

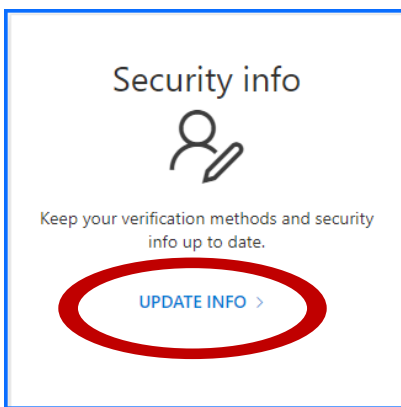


Setting up Multi-Factor Authentication with a YubiKey

Step 1: Login to myaccount.microsoft.com

Verify that your initials or profile picture are in the upper right corner.

Step 2: Find the **Security info** tile and click **Update Info**



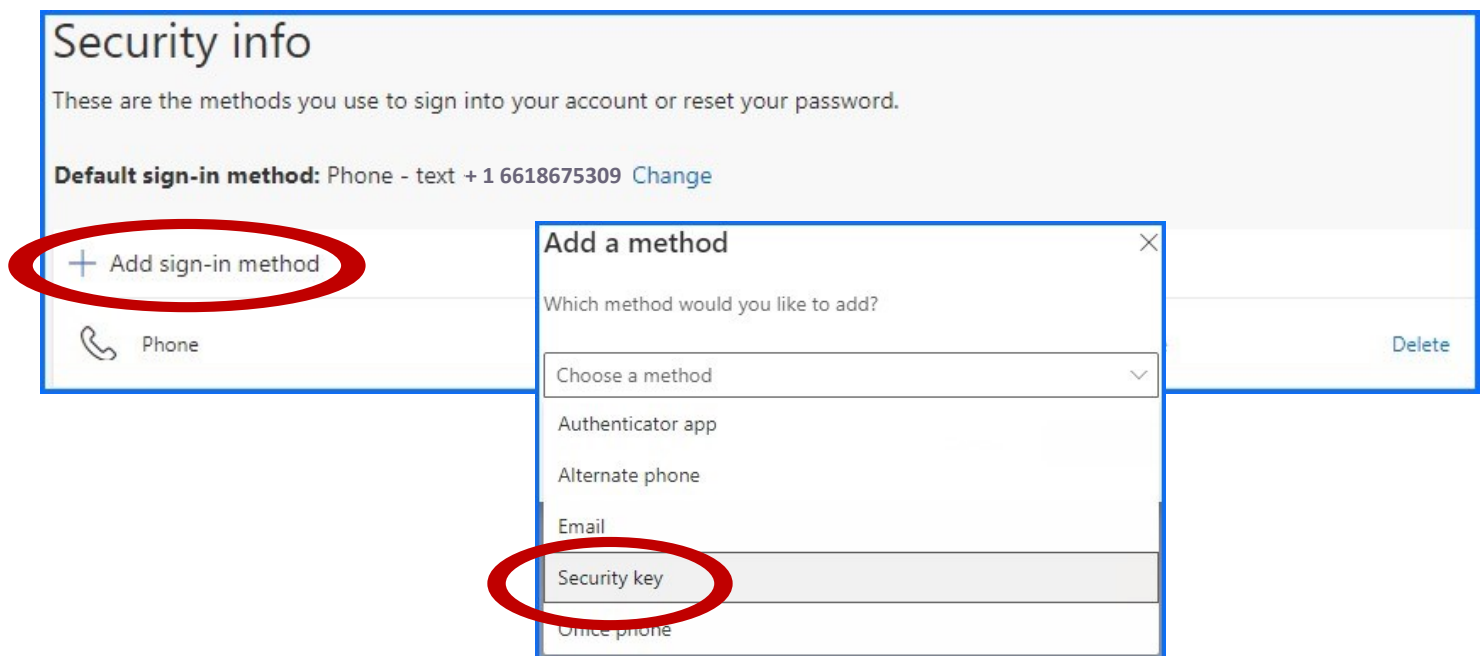
You'll be prompted to verify your identity by entering your Westside username and password and then getting a call or text.

If the phone number listed needs to be changed, please contact Human Resources.

