

To obtain a FIDO2 Security Key, place an order via the ServiceNow Catalog Global Security Key request form.

Follow these instructions or <u>watch this video</u> to set up your FIDO2 security key as a passwordless sign-in method. Because security keys require a physical device and something that only you know *(the unique PIN you will set up)*, it's considered a stronger verification method than a username and password.

Register your Security Key

Complete these steps to register your security key and give it a unique PIN before you can sign into your Lilly account using the key.

- 1. Open Microsoft Edge (*it will not work on Safari*) and access <u>My Sign-Ins</u>. In the top right corner, click your picture and ensure you are signed in with the account you plan to use with your security key (*e.g., -CA*).
- 2. Select + Add sign-in method.
- 3. Use the drop-down menu to select the **Security key** method and select **Add.** Sign in with two-factor authentication and choose **Next** to set up a security key.

Add a method $\qquad \qquad \qquad$	Security key $ imes$
Which method would you like to add?	To set up a security key, you need to sign in with two-factor authentication.
Cancel	Cancel Next

4. Verify your identity by authenticating via your preferred method, then select the **USB device** type.

Security key	×
Choose the type of security key that you have.	
NFC device	
	Cancel

5. Have your key ready and select **Next**. Your PC will redirect you to a new window to finish the setup.

USB device	NFC device
Security key X	Security key ×
Have your key ready.	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.	When you choose Next, you will be prompted to tap your security key on the reader. Then, touch the button or sensor on your security key to finish setting up your device
For more detailed instructions, visit your key manufacturer's website.	For more detailed instructions, visit your key manufacturer's website.
Back	Back

6. If prompted to Create a passkey on a phone or tablet, select Save another way.





7. Select Use an external security key to create a passkey.

*** 29	
Create a passkey	
Choose how you want to create a passkey for login.microsoft	t.com
Use a phone, tablet, or security key	×
Use an external security key	۲
	Cancel
	Cancer

8. Select **OK** to set up your security key and then **OK** again to continue setup.



9. To continue setup, insert your security key into the USB port and touch your security key.





10. Enter a **New Security Key PIN** with at least six alphanumeric characters, **Confirm Security Key PIN**, ensuring it matches the PIN entered, and then select **OK**. When prompted, touch your security key.

Windows Security ×	
Continue setup	Windows Security ×
You'll need to create a PIN for this	Continue setup
security key.	8
New Security Key PIN Confirm Security Key PIN	Touch your security key.
OK Cancel	Cancel

11. Enter a security key name to help distinguish it from other keys and select Next.

Security key			\times
Name your security key. T	his will help dist	inguish it fron	n other keys.
Primary key			
		Cancel	Next

12. Your security key is officially set up. Select **Done** to close the **Security key** page.

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	

Make your Security Key your Default Sign-in Method

Follow the <u>How to Update your Security Information Job Aid</u> steps to change your default sign-in method to the Authenticator app or hardware token - code.

The next time you are prompted to sign in, select Sign in options, and then Sign in with a security key.



Select Windows Hello or External security key or security key.



Enter your **security key PIN**, select OK, and then touch your security key.





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, please get in touch with your local IT Service Desk to open an incident and have it assigned to the MFA-SUPP-GLB queue.