

1.1 YubiKey Initial Set-up Windows Users

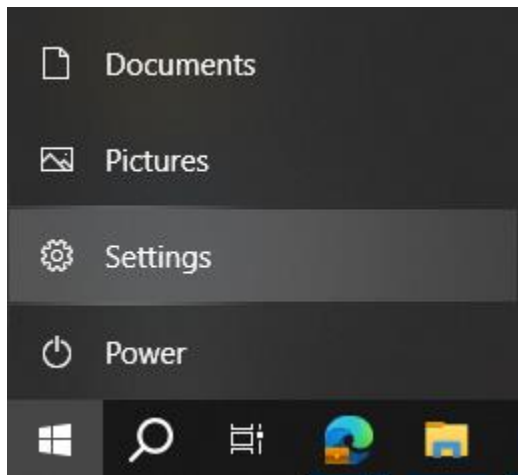
The following section goes over how to set up your PIN for your YubiKey using a windows machine. This section will assume that your YubiKey has already been inserted into your computer.

If you have a MacBook please skip to [section 1.2](#)

If you have already set a PIN please skip to [section 2.](#)

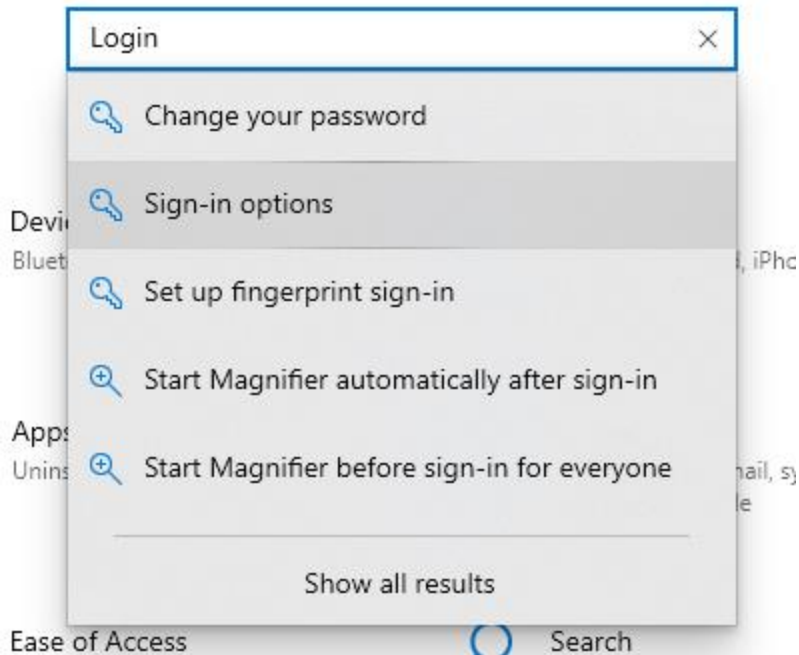
Follow the below steps to register your YubiKey on a Windows Machine

1. Insert your YubiKey if you have not already into a USB slot on the computer
2. Go to settings on your machine by clicking the Start Menu > Settings



3. From the Windows Setting screen type Login into the “*Find a Setting*” search bar and then click on Sign-In Options

Windows Settings



4. Click on Security Key and then click Manage

Sign-in options

**Some of these settings are hidden or managed by your organization.*

Manage how you sign in to your device

Select a sign-in option to add, change, or remove it.

 Windows Hello Face
This option is currently unavailable—click to learn more

 Windows Hello Fingerprint
This option is currently unavailable—click to learn more

 Windows Hello PIN
This option is currently unavailable—click to learn more

 Security Key
Sign in with a physical security key

Manage a physical security key that can log you into applications.

[Learn more](#)

Manage

5. Touch your YubiKey as prompted by the next screen

Windows Hello setup



Touch your security key.

