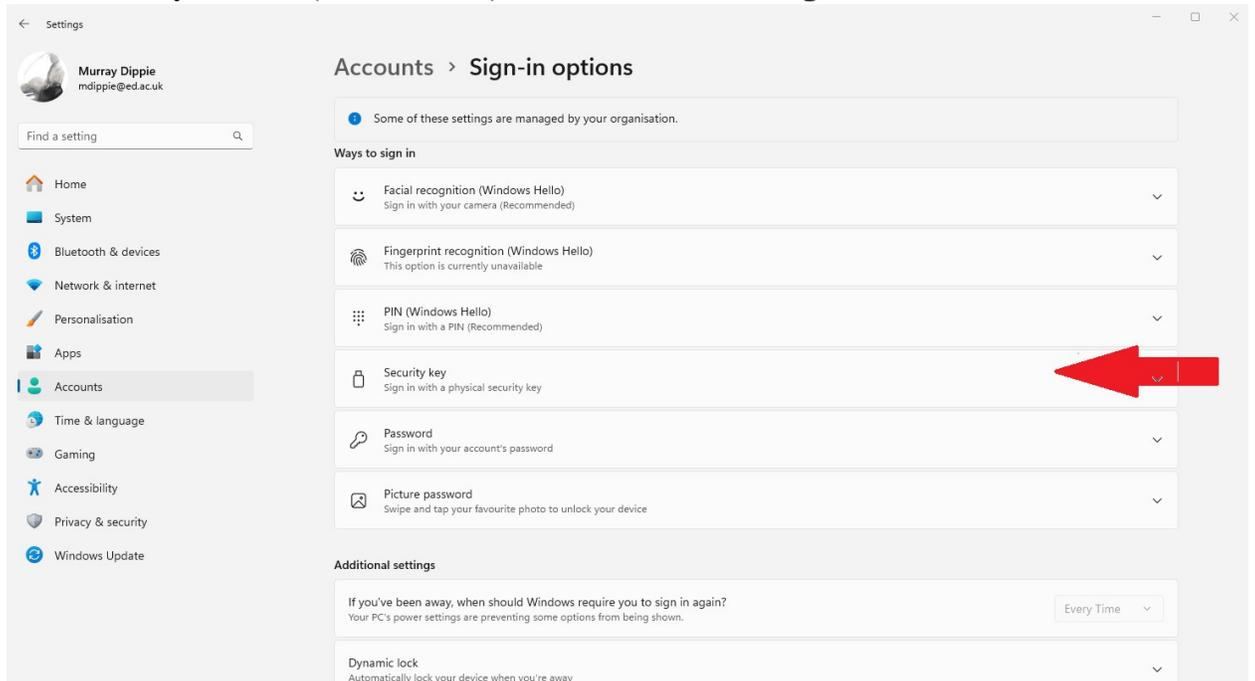
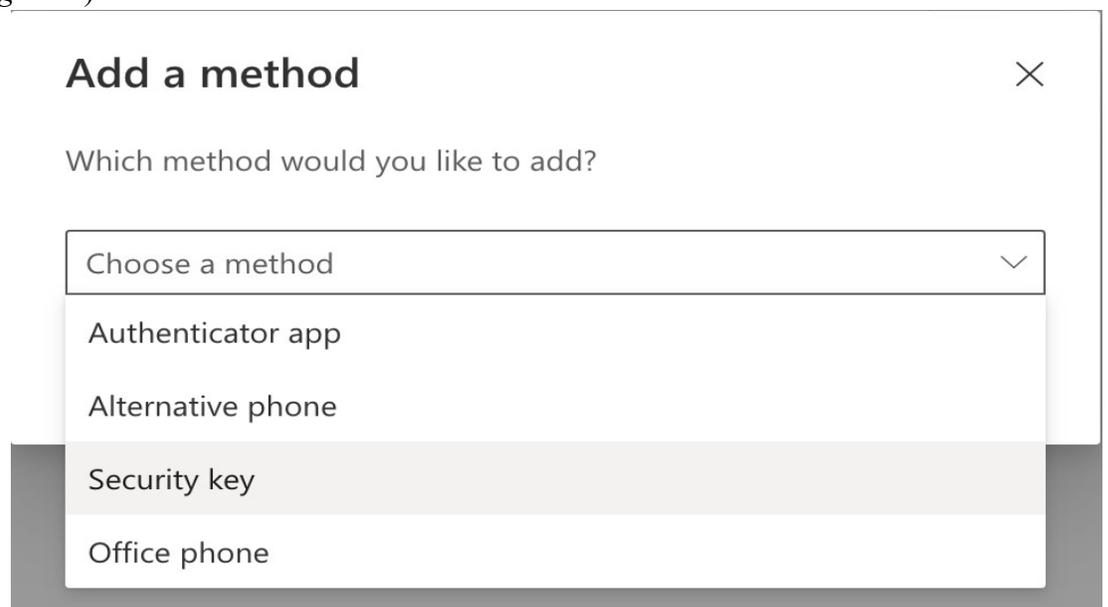


How to register an MFA Hardware Token (Security Key)

