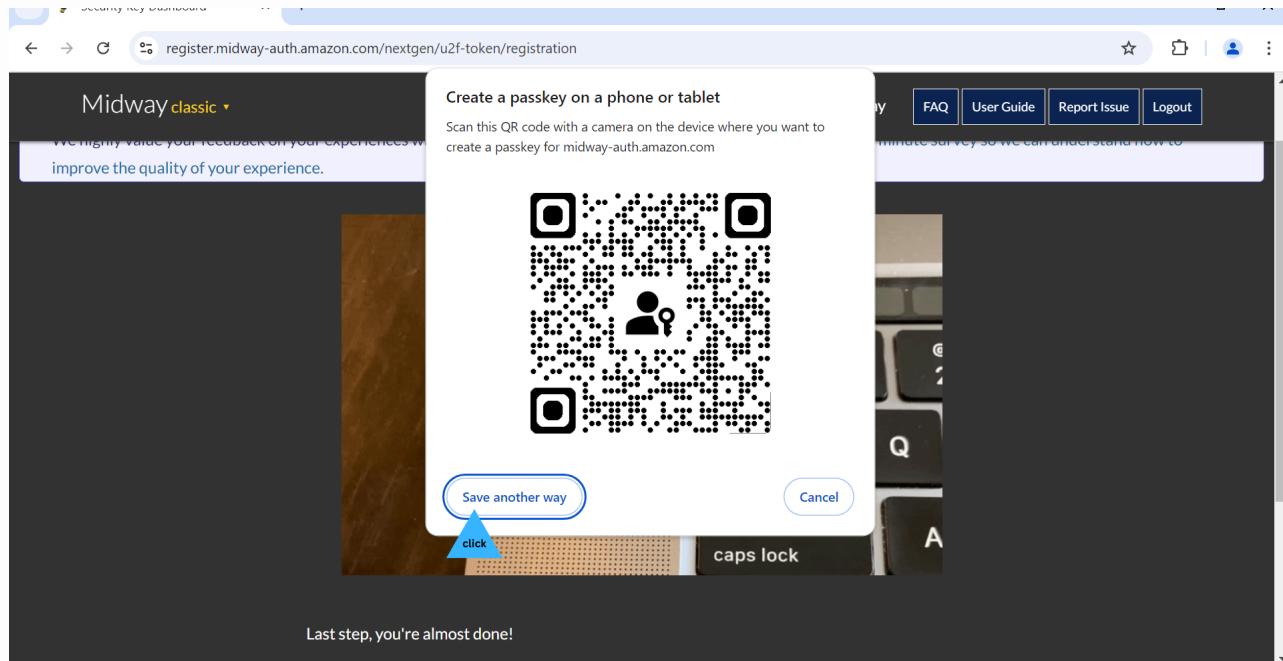
The screenshot shows a web browser window with the URL [register.midway-auth.amazon.com/nextgen/u2f-token/registration](https://register.midway-auth.amazon.com/nextgen/u2f-token/registration). The page title is "Midway classic". The header includes a greeting "Hi scurtisp, you're signed in with sslmidway" and links for "FAQ", "User Guide", "Report Issue", and "Logout".  
  
The main content area contains instructions about ASCII characters and YubiKey5 keys. It states: "think of ASCII as being letters, numbers, and the symbols on a US keyboard, but not language specific characters, such as é or Ü. More details can be found [here](#)". It also notes: "Some users have received new YubiKey5 (FIDO2 enabled) security keys. If you received one of these keys, you will be asked to set an additional PIN later in the registration process. We recommend that you set that PIN to the same thing as the one below. More details about the new security keys can be found [here](#)".  
  
Below this, it says: "Your pin must be unique and different from all other passwords used at Amazon. Do not use your corporate password as your pin."  
  
The form section is titled "New PIN (8-64 ASCII (American Standard Code for Information Interchange) chars):". It contains two input fields: "1. Enter New PIN" and "Confirm new PIN".  
  
A yellow arrow points to the first input field with the text "1. Enter New PIN". A second yellow arrow points to the second input field with the text "2. Enter New PIN again".  
  
At the bottom is a blue "Continue" button with a small blue triangle icon above it and the word "click" written below it.

**Important:** Choose a security key PIN that's easy to remember. You'll type it every day when you log in to internal Amazon services and VPN. It doesn't expire.

