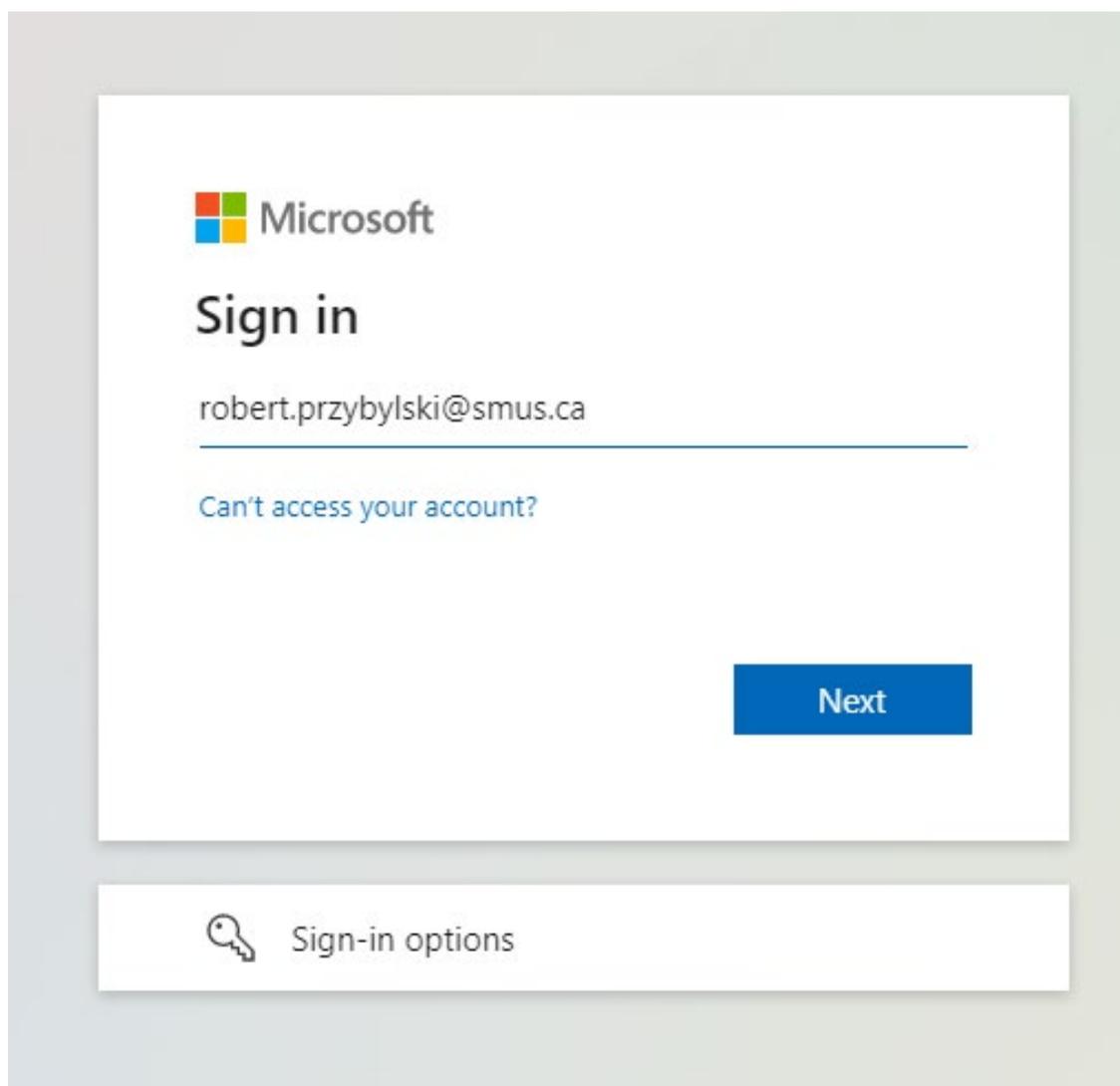


# Multi-factor Authentication – Microsoft O365

## Instructions for Registering a USB Token

**1 – Follow the instructions to enroll a phone. This connection type will be deleted once the USB Token is installed – but it is mandatory in order to be able to install the USB Token**