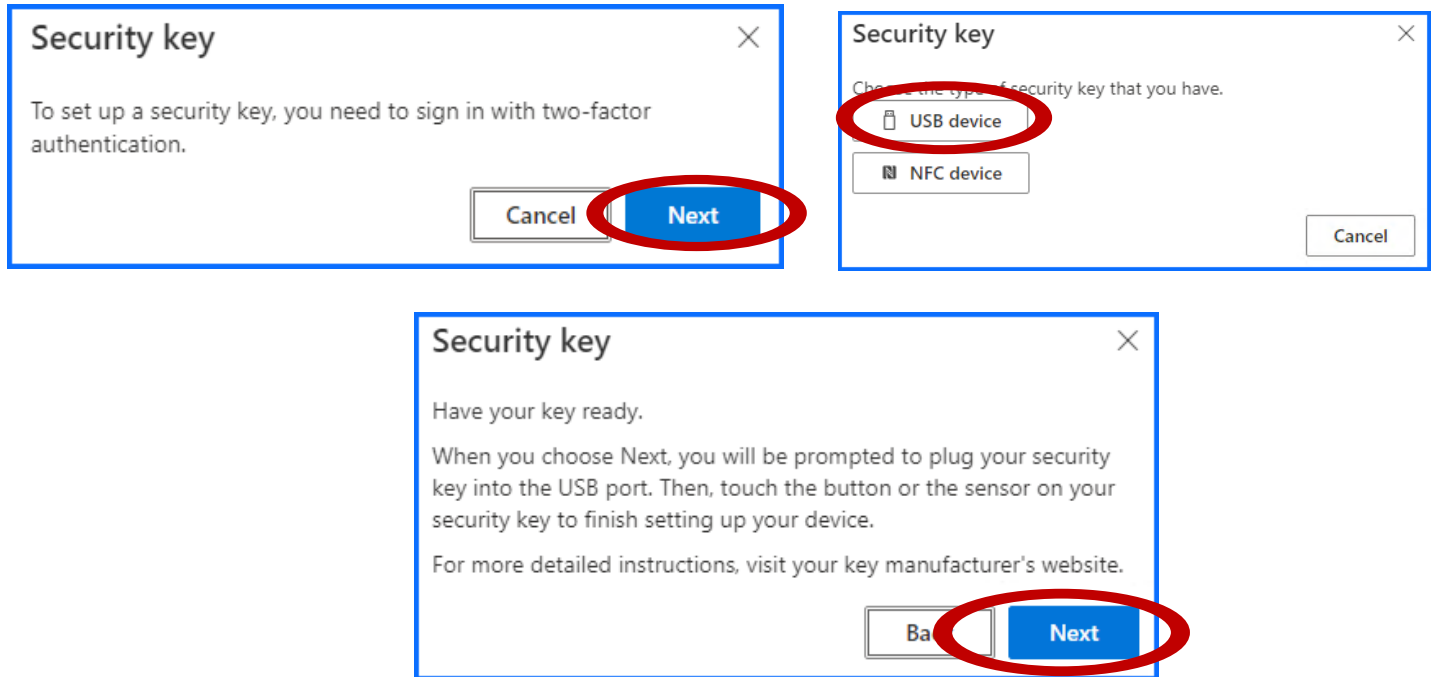
(If there is any other reason you are unable to use your phone to verify your identity, please call IT at x46157 for assistance.)

It will take a day for HR's changes to update in our system and then you can continue with the authentication setup.

