# User guide - Setup Azure MFA with YubiKey for External Users

Version 3.0 Jun 5th 2024

This guide is meant for NN external contractors who do not have an NN phone and donot want to use the MS authenticator app on their personal phones. Yubikey is the FIDO2 option for Azure MFA selected by Novo Nordisk for users who cannot use the MS authenticator app to access NN resources such as cloud desktop.

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## **Prerequisites:**

- 1) 'Basic IT Access' request must be approved in novoAccess
- 2) NN Initials and Password shared by your NN manager
- 3) Temporary access pass (TAP) received from your NN manager (NN manager needs to request this by calling NN Service desk The Temporary access pass is valid only for 24 hours and it is valid only 1 time, therefore it is important that you complete all the steps in one go. If you log out in between or the page times out, you will need to request your NN manager for new Temporary access pass (TAP) ) *Please note that your Temporary access pass (TAP) and your NN password are 2 different entities. Temporary access pass (TAP) is a time-sensitive code that you use to setup your NN password and MFA (MS authenticator or Yubikey)*
- 4) YubiKey received from your NN manager

# Part 1 of 2: Change Password and setup YubiKey

 Open a browser on your company/personal PC or Mac in "InPrivate" (Edge) / "Private" (Safari) / "Incognito" (Chrome) mode and go to <u>https://mysignins.microsoft.com/security-info</u>

1a) If InPrivate or Incognito mode is blocked on your machine due to your company's policies, follow this step, else proceed to step 2.

Click on your profile picture at right hand top, and select "Sign in with a different account" Then select "Sign in with a different account".

| - Home            | × 🚦 My Sign-Ins   Security Info   Mic × +  | - 0 ×                                      |
|-------------------|--|--|
| ← → C 😁 mysigning | :microsoft.com/security-info   | ☆ む □ ® :                                  |
| Ш                 | Sign-Ins $\vee$  | 品 ? 🎴                                      |
| 8 Overview        | Security info  | Cognition Sign out                         |
| 𝒫 Security info   | These are the methods you use to sign into your account or reset your password.                  | Gade, Krishna (Cog<br>311289@cogricuet.com |
| Devices           | Sign-In method when most advisable is unavailable: Microsoft Authenticator - notification Change | Switch organization                        |
| 🔾 Password        | + Add sign-in method   | Sign in with a different account           |
| 🖻 Organizations   | Password (preview)     Last updated:     Change     Change                                       |  |

2) Enter your NN credentials in the format <u>XXXX@novonordisk.com</u> and click next.

| Microsoft                      |
|--------------------------------|
| Sign in                        |
| xxxx@novonordisk.com           |
| Can't access your account?     |
| Next                           |
|                                |
| 🖏 Sign-in options              |
|                                |
|                                |
|                                |
|                                |
| Terms of use Privacy & cookies |

3) Enter the 'Temporary access pass' provided by your manager.



4) Click on 'Change' on the 'Password' line to change your password.

| III Sa My            | y Sign-Ins $\vee$  |                                    |        |        | 8 | ? |   |
|----------------------|--|------------------------------------|--------|--------|---|---|---|
|                      | ① To maintain access to your account, add a sign in m          | ethod.                             |        |        |   |   | × |
| A Overview           | c  |                                    |        |        |   |   |   |
| 𝒫 Security info      | Security Info<br>These are the methods you use to sign into yo | ur account or reset your password. |        |        |   |   |   |
| 😐 Devices            | + Add sign-in method   |                                    |        |        |   |   |   |
| 💫 Password           | Password   | Last updated:<br>a day ago         | Change |        |   |   |   |
| Organizations        | Temporary access pass  | Expires 2/2/2024, 6:21:08 PM       | _      | Delete |   |   |   |
| A Settings & Privacy |  |                                    |        |        |   |   | _ |
| ③ Recent activity    | Lost device? Sign out everywhere                               |                                    |        |        |   |   |   |

5) Please enter the password provided by your manager and then enter and confirm new password.

|                    | My Sign-Ins $\vee$                        |   | å ? (I |
|--------------------|---|---|--------|
| Querview           | ① To maintain access to your              | account, add a sign in method.                          | ×      |
| Security info      | Security info<br>These are the methods yo | u use to sign into your account or reset your password. |        |
| Devices            | + Add sign-in method                      |   |        |
| Password           | Password                                  | Change your password ×                                  |        |
| 3 Organizations    | Temporary access p                        | User ID<br>IOXY@novonordisk.com                         | Delete |
| Settings & Privacy |   | Current password  |        |
| Recent activity    | Lost device? Sign out eve                 | Forgot your password?                                   |        |
|                    |   | New password  |        |
|                    |   | Confirm new password                                    |        |
|                    |   | ·····   |        |
|                    |   | Cancel  |        |
|                    |   |   |        |
|                    |   |   |        |
|                    |   |   |        |
|                    |   |   |        |

The new password must be at least 14 characters long (including any spaces)

