VOLVO

MFA INSTRUCTIONS FOR SECURITY KEY SET UP

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. Security Keys, a USB-connected device, are required for Multi-Factor Authentication using this method.
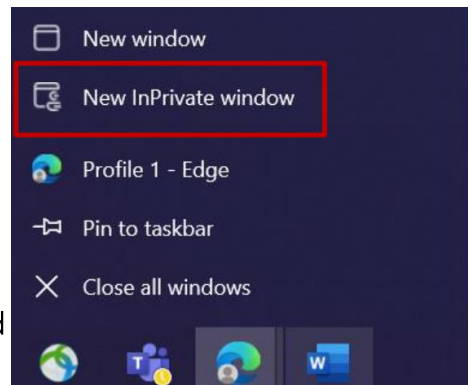
VOLVO

SETUP SECURITY KEY FOR MULTI-FACTOR AUTHENTICATION

* A Security Key device is required for Multi-Factor Authentication (MFA) using this method.
* A secondary MFA method (SMS, Phone Call, Authenticator App) is required before setting up Security Key.

1. Please, log into your system (work laptop, work desktop)

   Close all browser windows and open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select "New InPrivate Window") or open your browser (Microsoft Edge or Google Chrome) then press and hold "Ctrl" (for Windows) / "Command/Cmd" (for Mac) and "Shift" and then press the "N"-key

2. In the address field of the browser enter the URL: https://myaccount.microsoft.com

   Enter your User ID plus the extension "@ext.volvogroup.com" and click on "Next"

3. Enter the password by using the same password you use for our portals (example: Trucks Dealer Portal, Trucks Customer Portal) **or Tech Tool.**