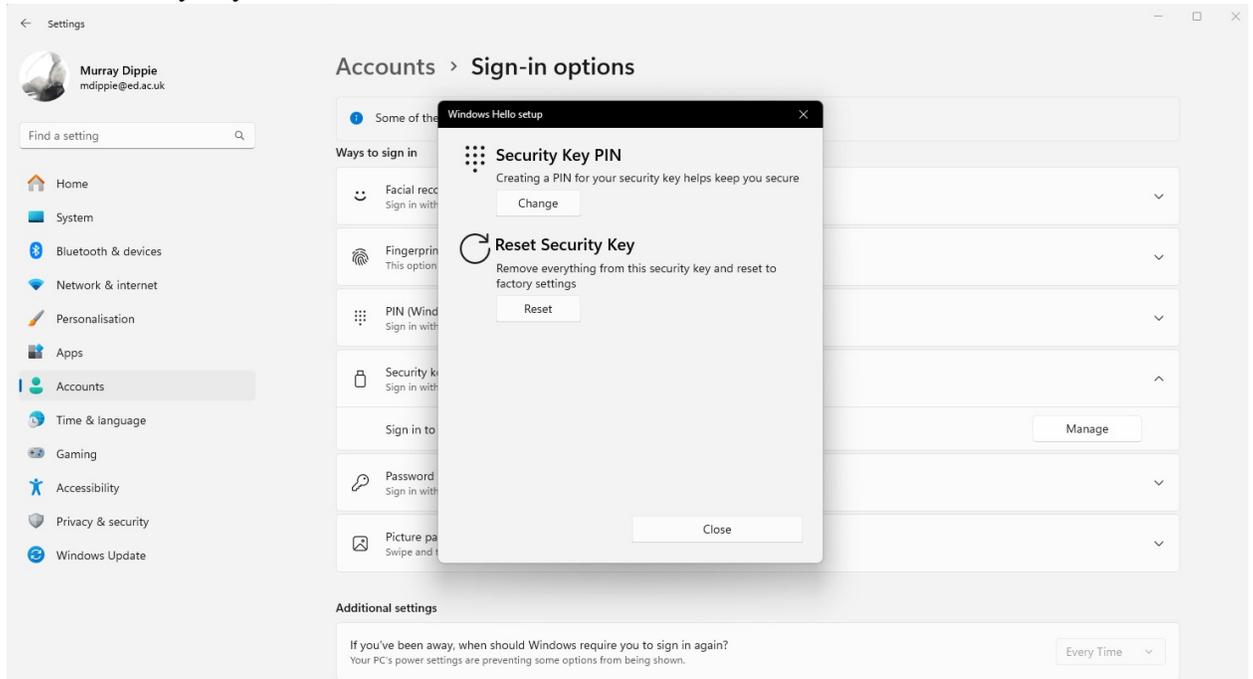
1. Open a browser and navigate to <https://mysignins.microsoft.com/security-info> (this may require you to login)
2. Go to **Security Info** tab (left hand side) then Click on + **Add sign-in method**



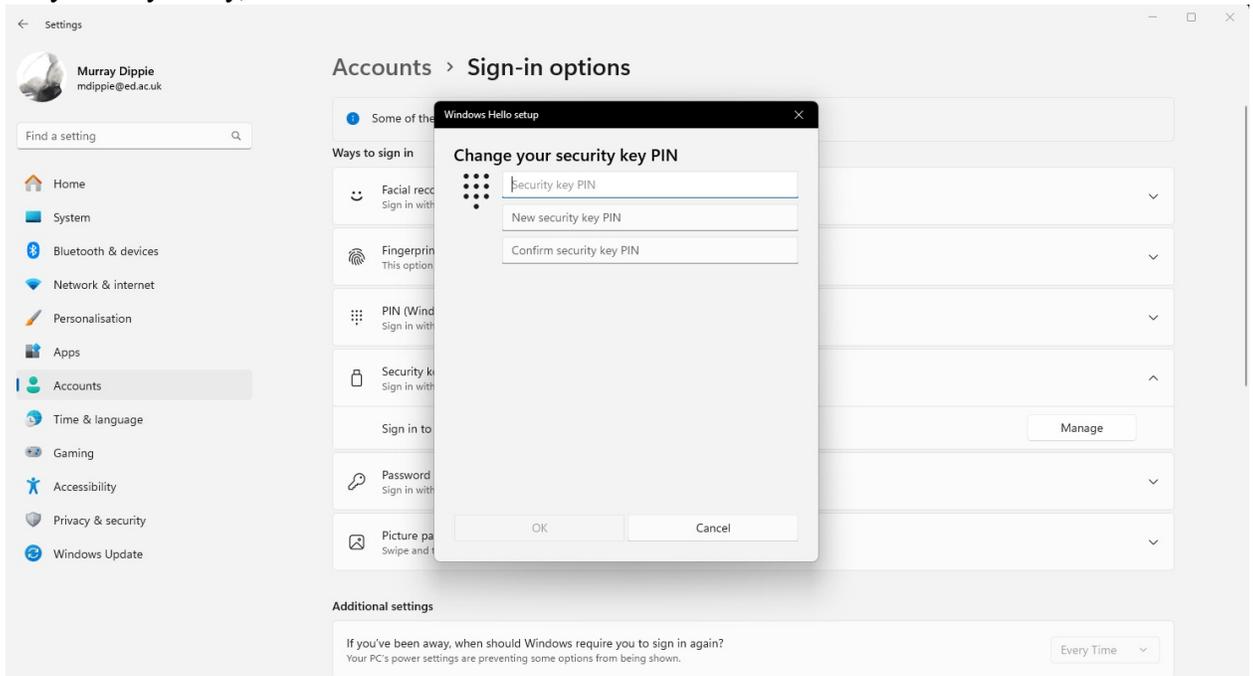
3. Select **Security key** in the dropdown and click **Add** to continue (you may be required to sign-in using MFA)



