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: <u>http://myaccount.microsoft.com</u> and sign in with your SMUS email address

St. Michaels University School Login



3 – Sign in to our regular SMUS sign in page

\cdots My Account \vee			
A Overview			
8 Security info	×	Converterinto	
Devices	Robert Przybylski		
💫 Password		C/	
Organizations		Keep your verification methods and security info up to date.	Make your p sc
🔅 Settings & Privacy	why can't ledit?	UPDATE INFO >	СН
₽ My sign-ins			
			_
		Devices	0
		旦	
		Disable a lost device and review your	See all the or

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

Mi	icrosoft	
robert.p	orzybylski@smus.ca	
Verif	y your identity	
\Box	Text +X XXX-XXX-XX92	
R	Call +X XXX-XXX-XX92	
More in	formation	
Are you https://a	r verification methods current? Ch ska.ms/mfasetup	neck at
		Cancel

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

Microsoft		
robert.przybylski	i@smus.ca	
Enter code	e	
We texted y Please enter	our phone +X XXX-XXX-XX92 r the code to sign in.	
Code		
🗸 Don't ask ag	gain for 90 days	
Having trouble? Si	gn in another way	
More information		
	Veri	fy

6 – Enter the 6 digit code from your phone here

, Overview	Security info			
Security info	These are the methods you use to sign Default sign-in method: Phone - text	+1 2506866192 Change		
1 Organizations	+ Add sign-in method			
Devices	& Phone	+1 2506866192	Change	Delete
Privacy	Lost device? Sign out everywhere			

7 – Click on + Add sign-in method

Add a method		\times
Which method would you like to add	1?	
Security key		~
	Cancel	Add

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

Security key	\times
Choose the type of security key that you have.	
USB device	
NFC device	
	Cancel

9 - Click on USB device

Security key		\times
lave your key ready.		
When you choose Next, you will sey into the USB port. Then, toug security key to finish setting up y	be prompted to plug your ch the button or the sensor your device.	security r on your
or more detailed instructions, v	isit your key manufacturer	s website.
	Back	Next

10 – Click on Next Button



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

Windows Security		
Continue setup		
This will let login.microsc security key.	oft.com see the mal	ke and model of your
login.microsoft.com wan key. This lets you sign in	ts to create a crede without having to t	ential on your security type your username.
Note: A record of your vi security key.	sit to this site will b	e kept on your
OK		Cancal
		Callcel

12 – Click on OK Button

Windows Security		>
Continue setup		
	Ö	
Insert your secu	rity key into the USE	port.
	Cancel	
	Cancel Nex	t

13 – Insert USB Token provided into computer USB port

•	Windows Security	
Cont	inue setup	
You	u'll need to create ke	a PIN for this security ₽y.
•	••••	
	••••	

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

Windows Security			×
Continue setup			
	Ö		
Touch yo	ur securit	y key.	
		Cancel	
_	Cancel	Next	

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

Jama your cocurity kay. This will b	alla distinguish it from a	than kovs
SMUS		uter keys.
	Cancel	Next

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



17 – Click the Done Button

Security info	sign into your account or reset your password.							
Default sign-in method: Phone - text +1 2506866192 Change								
+ Add sign-in method								
& Phone	+1 2506866192	Change	Delete					
Security key	SMUS		Delete	\sim				

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

Delete phone	е	
Are you sure you v method for your a	vould like to c ccount?	lelete this
	Ok	Cancel

19 – Click the OK button

Security info These are the methods you use to sign	into your account or reset your password.	
+ Add sign-in method		
Security key	SMUS	
Lost device? Sign out everywhere		

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.