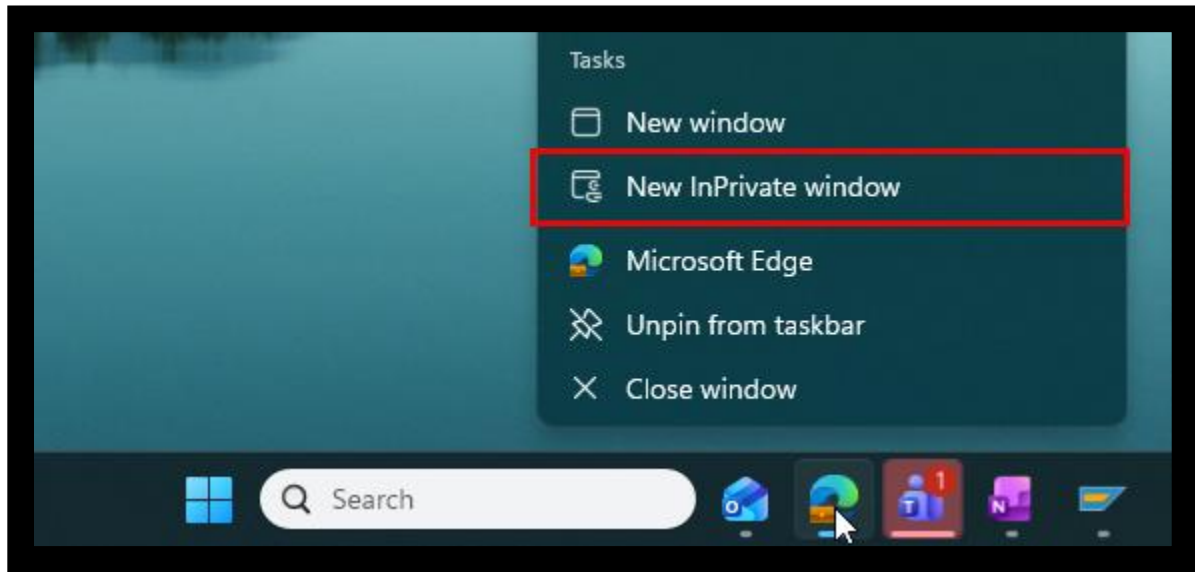
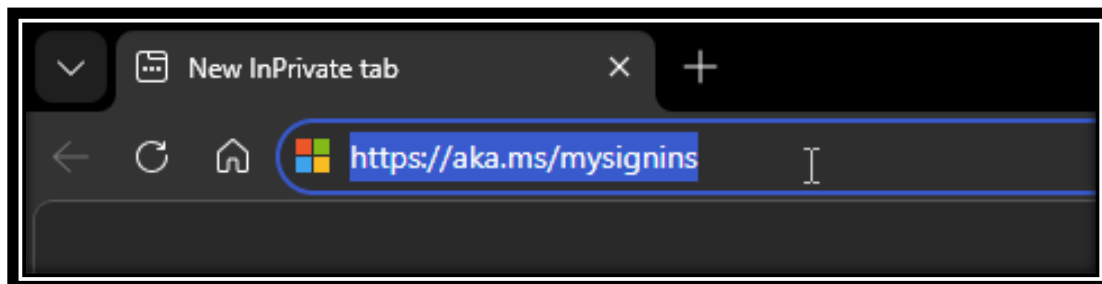


MFA Enrollment Instructions – Security Key

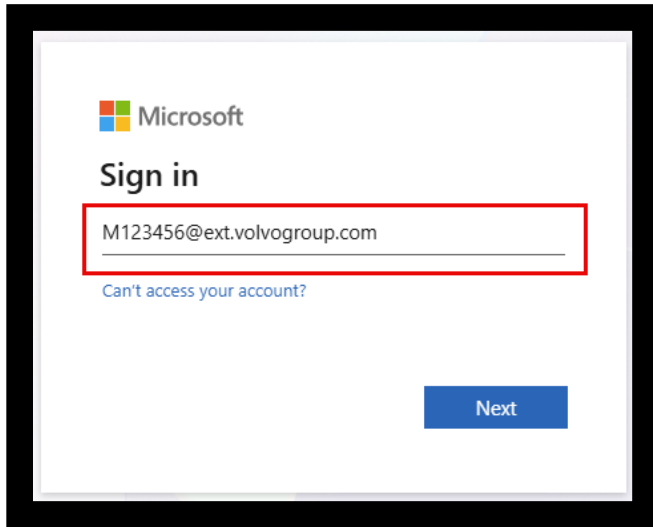
1. Please, log into your system (work laptop, work desktop).
2. Close all browser windows and open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select “**New InPrivate Window**”)



3. In the address field of the browser enter the URL: <https://aka.ms/mysignins>



4. Enter your Volvo User ID plus the extension “@ext.volvogroup.com” and click on “Next”



Microsoft

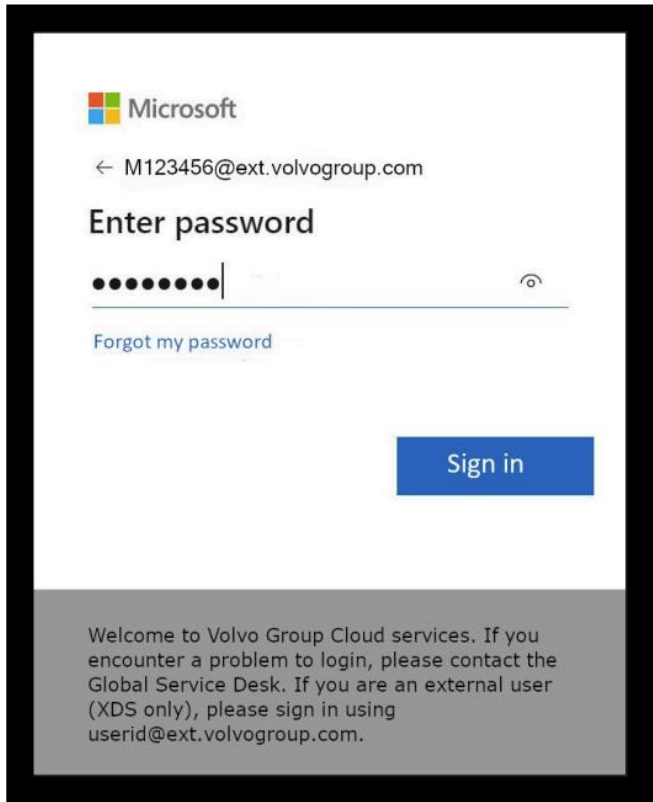
Sign in

M123456@ext.volvogroup.com

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

Next

5. Enter the password by using the same password as you use when logging into a Prevost application, for example, Prevost PRO.



