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Introduction

What are Passkeys? Passkeys are a modern, secure alternative to traditional passwords. They use cryptographic keys to authenticate users without requiring a username or password. Passkeys provide stronger verification because they are securely stored on your device and require biometric authentication (such as a fingerprint or facial recognition) or a device PIN, making them more secure than traditional usernames and passwords.

Follow these instructions to set up your passkey in Microsoft Authenticator as a passwordless sign-in method, sign in with a passkey, or delete a passkey.

Jump to section (use Ctrl + click):

- 1. <u>Confirm your mobile device is ready for passkeys</u>
- 2. <u>Register Passkey on a Lilly mobile device</u>
- 3. Register Passkey on a non-Lilly mobile device
- 4. Sign in with Passkeys in Authenticator for Android and iOS devices (preview)
- 5. Delete your Passkey in Authenticator for Android or iOS
- 6. Additional Help

Confirm your mobile device is ready for passkeys

To register a passkey on your mobile device, your mobile device must have:

- iOS version 17, or Android version 14, or later
- Microsoft Authenticator app installed and enabled for passkeys
- 1. Check your version of iOS or Android
 - For IOS Devices: On your device, open the Settings app, tap General, tap About
 - For Android Devices: On your device, open the Settings app, tap About Phone
- 2. Check that Microsoft Authenticator is installed

FOR LILLY iOS DEVICES: Microsoft Authenticator should be installed on your Lilly iOS device. If not, ensure you have completed the <u>Mobility@Lilly: Setup and enroll your Lilly iPhone/iPad guide</u>, including the Microsoft iOS Registration procedure.

FOR PERSONAL MOBILE DEVICES: Download the Microsoft Authenticator application from the Apple App Store (iPhone/iPad) or Google Play Store (Android). Be sure to keep the Microsoft Authenticator app updated on your mobile device via the appropriate app store.



3. Enable Authenticator as a passkey provider in **Settings** of your mobile device:

For iOS Devices:

- On your iOS device, open Settings.
- Open General and select Autofill & Passwords
- Under Autofill From enable Authenticator



For Android Devices:

Note: The exact wording of settings and screen layout may vary depending on the device's OS version and customizations.

- On your Android device, open **Settings**.
- Open Passwords & Accounts.







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Register Passkey on a Lilly Mobile Device

Follow these instructions to set up a passkey in Microsoft Authenticator on a Lilly-provided mobile device. If you are using a non-Lilly device, use <u>Register Passkey on a non-Lilly Mobile Device</u> to complete your registration.

- 1. Open Microsoft Authenticator on your mobile device
- 2. In Microsoft Authenticator, **select your Lilly account**. If you do not see your Lilly account, follow the steps below.



Tap Create a passkey or tap settings [•] and select Create a passkey





Create and manage passkeys on your mobile device

- 4. On the Let's create your Cancel passkey screen, select Signin to complete multifactor Lilly authentication (MFA). user@lilly.com On the Verify your identity Verify your identity screen, select one of your Let's create your passkey available authentication Your organization requires additional sign in methods to access this resource. methods. It takes less than a minute to help secure your account with a passkey. Once set up, you can sign in faster and more securely Face, fingerprint, PIN or security key If you see the **Something** with your face, fingerprint, or PIN. First, sign in with your went wrong screen, select i@network.lilly.com account to Other ways to sign in, then Approve a request on my Microsoft verify your identity. Authenticator app select one of your available authentication methods. Are your verification methods current? Check at https://aka.ms/mfasetup Cancel
- Your passkey is successfully added as a sign-in method for your account. Select **Done**.

For Android mobile devices:







Register Passkey on a non-Lilly Mobile Device

If you are using a non-Lilly mobile device, follow these instructions to set up a passkey using the mobile device browser or using a separate computer. This registration requires Bluetooth to be enabled and an internet connection for both devices.

