VOLVO

MFA INSTRUCTIONS FOR EXTERNALS 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 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.

VOLVO

SETUP SECURITY KEY FOR MULTI-FACTOR AUTHENTICATION

Important Notes on Security Key Setup:
A Security Key device is required for Multi-Factor Authentication (MFA)
A secondary MFA method (SMS, Phone Call, Authenticator App) is required before setting up Security Key

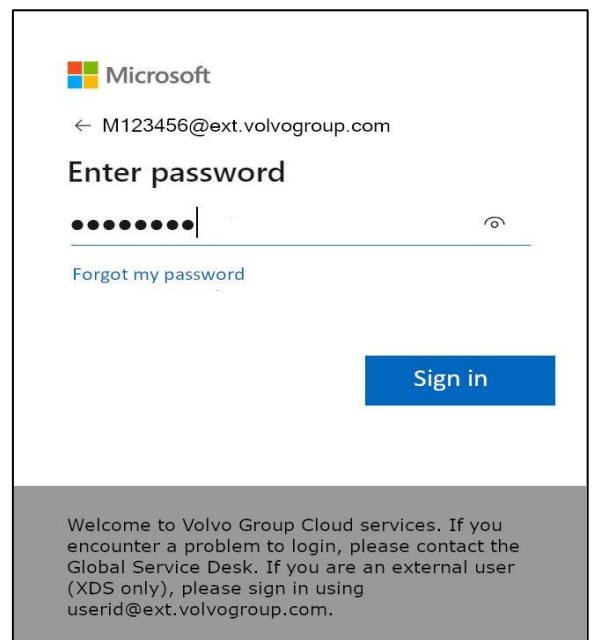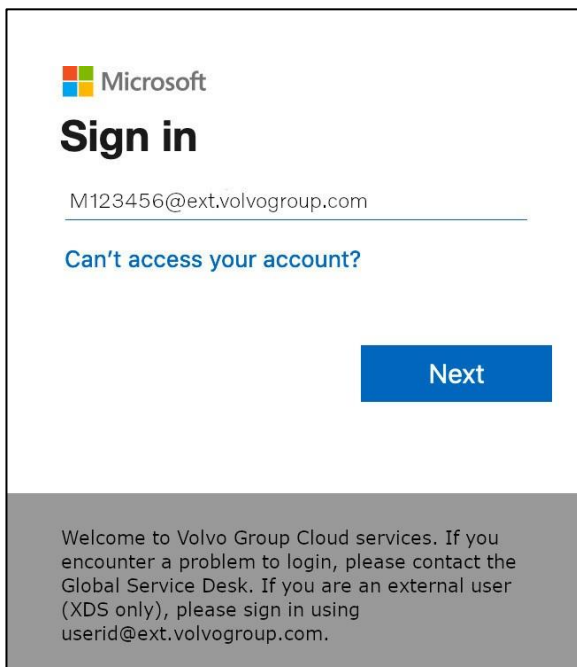1. Log into your system and close all browser windows.

For Win: Open a new InPrivate Incognito browser session with right-click on the Edge browser icon and select "New InPrivate Window"

For MAC: Open your Edge or Chrome browser; Press Command/Cmd and shift and then press the N key

| New window |
| New InPrivate window |
| Profile 1 - Edge |
| Pin to taskbar |
| Close all windows |
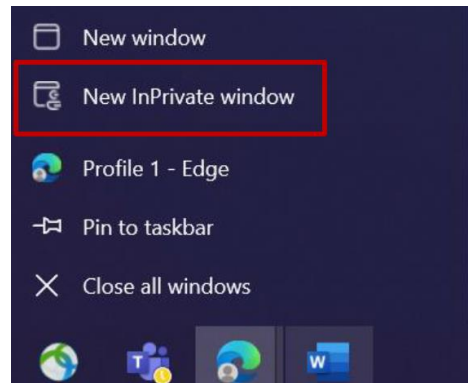
2. In the address field of the browser enter the URL: https://myaccount.microsoft.com

Enter your 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

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.

