

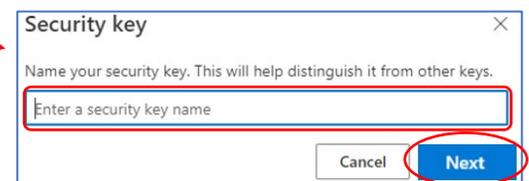
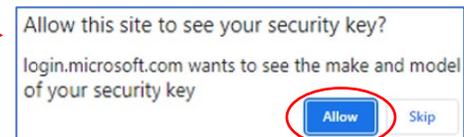
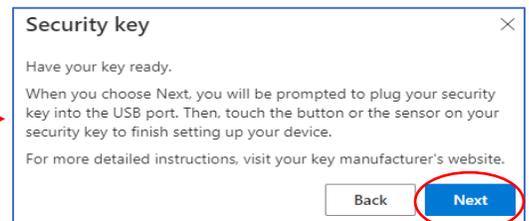
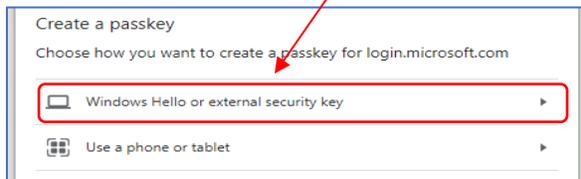


# Security Key Setup on PC for O365 MFA Login

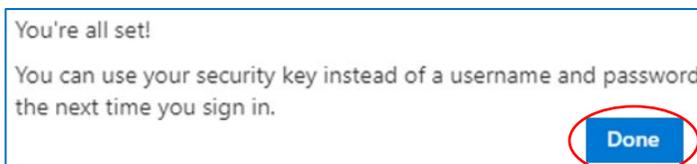


For these instructions we're using a Yubico Security key (Yubikey) with a standard USB connector. The steps will apply for most standard USB connector key fobs. NOTE – For this MFA login method, you'll need to have your security key with you for the setup & each time you log in.

1. Have your security key ready & go to the "My Sign-ins" page by either one of these options:
  - Go to URL <https://mysignins.microsoft.com/> & login with your MySeattleColleges login credentials (if prompted).
  - Or login to your account at <https://office365.seattlecolleges.edu> & click your profile icon, then click View Account.
2. On the My Sign-ins page - Choose **Security Info** from the left side menu. (Or you can click the Update Info > link on the Security info tile.)
3. Click the the **+ Add sign-in method** link.
4. Click the down arrow to the right of "Choose a method" to open the drop down menu.
5. Select **Security key** from the drop down menu, then click the Add button.
6. At the pop-up msg., -"To set up a security key, you need to sign in with 2 factor authentication."- click the Next button.
7. Verify it's you with MFA verification as prompted.
8. Choose your security key type. For PC, **choose "USB device"**.
9. Click the Next button in the next msg. window.
10. Click Use a different device below the displayed QR code.
11. Choose "**Windows Hello or external security key**". (for Create a passkey)



12. **Insert your security key** into the usb port of your computer as prompted in the next window.
13. Next, **Create a PIN** for your security key as prompted.
14. Next, **Touch your security key** as prompted.
15. Click to **Allow for the site to see your security key**.
16. **Name your security key** as prompted in the next window & click the Next button.
17. Click Done at the "You're all set!" window.



Your security key will now appear in your sign-in method options for future O365 logins. Make sure to have it with you.

For assistance contact the IT Help Desk - [ITHelp@seattlecolleges.edu](mailto:ITHelp@seattlecolleges.edu) More information at - <https://itservices.seattlecolleges.edu/it-help-desk>  
North 206.934.3630 ♦ Central 206.934.6333 ♦ South 206.934.5844 ♦ LiveChat line <https://direct.lc.chat/11900901/3>