Microsoft

← M123456@ext.volvogroup.com

Enter password

.....

[Forgot my password](#)

Sign in

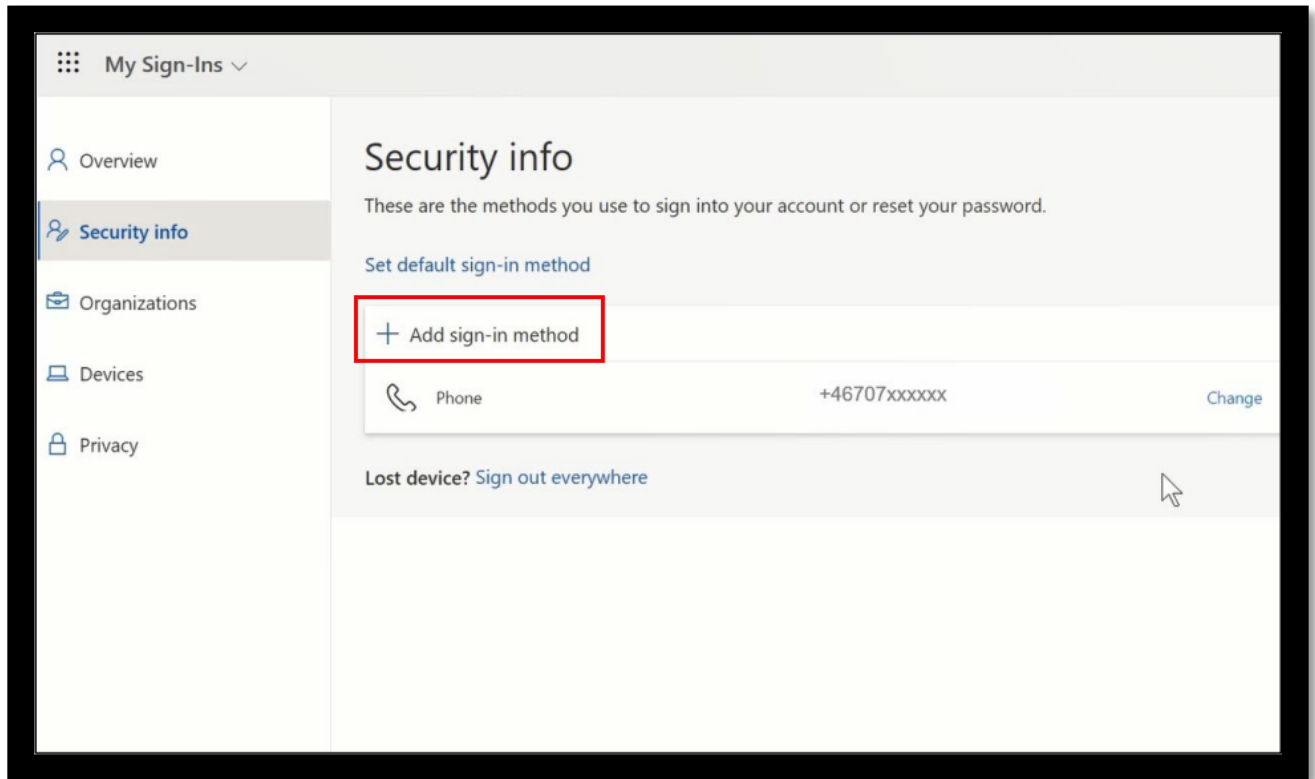
Welcome to Volvo Group Cloud services. If you encounter a problem to login, please contact the Global Service Desk. If you are an external user (XDS only), please sign in using `userid@ext.volvogroup.com`.

6. Click “Sign in”

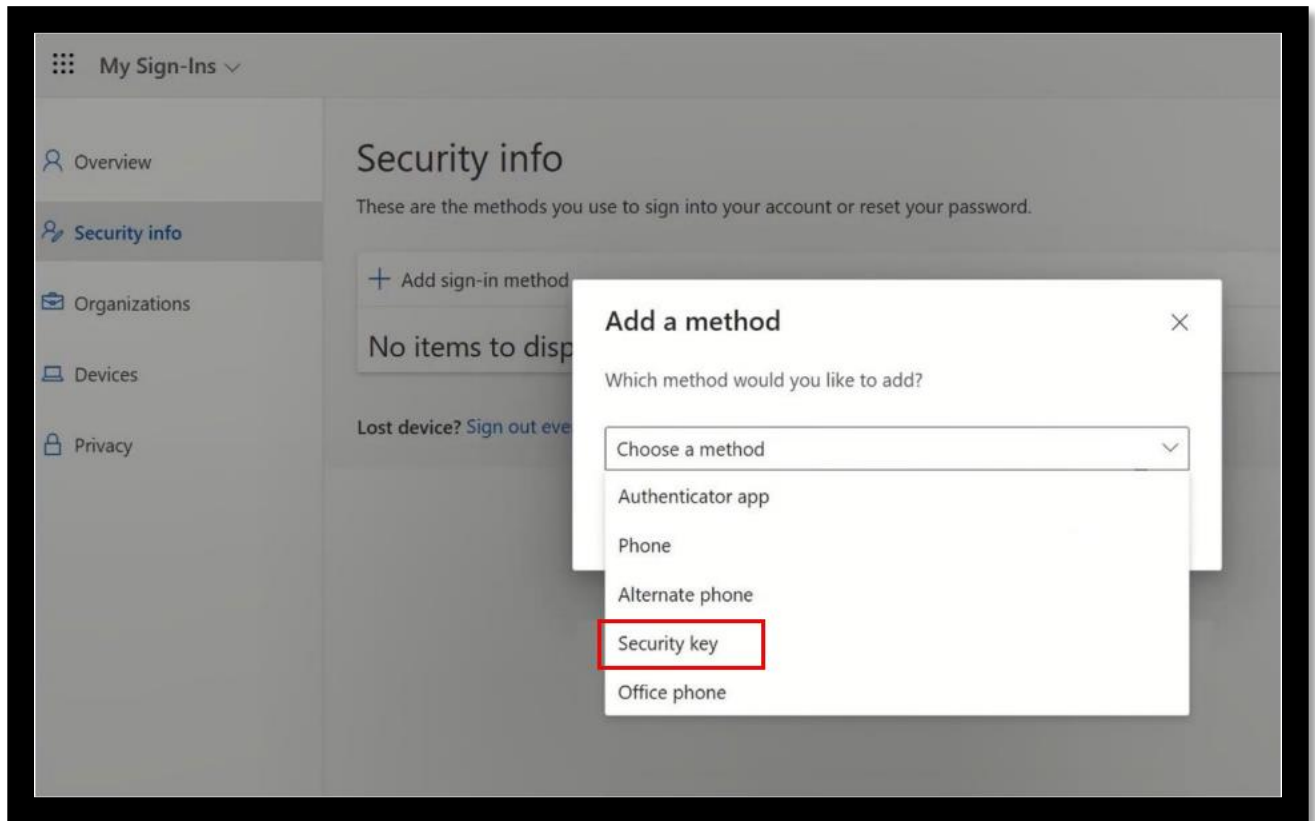
If you do not have a sign-in method set up already (no entries in the list of sign-in options), please **register another MFA method (phone call, SMS or Authenticator App)** before continuing with these instructions. An MFA method is **required** to register a Security Key.