---



**2 – Go to: <http://myaccount.microsoft.com> and sign in with your SMUS email address**

---

# St. Michaels University School Login



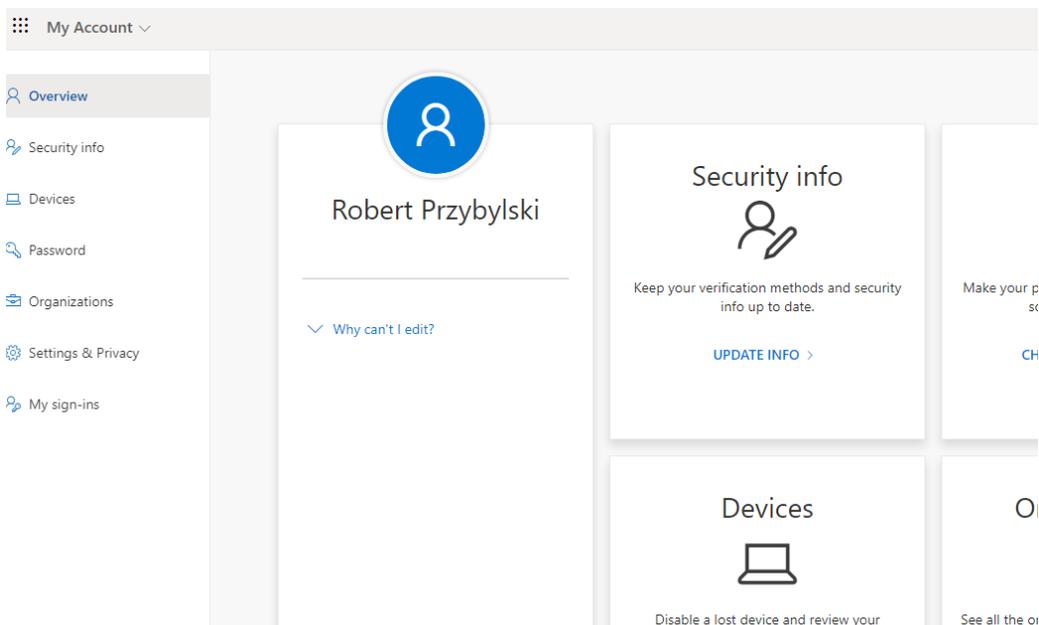
Please enter your username and password

Sign in

[Click Here to Manage your SMUS password](#)

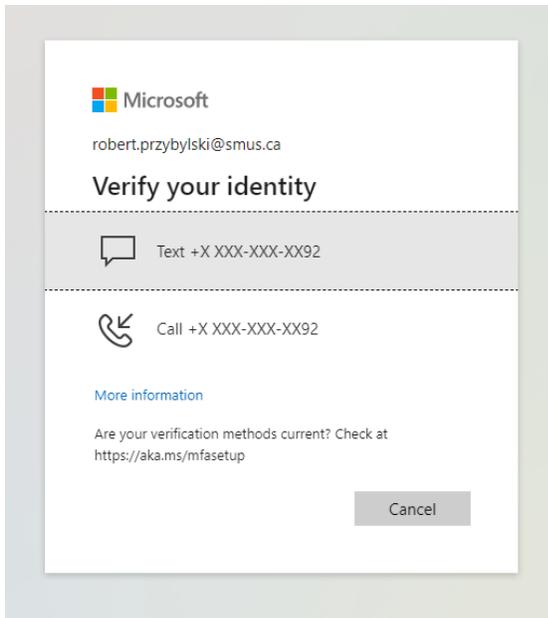
## 3 – Sign in to our regular SMUS sign in page

---



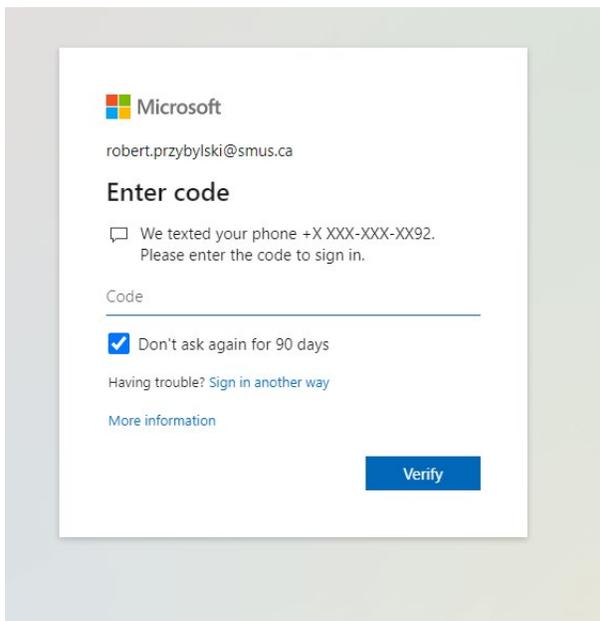
## 4 – Click on the Security info (UPDATE INFO >) card