4. Click "Sign in"

   You will be forwarded to Microsoft's Security Info page

When selecting Security Key as your MFA method, please select a 2nd MFA method in case the Security Key is unavailable /not working after Security Key is setup. Phone/SMS/Authenticator App method are the other options.
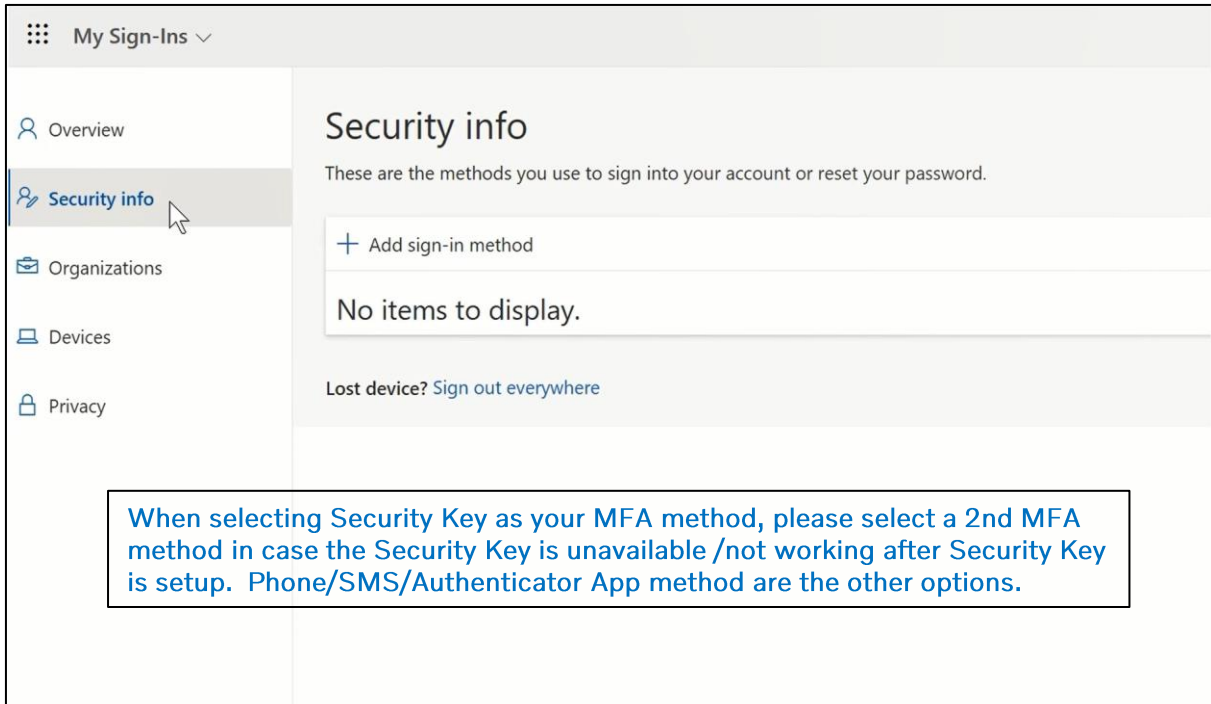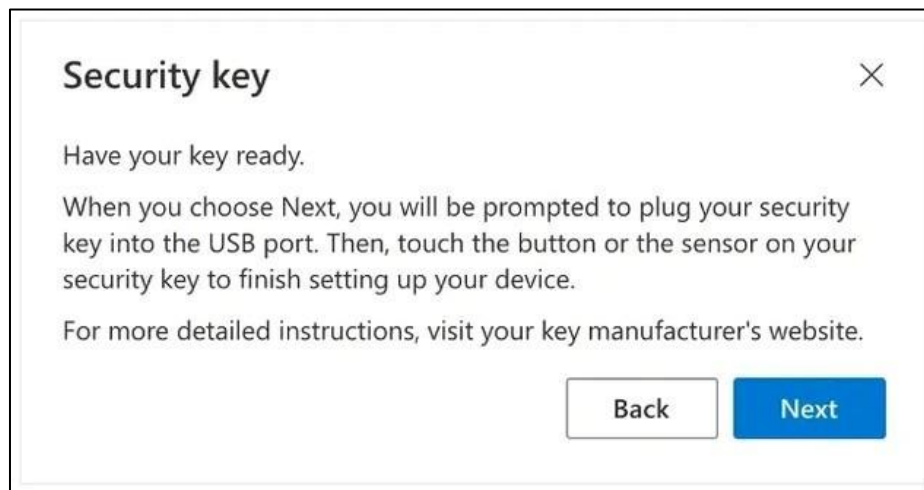
5. On the next page, click on "**+ Add sign-in method**"
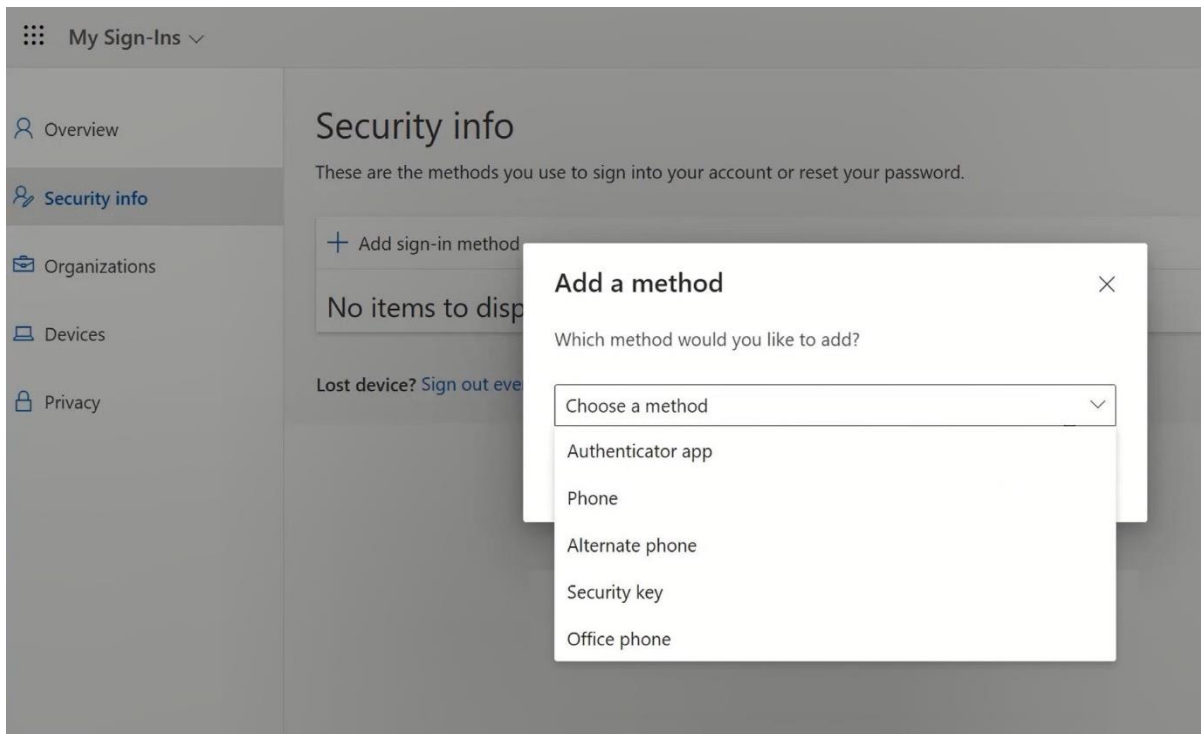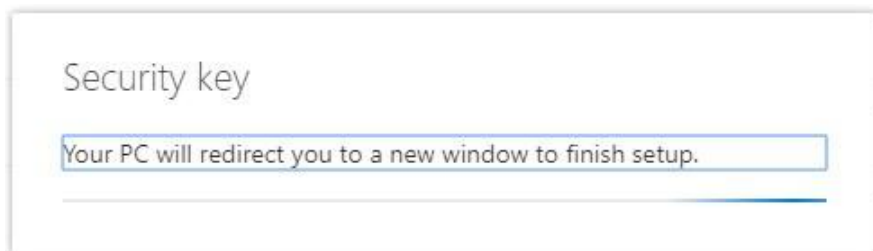