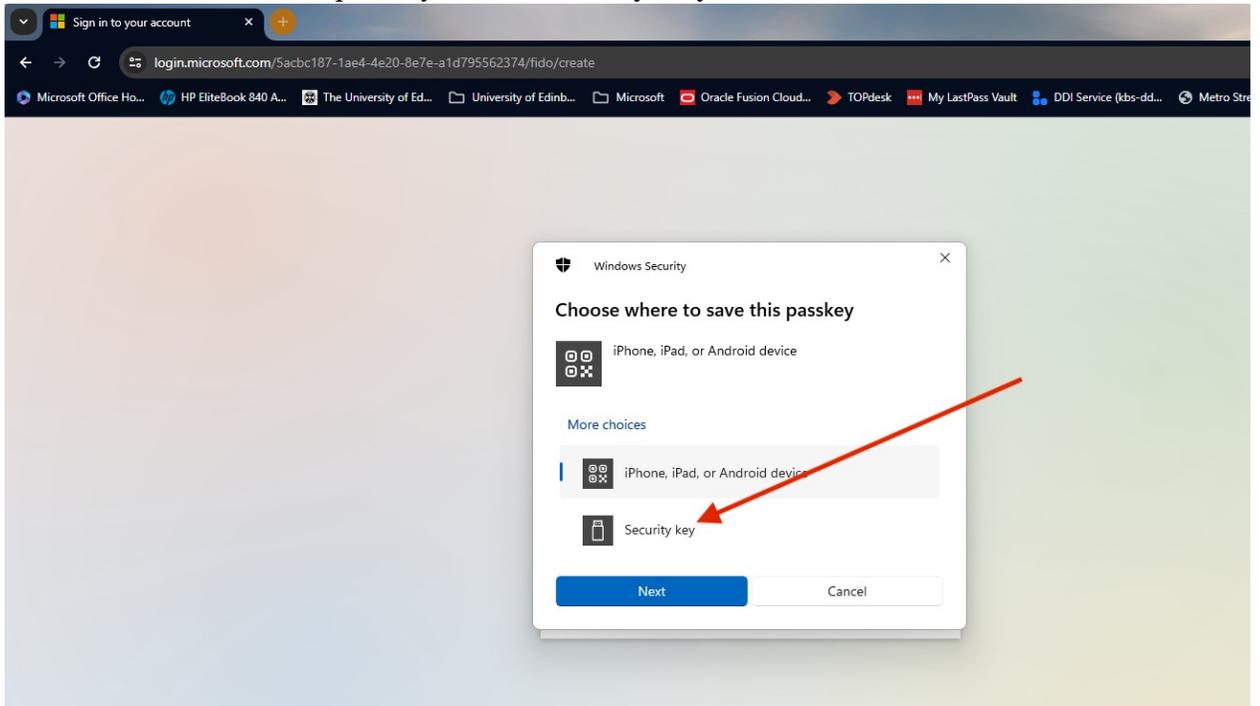
4. In the 'Security key' view, select **USB device**