You will be forwarded to Microsoft's Security Info page

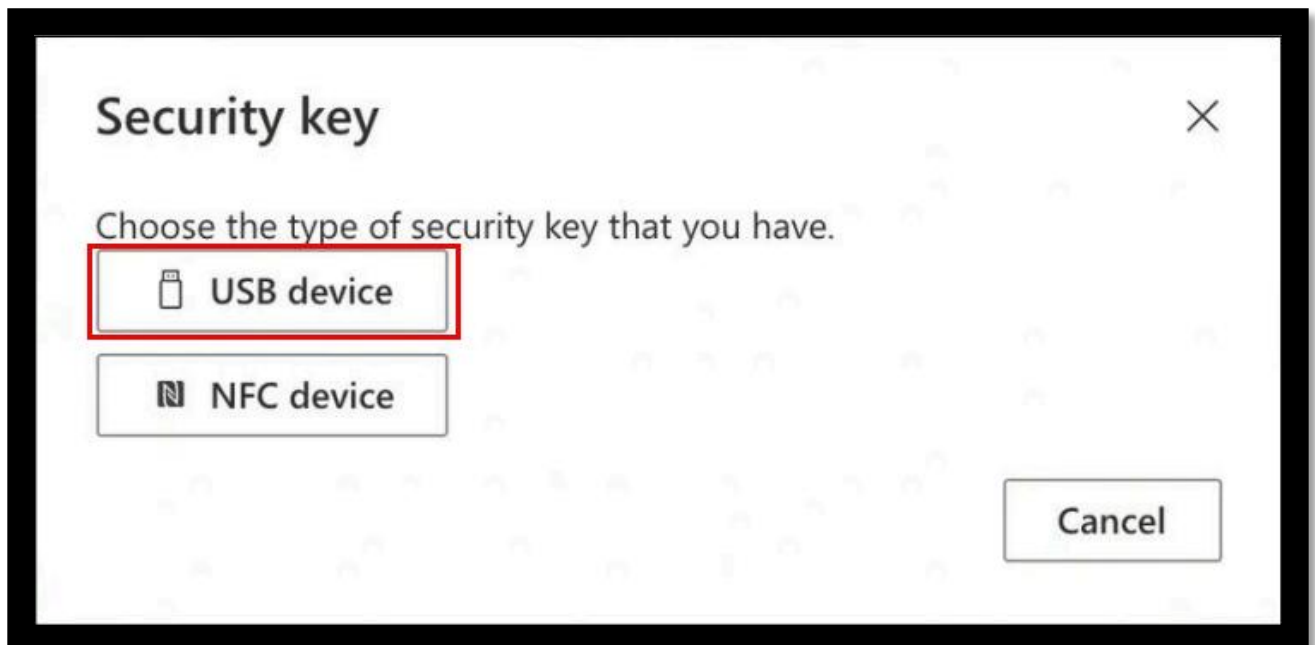
7. On the next page click on “+ Add sign-in method”