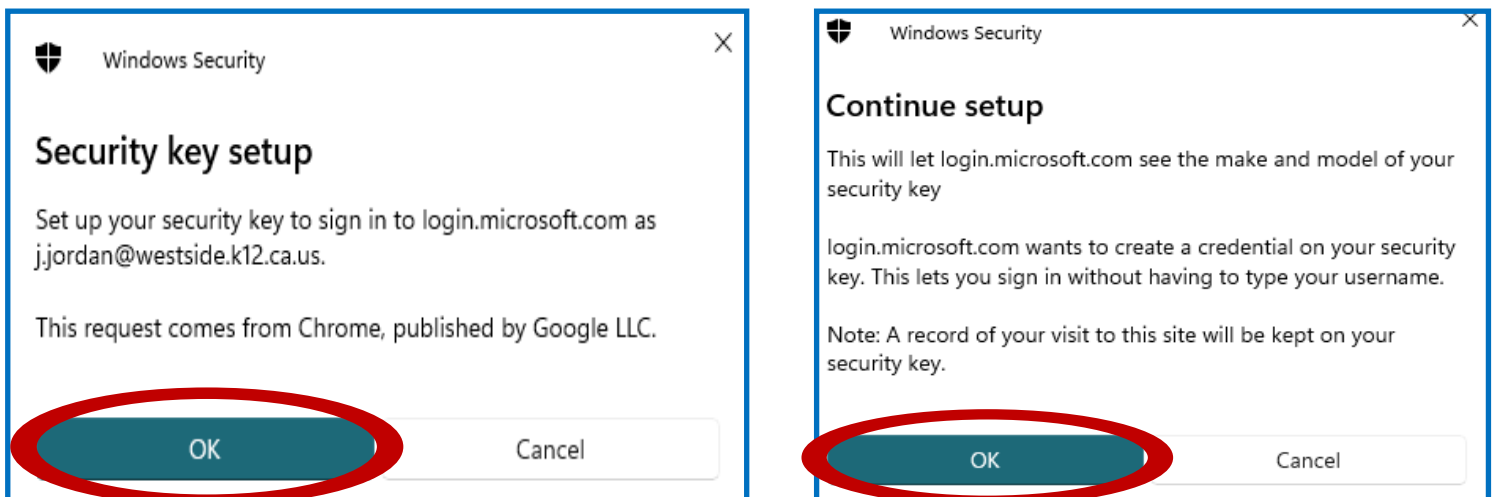
Step 3: Click the **plus sign** next to **Add sign-in method**. From the **Choose a method** drop down menu select **Security key**, then click the blue **Add** button.



Step 4: You may be prompted for another authentication. After authenticating, click **Next** then select **USB device** and **Next** again.

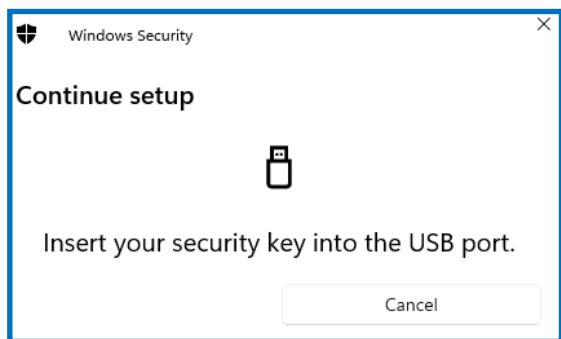


Step 5: Follow the on-screen prompts to allow access.



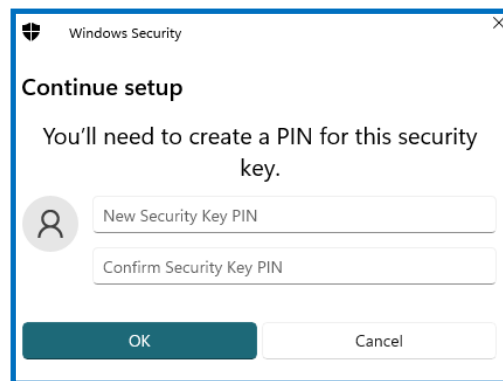
Step 6: Insert the security key into the computer's USB port.

When prompted, **tap** the key's sensor (with any finger). The sensor is the circle with the Y at the center of the YubiKey.

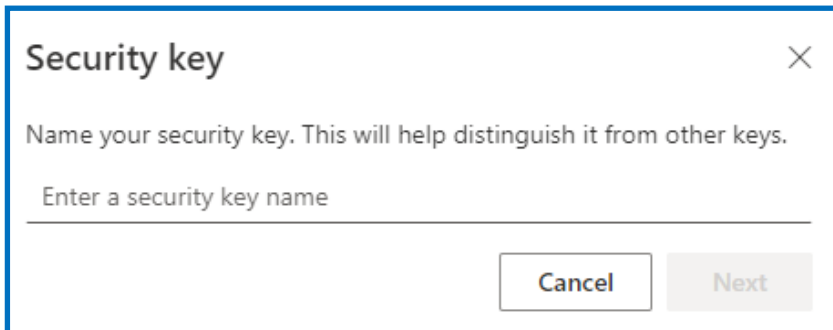


Step 7: Create a PIN. The PIN must be at least 4 numbers long.

Be sure to remember your PIN—you will use it **each time you use the key!**



Step 8: Name your key. The name you choose will only show in your list of authentication methods at myaccount.microsoft.com and won't be used during authentication, so what you name it isn't critical.



You're all set!

Be sure to keep your YubiKey with you - it's now the third piece of your Westside login:
username + password + YubiKey.



Call the IT Helpline at x46157 if you need assistance or have questions.