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.
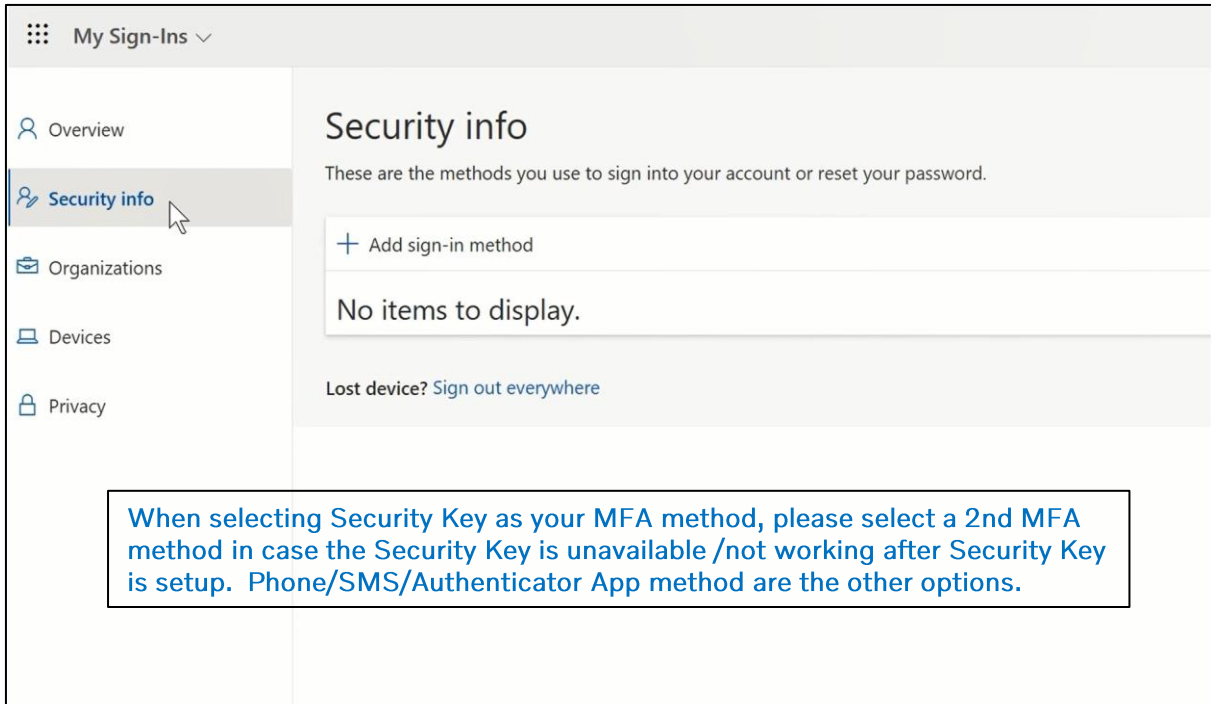
3. Enter the password by using the same password you use for our portals (example: Trucks Dealer Portal, Trucks Customer Portal) **or Tech Tool.**

4. Click "**Sign in**"

   You will be forwarded to Microsoft's Security Info page

5.   On the next page, click on "**+ Add sign-in method**"

When selecting Security Key as your MFA method, please select a 2nd MFA method in case the Security Key is unavailable /not working after Security Key is setup. Phone/SMS/Authenticator App method are the other options.