6. Click on Add a Security PIN

Windows Hello setup



Security Key PIN

Creating a PIN for your security key helps keep you secure

Add



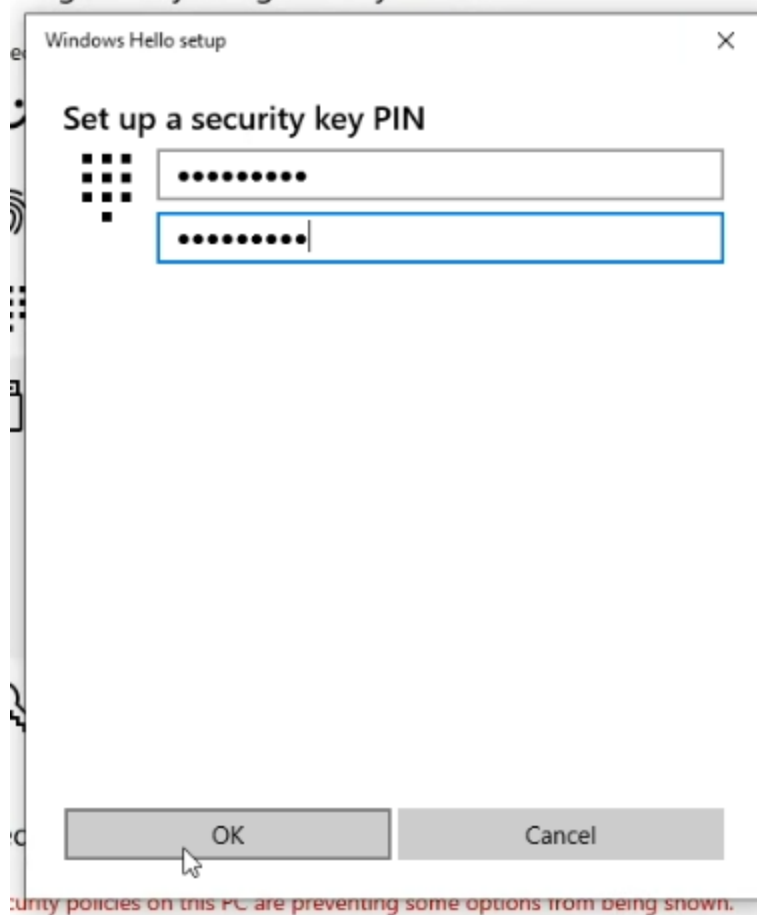
Reset Security Key

Remove everything from this security key and reset to factory settings

Reset

Close

7. Create your PIN. Your PIN must be at least 4 digits. Then click ok



8. Click Close
9. Your PIN is now set. Move onto [Section 2](#)