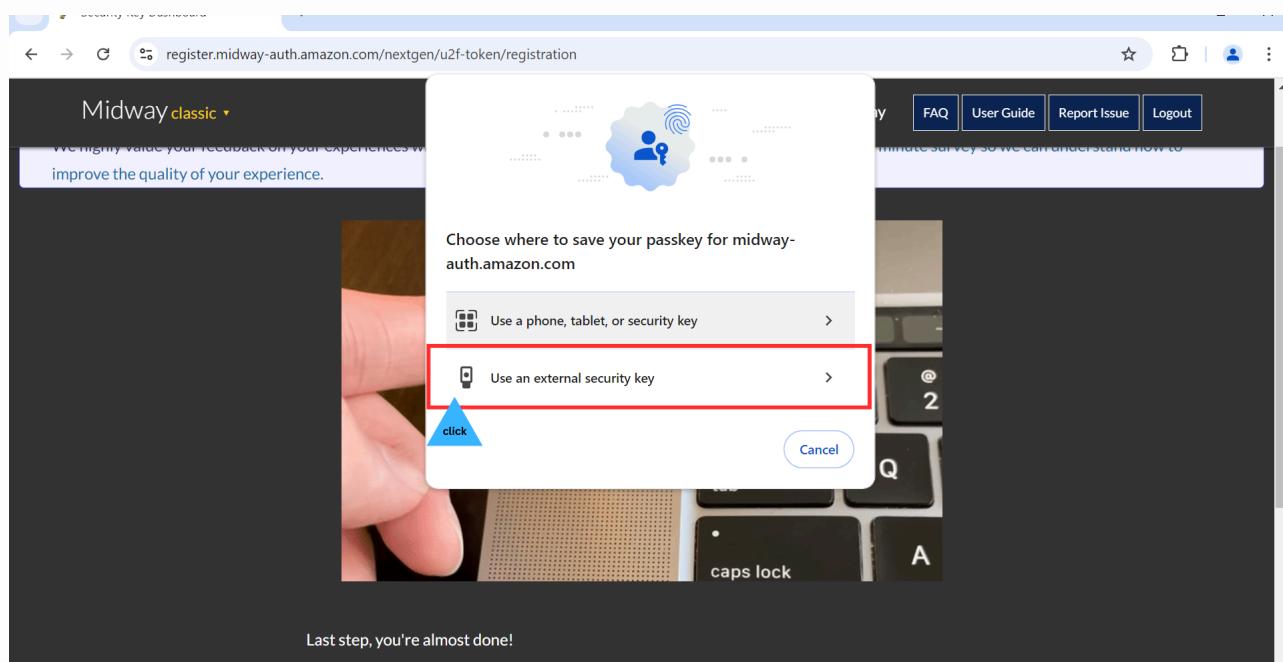
## 11 Select “DO NOT SCAN the QR CODE...” checkbox and click “Continue”



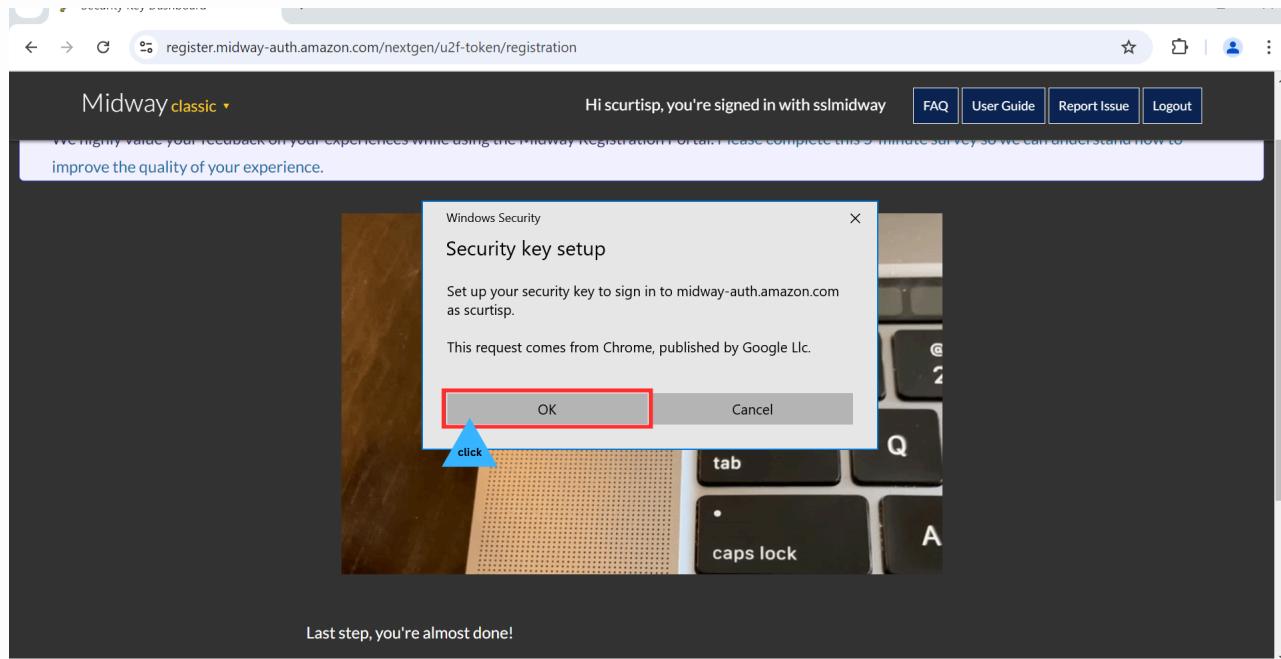
## 12 Click “Save another way”



