



VOLVO MFA Instructions for External Users Security Key Instruction Manual

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V O L V O

VOLVO MFA Instructions for External Users Security Key

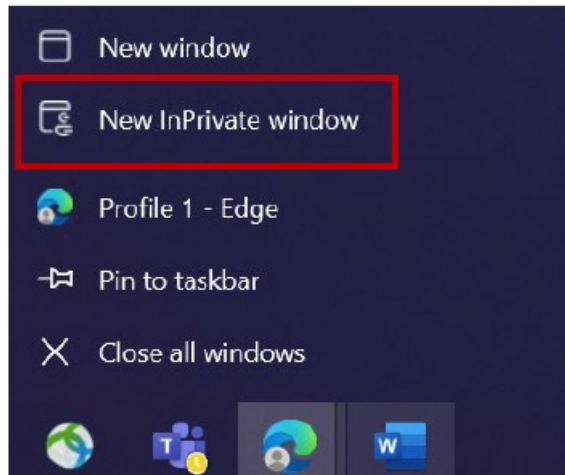


The ResumID project is in full swing to deliver a more secure, efficient, and fast Identity and Access Management (IAM) solution. We have reached a point where we need active participation from our employees and affiliates to implement an additional security feature – MFA. A good number of Volvo Group users use MFA already, but in order to increase the security of the identities of our users, a registration of an MFA method will be necessary. 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.

SETTING UP

1. Close all browser windows and open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select “New InPrivate Window”)

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



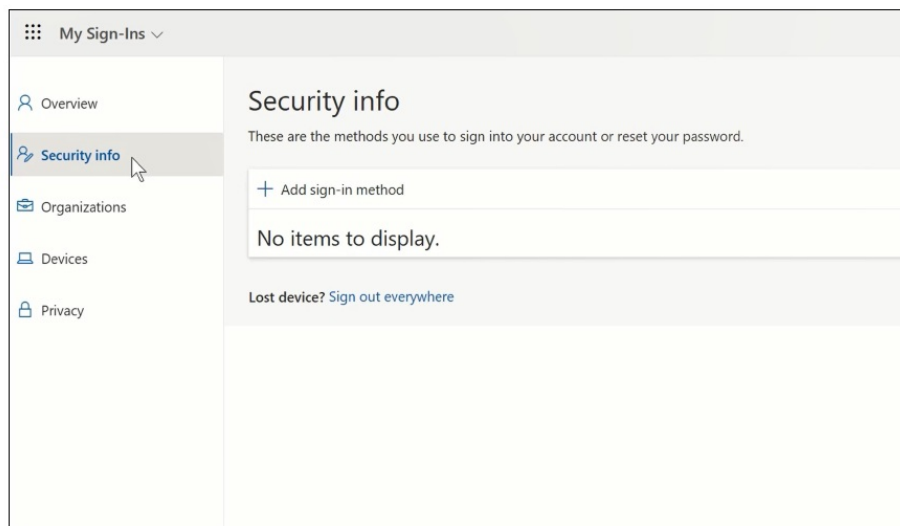
3. Enter your Volvo User ID plus the extension “@ext.volvogroup.com” and click on “Next”

Two screenshots of the Microsoft sign-in process. The first screenshot shows the 'Sign in' page with the email address 'M123456@ext.volvogroup.com' entered and the 'Next' button highlighted. The second screenshot shows the 'Enter password' page with the same email address and a password field with dots, and the 'Sign in' button highlighted. Both screenshots include a footer with contact information for Volvo Group Cloud services.

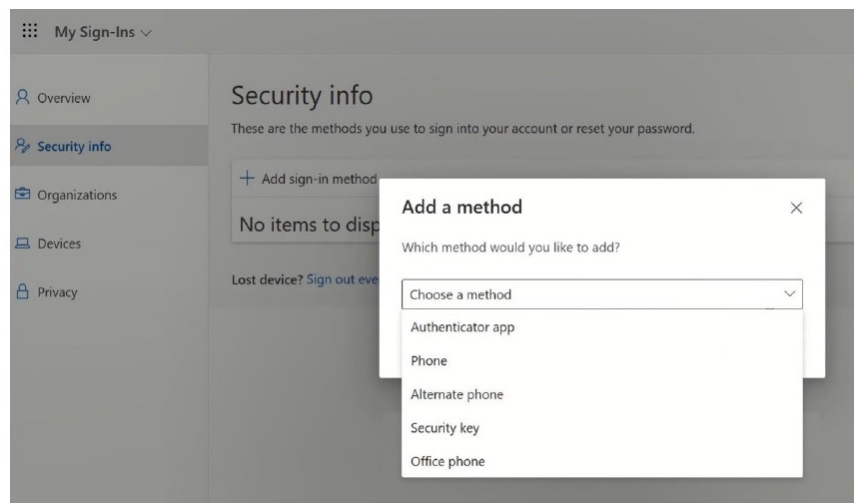
4. Enter the password by using the same password as you use for the Trucks Portal, for example