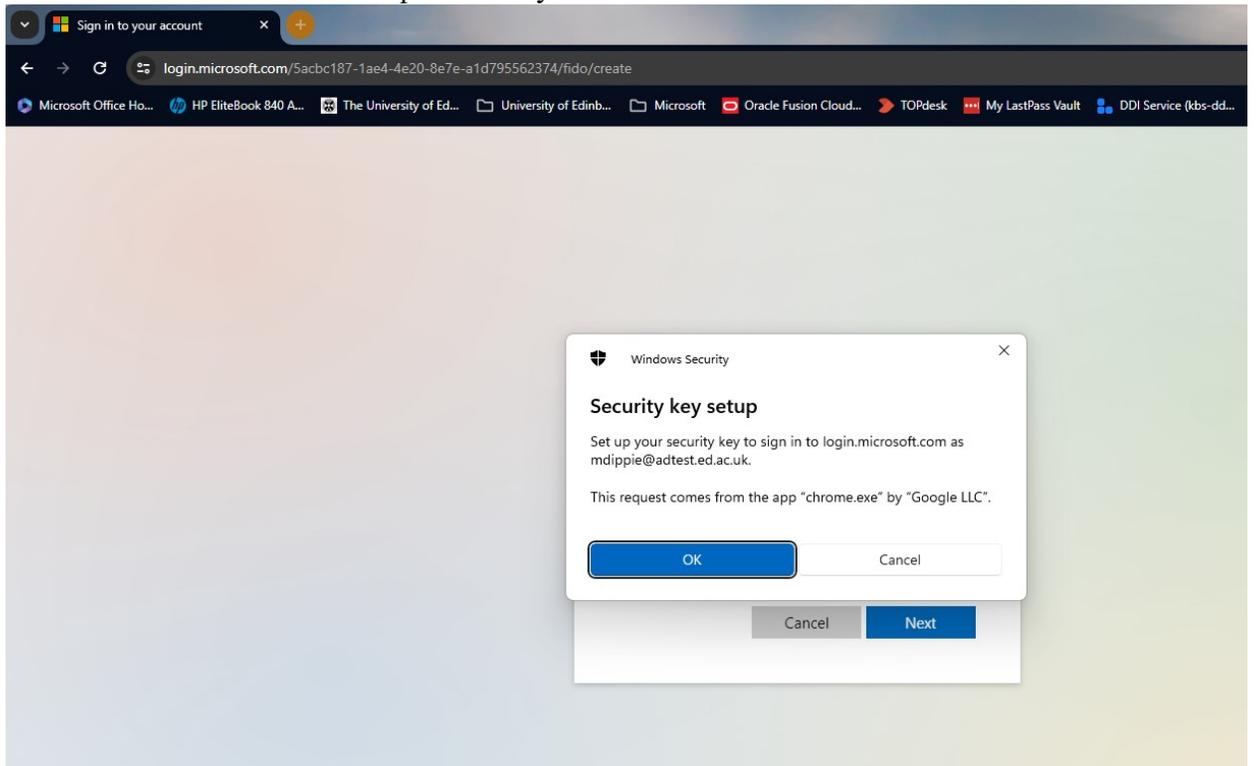
5. Get your key ready, and hit **Next**



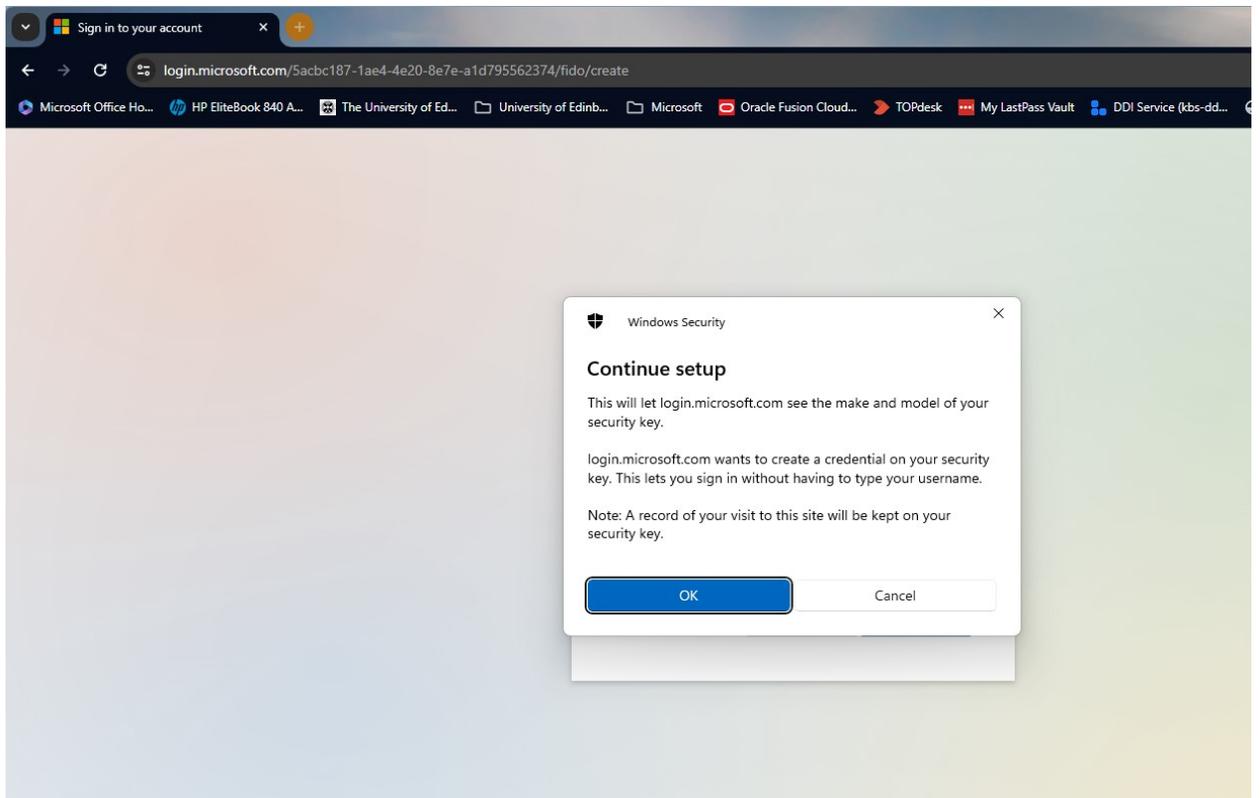
6. Choose where to save this passkey. Select **Security Key** and hit **Next**



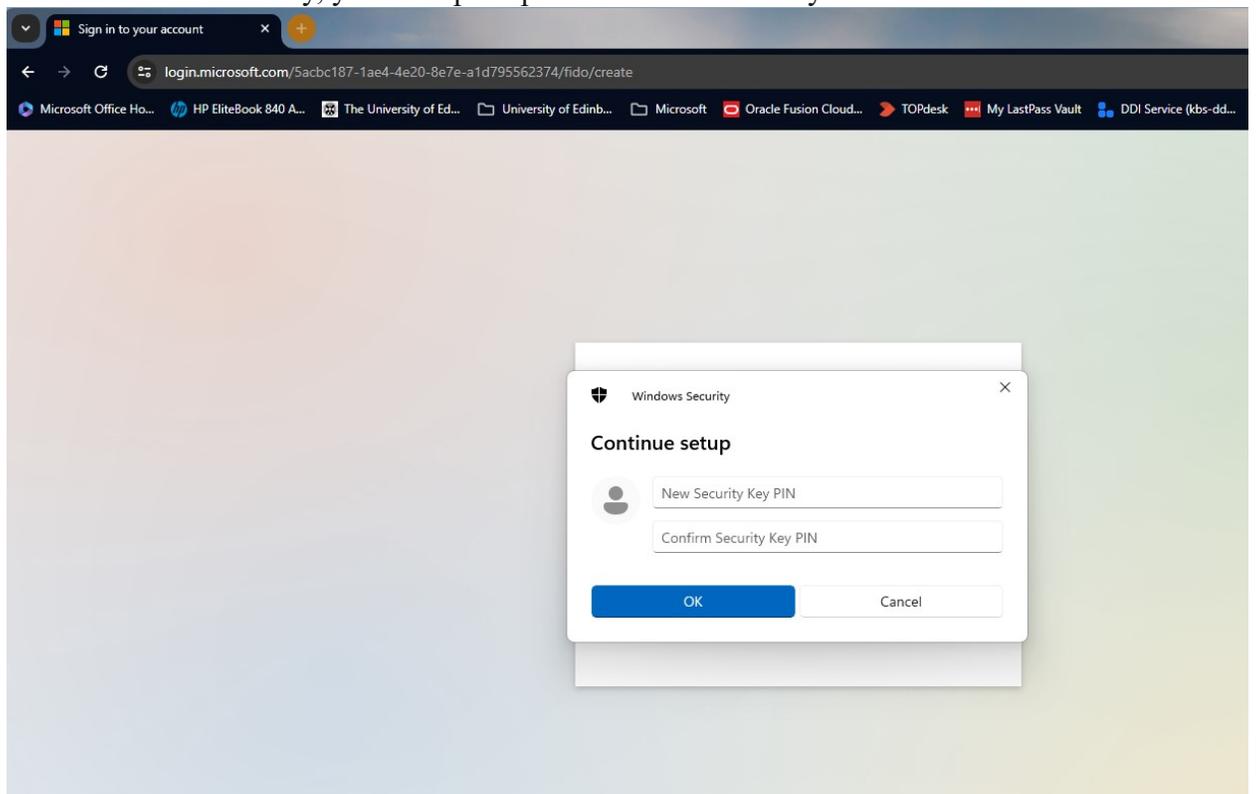
7. Click **Ok** to confirm that the request from your browser to Windows is authorized.



