How to register an MFA Hardware Token (Security Key)

- 1. Open a browser and navigate to <u>https://mysignins.microsoft.com/security-info</u> (*this may require you to login*)
- 2. Go to Security Info tab (left hand side) then Click on + Add sign-in method

Murray Dippie mdippie@ed.ac.uk	Accounts > Sign-in options	
	Some of these settings are managed by your organisation.	
nd a setting Q	Ways to sign in	
Home	Sign In with your camera (Recommended)	~
Bluetooth & devices	Fingerprint recognition (Windows Hello) This option is currently unavailable	~
Network & internet Personalisation	PIN (Windows Hello) Sign in with a PIN (Recommended)	~
Apps Accounts	Security key Sign in with a physical security key	
Time & language Gaming	Password Sign in with your account's password	~
Accessibility	Picture password Swipe and tap your favourite photo to unlock your device	~
Windows Update	Additional settings	
	If you've been away, when should Windows require you to sign in again? Your PC's power settings are preventing some options from being shown.	Every Time 🗸 🗸
	Dynamic lock	~

3. Select **Security key** in the dropdown and click **Add** to continue (*you may be required to sign-in using MFA*)

Add a method	×
Which method would you like to add?	
Choose a method	\sim
Authenticator app	
Alternative phone	
Security key	
Office phone	

4. In the 'Security key' view, select **USB device**

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itting 4	Ways to sign in Security Key PIN	
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acy & security idows Update	Close Close	~

5. Get your key ready, and hit Next

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a setting 4	Ways to sign in	Change your security key PIN	
Home		Security key PIN	~
System	Sign in with	New security key PIN	
Bluetooth & devices	Fingerprin This option	Confirm security key PIN	\checkmark
Network & internet	This option		
Personalisation	PIN (Wind Sign in with		~
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Accounts	Security ke Sign in with		^
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Gaming			
Accessibility	Password Sign in with		~
Privacy & security		OK Cancel	
Windows Update	Swipe and t		~
	Additional settings		

6. Choose where to save this passkey. Select Security Key and hit Next

Sign in to your account ×							
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		Security	key				
		Next		Cancel			

7. Click **Ok** to confirm that the request from your browser to Windows is authorized.

Sign in to your account X	
← → C Solid Instruction Com/Sacbc187-1ae4-4e20-8e7e-a1d795	5562374/fido/create
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	Windows Security X
	Security key setup
	Set up your security key to sign in to login.microsoft.com as
	mdippie@adtest.ed.ac.uk.
	This request comes from the app "chrome.exe" by "Google LLC".
	OK Cancel
	Cancel Next

8. Confirm again.

9. If this is a brand new key, you'll be prompted to create a security PIN.

Sign in to your	account × 🤳							
← → G ==	login.microsoft.com/5a	cbc187-1ae4-4e20-8e7e-	a1d795562374/fido/crea					
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			• Co •	Windows Secur ntinue setu New Sec Confirm OK	ity IP urity Key PIN Security Key PIN	Cancel	×	

10. Touch your key when prompted to continue setup:

Sign in to your	account × 🕂							
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				Τοι	ich your security	key.		
						Cancel		
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11. Security Pin has been saved to key.

Sign in to your	account × 🕂)						Contraction of the local division of the loc
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12. To finish the process you will now be asked to give the security key a name to make it more recognizable and personal.

*please note if this is not completed promptly you may be timed out. Give your key a name.

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H My Sign-Ins \sim						
Q Overview	Security info					
℅ Security info	These are the methods you use to sign into yo	our account or reset your pass	word.			
💻 Devices	Sign-in method when most advisable is unavailable: Phone - text +	+44 7850173406 Change				
🔍 Password	+ Add sign-in method					
🖻 Organisations	& Phone	+44 7850	Ch	ange	Delete	
A Settings & Privacy	Password	Security key Name your security ke	y. This will help distinguis) h it from other keys.	×	
S Recent activity	Microsoft Authenticator Push multi-factor authentication (MFA)	Enter a security key n	ame)elete	
	Lost device? Sign out everywhere		Ca	incel Next		

13. Register process now complete.

You can use the hardware key to securely access your account.

