

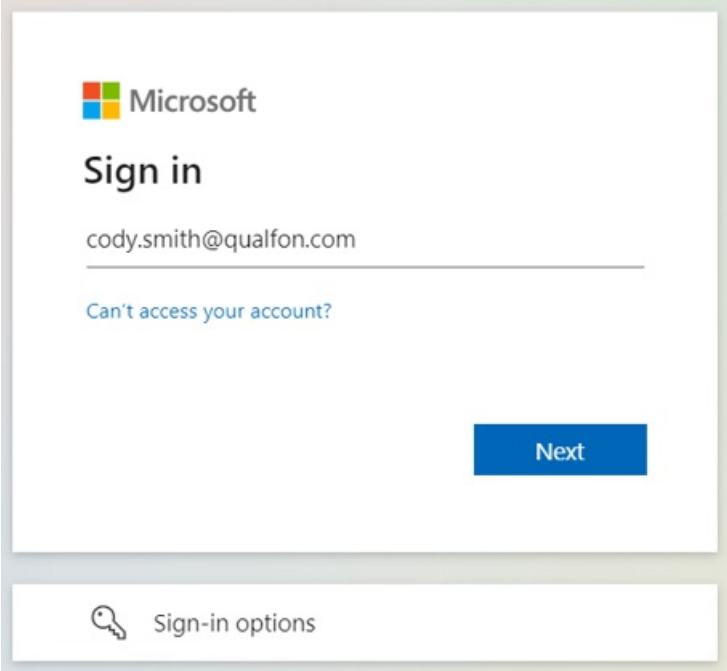
# Security Key Setup

## Introduction

Some accounts may require additional authentication. Process details on how to set up a security key.

## Details

1. Navigate to <https://go.qualfon.com/mfa> on your **computer's web browser** (MS Edge, Chrome, etc).
2. Enter your **Qualfon email address** on the **Microsoft login** screen. Click on **Next**.



Microsoft

### Sign in

cody.smith@qualfon.com

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

Next

Sign-in options

3. Enter your **Password** on the next screen and click **Sign in**.



Sign in

cody.smith@qualfon.com

Password

Sign in

4. Under the **Security Info** screen, click on **+ Add sign-in method** and **Security Key**. Click **Add**.

## Add a sign-in method



### Passkey in Microsoft Authenticator

Sign in with your face, fingerprint, PIN



### Security key or passkey

Sign in with your face, fingerprint, PIN or security key



### Security key

Sign in using a USB, Bluetooth, or NFC device



### Microsoft Authenticator

Approve sign-in requests or use one-time codes



### Hardware token

Sign in with a code from a hardware token

5. Choose the connection type of **USB Device**.

## Security key



Choose the type of security key that you have.



USB device



NFC device

Cancel

6. Follow the prompts and select **Security Key**.

## Security key



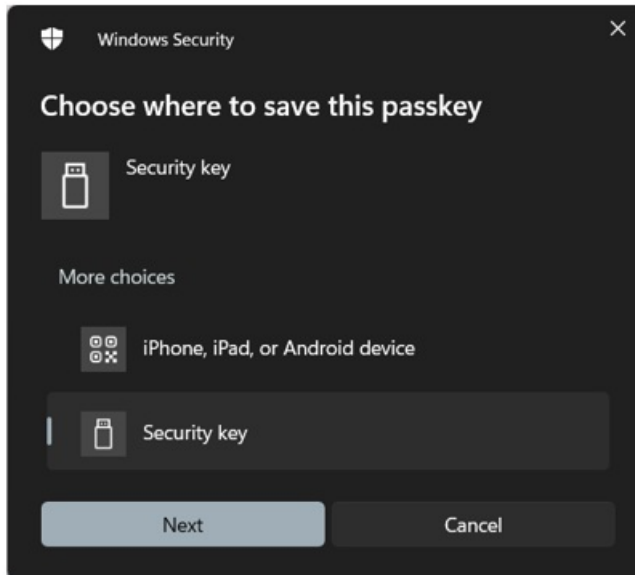
Have your key ready.

