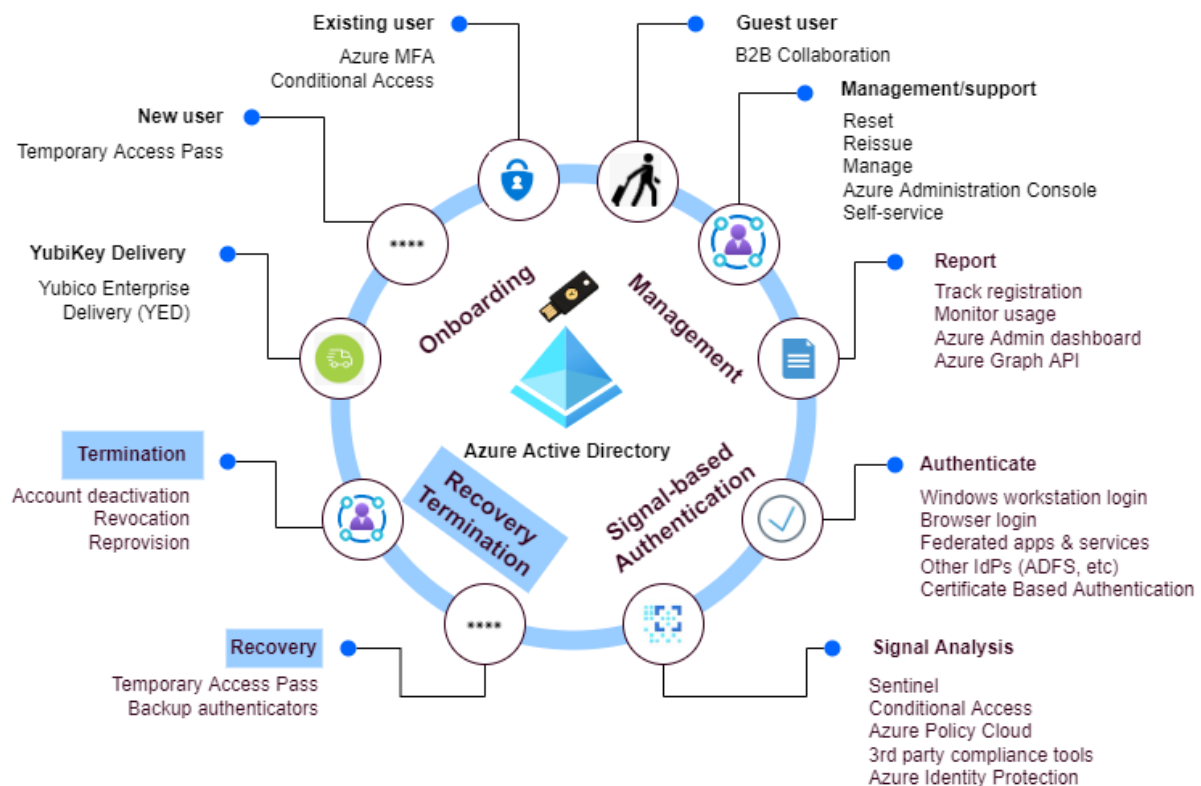# YubiKey Lifecycle Management Best Practices with Microsoft Azure AD Passwordless - Recovery and Termination

Recovery and Termination

This component refers to the processes that are used to allow users to get access to the resources and applications protected by Azure AD when the YubiKey is lost or not available as well as the process used to end access of a user when he or she has left the organization.

Recovery

In the event a YubiKey is misplaced or stolen, administrators can issue a [Temporary Access Pass](#) to help the previous holder of the YubiKey maintain access, in the case where a backup key was not registered. End users should be able to unregister the lost key via the Azure AD user self-service portal, or an administrator can do this on their behalf using the Azure AD Administrative portal.

In communicating YubiKey usage and policy to end users, providing clear instructions on the procedure for a lost YubiKey will reduce confusion and user downtime in such a situation. These can include step-by-step instructions on how the users will report the missing YubiKey and request a Temporary Access Pass. This will also be a convenient time to have users request a replacement key. Alternatively, the organization can use other [MFA methods as backup](#), depending on the authentication strength requirements.

The effort required for this step includes: phishing-resistant authentication configuration, backup authentication method configuration, creation of guides and user training.

Termination

The last phase of the YubiKey lifecycle is a user leaving the organization. At this time, when the identity team is notified of the departure, revoking access should be a step in the off-boarding plan.

Once access from corporate applications is revoked and the YubiKey no longer has access to company assets, the organization has to decide if end users are allowed to keep their YubiKey for personal use or if the organization will repossess the key to be reset and reused for new users. In case the YubiKey is reused by the organization, it can be reset using [Windows 10 or 11 system tools](#) or the [YubiKey Manager tool](#), which is freely available for download. For additional details on reuse of YubiKeys, please see Yubico KB article [YubiKey LifeCycle Management - Key Retirement](#).

For customers seeking further guidance and assistance with these topics, Yubico Professional Services is available to assist with workshops, implementation packages, hours bundles or custom engagements. To learn more, please visit [yubico.com/professional services](#), email [professional-services@yubico.com](#) or contact your Yubico sales representative.