1.2 YubiKey Initial Set-Up Apple MacBook User

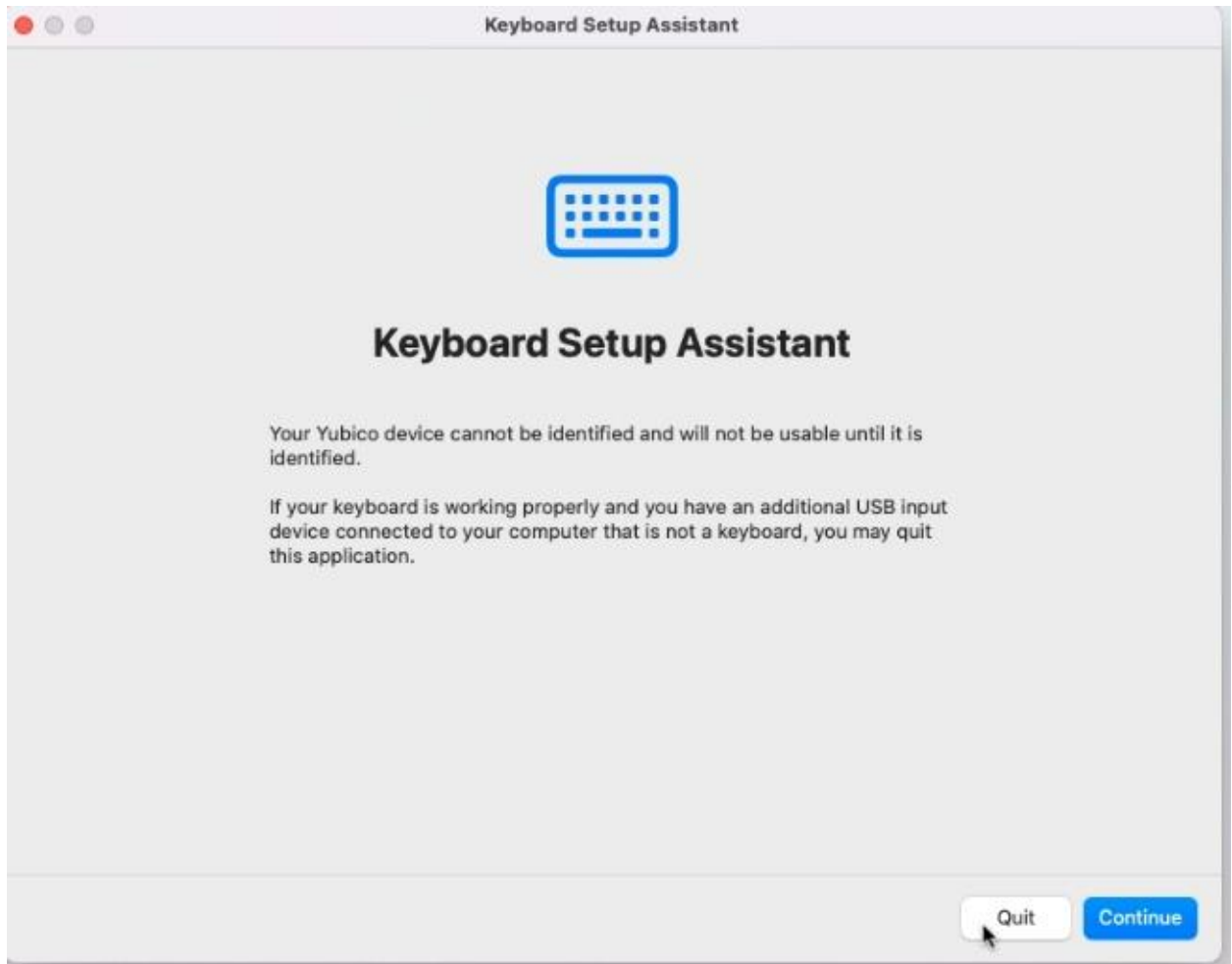
The following section goes over how to set up your PIN for your YubiKey using an Apple MacBook. This section will assume that your YubiKey has already been inserted into your computer.

If you have a Windows PC please refer back to [section 1.1](#)

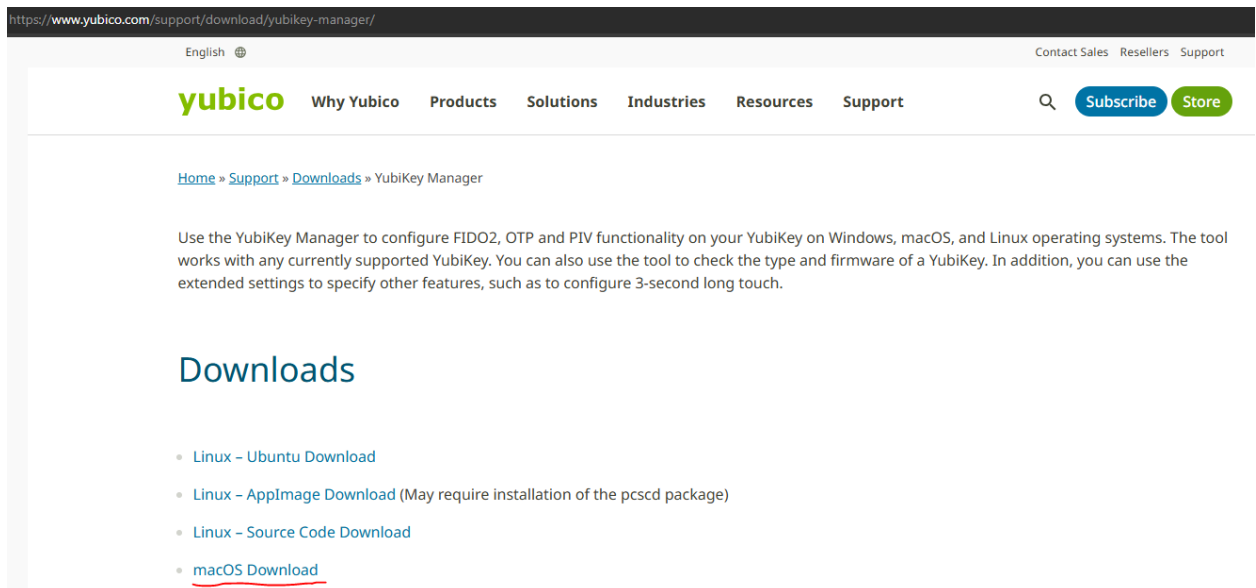
If you have already set a PIN please skip to [section 2](#).