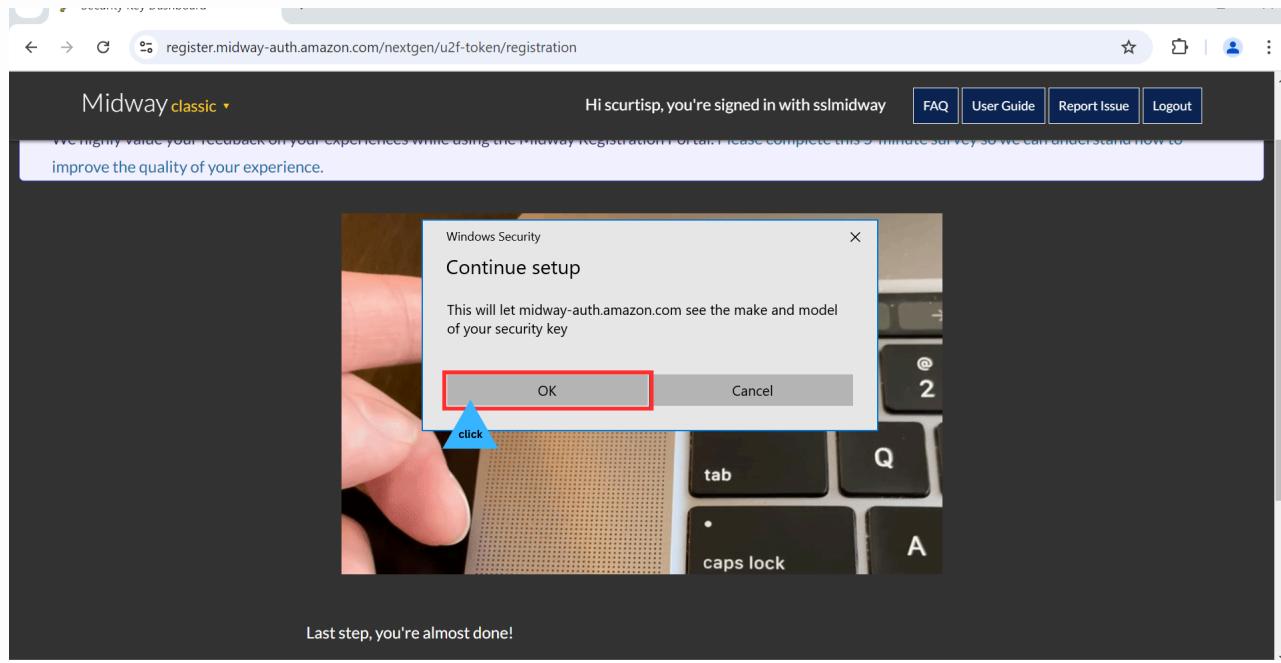
## 13 Click “Use an external security key”