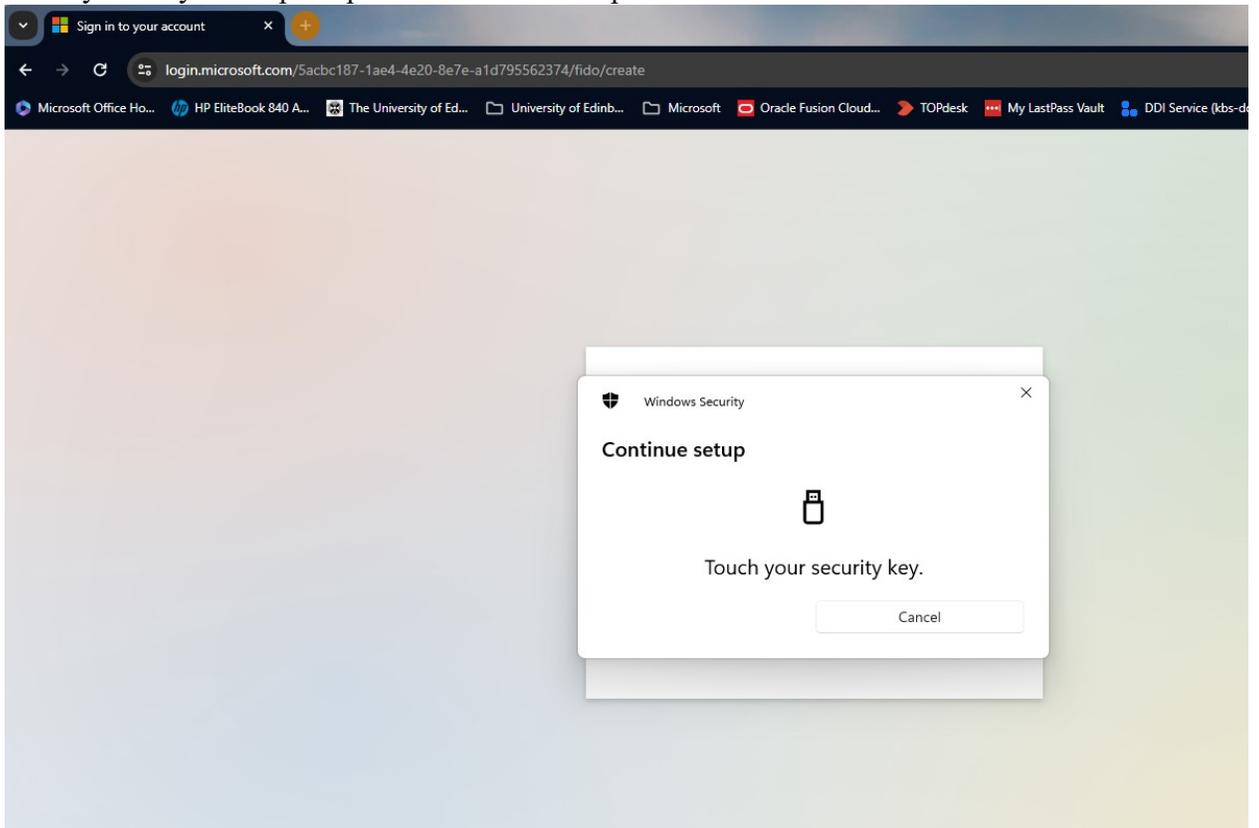
8. Confirm again.