5. Click “Sign in”

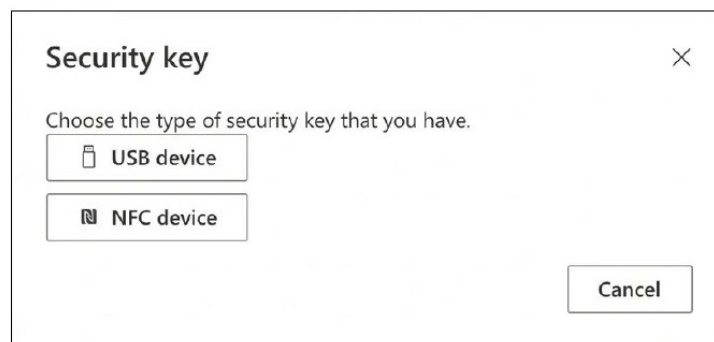
If you do not have a sign-in method set up already (no entries in the list of sign-in options), please register another MFA method (phone call, SMS or Authenticator App) before continuing with these instructions. An MFA method is required to register a Security Key.



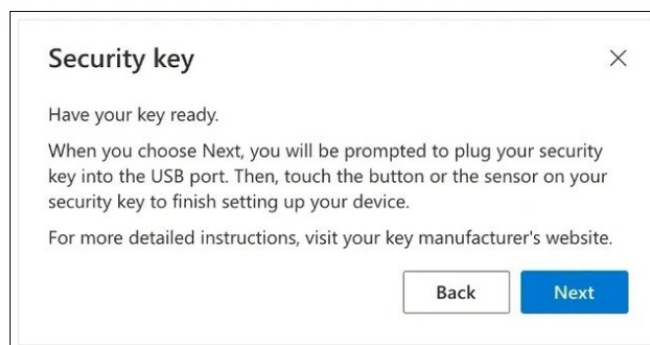
6. On the next page, click on “+ Add sign-in method”



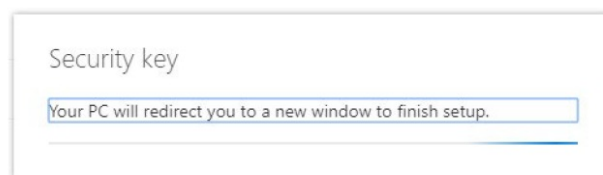
7. In the pop-up, expand the dropdown-menu “Choose a method” and select “Security Key” as your MFA method.



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



9. Read the disclaimer and click on “Next”

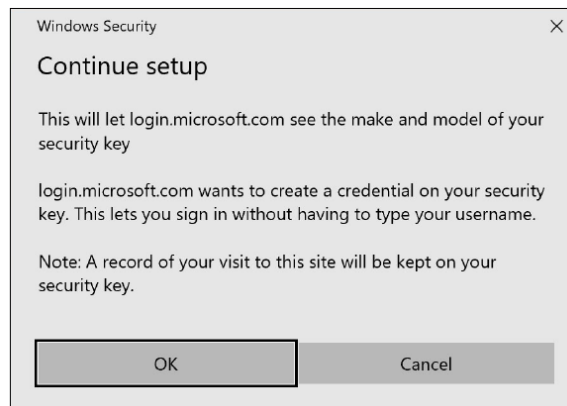


You will be redirected to a dialogue of “Windows Security” to set up your security key

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.



10. Click on "OK" in the new window



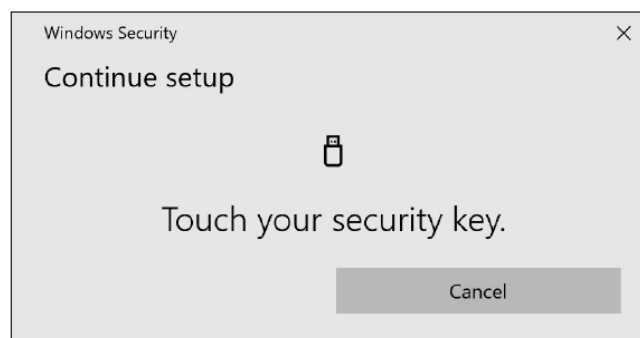
11. Click "OK" to continue



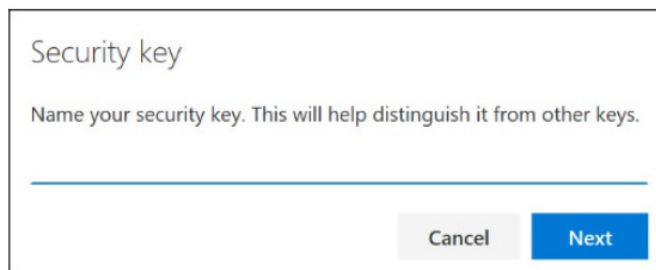
12. Insert your security key into a USB port on your device

