

# **MFA INSTRUCTIONS FOR EXTERNALS USERS SECURITY KEY**

The ResumID project is in full swing to deliver a more secure, efficient, and fast Identity and Access Management (IAM) solution. We have reached a point where we need active participation from our employees and affiliates to implement an additional security feature – MFA.

A good number of Volvo Group users use MFA already, but in order to increase the security of the identities of our users, a registration of an MFA method will be necessary.

The purpose of this document is to help our users with this transition by providing a step-by-step guide to enable MFA using security key for user accounts.

# SETTING UP MFA EXTERNAL USERS

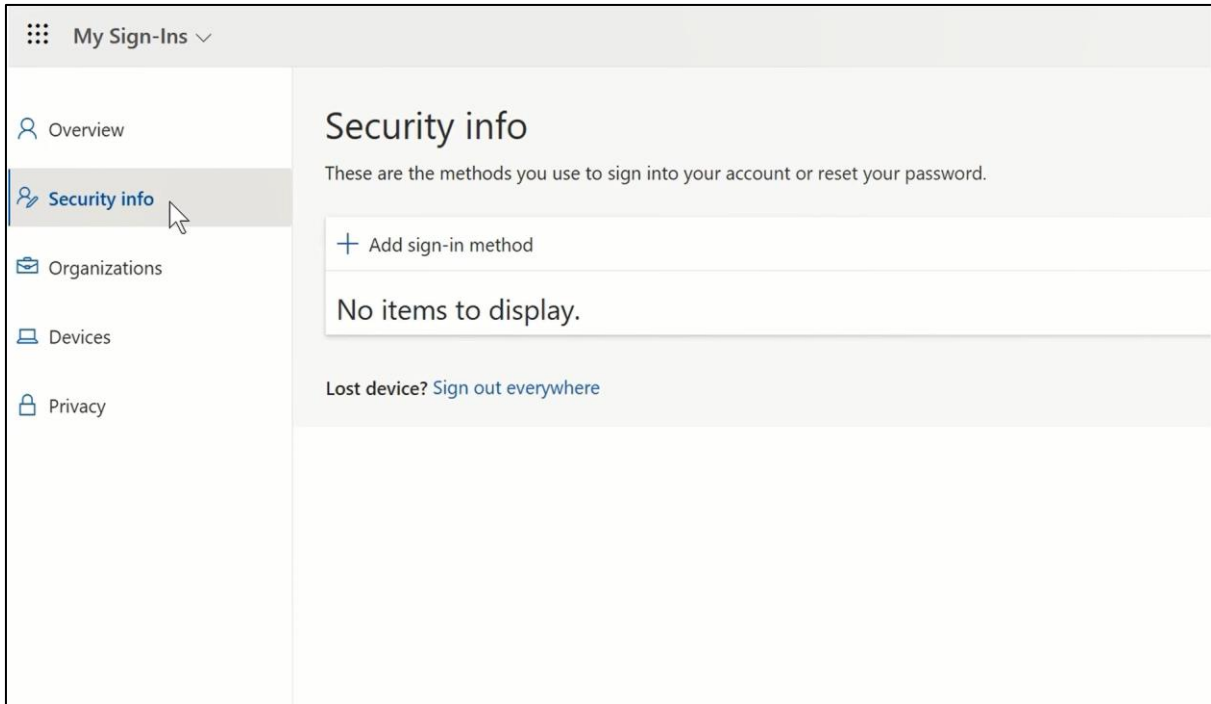


1. Type <https://mysignins.microsoft.com/security-info/?tenant=volvogroup.onmicrosoft.com> into your browser and press “Enter”
2. Enter your Volvo User ID plus the extension “@ext.volvogroup.com” and click on “Next”