Follow the below steps to register your YubiKey on an Apple MacBook

1. Insert your YubiKey into your MacBook
2. Click Quit on the Keyboard Setup Assistant screen that pops up



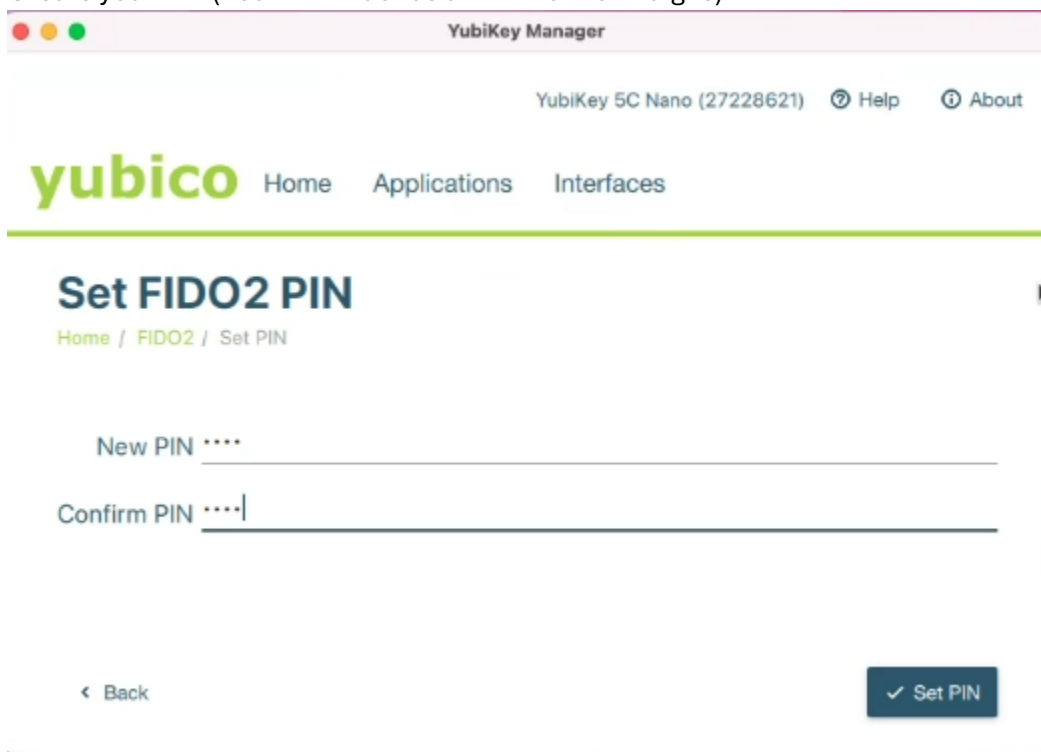
3. Download and install the YubiKey Manager from the following site: [YubiKey Manager | Yubico](https://www.yubico.com/support/download/yubikey-manager/)



4. Open the YubiKey Manager Application



5. Click Applications > FIDO2
6. Create your PIN (Your PIN must be a minimum of 4 digits)



7. Click the Set PIN button
8. Your PIN is now set. Please move onto [section 2](#)

2. Adding your CNH Accounts to your YubiKey

The following section assumes that you have created the PIN for your YubiKey. If you have not refer back to Section 1.1 for Windows Machines or section 1.2 for MacBook Users