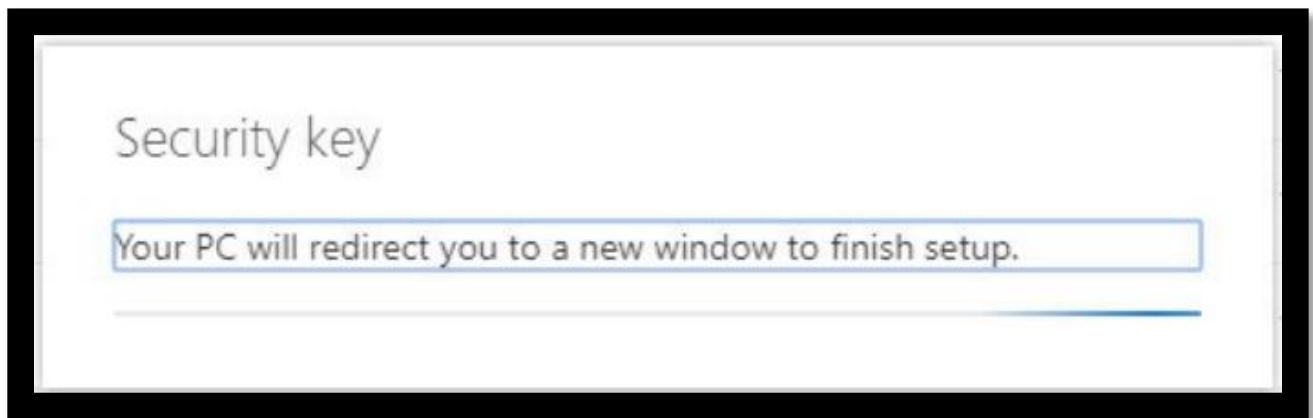
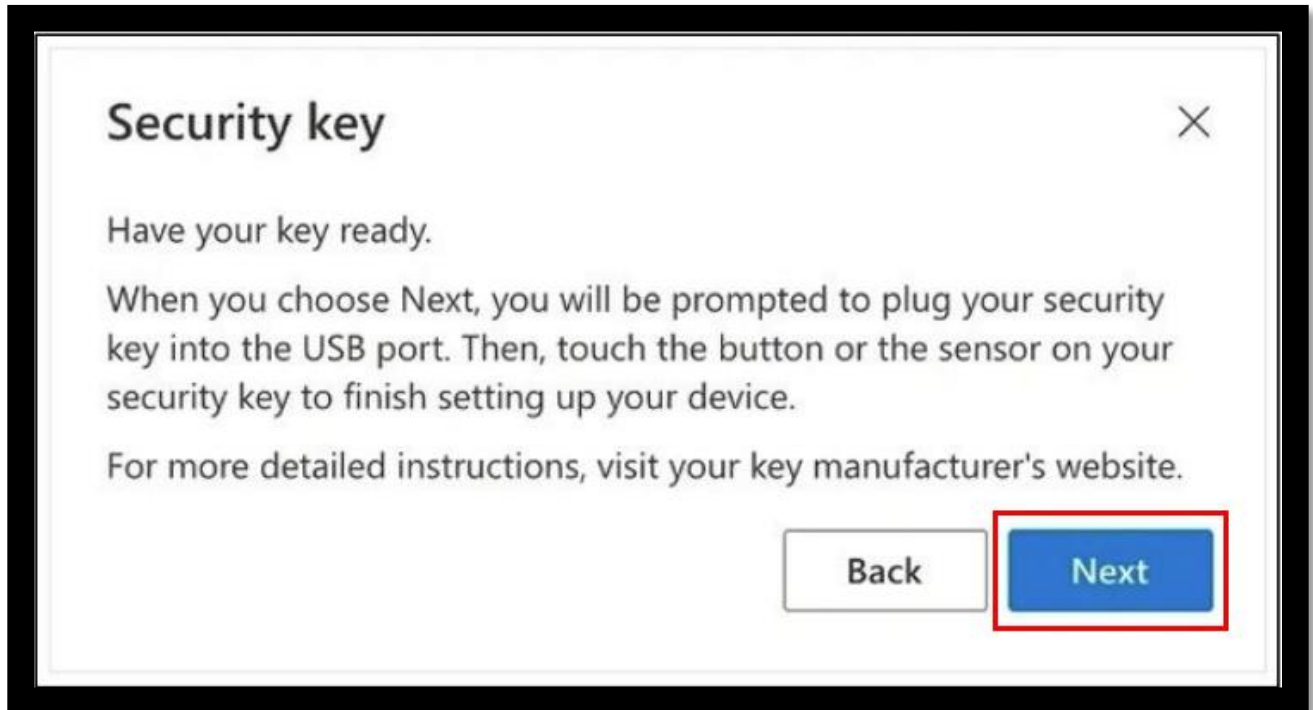
8. In the pop-up, expand the dropdown-menu “**Choose a method**” and select “**Security Key**” as your preferred MFA method



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



10. Read the disclaimer and click on “Next”



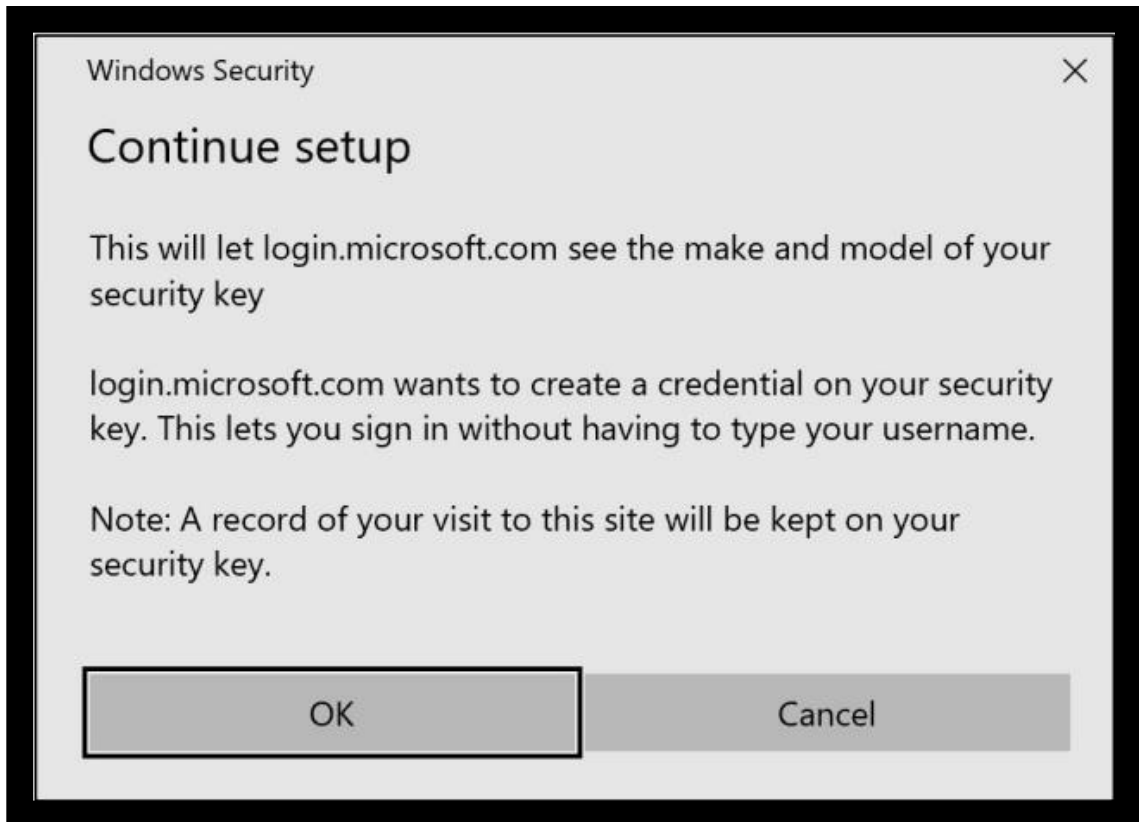
*You will be redirected to a dialogue of “**Windows Security**” to set up your security key*