---



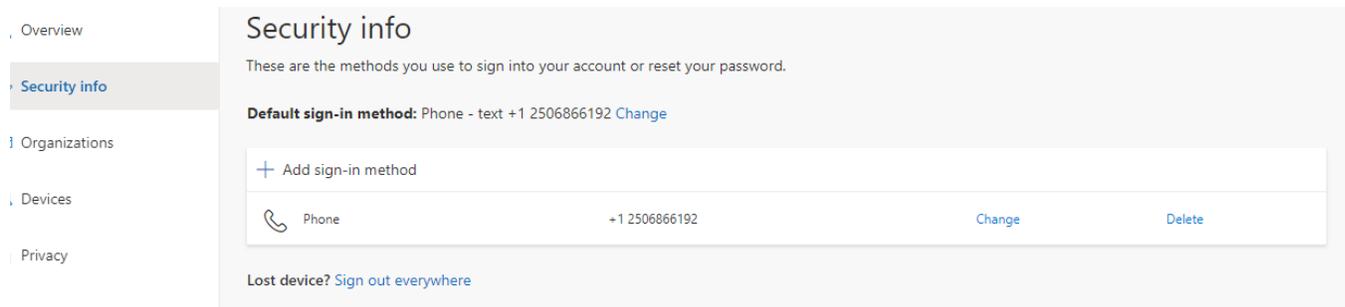
## 5 – Click on Text +X XXX-XXX-XX92 to send a code to your phone previously registered

---



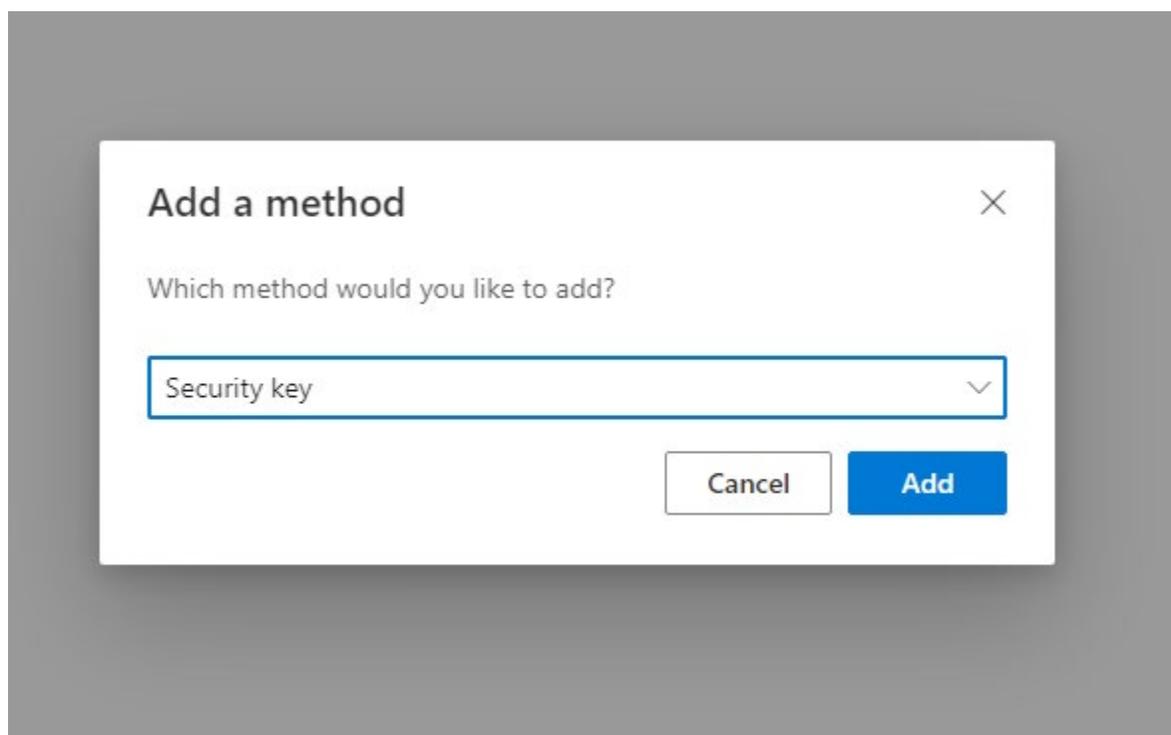
## 6 – Enter the 6 digit code from your phone here