You can add up to 25 different accounts to your Yubikey. So you can add your normal user account, -admin account, and more

1. Open up a Web Browser
2. Go to portal.office.com and sign in if you are not already
 - a. **Note:** If you are adding a -admin account please use an in-private/incognito browser session and sign into your dash admin account. Remember your sign-in e-mail will be <dash admin account name>@cnmc.org as shown in the screenshot below:



Sign in

jdoe-admin@cnmc.org

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

3. Click on your name in the top corner and then click view account



4. Under the security info tab click update info

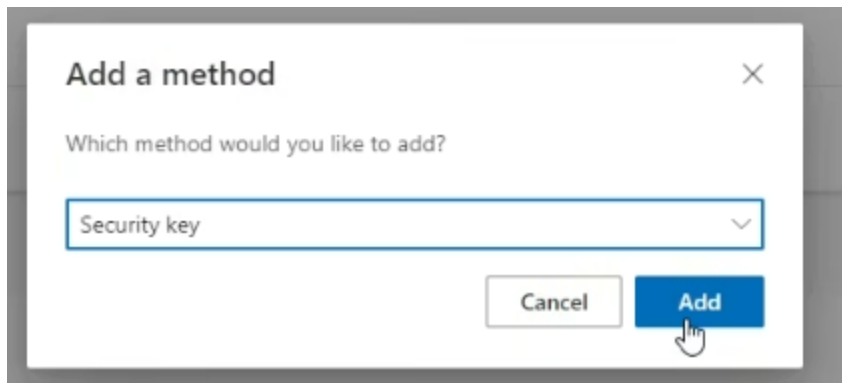
Security info



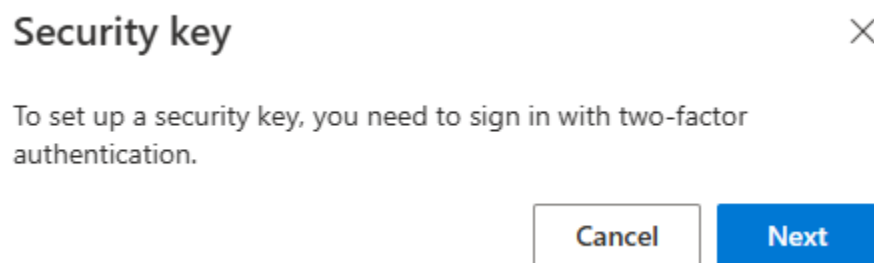
Keep your verification methods and security info up to date.

[UPDATE INFO >](#)

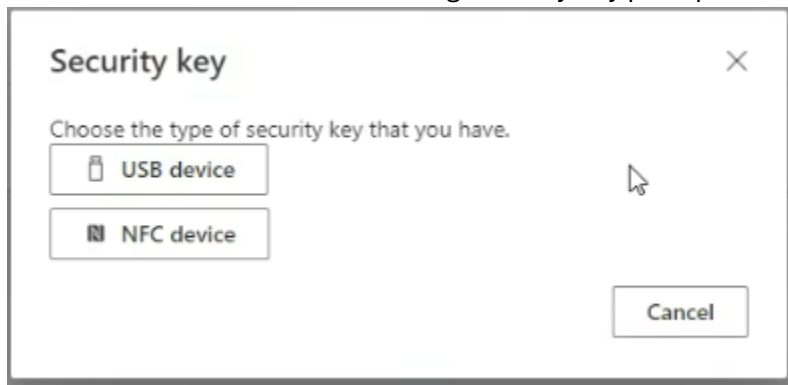
5. Under the Security Info tab click Add-Sign Method > Security Key > Add