When you choose Next, you will be prompted to plug your security key into the USB port. Then, touch the button or the sensor on your security key to finish setting up your device.

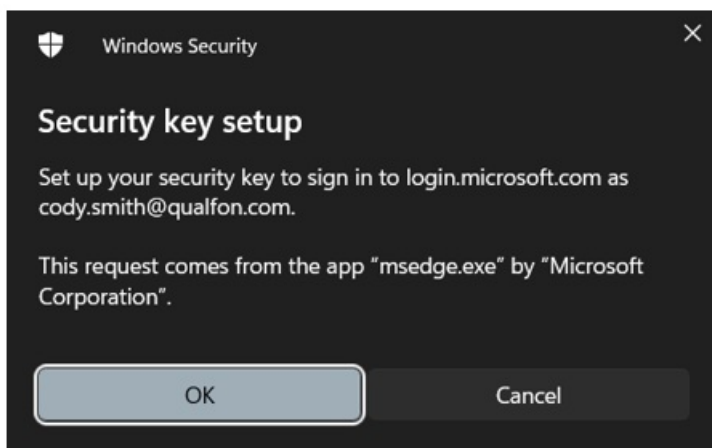
For more detailed instructions, visit your key manufacturer's website.

Back

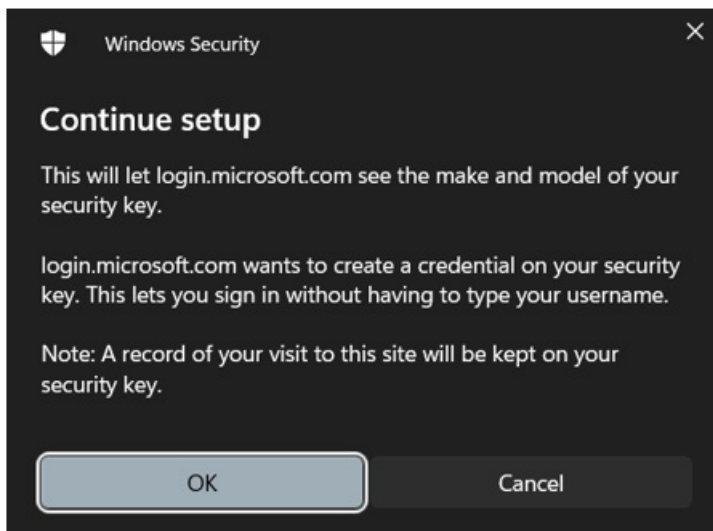
Next



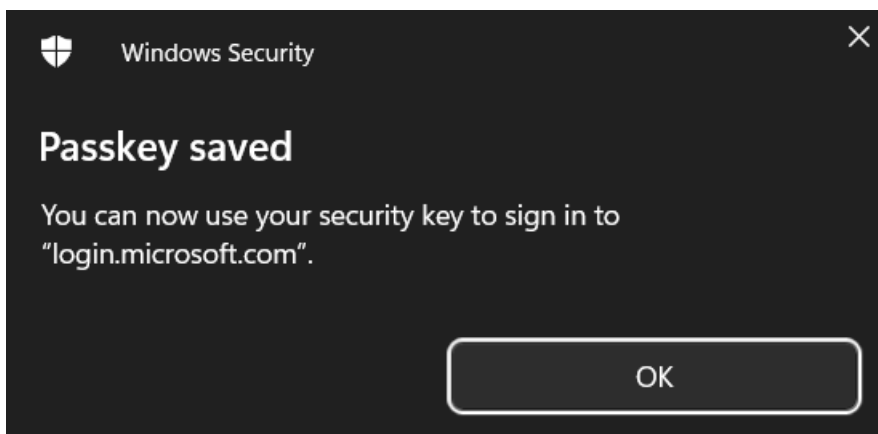
7. Click on **OK**.



8. Click on **OK** again.



9. Enter a **password** (used every time), then tap the **security key** when prompted. Now your security key is set up for 2 Factor Authentication (2FA).



10. Name the device **Fido Key** to complete registration

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**Security key** ×

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

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