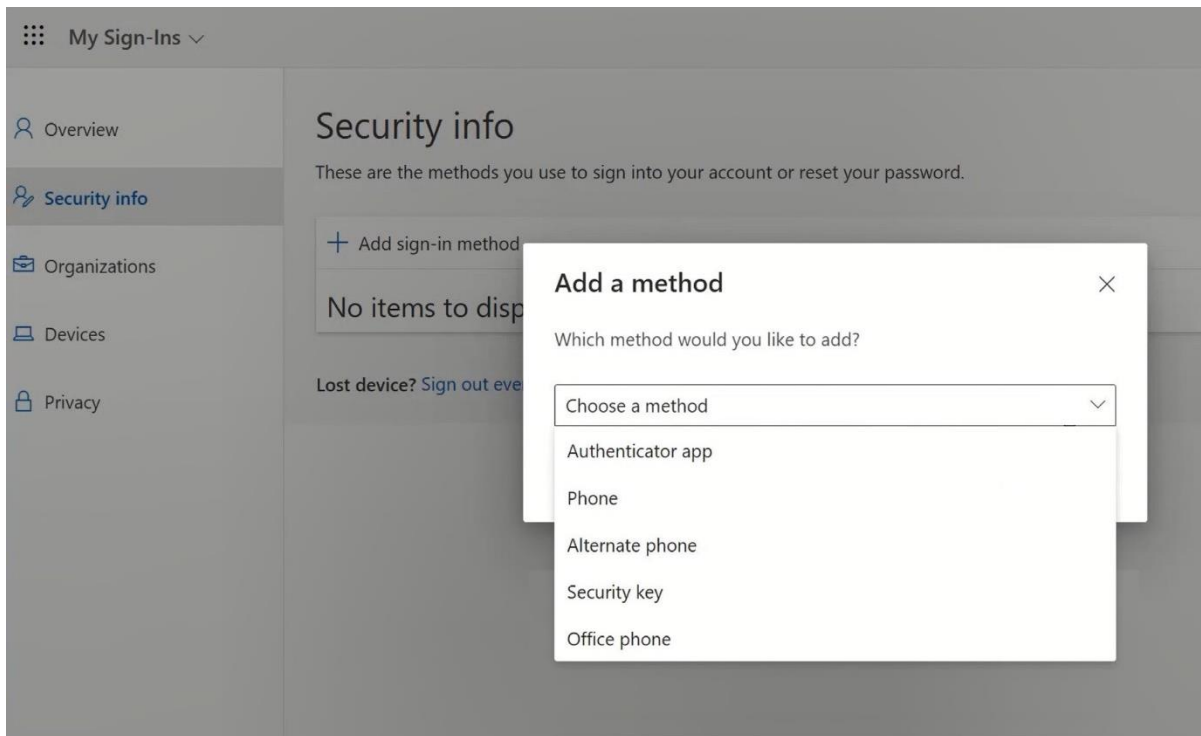
Microsoft  
**Sign in**  
M123456@ext.volvogroup.com  
[Can't access your account?](#)  
**Next**  
Welcome to Volvo Group Cloud services. If you encounter a problem to login, please contact the Global Service Desk. If you are an external user (XDS only), please sign in using [userid@ext.volvogroup.com](mailto:userid@ext.volvogroup.com).

Microsoft  
← M123456@ext.volvogroup.com  
**Enter password**  
.....  
[Forgot my password](#)  
**Sign in**  
Welcome to Volvo Group Cloud services. If you encounter a problem to login, please contact the Global Service Desk. If you are an external user (XDS only), please sign in using [userid@ext.volvogroup.com](mailto:userid@ext.volvogroup.com).

3. Enter the password by using the same password as you use for the Trucks Portal, for example
4. Click “Sign in”



5. On the next page, click on “+ Add sign-in method”



6. In the pop-up, expand the dropdown-menu “Choose a method” and select “Security Key” as your MFA method

## Security Key Hardware Examples

To select a **FIDO2** compatible security key, please visit [Microsoft website for compatible keys](#) for additional Microsoft recommendations.

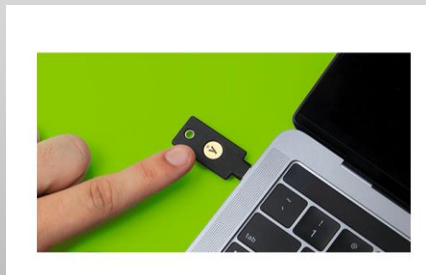


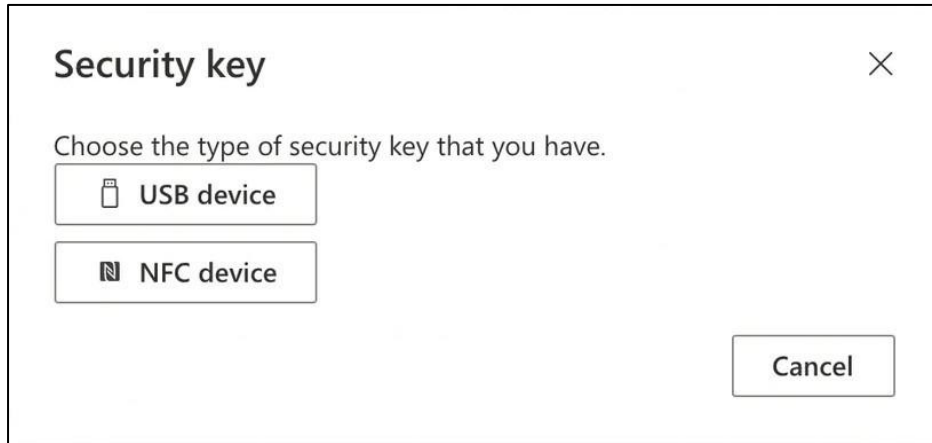
The Yubico branded security key has been tested and meets compatibility standards at Volvo, however, other FIDO2 Keys may be registered for use.

