2-Factor Token Policy

Background

UW-IT provides a token authentication system that applications may utilize in addition to basic UW NetID authentication. This option would typically be selected when an application requires higher levels of assurance for access to sensitive data or transactions.

To utilize this capability, users of an application must have an authentication token and a user license assigned to them. This document describes the policy on eligibility, license management, and recovery of hardware tokens.

Eligibility

- An active UW NetID is a prerequisite for assignment of a token and license.
- All current workers, academic affiliates, and students (as indicated by University of Washington systems of record,) are eligible for licenses and tokens.
- Individuals with other UW affiliations will be considered on a case-by-case basis.
- The UW token authentication service is provided only for activities that support the mission of the University of Washington.

Requesting a Token

To request a 2-factor token, please fill out the [Security Token Request](#) form.

License Management

Each user that is assigned a token consumes a license. UW-IT must purchase these licenses from the token vendor. In order to manage the cost of operating the 2-factor service, unused licenses will be reclaimed from the assigned user and re-assigned to a new user. A license will be considered “unused” if the person it has been assigned to has not used their token to log in for more than two years.

Return of Hardware Tokens

Hardware tokens are assigned to individuals that have a current UW business need, but they remain the property of the University of Washington. When hardware tokens are no longer needed, they must be returned to the UW-IT Service Center.

Return Address:

UWIT-Service Center
4333 Brooklyn Ave NE
Box 359540
Seattle, WA 98105