6. In the pop-up, expand the dropdown-menu "**Choose a method**" and select "**Security Key**" as your MFA method.
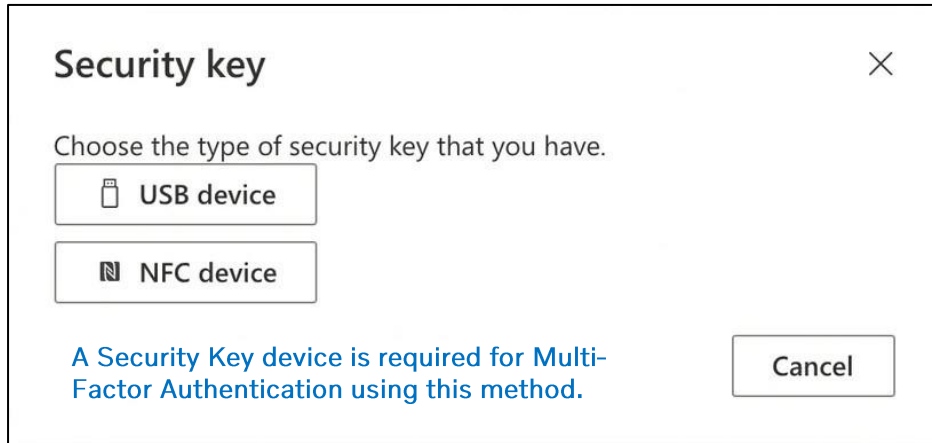
7.   In the pop-up, click on "**USB device**"

8.   Read the disclaimer and click on "**Next**"

You will be redirected to a dialogue of "Windows Security" to set up your security key

Create a passkey on a phone or tablet

Scan this QR code with a camera on the device where you want to create a passkey for login.microsoft.com

Use a different device ⭐ Cancel

Please insert your security key. When prompted for the follow-up action, please touch the gold circle or button if your security key has one.