6.   In the pop-up, expand the dropdown-menu "**Choose a method**" and select "**Security Key**" as your MFA method.
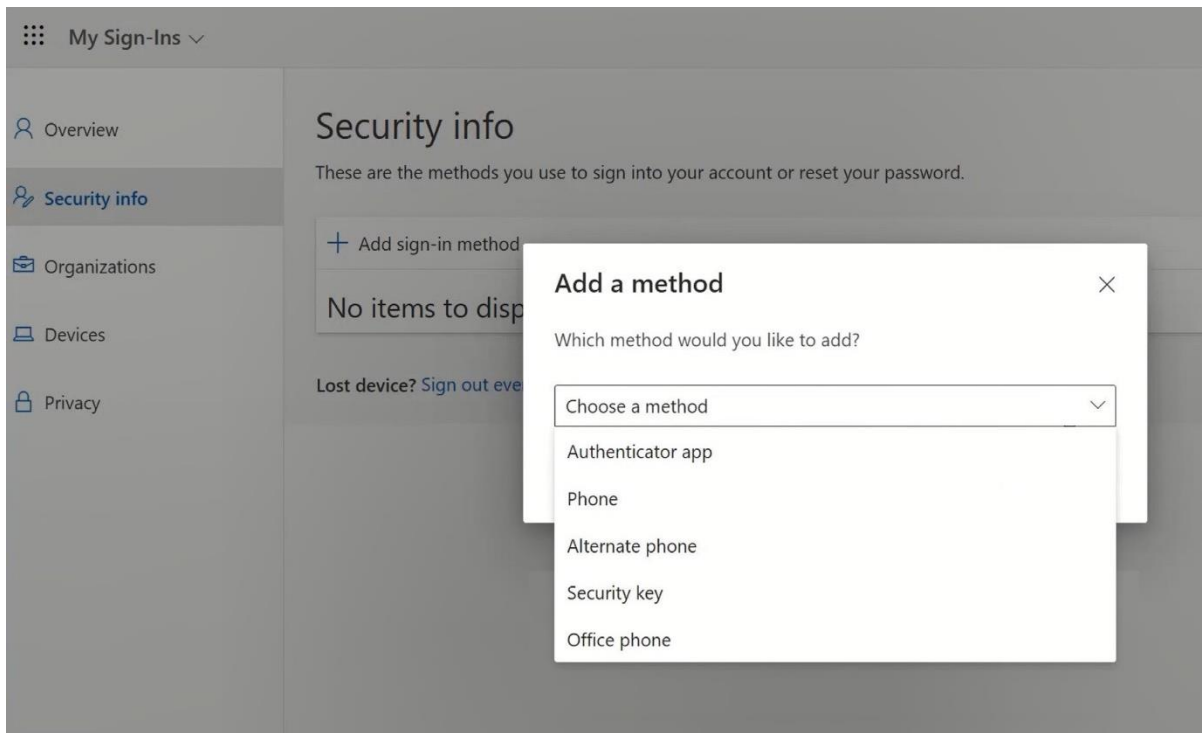
Security Key Hardware Examples

To select a FIDO2 compatible security key, please visit *Microsoft website for compatible keys* for additional Microsoft recommendations.
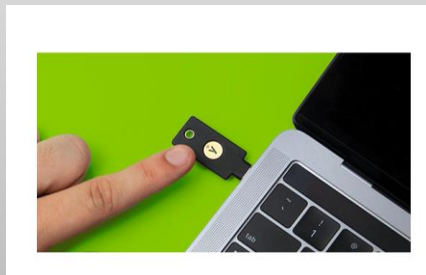

The Yubico branded security key has been tested and meets compatibility standards at Volvo, however, other FIDO2 Keys may be registered for use.
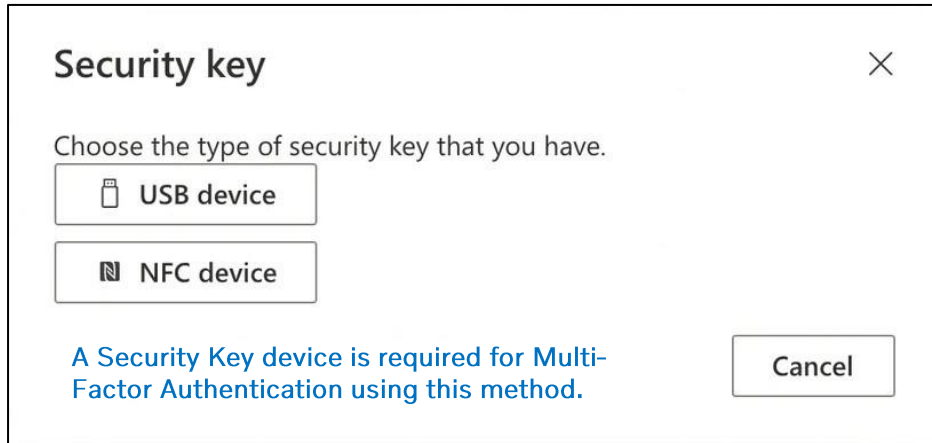
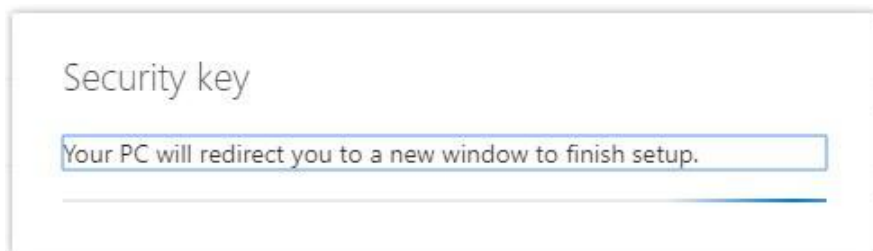*For additional information on Security Keys, please visit:*