*If your browser displays a window asking to register a passkey, please click on “**Cancel**” to close the window and continue with the setup process.*

11. Click on “OK” in the new window



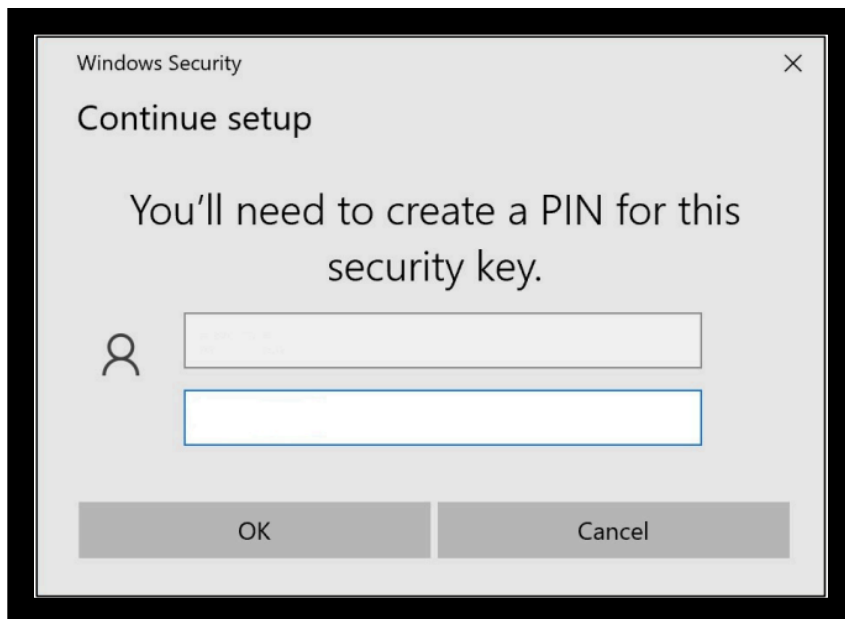
12. Click “OK” to continue



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



14. Enter a PIN to personalize your security key



If you need to share this Yubikey, share the PIN with your colleagues that are going to be using the same Yubikey.

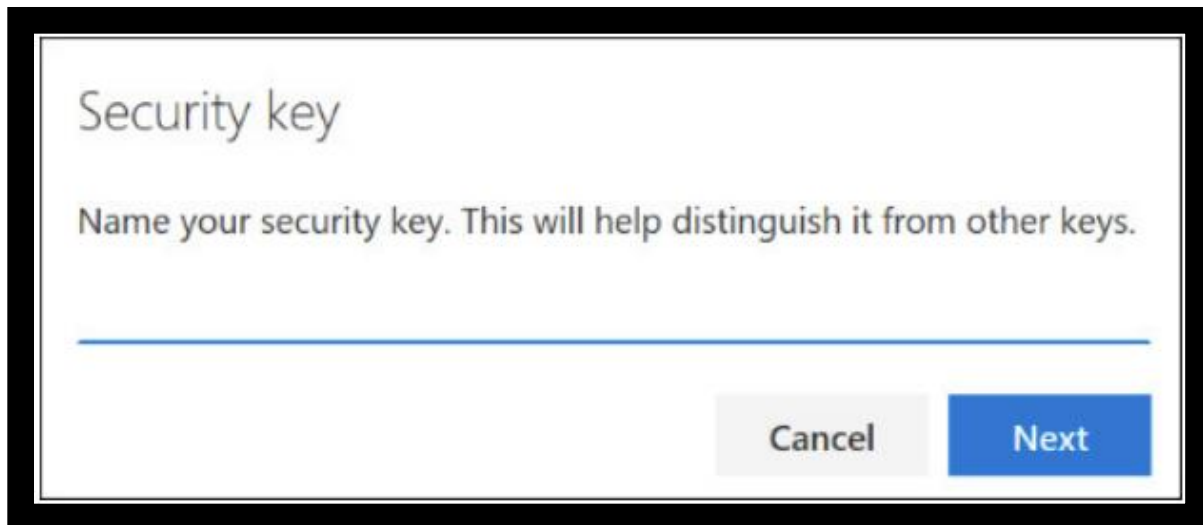
---- Not recommended by Volvo Group ----

15. Enter your PIN again to confirm, then click on “**OK**”

16. Touch your security key again to continue



17. Enter a name for your security key in the next window and click on “Next”



Your security key is now set up

18. 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!

You can hand over the Yubikey to next user, who needs to register it.

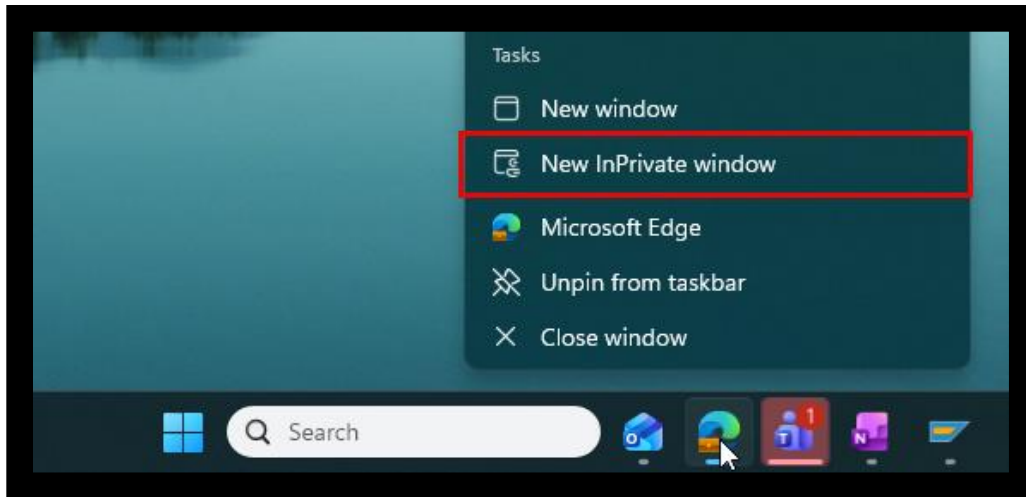
The next user must use the same PIN, that you set up in this process!