*For additional information on Security Keys, please visit:*

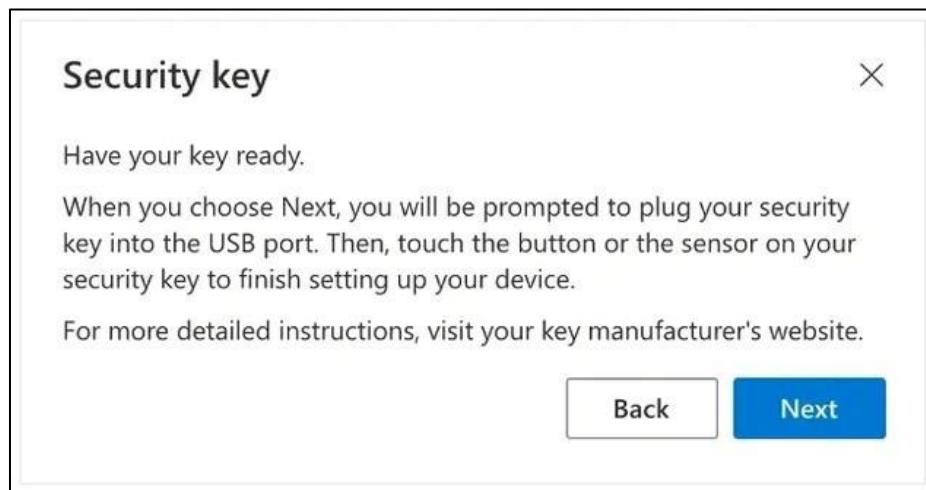
<https://www.yubico.com/products/yubikey-5-overview/>

[Where can I buy YubiKeys?](#)

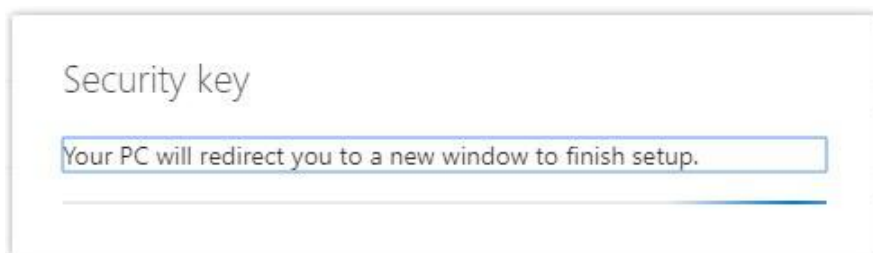




7. In the pop-up, click on “USB device”



8. Read the disclaimer and click on “Next”

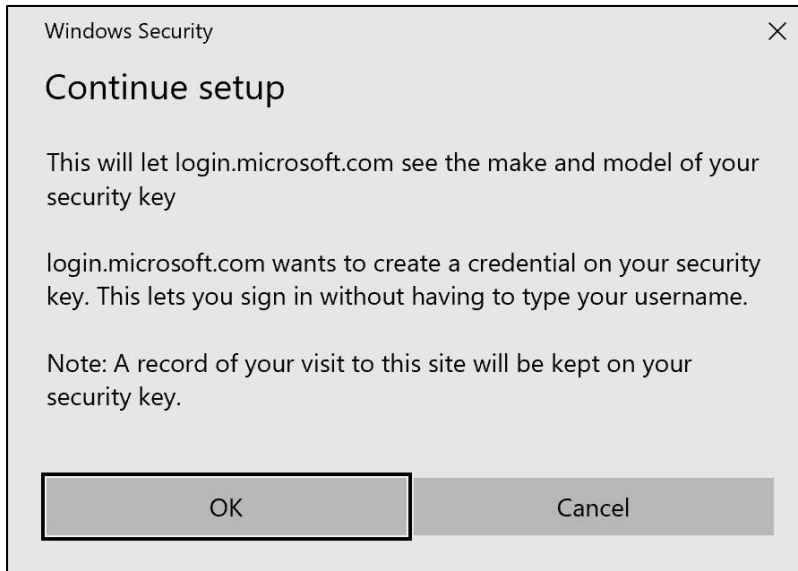


*You will be redirected to a dialogue of “Windows Security” to set up your security key*

*Example of a NFC device: Biometric device with unique identifier to fingerprint*