- 1) Open Microsoft Edge and access My Sign-Ins.
- 2) In the top right corner, click your picture and ensure you are signed in with the account you plan to use with your passkey (e.g., standard account, -CA, or -DS).
- 3) Select + Add sign-in method.
- 4) Select the Passkey in Microsoft Authenticator method and select Add.

dd a sign-in method		
9	Passkey in Microsoft Authenticator Sign in with your face, fingerprint, PIN	
	Security key Sign in using a USB, Bluetooth, or NFC device	
٢	Microsoft Authenticator Approve sign-in requests or use one-time codes	

5) Select **Sign-in** to verify your identity by authenticating using your preferred authentication method (Windows Hello for Business, mobile phone notification, or security key).





6) On the Create your passkey in Microsoft Authenticator screen, select the 'Having Trouble?' link.

Create your p	basskey in Microsoft Authenticator	\times
	A passkey lets you sign in more easily and securely with your face, fingerprint, or PIN.	
	Make sure your device has at least Android 14 or iOS 17, and that Authenticator is updated to the latest version.	5
	Need to add your account in Authenticator? Add it now	
Having trouble?	Back	

7) On the **Having Trouble?** screen, select the '<u>create your passkey a different way</u>' link to register a passkey for PPA.

Having Trouble?	×
Can't sign in to Microsoft Authenticator? You can still create your passkey a different way u and mobile device. This requires Bluetooth on both devices.	sing your browser
For more information, go to our support page. If you still need help, contact your admin.	
	Close

8) Select your device type:





9) On the Turn on Microsoft Authenticator as a passkey provider screen, select Continue.

For iOS Devices:

Step 1 of 3 Turn on Microso	oft Authenticator as a passkey provider $ imes$
0	 On your iOS device, open Settings. Search for AutoFill Passwords and Passkeys and make sure it's turned on. Turn on Authenticator, then come back here.
Having trouble?	Back Continue

For Android Devices:

Step 1 of 3 Turn on Micros	oft Authenticator as a passkey provider $ imes$
	 On your Android device, open Settings Search for Passkeys or Passwords and accounts Turn on Authenticator as a passkey provider Once done, come back here. Back Continue

10) Make sure Bluetooth is enabled for both devices and select I'm ready.





11) Select where to save your passkey.

For Windows devices:

In the security dialog that opens on your browser, select **iPhone**, **iPad**, **or Android device**, and tap **Next**.

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In the security dialog that opens on your browser, select **Save another way** and on the next dialog select **Use a phone, tablet, or security key.**

Wine	dows Security		×
Choose	where to save	this passkey	
00 0X	Phone, iPad, or Androi	id device	
More ch	oices		
iPhone, iPad, or Android device			
٥	Security key		
	Next	Cancel	

Create a passkey for login.microsoft.com

12) Use your mobile device camera to scan the QR code on your screen, and then tap Save a passkey.

For Windows devices:



For Mac devices:



Cancel



13) Your device should now connect over Bluetooth to the device you started registration with.

For Windows devices:







Note: Bluetooth and an internet connection are required for this step and must be enabled on your mobile and computer device.

14) Your device will prompt to save or create a passkey. Select **Continue** to save the passkey to Authenticator.

For Android mobile devices:

Select **Microsoft Authenticator** as the location to save the passkey. Then press **Continue.**



For iOS mobile devices:

Ensure the checkbox is selected for **Authenticator** and press **Continue**.





15) Once the passkey is successfully created on your device, you're directed back to <u>My Security info</u>. If prompted, select **OK**.



16) Enter a passkey name to help distinguish it from other keys and select Next.

Step 3 of 3 Let's name yo	ur passkey	×
	Give your passkey a name to help distinguish it from others you might have ac Passkey on iPhone	lded.

17) Your passkey is created successfully. Select Done.

Passkey created	d	×
V	You can now sign in more easily and securely with your new passkey. Your p called: Passkey on IOS <u>How to use your passkey to sign in</u>	asskey is Done

18) In Security info, you can see the new passkey added.

+ A	dd sign-in method				
S	Phone	+11	Change	Delete	
•••	Password	Last updated: 6 months ago	Change		
ß	Microsoft Authenticator Passwordless sign-in			Delete	
්	Microsoft Authenticator	Passkey on IOS		Delete	~
Lost de	vice? Sign out everywhere				



Sign in with passkeys in Authenticator for Android and iOS devices

Note: To sign in with a passkey in Microsoft Authenticator, your mobile device needs to run iOS version 17, or Android version 14, or later.