***_____ If you get the error
“NotAllowedError” in the registration process, please disregard step 1 of these
instructions and use the following address instead of the one mentioned in Step 2.***

***[https://mysignins.microsoft.com/security-
info/?tenant=volvogroupext.onmicrosoft.com](https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com)***

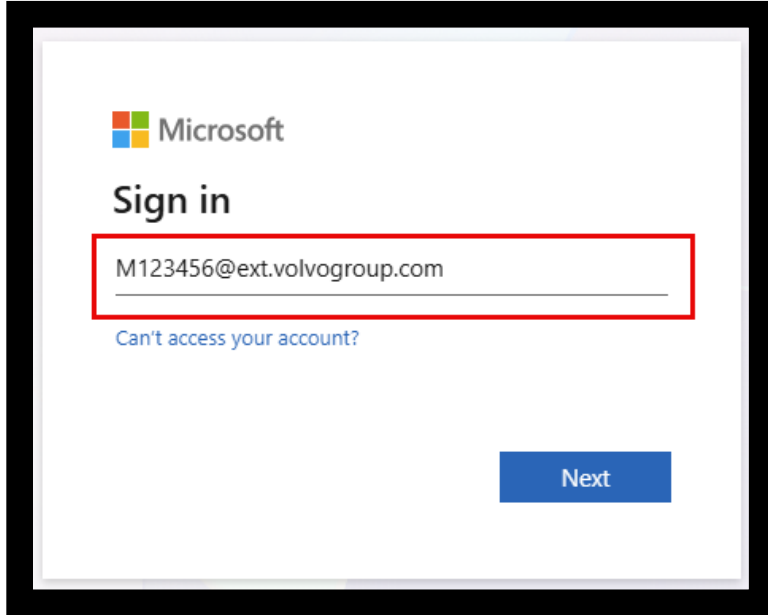
Let's test your new MFA method

1. Log out of your account.
2. Ideally open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select “**New InPrivate Window**”)