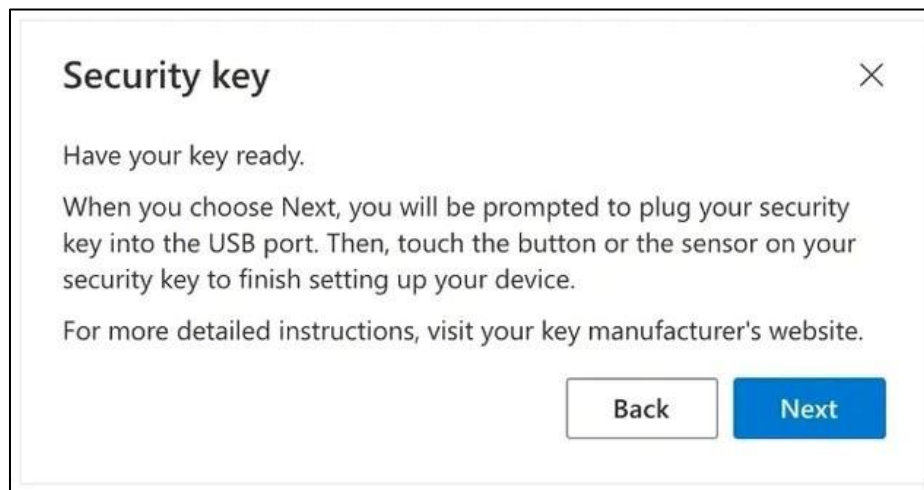https://www.yubico.com/products/yubikey-5-overview/

Where can I buy YubiKeys?

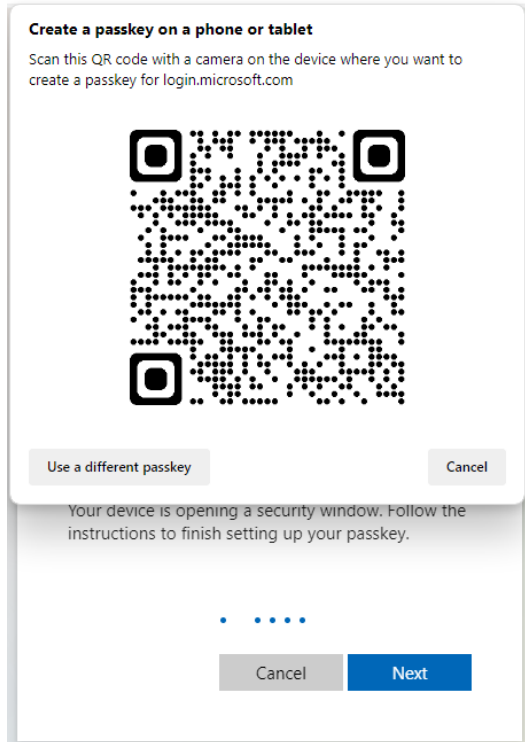7. In the pop-up, click on "**USB device**"

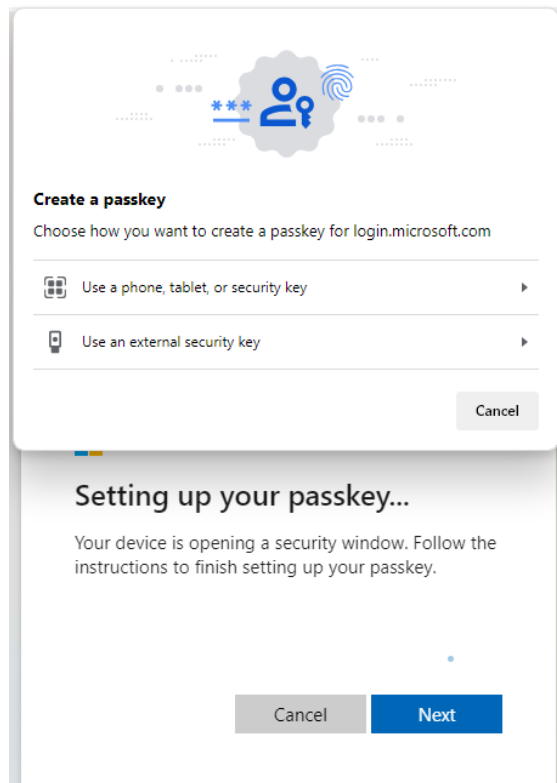8. Read the disclaimer and click "**Next**"