---



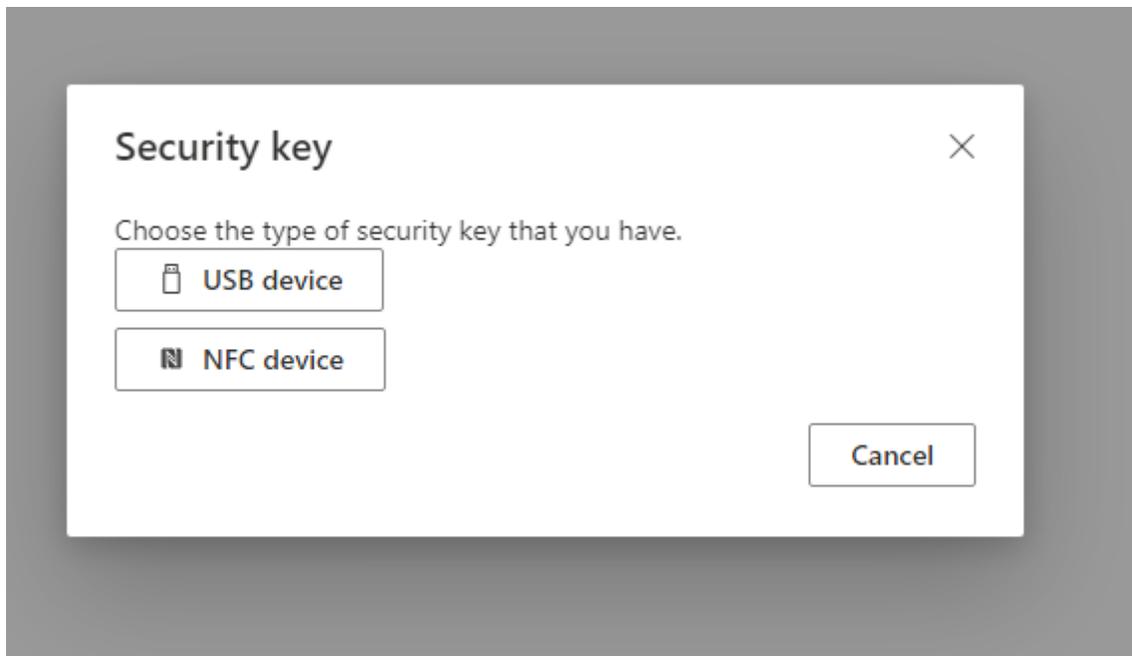
## 7 – Click on + Add sign-in method

---



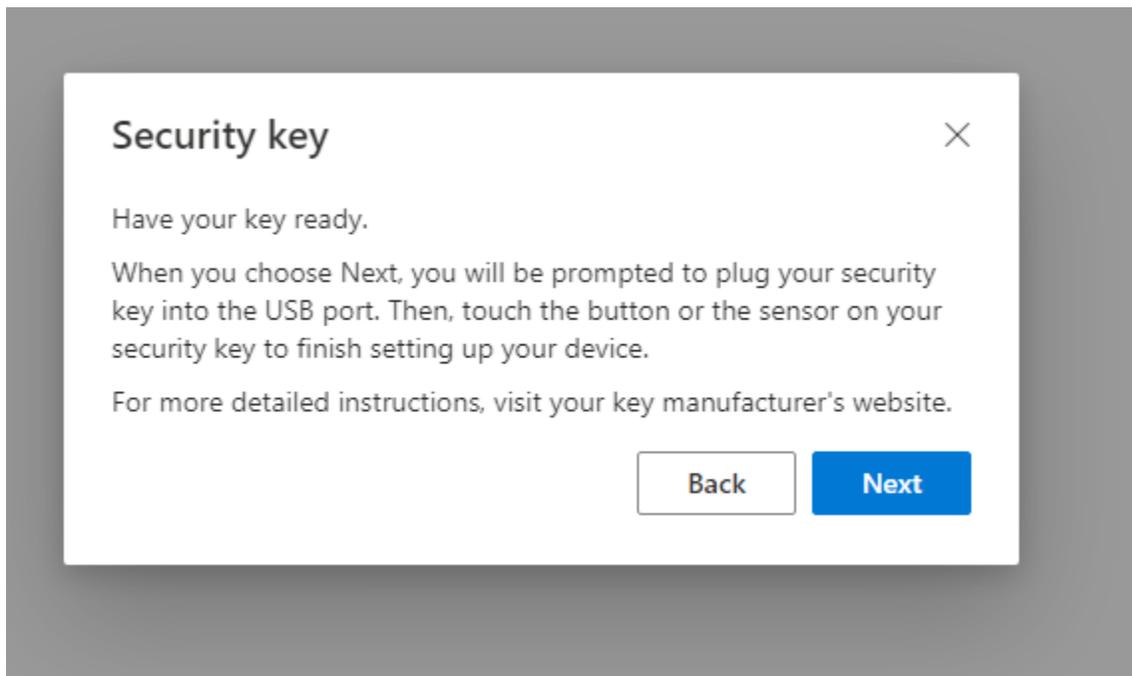
## 8 – Choose Security key from drop down menu and Click Add