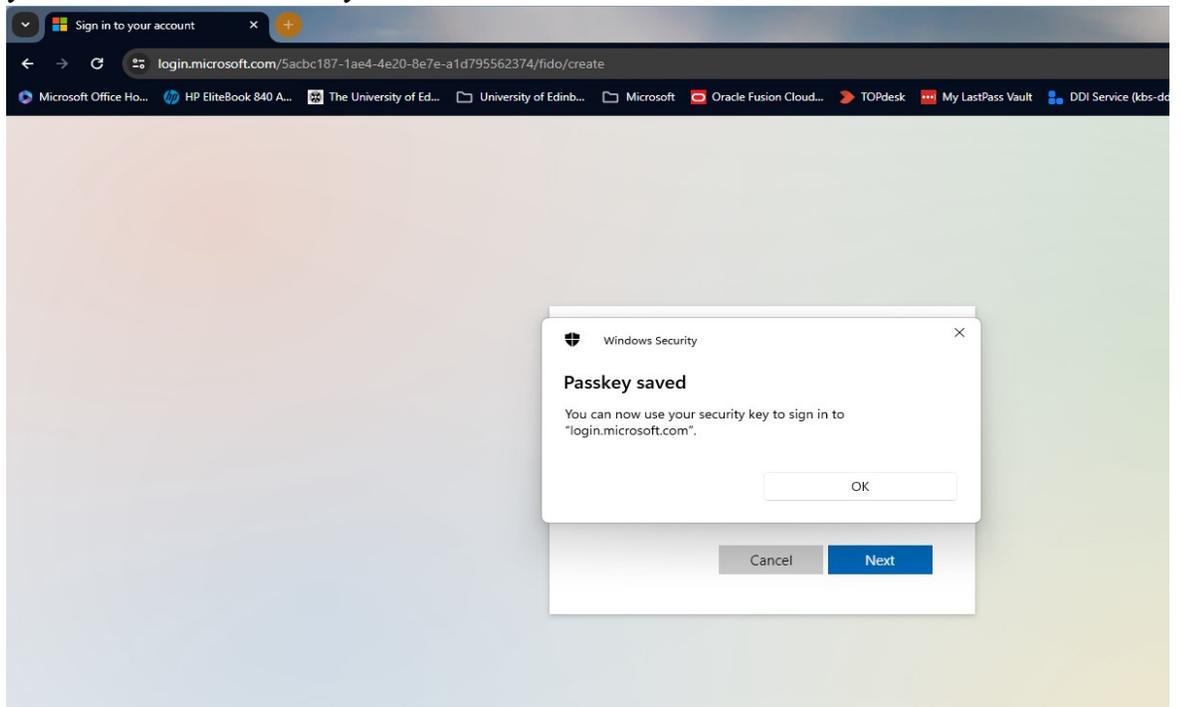
9. If this is a brand new key, you'll be prompted to create a security PIN.



