

Microsoft MFA YubiKey Setup Guide

Before You Begin:

- Prerequisites: You must have a FIDO2-compliant YubiKey (USB-A, USB-C, or NFC).
- Supported Browsers: Use a modern browser like Microsoft Edge, Google Chrome, or Mozilla Firefox

Step-by-Step Configuration Guide

Step 1: Log in to Microsoft's sign-in page

- Open your web browser and go to <https://mysignins.microsoft.com/security-info>
- Sign in with your university credentials. For staff `userid@gcu.ac.uk`, for students `userid@caledonian.ac.uk`
- Complete the sign-in prompt.

Step 2: Add a Security Key

- Click **+ Add sign-in method** near the top of the screen.
- Select **Passkey** and click Next

Step 3: Register the YubiKey

- When prompted, insert your YubiKey into a USB port (or tap it if using NFC).
- **Create/Enter a PIN:** You will be prompted to set up a unique PIN for the YubiKey (if you haven't assigned one previously). This PIN is stored safely on the key itself, not on your university account.
- **Touch the Sensor:** Tap the physical metal contact button / gold sensor on your YubiKey when it begins flashing.

Step 4: Label and Complete Setup

- Give your YubiKey a recognizable label (e.g., *Primary YubiKey 5C* or *Work Key*) so you can manage it easily later.
- Click **Next**, then **Done**.
- Your YubiKey is now successfully linked to your Microsoft 365 account!