---



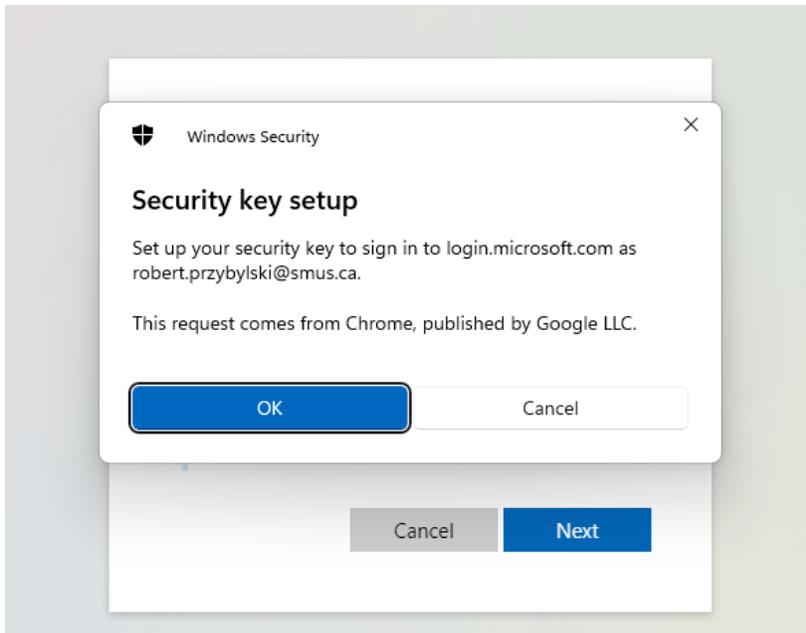
## 9 - Click on USB device

---



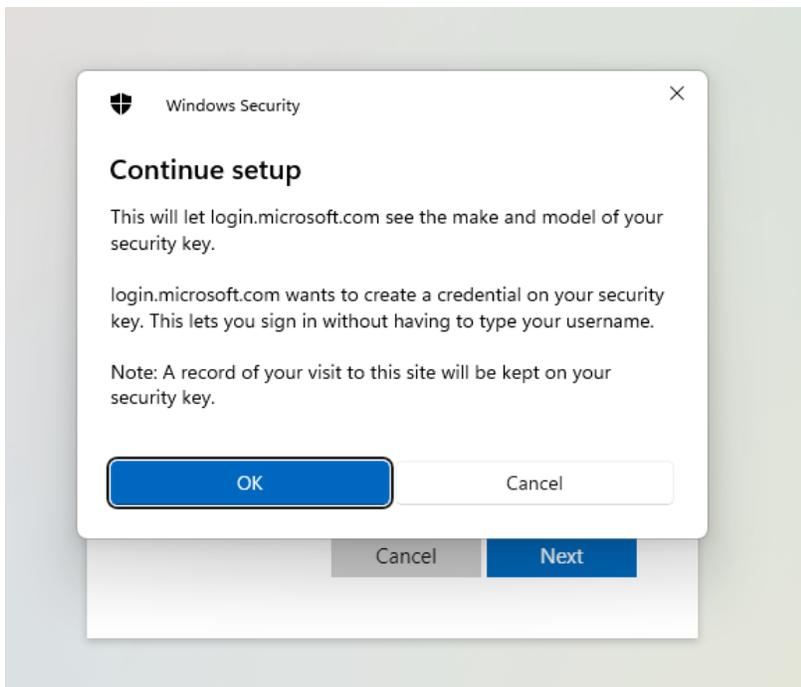
## 10 – Click on Next Button

---



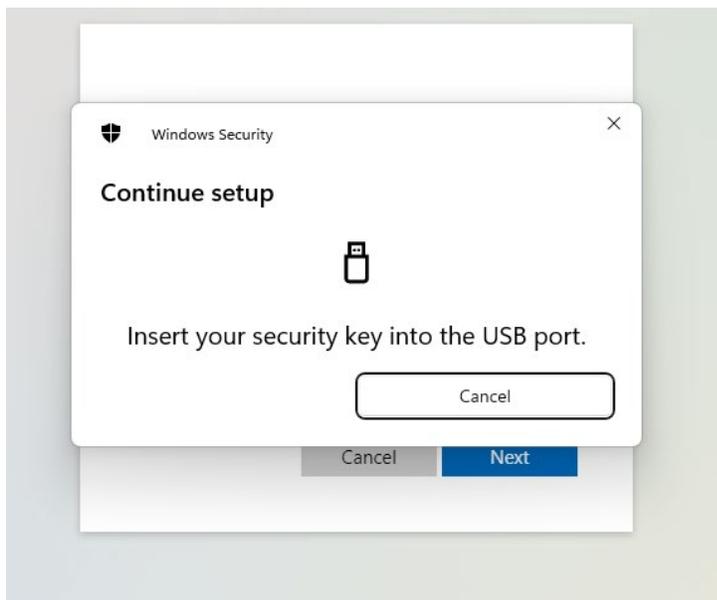
**(Next screens may look different based on computer/browser)**  
**11 – Click on OK Button**