13. 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 —

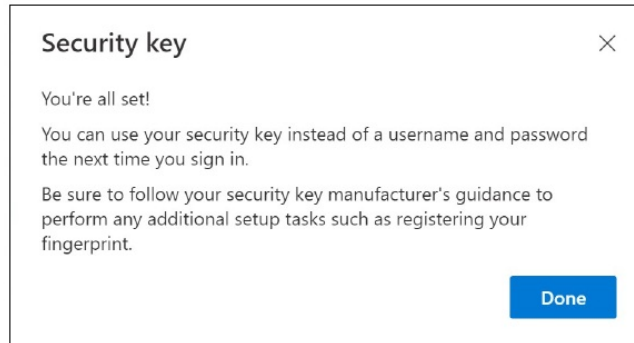
14. Enter your PIN again to confirm, then click on "OK"



15. Touch your security key again to continue.



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

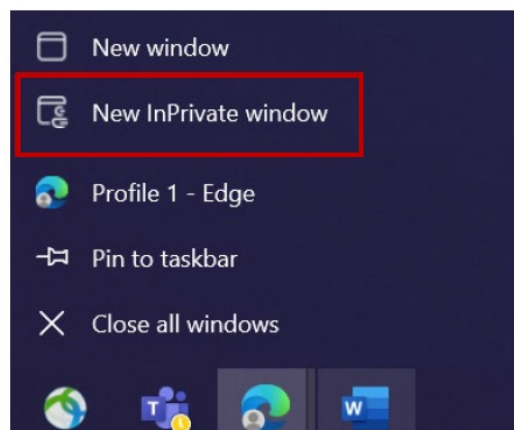


17. Click on "Done"

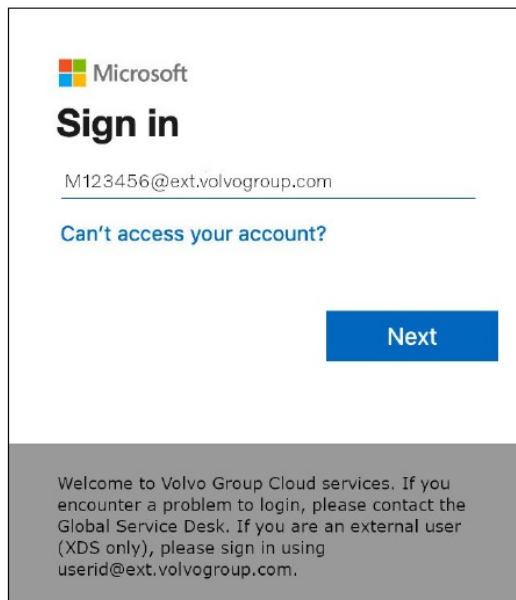
You can see your new MFA method "Security Key" in the list on your "Security Info" page. Now you have enabled MFA by "Security Key" to your user account. You are done! You can hand over the Yubikey to the next user, who needs to register it. The next user must use the same PIN, that you set up in this 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=volvogrouptext.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>



Microsoft

Sign in

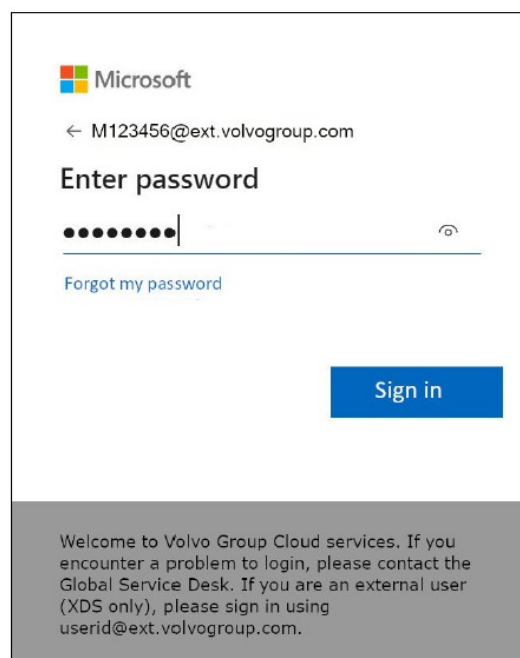
M123456@ext.volvogroup.com

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

Next

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`.