6. On the next screen click next
7. You will then get an MFA prompt please respond



8. Click on USB device on the resulting Security Key prompt



9. Click next on the have your key ready screen
10. On the QR Code screen click Save Another Way



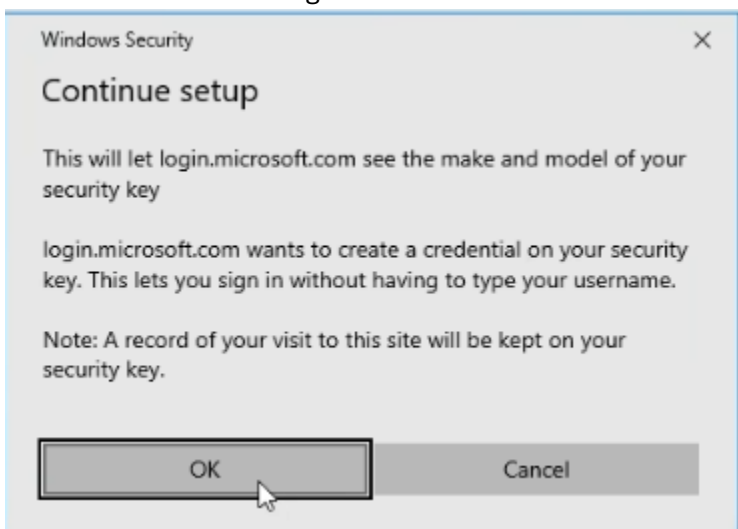
11. Click Use an external security key



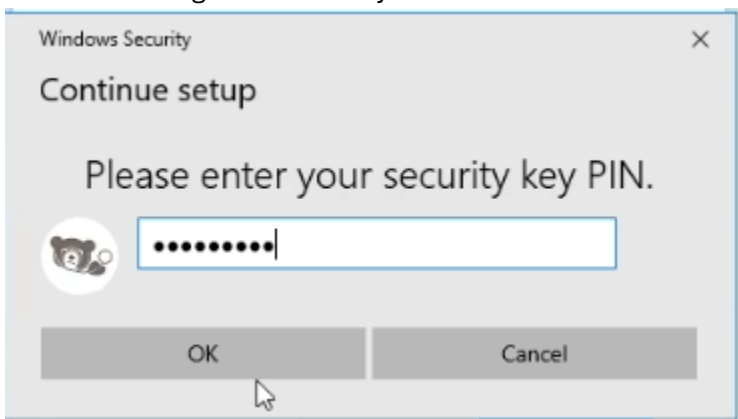
12. Click OK on the resulting security key setup screen



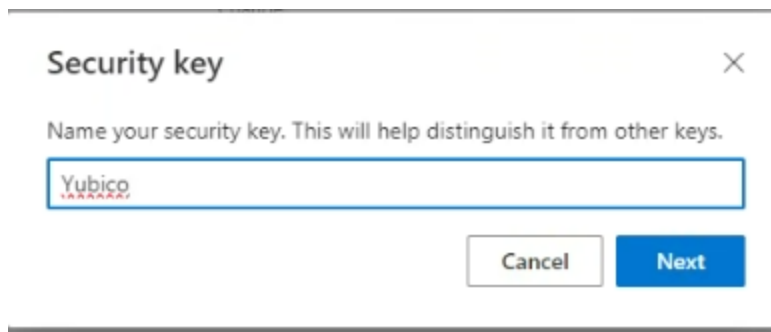
13. Click OK on the following screen



14. On the resulting screen enter your PIN that was created earlier



15. Name your key something that you can identify



Security key

Name your security key. This will help distinguish it from other keys.

Yubico

Cancel Next

16. Click Next

3. Sign-In with Yubikey

The following section will walk through signing in with your Yubikey

1. Go to portal.office.com in an in-private/incognito browser
2. On the Microsoft Sign in page click Sign-in options



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



Sign-in options

3. Under Sign-in options, Click Face, fingerprint, PIN or security key



Sign-in options



Face, fingerprint, PIN or security key
Use your device to sign in with a passkey.