Follow these steps to sign-in to Microsoft Entra ID with a passkey in Authenticator on your iOS device. On the computer browser, navigate to the web URL you're trying to access such as <u>My Sign-Ins</u>.

1. If prompted, enter your sign-in address:

Microsoft Sign in			
cjensen@fabrikam.com			
No account? Create one!			,
Can't access your account?			l
	Back	Next	
🔍 Sign-in options			

If you last used a passkey to authenticate, you will be automatically prompted to authenticate with a passkey. Otherwise, you may click on **other ways to sign in** and then select **Face, fingerprint**, **PIN**, **or security key**.

Lilly	Microsoft Choose a way to sign in
← lilly.com Enter password	Face, fingerprint, PIN or security key
Password	•••• Use my password
Forgot my password Other ways to sign in	$\boxed{\blacksquare}$ Use a certificate or smart card
Sign in	Back

Alternatively, click **Sign-in options** to sign in more conveniently without having to enter a username.



Microsoft		
Sign in		
Email, phone, or Sky	pe	
No account? Create on	e!	
Can't access your accou	unt?	
	Back	Next
	_	
0		

If you chose **Sign-in options**, select **Face, fingerprint, PIN, or security key**. Otherwise, skip to next step.



2. Select iPhone, iPad, or Android device.





3. A QR code should appear on screen. On your mobile device, **open the Camera app** and **scan the QR code**.



Note: Bluetooth and an internet connection are required for this step, and both must be enabled on your mobile and computer device.

4. To select your passkey, follow the steps in the Android operating system dialog. Verify that it's you by scanning your face, fingerprint, or enter your device PIN or unlock gesture.



5. You're now signed into <u>My Sign-Ins</u> on your computer browser.



Delete your Passkey in Authenticator for Android or iOS

Note: To completely remove Passkey method, you need to delete the passkey from **both** Microsoft Authenticator App on your device and <u>My Security info</u> page on your computer browser.

Follow these steps to delete the passkey from Microsoft Authenticator App on your device.

- 1. **Open Authenticator App** on your device and select the account from which you want to remove the Passkey.
- 2. Select Passkey under your account and click the **Trash Can** icon on top right corner of the screen, then tap **Delete** to confirm.
- 3. You have successfully deleted the passkey from Microsoft Authenticator App. Follow the next steps to remove passkey from <u>My Security info</u> page on your computer.

For Android mobile devices:

3:35	
	匬
9	
This passkey is only saved on this device	
Webs Delete Passkey? Usern If you delete this passkey, you woo be able to use it to sign in. Remember to delete it from My Note Security Info. Add Cancel Delete A pain have Security to protect your account. Cancel Delete	n't P
	00 00 00

For iOS mobile devices:

<	Passkey details (preview)	
	4	
전 Th thi	is passkey is only available on s device	
Website		
login.mi	crosoft.com	
Username		
	!@lilly.com	
Note		
No note		Ø
A passke without h It adds a	y is a simple and secure way to sign naving to enter a username or passy n extra layer of security to protect y	n in vord. our
lf you de	lete, you won't be able to use this passke sign in.	ey to
	Delete	
	Cancel	

- Open browser on your computer and access <u>My Sign-Ins</u>. In the top right corner, click your picture and ensure you are signed in with the account from which you plan to remove your passkey (e.g., -CA).
- 5. Select **Remove** to delete the passkey from the sign-in methods on <u>My Security info</u> page.



6. When Prompted, Select **Delete** to confirm the passkey removal.



7. You have successfully deleted Passkey from <u>My Security info</u>. Select **Done**.



Additional Help

Please review these <u>Frequently Asked Questions</u> for assistance. If you don't see your question addressed, we encourage you to post it to the <u>Adopting Identity Services community</u>.

For technical assistance not addressed in the FAQs or Job Aids, use <u>ChatNow in Teams</u> or the ChatNow app on your Lilly mobile device (iPhone, iPad). Create an incident and assign it to the MFA-SUPP-GLB queue.