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



Microsoft

← M123456@ext.volvogroup.com

Enter password

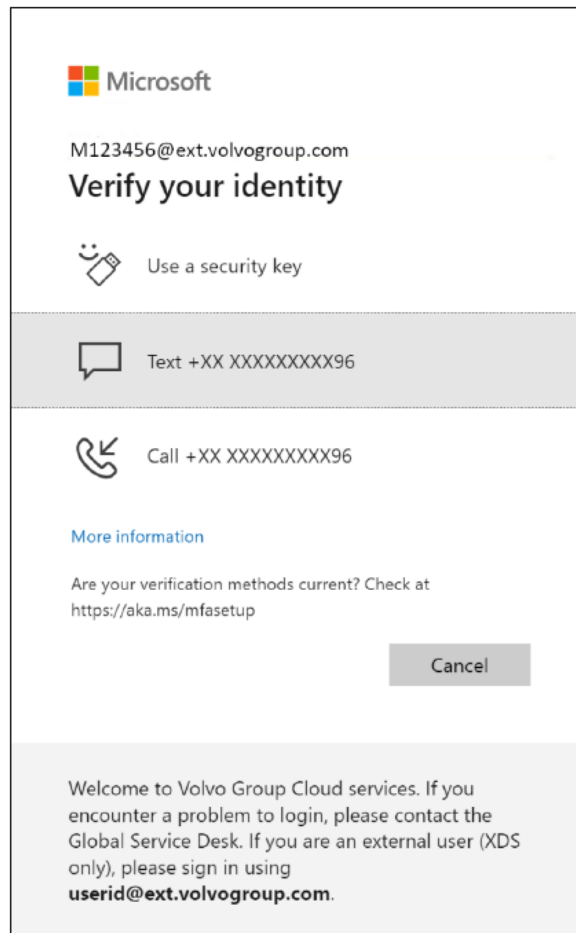
.....|

[Forgot my password](#)

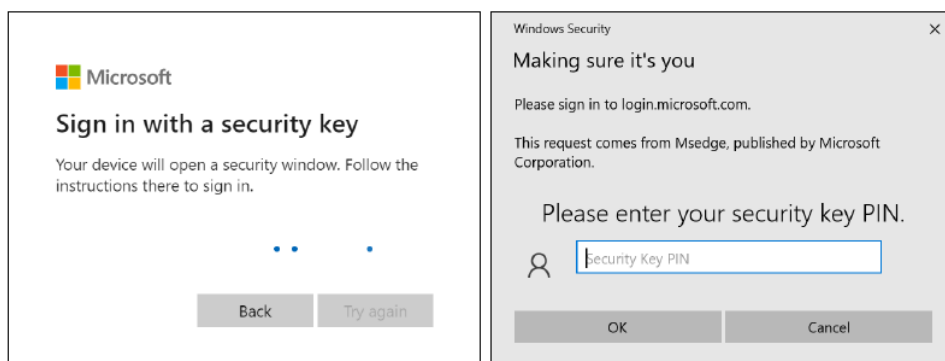
Sign in

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`.

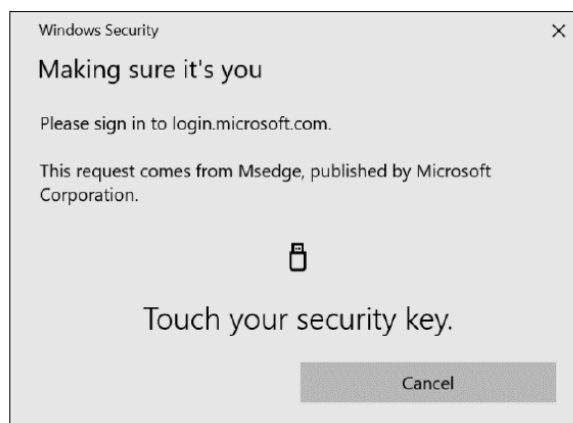
5. Enter your password and click on "Sign in"




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

 Microsoft

M123456@ext.volvogroup.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☒ Don't show this again

No


Yes

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**.




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

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

Documents / Resources

<div>MFA INSTRUCTIONS FOR EXTERNAL USERS SECURITY KEY</div> <div></div>	VOLVO MFA Instructions for External Users Security Key [pdf] Instruction Manual MFA Instructions for External Users Security Key, MFA, Instructions for External Users Security Key, for External Users Security Key, External Users Security Key, Users Security Key, Security Key, Key
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References

-  [Home | Volvo Group](#)
-  [My Sign-Ins](#)
-  [My Sign-Ins](#)