Sign in to you 🗙 📘	Sign in to Out 🛛 🗙 🚺 🧿 GPS Log In 🔺 🚺 🗶 L	.ogin ×	🕑 Login 🛛 🗙 🗖	FIDO2 security × My S	ign-Ins : × G setting	up fid ×
← → C ≌ mysignins	.microsoft.com/security-info					
Microsoft Office Ho	teBook 840 A 👿 The University of Ed 🧰 Orac	le Fusion Cloud 🏾 🏅	🕨 TOPdesk 🛛 🔤 My LastPass	Vault 🚦 DDI Service (kbs-dd	. 🔇 Metro Stretch Cluster	🛃 NEW 🗤
🗰 My Sign-Ins 🗸						
 Overview Security info Devices 	Security info These are the methods you use to sign into You're using the most advisable sign-in method when most advisable is unavailable: Microsoft /	your account or res ethod where it ap Authenticator - notification	set your password. plies. n Change			
🔍 Password	+ Add sign-in method					
Organisations	& Phone	+44 785	-	Change	Delete	
A Settings & Privacy	Password	Last upda 6 months	Security key		×	
Recent activity	Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone	You're all set! You can use your securit the next time you sign ir	y key instead of a username a	and password	
	Security key	Muzz FID	Make sure to follow you perform any additional s fingerprint	r security key manufacturer's etup tasks such as registering	guidance to) your	~
	Lost device? Sign out everywhere		ingerprind		Done	

<u>OPTIONAL:</u> How to change the FIDO2 Security Pin within Windows.

- 1. Log onto your desktop workstation
- 2. In the Search type **Sign-In Options** which should bring up the following window. Select **Security Key** from the list of 'Ways to sign in'

←	Settings		-	×
6	Murray Dippie mdippie@ed.ac.uk	Accounts > Sign-in options		
		Some of these settings are managed by your organisation.		
Fine	i a setting	Ways to sign in		
₼	Home	Facial recognition (Windows Hello) Sign in with your camera (Recommended)	~	
8	System Bluetooth & devices	Fingerprint recognition (Windows Hello)		
•	Network & internet	(R This option is currently unavailable	-	
/	Personalisation	PIN (Windows Hello) Sign in with a PIN (Recommended)	~	
12	Apps Accounts	Security key Sign in with a physical security key	<u> </u>	
3	Time & language	Password Sign in with your account's password	~	
×	Accessibility	Picture password	~	
V	Privacy & security	swipe and tap your navource prioto to uniock your device		
6	Windows Update	Additional settings		
		If you've been away, when should Windows require you to sign in again? Your PC's power settings are preventing some options from being shown.	~	
		Dynamic lock Automatically lock your device when you're away	~	

3. Then against the 'Sign in to apps with physical security key' option click on the **Manage** button

\leftarrow	Settings		-	×
6	Murray Dippie mdippie@ed.ac.uk	Accounts > Sign-in options		
		• Some of these settings are managed by your organisation.		
Find	i a setting Q	Ways to sign in		
^	Home System	Facial recognition (Windows Hello) Sign in with your camera (Recommended)	~	
8	Bluetooth & devices	Fingerprint recognition (Windows Hello) This option is currently unavailable	~	
/	Personalisation	PIN (Windows Hello) Sign in with a PIN (Recommended)	~	
	Apps Accounts	Security key Sign in with a physical security key	^	
3	Time & language	Sign in to apps with a physical security key Manage		
×	Gaming Accessibility	Password Sign in with your account's password	~	
•	Privacy & security Windows Update	Swipe and tap your favourite photo to unlock your device	~	
		Additional settings		
		If you've been away, when should Windows require you to sign in again? Your PC's power settings are preventing some options from being shown.	~	

4. You will then be asked to Touch the Security Key to allow the following menu window to appear.

Accounts > Sign-in options	
Some of the Windows Hello setup X	
Ways to sign in Security Key PIN	
Creating a PIN for your security key helps keep you secure	
Sign in with Change	
Fingerprin This option Reset Security Key Remove everything from this security key and reset to factory settings	~
III PIN (Wind Reset	~
Sign in with	^
Sign in to	Manage
Password Sign in with	~
Close Close	~
Additional settings	
	Accounts Sign - In Options Image: Some of the Windows Hello setup Ways to sign in Image: Sign in with Image: Sign in with

5. On selecting the **Change** button the following window will appear allowing you to change the current Security Pin.

If you do not know the current Security Pin select the **Reset Security Pin** in order to reset the token back to Factory Default.

	Some of the Windows Hello setup	×
d a setting Q	Ways to sign in Change your security key PIN	
Home	Facial recc	
System	Sign in with New security key PIN	
Bluetooth & devices	Fingerprin Confirm security key PIN	v
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Personalisation	III (Wind Sign in with	~
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Accounts	Sign in with	^
Time & language	Sign in to	Manage
Gaming		
Accessibility	Password Sign in with	~
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