6) Select Add Sign in method and select 'Security key' and click 'Add'

| ···· My Sign  | -Ins 🗸   | (1) |
|---|--|-----|
| ≡ Security Info                                       |  |     |
| () To maintain access to your account, add a          | sign in method.  | Х   |
| Security info<br>These are the methods you use to sig | n into your account or reset your password.  |     |
| + Add sign-in method                                  | Add a method ×   |     |
| Password (preview)                                    | Since you signed in with a Temporary Access Pass, you can only<br>register methods that are used for sign-in. Which method would you |     |
| Temporary access pass                                 | like to add? Delete  |     |
|   | Choose a method V  |     |
| Lost device? Sign out everywhere                      | Authenticator app  |     |
|   | Phone  |     |
|   | Security key   |     |
|   |  |     |
|   |  |     |
|   |  |     |
|   |  |     |
|   |  |     |

### 7) Select 'USB device'

| 🔛 🎢 My Sign-   | Ins ∨  |        | ··· () |
|--|--|--------|--------|
| ≡ Security Info  |  |        |        |
| (i) To maintain access to your account, add a          | sign in method.                                |        | ×      |
| Security info<br>These are the methods you use to sign | into your account or reset your password.      |        |        |
| + Add sign-in method                                   | Security key                                   | ×      |        |
| Password (preview)                                     | Choose the type of security key that you have. |        |        |
| Temporary access pass                                  | N NFC device                                   |        | Delete |
| Lost device? Sign out everywhere                       |  | Cancel |        |
|  |  |        |        |
|  |  |        |        |
|  |  |        |        |
|  |  |        |        |
|  |  |        |        |

### 8) Have your YubiKey ready and click 'Next'

| ₩ My Sign-Ins ∨   | (1)    |
|---|--------|
| ≅ Security Info   |        |
| ① To maintain access to your account, add a sign in method.   | ×      |
| Choose the type of security key that you have. Choose the type of security key that you have. Temporary access pass | Delete |
| Lost device? Sign out everywhere  |        |

9) Select 'Security key' and click 'Next'

The 'iPhone, iPad, or Android device' option is currently not supported by Novo Nordisk

| Chaosa where to save this passkay           |
|---|
|   |
| More choices                                |
| ee<br>ex<br>iPhone, iPad, or Android device |
| Security key                                |
| Next Cancel                                 |
|   |
|   |

10) Verify that the security is being setup for your Novo Nordisk account and click 'OK'

| <b>₽</b><br>Se | Windows Security   | ×                        |  |
|----------------|--|--------------------------|--|
| Set<br>IOX     | un your security key to sign in to<br>Y@novonordisk.com. | login.microsoft.com as   |  |
| Thi            | s request comes from the app "ms<br>poration".           | sedge.exe" by "Microsoft |  |
|                | ОК   | Cancel                   |  |
| _              | ß  |                          |  |
|                |  |                          |  |

11) Read the information from Microsoft and click 'OK'

| Windows Security  |  |
|---|--|
| Continue setup  |  |
| This will let login.microsoft.com see the make and model of your<br>security key.   |  |
| login.microsoft.com wants to create a credential on your security<br>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   |  |
|   |  |
|   |  |
|   |  |

2

12) Insert your security key into the USB port

| Windows Security                            |  |
|---|--|
| Continue setup                              |  |
| ő   |  |
| Insert your security key into the USB port. |  |
| Cancel                                      |  |
|   |  |

13) Create a PIN for your security key and click 'OK'

| Windows Security         | ×  |
|--------------------------|----|
| Continue setup           |    |
| New Security Key PIN     |    |
| Confirm Security Key PIN |    |
| OK Cance                 | el |
|                          |    |
|                          |    |
|                          |    |
|                          |    |

14) Touch the YubiKey

| Windows Security         |              |                   |
|--------------------------|--------------|-------------------|
| Continue setup           |              |                   |
| Ô                        |              |                   |
| Touch your security key. |              |                   |
| [≱                       | Terms of use | Privacy & cookies |
|                          |              |                   |

15) When the Passkey is saved click 'OK'

| Windows Security                                    | ,<br>,                  |    |
|---|-------------------------|----|
| Passkey saved                                       |                         |    |
| You can now use your secu<br>"login.microsoft.com". | urity key to sign in to |    |
|   | ок                      |    |
|   | Cancel Next             |    |
|   |                         |    |
|   |                         | L3 |

16) Give the Security key a name and click 'Next'

| III My Sign-   | ins 🗸   | (1)    |
|--|---|--------|
| ≡ Security Info  |   |        |
| ① To maintain access to your account, add a s          | sign in method.   | ×      |
| Security info<br>These are the methods you use to sign | into your account or reset your password.   |        |
| + Add sign-in method                                   |   |        |
| Password (preview)                                     | Security key × Name your security key. This will help distinguish it from other keys. |        |
| Temporary access pass                                  | Yuhi USB-C  | Delete |
| Lost device? Sign out everywhere                       | Cancel Next   |        |
|  |   |        |
|  |   |        |
|  |   |        |
|  |   |        |
|  |   |        |
|  |   |        |