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

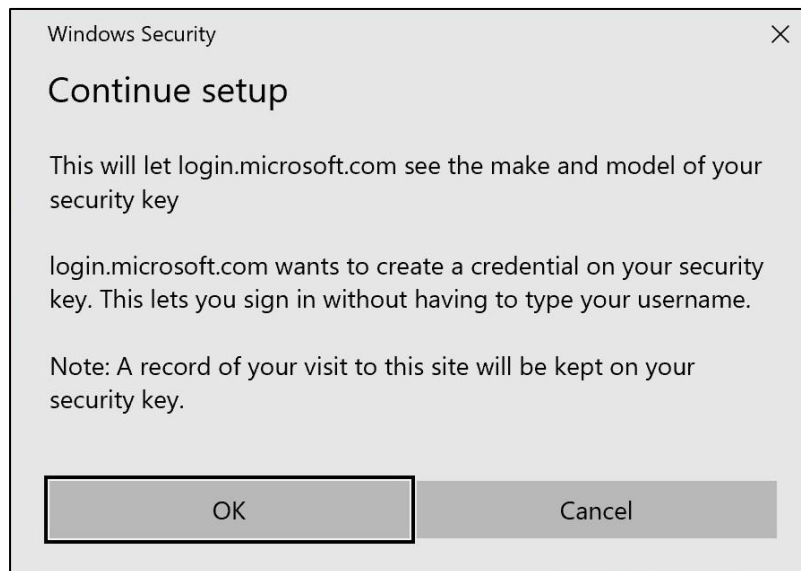9. Click on **"Use a different passkey"** in the new window

10. Click **"Use external security key""** in the new window

11. Click on "OK" to continue

Windows Security   ✕

Security key setup

Set up your security key to sign in to login.microsoft.com

This request comes from Msedge, published by Microsoft Corporation.

OK	Cancel

12. Click "OK" to continue

Windows Security   ✕

Continue setup

This will let login.microsoft.com see the make and model of your security key

login.microsoft.com wants to create a credential on your security key. This lets you sign in without having to type your username.

Note: A record of your visit to this site will be kept on your security key.

OK	Cancel

13. Click "OK" to continue

Windows Security   ✕

Continue setup

Insert your security key into the USB port.

Cancel

14.   Enter a PIN to personalize your security key

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

Windows Security   ✕

Continue setup

          Please enter your security key PIN.

     𝗢 | Security Key PIN |

            OK   Cancel
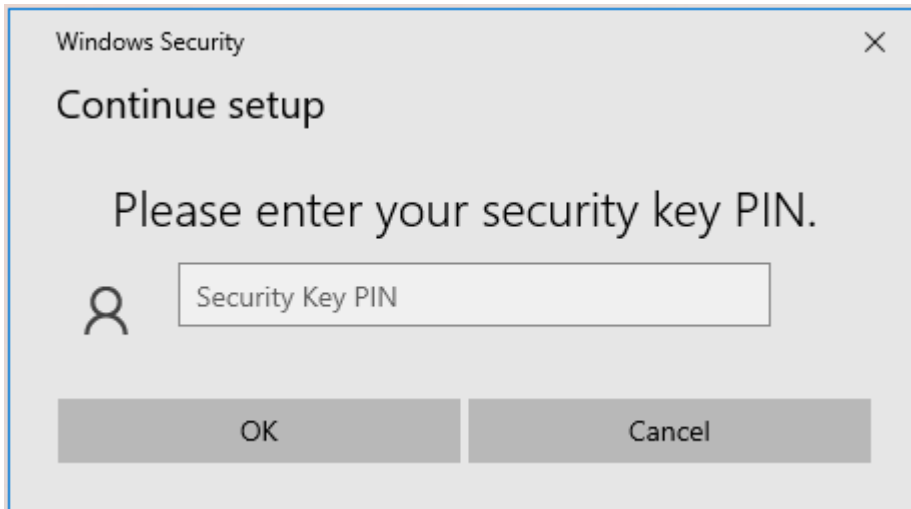
15.   Touch your security key again to continue

Windows Security   ✕

Continue setup

                              🔲

                 Touch your security key.