10. Touch your key when prompted to continue setup:

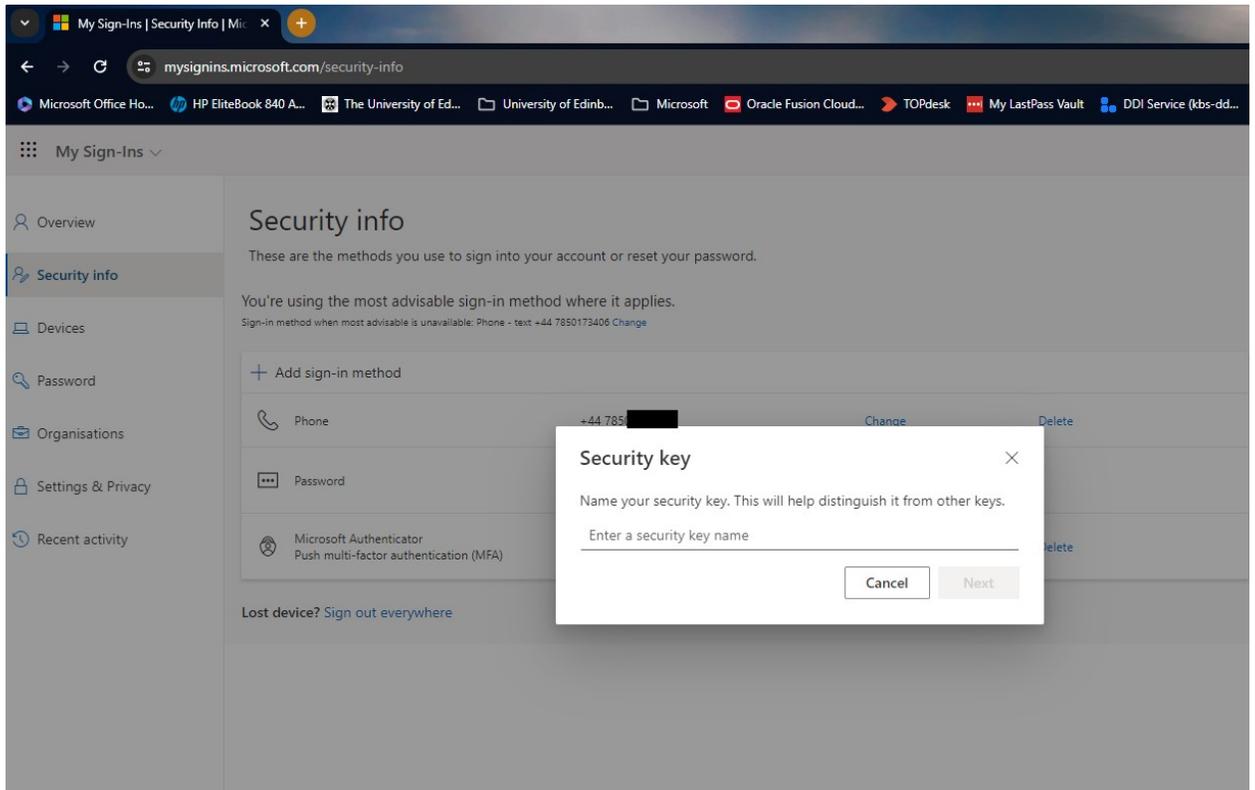


11. Security Pin has been saved to key.



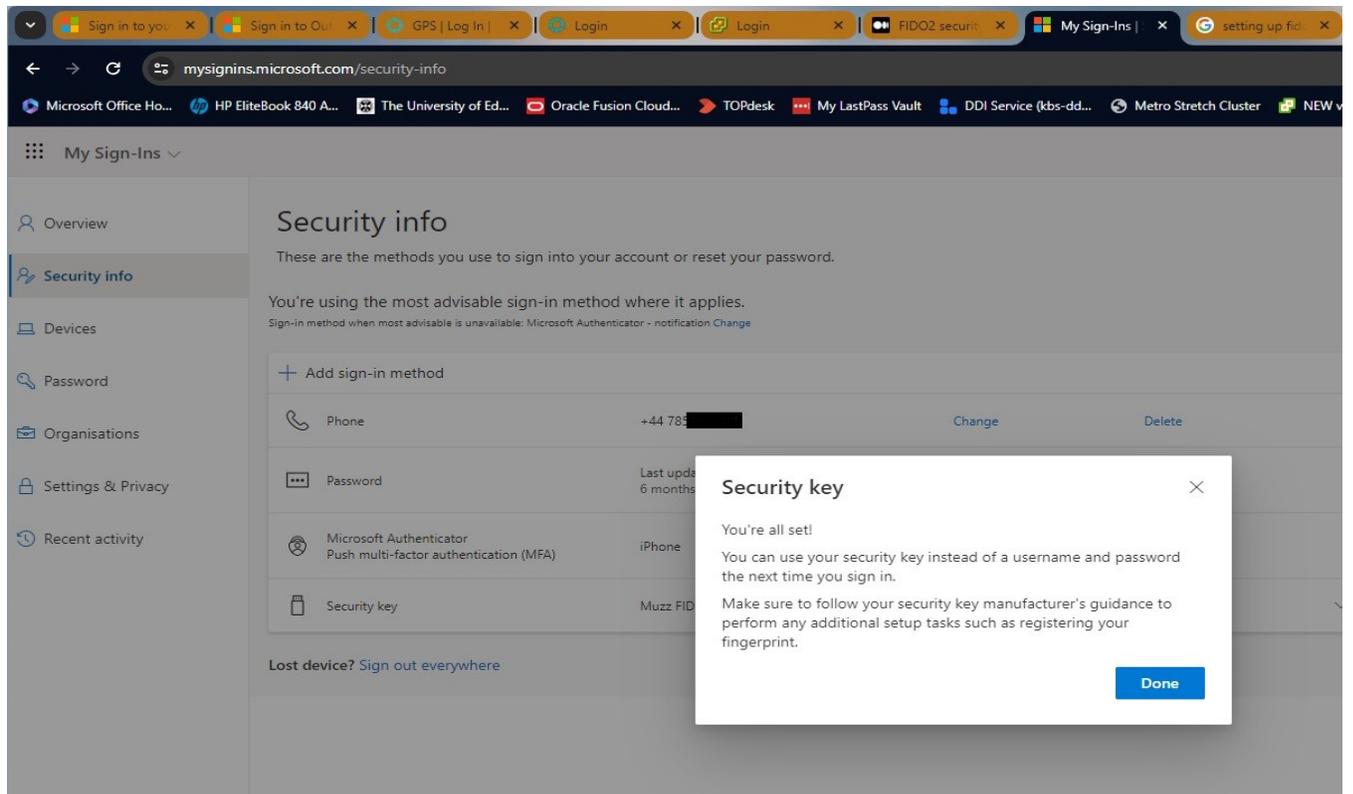
12. To finish the process you will now be asked to give the security key a name to make it more recognizable and personal.

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



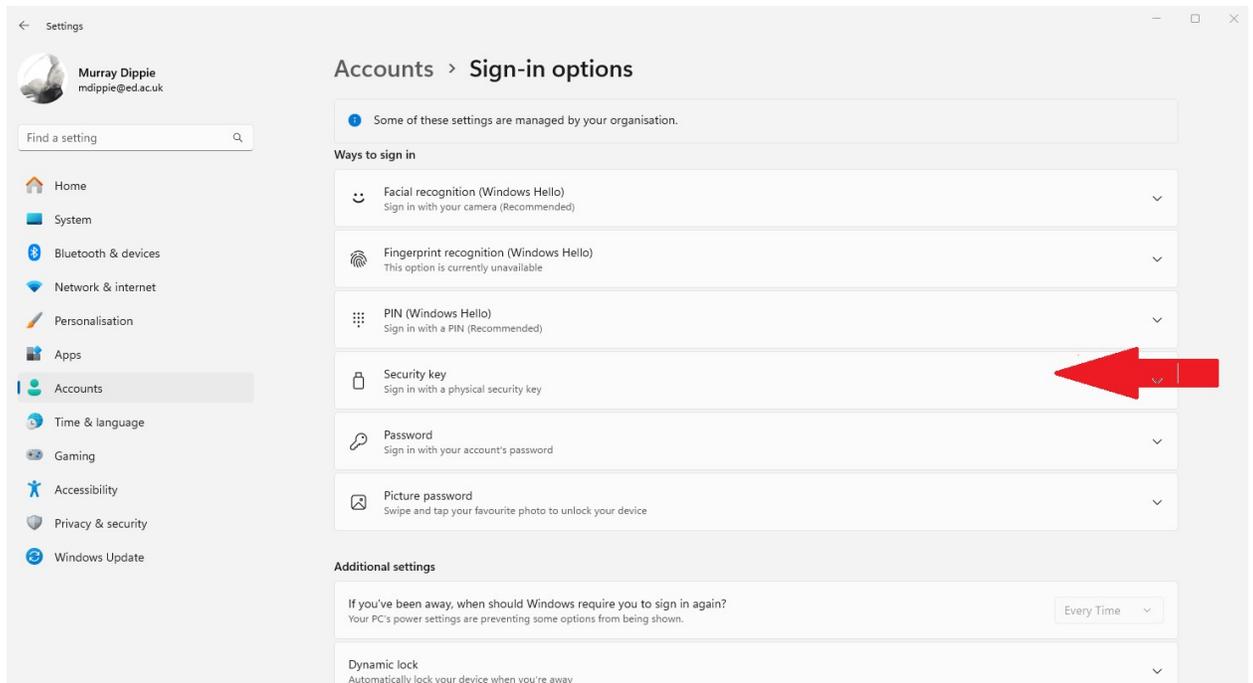
13. Register process now complete.