17) Your YubiKey is now registered and ready for use



Part 2 of 2: Add an additional sign-in method to enable selfservice password reset

| 0 00 0   | os://mysianins.microsoft.co   | m/security-info   |  | AN SA @       | 0                        | <u>r</u> ≞ G  | h 🔘                 |   |             |
|--|---|---|--|---------------|--------------------------|---------------|---------------------|---|-------------|
| My   | ∕ Sign-Ins ∨  |   |  |               | 6                        | 1 ?           | U                   | +                                       |             |
| verview  curity info  rganisations  evices  ivacy  | Security inf<br>These are the methods<br>Default sign-in methods<br>Add sign-in methods<br>Microsoft Auth<br>Push multi-fare<br>Lost device? Sign out   | O<br>you use to sign into your account or reset your password<br>ad: Microsoft Authenticator - notification Change<br>Add a method<br>Which method would you like to add?<br>Choose a method<br>Authenticator app<br>Phone<br>Email   | ×  |               | felete                   |               |                     |   |             |
| ア Type here to search<br>Enter voi   | n Ħ   | <b>•</b> • • • • • <u>•</u> •   | ۵ <u>ة</u> 🐇   |               | ∧ ₩ 40 /                 | 2 DAN 0       | 11:21<br>13-05-2023 | 0<br>©                                  |             |
| Set up the Microsoft Au  | thenticat × 👫 My Sign-  | number and make su  | re that 'Se  | end me        | a te:                    | kt' is        | s ch<br>-<br>@      | oser<br>• ×<br>• ···                    | n. Click 'N |
| Set up the Microsoft Au  | thentical × 📑 My Sign-<br>ps://mysignins.microsoft.c  | number and make su  | re that 'Se  | end me<br>A 🎲 | a te:                    | kt'is         | s ch<br>-<br>@      | • × • • • • • • • • • • • • • • • • • • | n. Click 'N |
| Set up the Microsoft Au<br>C A Mitter<br>52 Mitter<br>1 Mitter | thentical X I Sign-Ins<br>y Sign-Ins<br>Security inn<br>These are the method<br>Default sign-in method<br>H Add sign-in method<br>Microsoft Auth<br>Microsoft Auth<br>Microsoft Auth<br>Lost device? Sign out | A contract of the service and | re that 'Se<br>ur phone or<br>umber<br>eans that you<br>statement. | end me        | a te:<br>a te:<br>Delete | <b>xt' is</b> | -<br>@              |   | n. Click 'N |

3) You will now receive a 6-digit code on your phone. Input that and click 'Next' to complete setup.

| 🔲 📔 Set up the Microsoft Authe   | entical 🗙 📑 My Sign-Ins   | Security Info   Mic  | × +  |   |  |    |                |    |     |     |       |                           | -       | 0                | ×      |
|--|---|--|--|---|--|----|----------------|----|-----|-----|-------|---------------------------|---------|------------------|--------|
| ← C A bttps://mysignins.microsoft.com/security-info  |   |  |  |   |  | Aø | î              | •  | 3 5 | ` @ |       |                           |         |                  |        |
| III Sa Mys   | Sign-Ins 🗸  |  |  |   |  |    |                |    |     |     |       | 2                         |         | U                | +      |
| <ul> <li>Overview</li> <li>Security info</li> <li>Organisations</li> <li>Devices</li> <li>Privacy</li> </ul> | Security info<br>These are the methods:<br>Default sign-in metho<br>+ Add sign-in metho<br>Microsoft Auth<br>Puch multi-face<br>Lost device? Sign our | )<br>you use to sign ii<br>d: Microsoft Aut<br>Phone<br>Ywe just sent a (<br>216915<br>Resend code | nto your accour<br>menticator - not<br>6 digit code to - | at or reset you<br>ification Char<br>+4526294820<br>[ | ur password<br>nge<br><u>6. Enter the</u><br><u>Back</u> | Ne | ×<br>ow.<br>xt |    |     |     | Delet | ¢                         |         |                  |        |
|  |   |  |  |   |  |    |                |    |     |     |       |                           |         |                  | □<br>© |
| Type here to search  | Ξi  |  | 🚔 💌  | × (   |  | ٢  | •              | ** |     |     | ^     | <b>5</b> (1) <i>(ii</i> , | DAN 03- | 11:25<br>05-2023 | 22     |

This completes the MFA enrolment, you can now log on to NN citrix environment using the new portal <u>https://nnclouddesktop.cloud.com</u> using Yubikey.

Please follow the instructions mentioned in below link to start using the new portal to access cloud desktop.

https://novonordisk.sharepoint.com/sites/ITHUB/SitePages/Clouddesktopaccess.aspx#newcloud-desktop-access-guide

### Support contact

In case of any issues with following above procedures, please contact service desk

Phone:

Please contact service desk via phone +45 4442 6000

### USA contact:

Field Sales: 18666336686 Home Office: 18669873939

### India Contact:

0008004402200

Mail:

itsupport@novonordisk.com