---



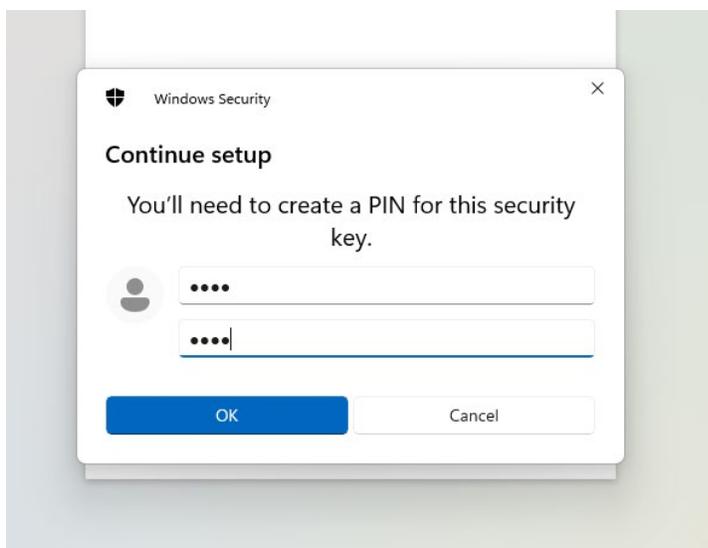
**12 – Click on OK Button**

---



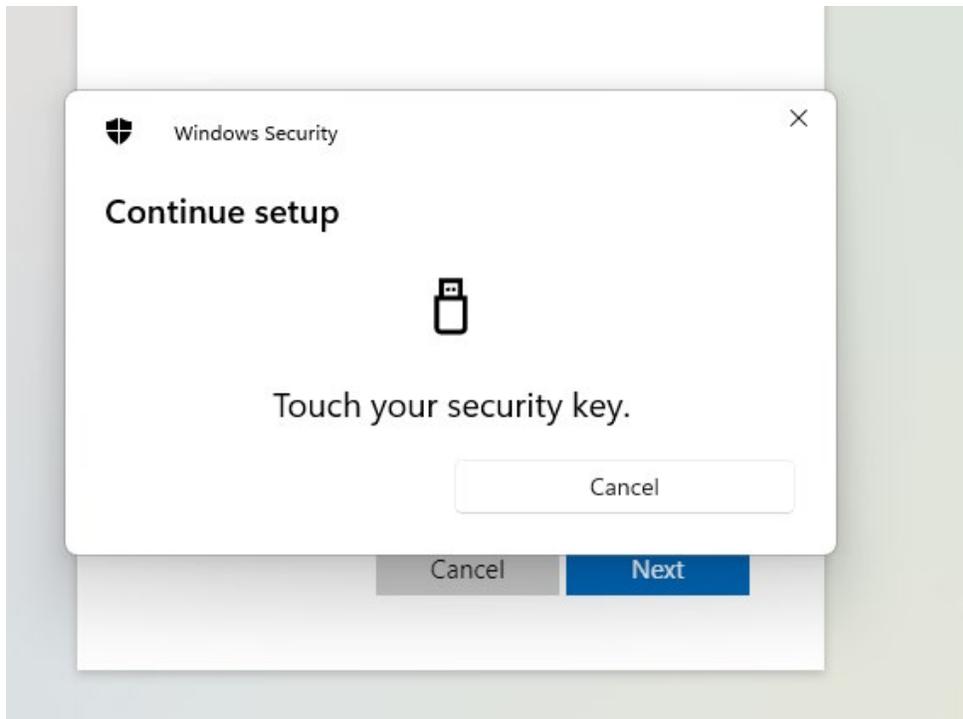
### 13 – Insert USB Token provided into computer USB port

---



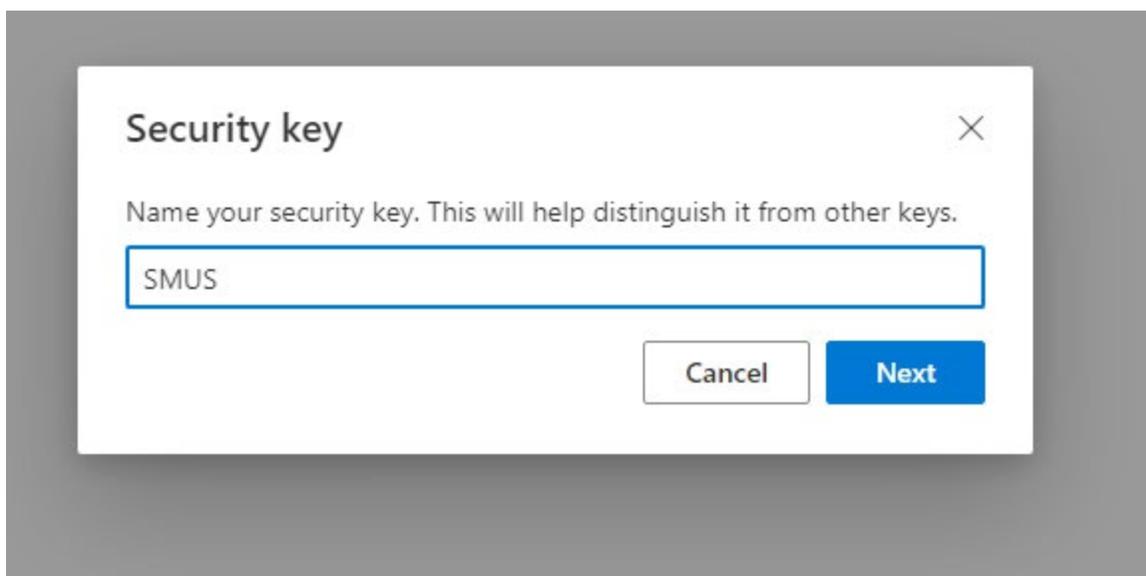
### 14 – Choose a PIN number that you will not forget and enter it twice – Click OK