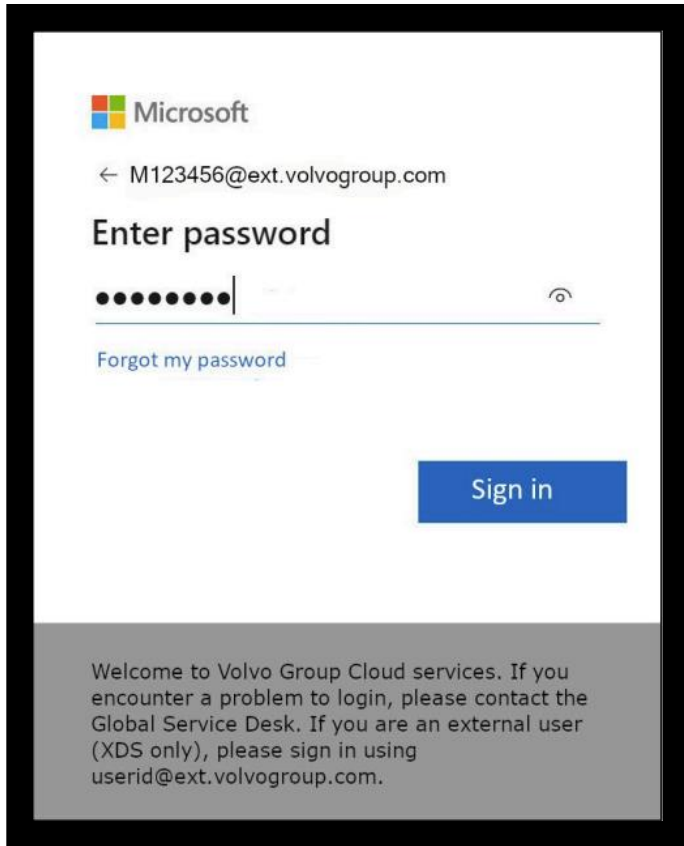


3. In the address field of the browser enter the URL: <https://aka.ms/mysignins>

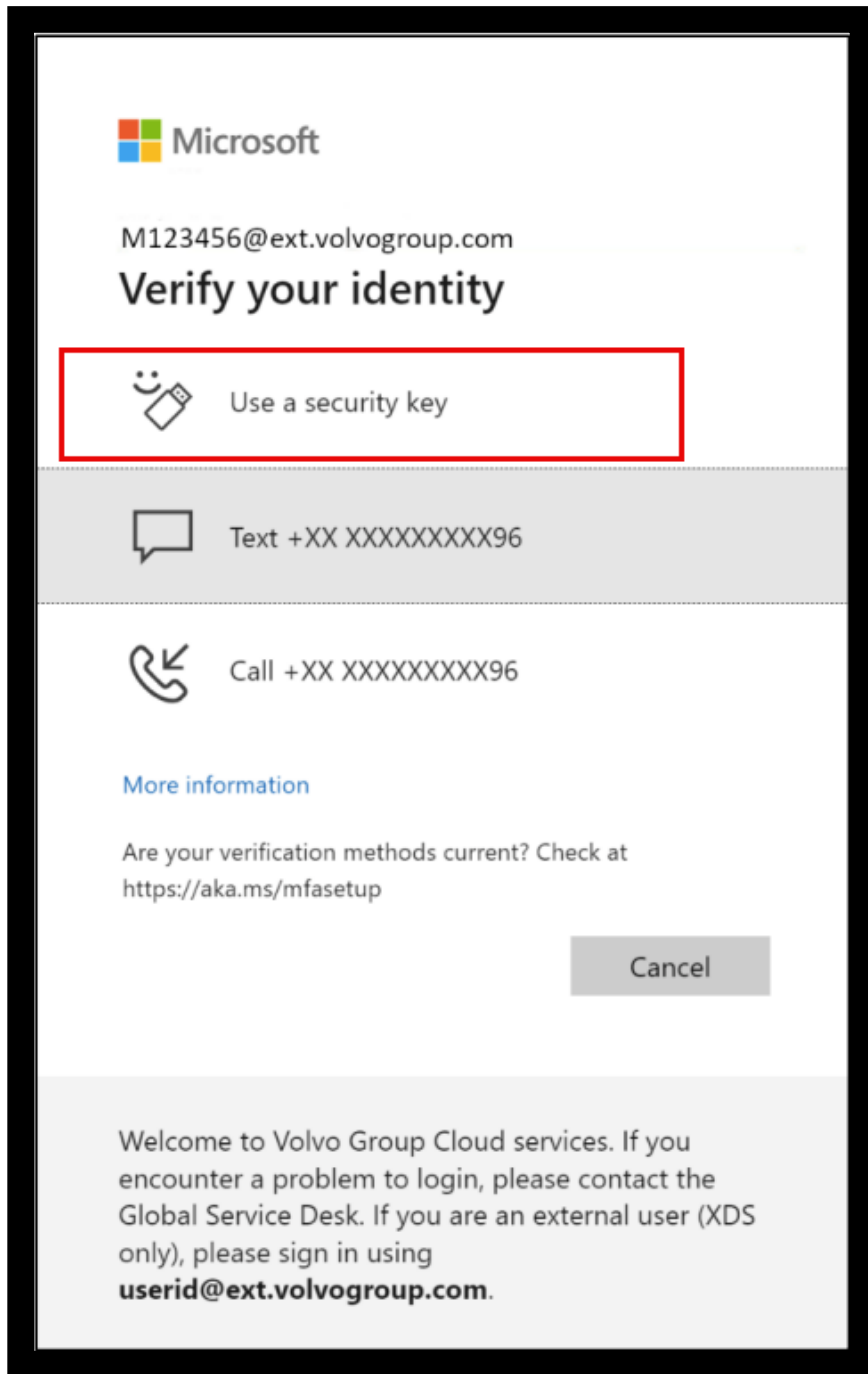
4. Enter your UPN into the sign in prompt and click “Next”



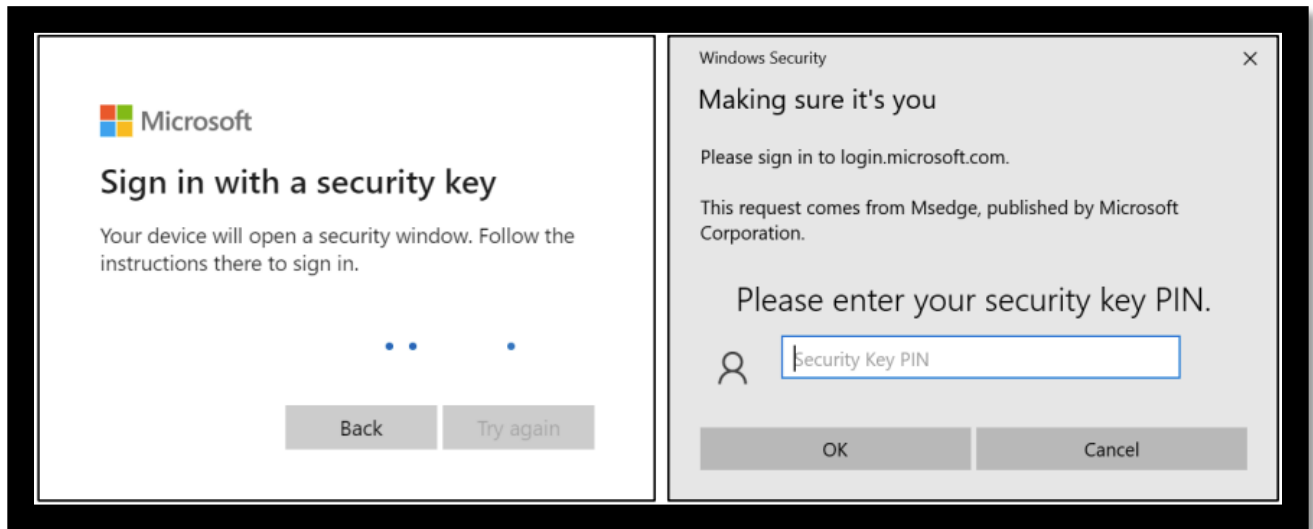
5. Enter your password and click on “Sign in”