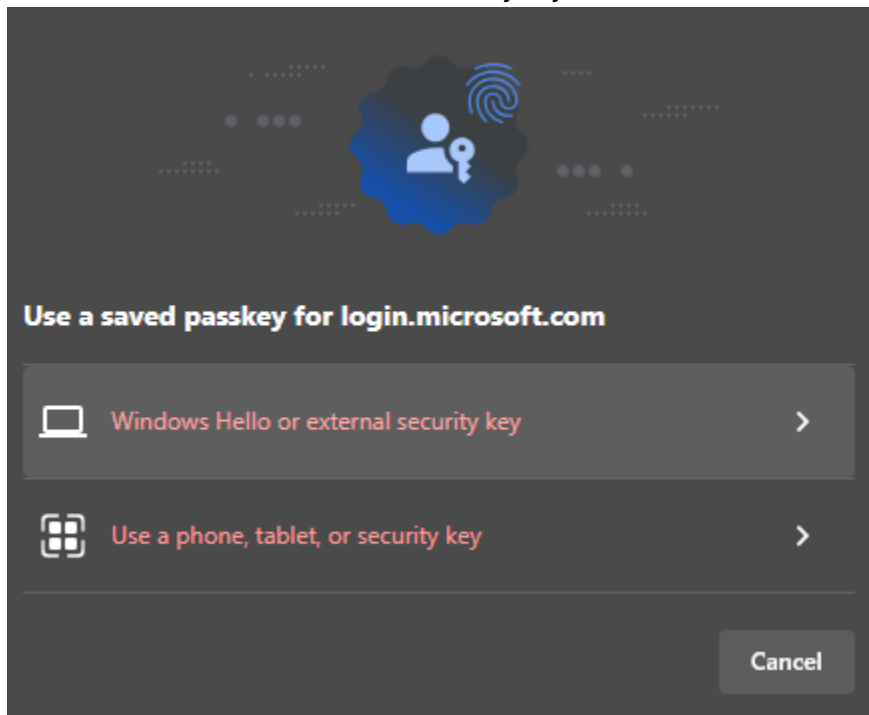
Sign in with GitHub
Personal accounts only



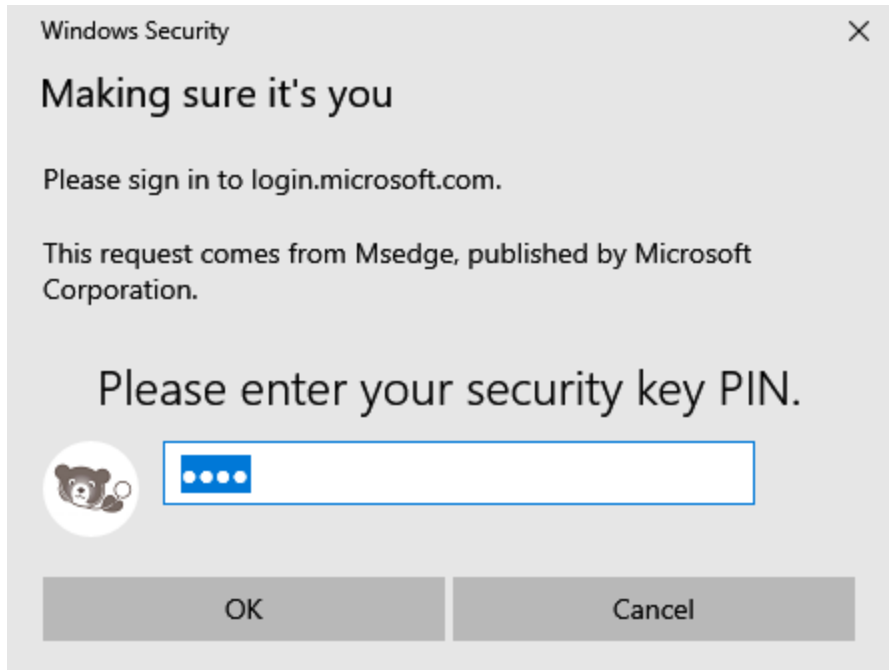
Sign in to an organization
Search for a company or an organization you're working with.

Back

4. Click Windows Hello or external security key



5. Enter your security PIN



6. Touch your YubiKey



7. Select the account you would like to use (If you have multiple accounts stored)

Windows Security



Making sure it's you

Please sign in to login.microsoft.com.

This request comes from Msedge, published by Microsoft Corporation.



bejohnson-admin

bejohnson-admin@cnmc.org

login.microsoft.com

More choices



bejohnson-admin@cnmc.org



BEJOHNSON@childrensnational.org

OK

Cancel