---



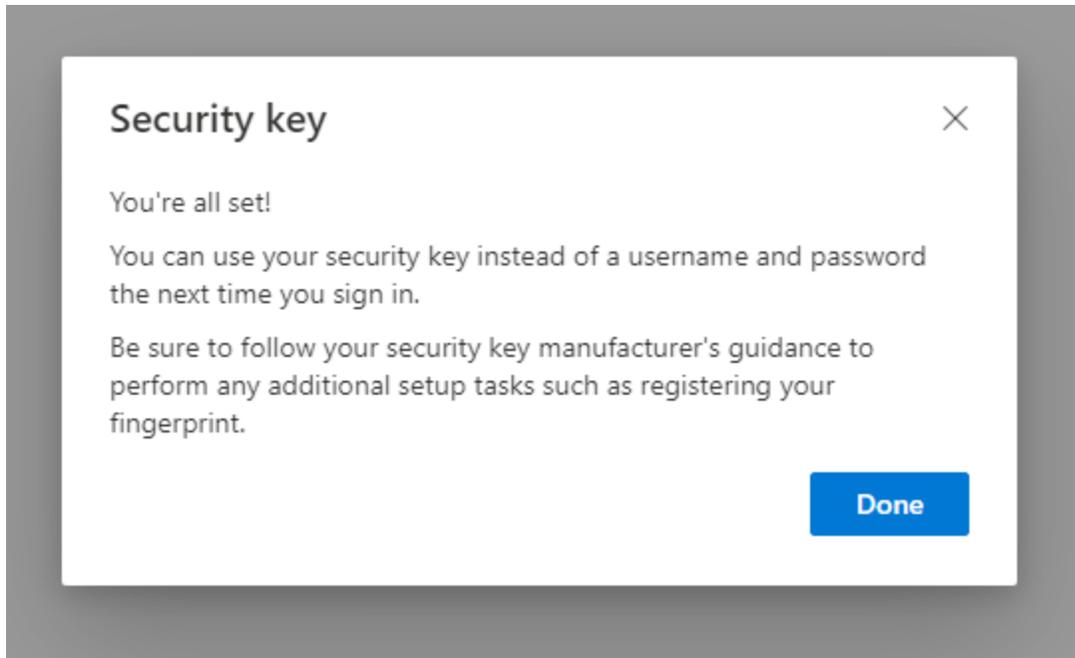
### 15 – Touch on the lit up button on the USB Token itself

---



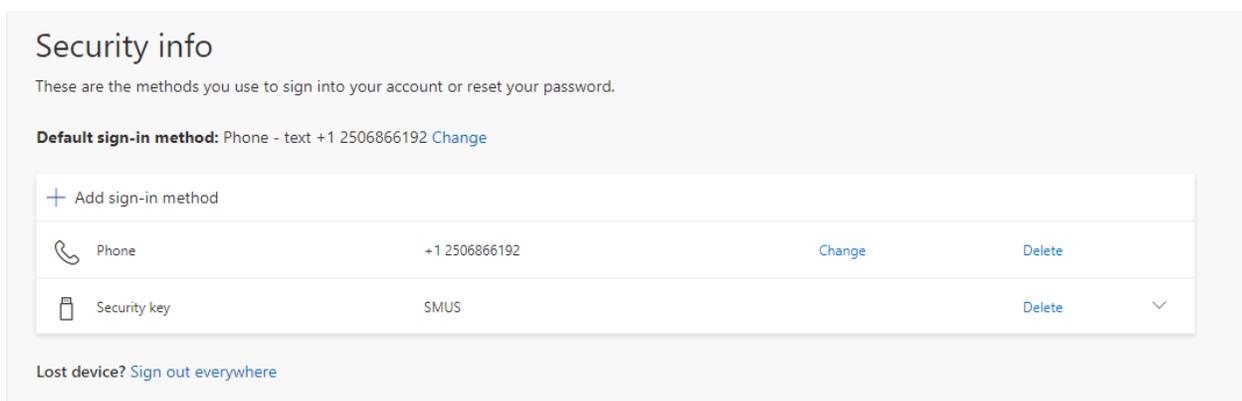
### 16 – Add a name for this USB Token and Click Next Button