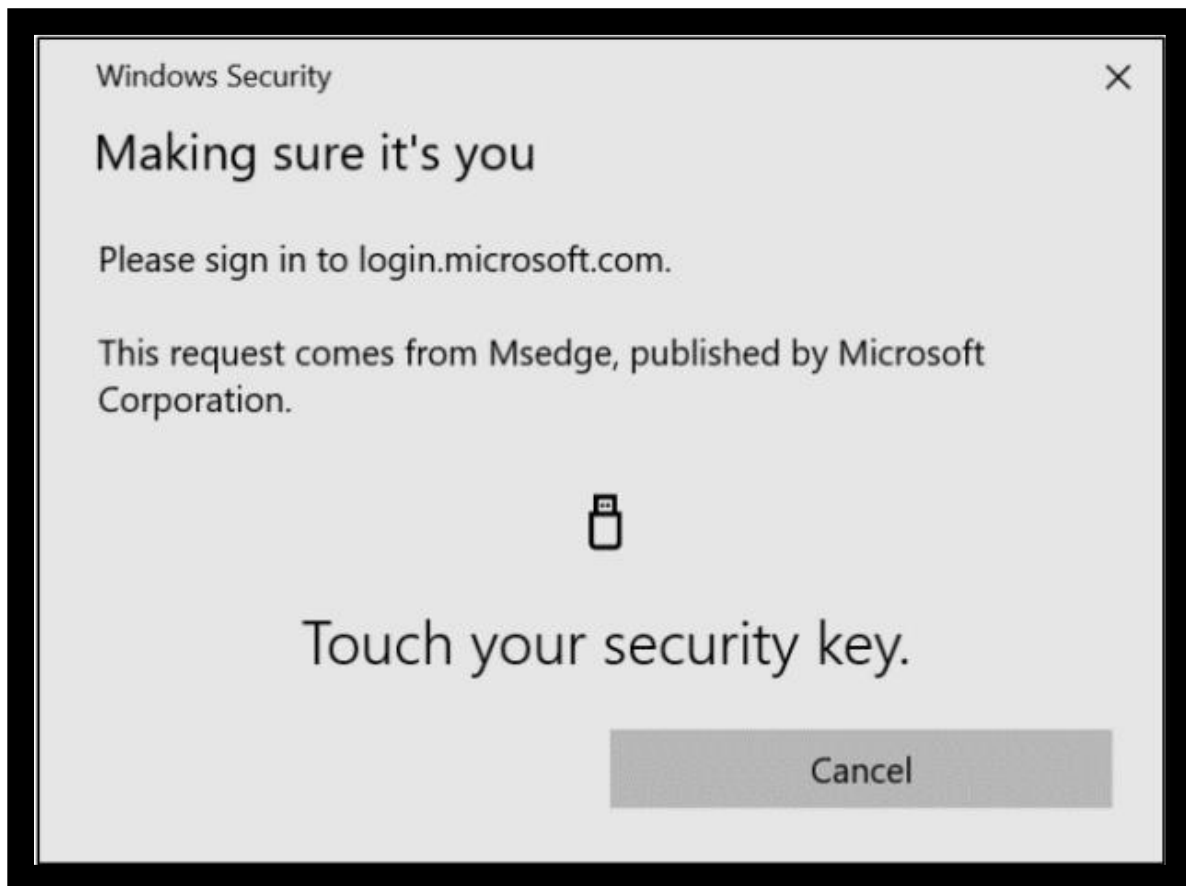
6. On the next screen, select “Use a security key” and insert your security key into a USB port on the computer



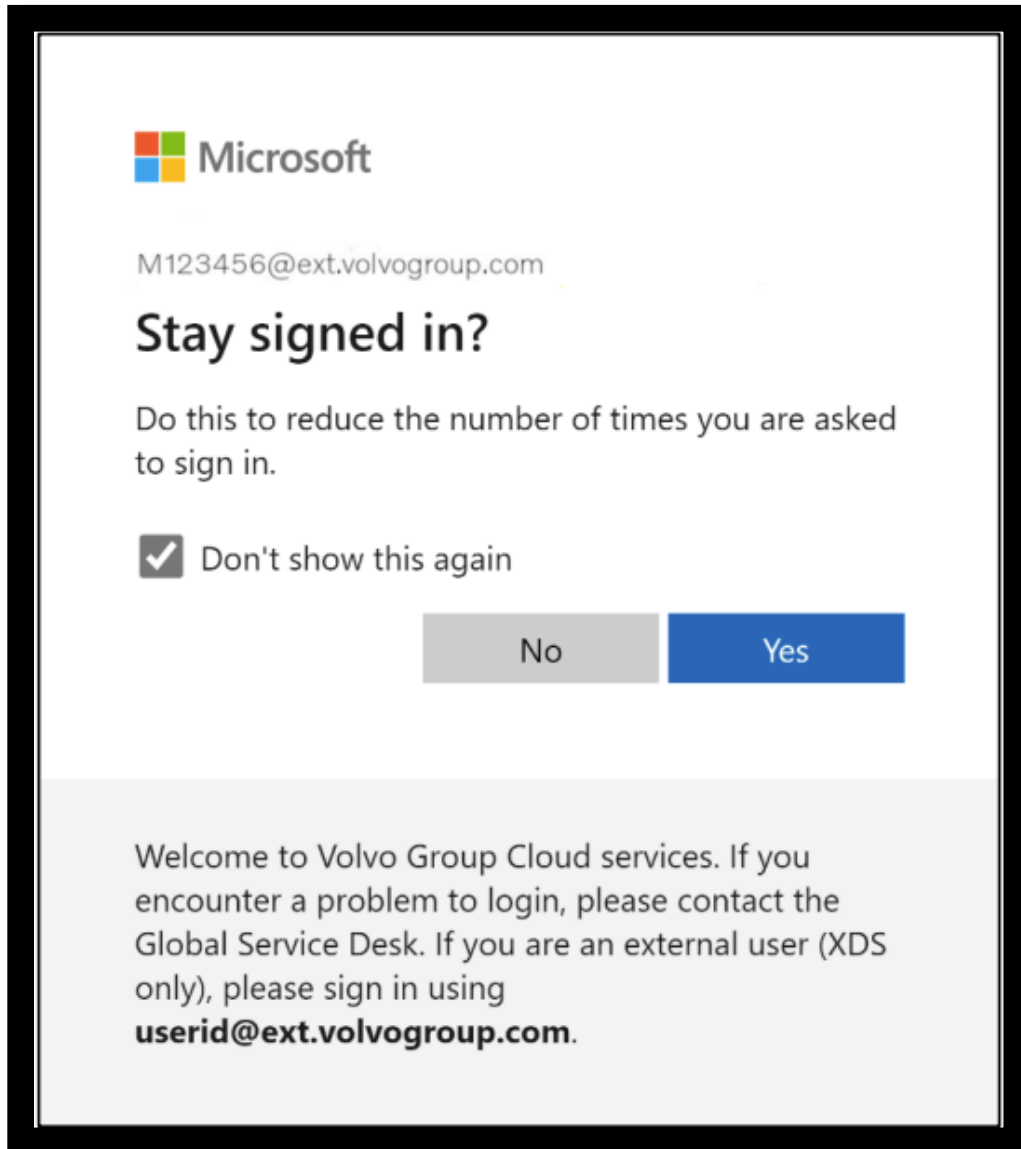
7. Windows security will prompt you for the security key PIN you chose, when you set up the security key, enter it in the field and then click on “OK”



8. Touch your security key



9. Confirm the next pop-up by clicking on “Yes”



You have successfully logged into your account using your newly registered MFA method