## 14 Click “OK”

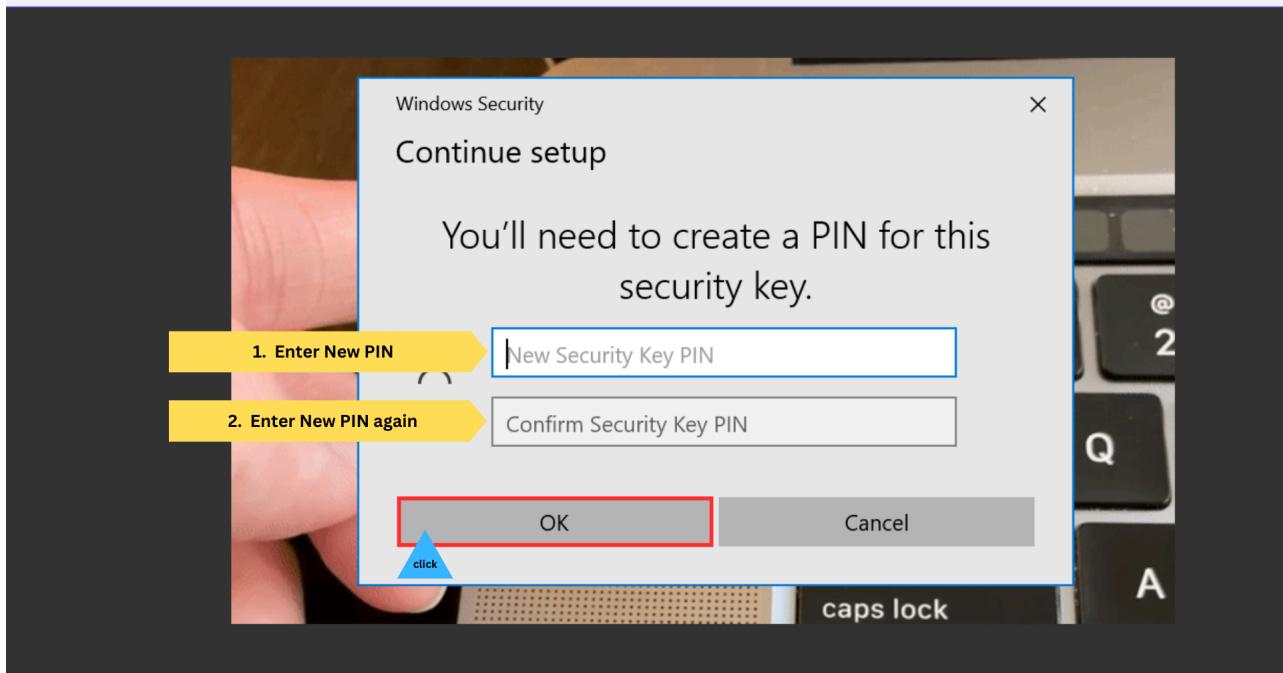


## 15 Click “OK” to continue setup



**16** Enter your **new PIN**, confirm new PIN and click “**OK**”

If your experience.



**17 Touch and hold Zukey for 3 seconds. Release, then touch and hold again.**

Security Key Dashboard

register.midway-auth.amazon.com/nextgen/u2f-token/registration

Midway classic

Hi scurtisp, you're signed in with sslmidway

FAQ User Guide Report Issue Logout

We highly value your feedback on your experiences while using the Midway Registration Portal. Please complete this 5 minute survey so we can understand how to improve the quality of your experience.

Windows Security

Continue setup

Touch your security key.

Last step, you're almost done!

tab Q

caps lock A

Cancel

Long-touch inserted key

1. Touch and hold
2. Let go
3. Touch and hold again

**All Done!** You have successfully completed registration of your Zukey.

The screenshot shows a web browser window for the Midway Registration Portal at [register.midway-auth.amazon.com/nextgen/u2f-token/registration](https://register.midway-auth.amazon.com/nextgen/u2f-token/registration). The page header includes the Midway logo, a dropdown menu, and navigation links for FAQ, User Guide, Report Issue, and Logout. A message at the top states: "Some users are now receiving FIDO2 keys. If you are a Mac user who has received one of these keys, you will need to register using Chrome as Firefox will not work. More information on the new keys can be found here [https://w.amazon.com/bin/view/NextGenMidway/UserGuide/#Local\\_PIN](https://w.amazon.com/bin/view/NextGenMidway/UserGuide/#Local_PIN)". Below this, a survey invitation is displayed: "We highly value your feedback on your experiences while using the Midway Registration Portal. Please complete this 5-minute survey so we can understand how to improve the quality of your experience." A yellow arrow-shaped button on the left says "All Done!". The main content area contains a green success message: "You have successfully completed registration of your FIDO2 security key! It may take up to 1 hour for this security key to work on all of Amazon's tools and resources." It also provides instructions for authentication and links to the security key dashboard and FAQ.