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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 <u>https://mysignins.microsoft.com/</u> & 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.
- On the My Sign-ins page Choose <u>Security Info</u> from the left side menu. (Or you can click the <u>Update Info ></u> link on the <u>Security info tile</u>.)
- 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 <u>Security key</u> from the drop down menu, then click the <u>Add</u> button.
- At the pop-up msg., -"To set up a security key, you need to sign in with 2 factor authentication." click the <u>Next</u> button.
- 7. <u>Verify it's you with MFA</u> verifcation as prompted.
- 8. Choose your security key type. For PC, choose "USB device".
- 9. Click the <u>Next</u> button in the next msg. window. -
- 10. Click Use a different device below the displayed QR code.
- **11.** Choose "<u>Windows Hello or external security key</u>". (for Create a passkey)



- **12.** <u>Insert your security key</u> 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.** <u>Name your security key</u> as prompted in the next window & click the <u>Next</u> button.
- 17. Click <u>Done</u> at the "You're all set!" window.

You can use your security key instead of a username and password the next time you sign in.

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 Insert your security key into the USB port.

 Allow this site to see your security key?

 Iogin.microsoft.com wants to see the make and model of your security key

 Security key

 Skip

 Skip

 Skip

 Skip

 Skip

 Skip

 Skip

 Security key. This will help distinguish it from other keys.

 Enter a security key name

When you choose Next, you will be prompted to plug your security

key into the USB port. Then, touch the button or the sensor on your

For more detailed instructions, visit your key manufacturer's website

security key to finish setting up your device.

Have your key ready.

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 More information at - <u>https://itservices.seattlecolleges.edu/it-help-desk</u> North 206.934.3630 ◆ Central 206.934.6333 ◆ South 206.934.5844 ◆ LiveChat line https://direct.lc.chat/11900901/3



REQUEST help
helpdesk.seattlecolleges.edu
Doc applies to all campuses - 8/29/23

Cancel

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You're all set!