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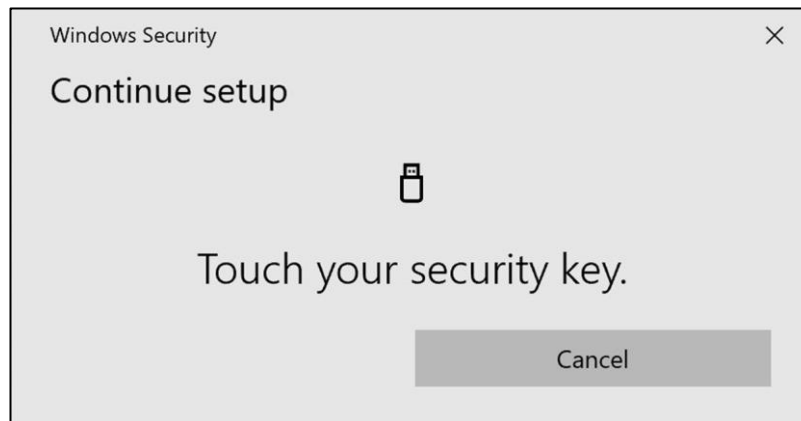
16.   Enter a name for your security key in the next window and click on "Next"

Security key

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

_____

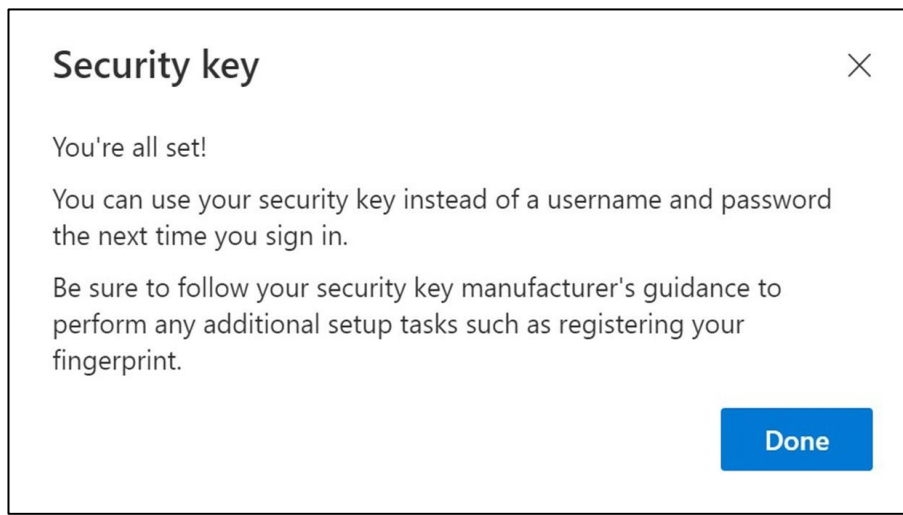   Cancel   Next
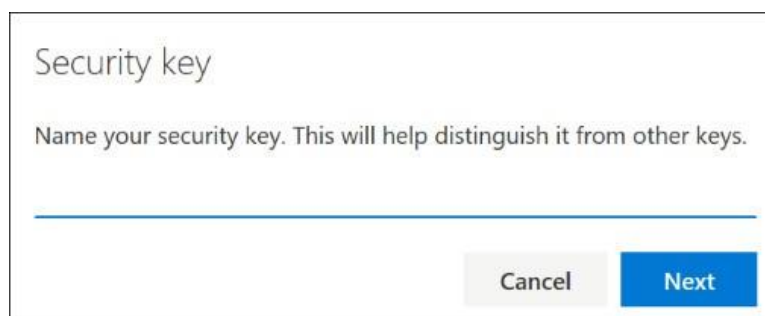
17. Click on "Done"

Your security key is now set up

You can see your new MFA method "Security Key" in the list on your "Security Info" page

You have enabled MFA by "Security Key" to your user account

Security key   ✕

You're all set!

You can use your security key instead of a username and password the next time you sign in.

Be sure to follow your security key manufacturer's guidance to perform any additional setup tasks such as registering your fingerprint.

Done

Two MFA Methods should be selected for each user to minimize support required to access Volvo Applications