---



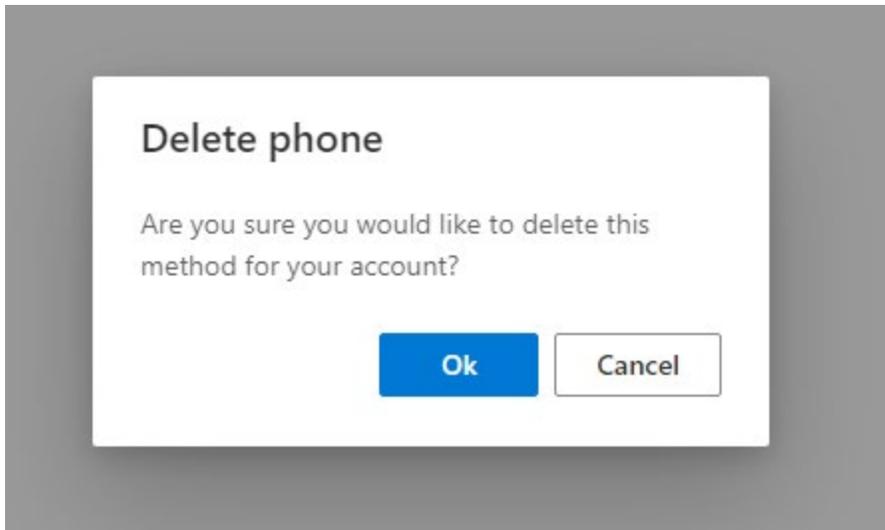
## 17 – Click the Done Button

---



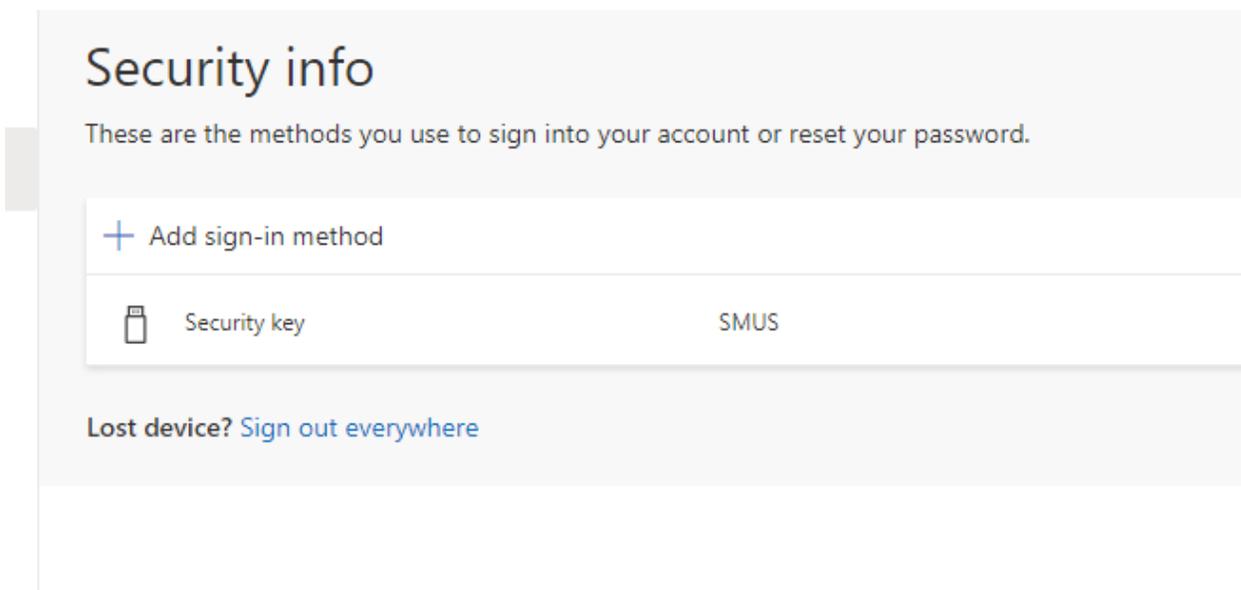
## 18 – You now have 2 methods in the list – click Delete next to the Phone method

---



## 19 – Click the OK button

---



**20 – You are finished – and have only the security key as an authorization method when signing into your account. You must have it with you in order to be able to sign in.**