Cancel   Next

9.   Click on **"Use a different device"** in the new window

Create a passkey

Choose how you want to create a passkey for login.microsoft.com

⭐ 🖥 Windows Hello or external security key ▸

🔲 Use a phone or tablet ▸

Cancel

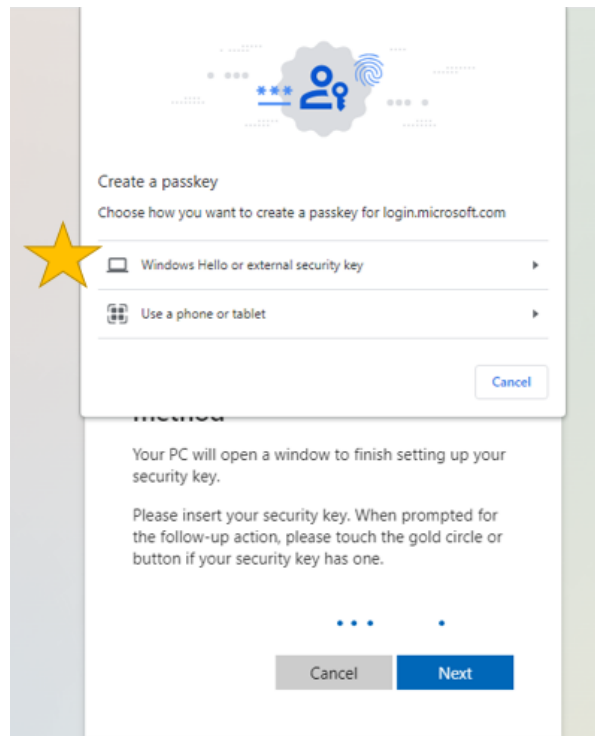Your PC will open a window to finish setting up your security key.

Please insert your security key. When prompted for the follow-up action, please touch the gold circle or button if your security key has one.
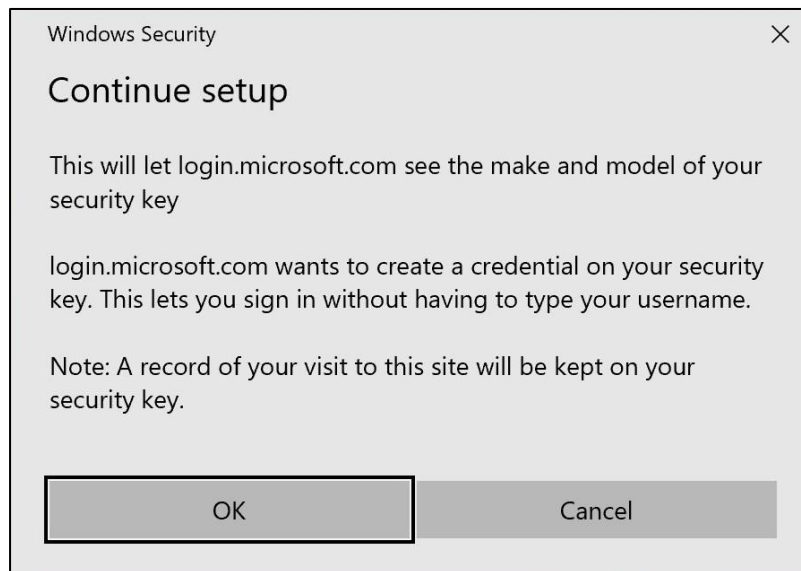
Cancel   Next

10.   Click **"Windows Hello or external security key""** in the new window

Windows Security ✕

Security key setup

Set up your security key to sign in to login.microsoft.com

This request comes from Msedge, published by Microsoft Corporation.

OK	Cancel

11.   Click on "**OK**" in the new window

Windows Security ✕

Continue setup

This will let login.microsoft.com see the make and model of your security key

login.microsoft.com wants to create a credential on your security key. This lets you sign in without having to type your username.

Note: A record of your visit to this site will be kept on your security key.

OK	Cancel

12.   Click "**OK**" to continue

Windows Security ✕

Continue setup

Insert your security key into the USB port.
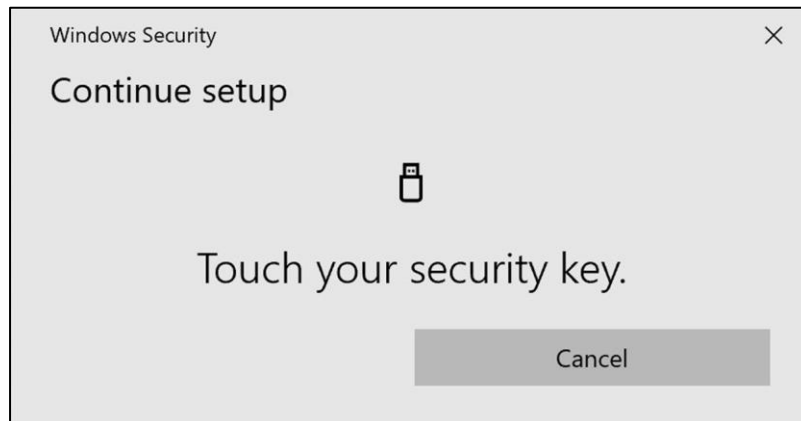
Cancel