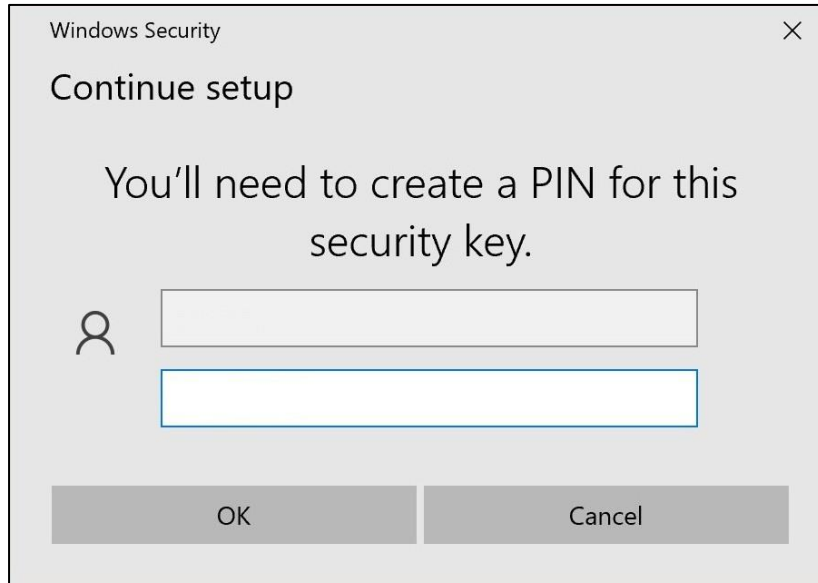
9. Click on "OK" in the new window



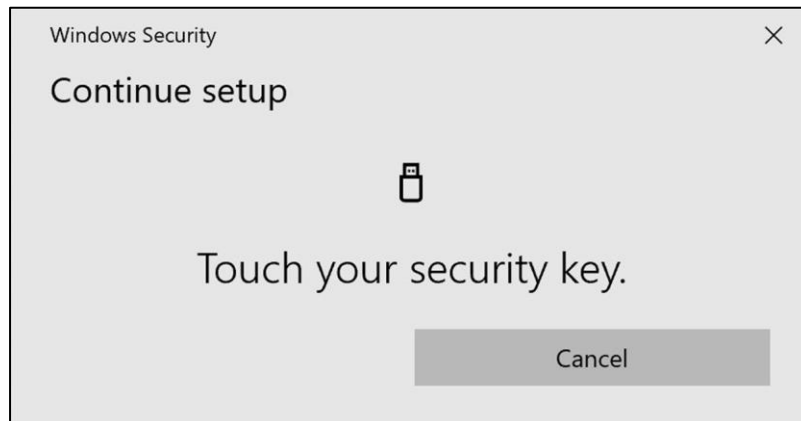
10. Click "OK" to continue



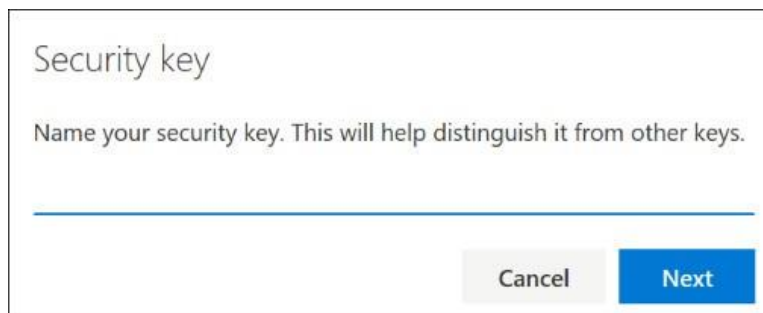
11. Insert your security key into a USB port on your device



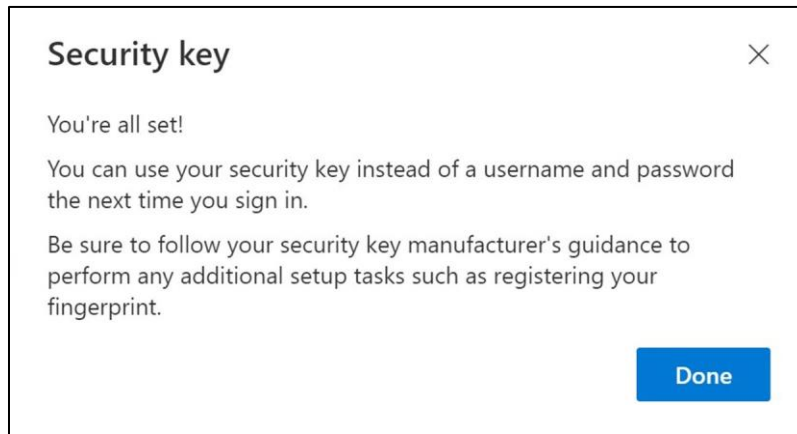
- 12. Enter a PIN to personalize your security key
- 13. Enter your PIN again to confirm, then click on "OK"



- 14. Touch your security key again to continue



- 15. Enter a name for your security key in the next window and click on "Next"



*Your security key is now set up*

16. Click on "Done"

*You can see your new MFA method "Security Key" in the list on your "Security Info" page*

*Now you have enabled MFA by "Security Key" to your user account You are done!*