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

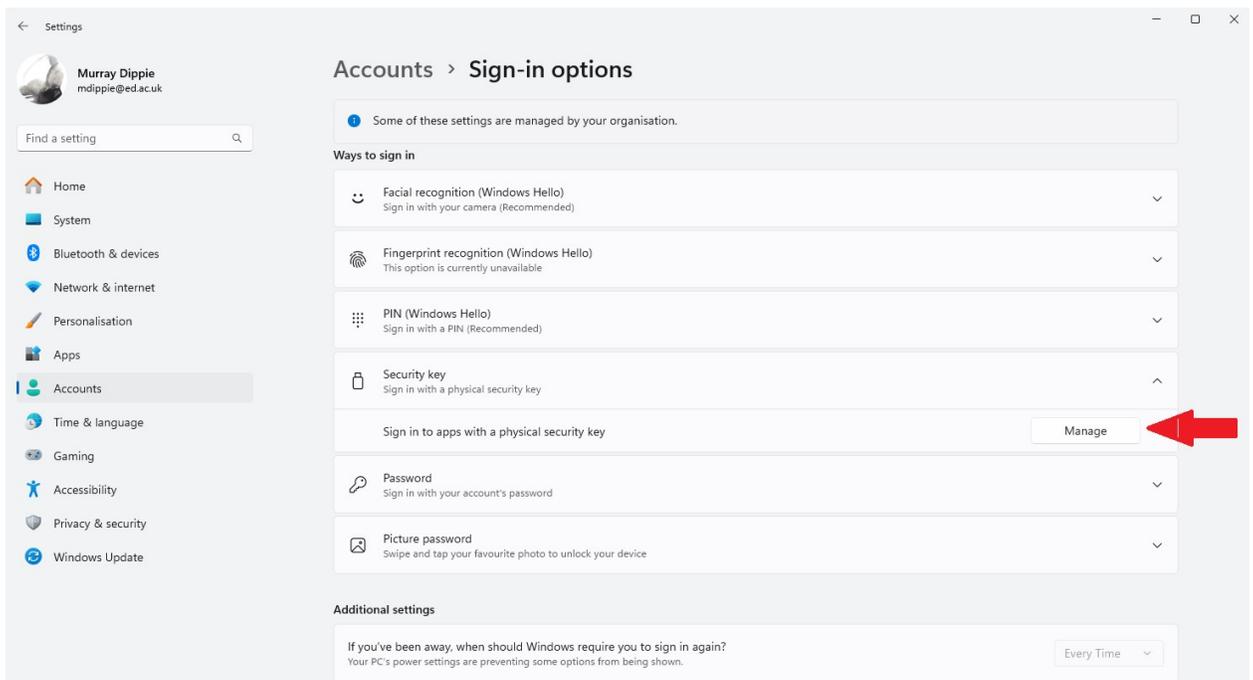


OPTIONAL: How to change the FIDO2 Security Pin within Windows.

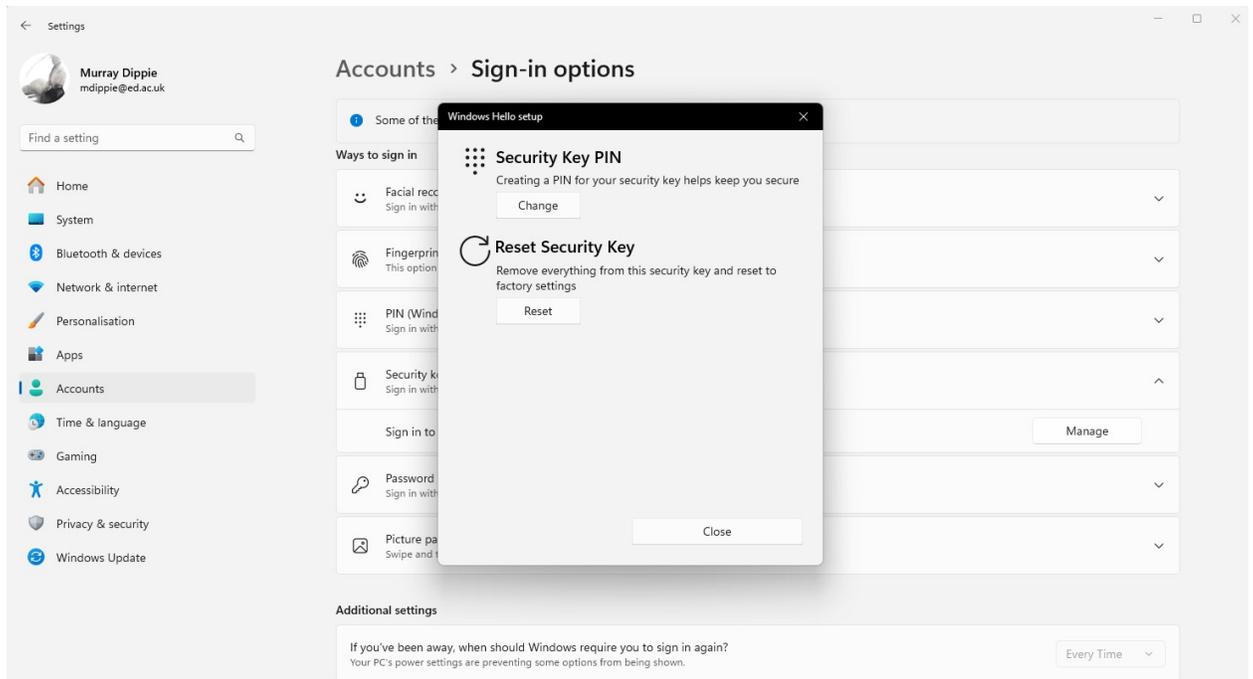
1. Log onto your desktop workstation
2. In the Search type **Sign-In Options** which should bring up the following window. Select **Security Key** from the list of 'Ways to sign in'



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



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



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.