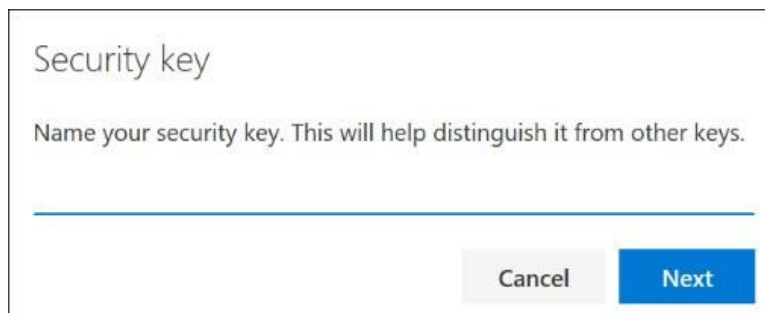13.   Insert your security key into a USB port on your device
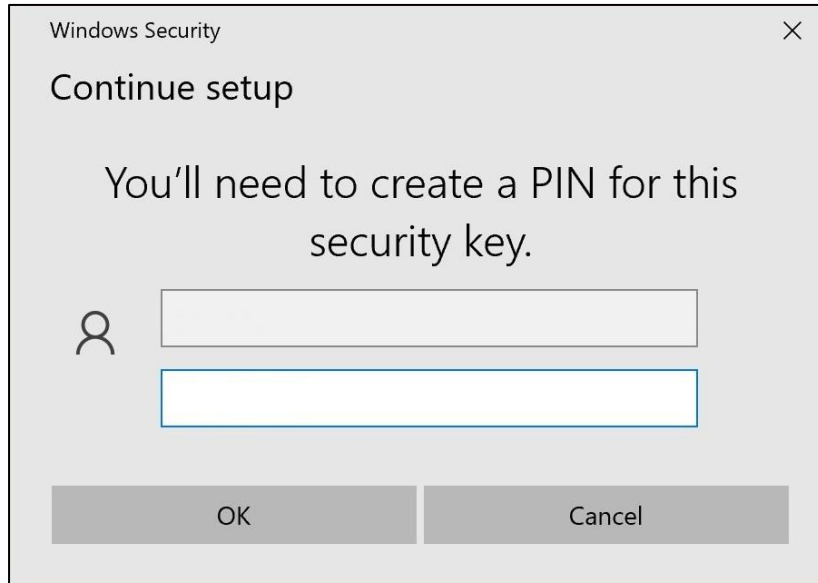
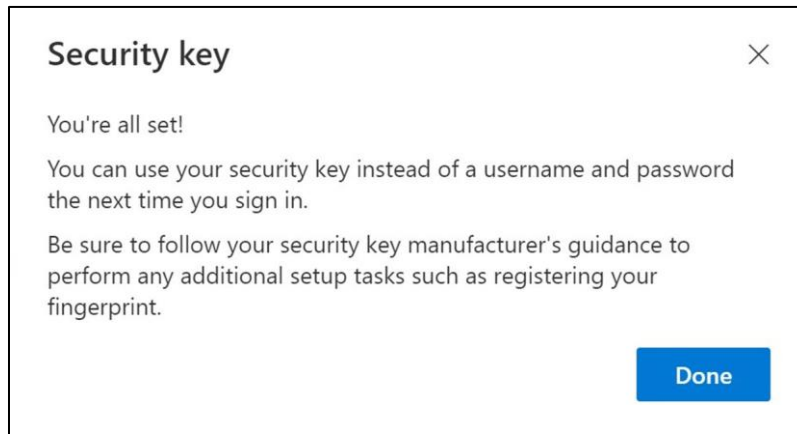14. Enter a PIN to personalize your security key

    Enter your PIN again to confirm, then click on "**OK**"

15. Touch your security key again to continue

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

Your security key is now set up

17. 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!

Two MFA Methods should be selected for each user to minimize support required to access Volvo Applications