

HOW TO SET UP YOUR PASSKEY

As Microsoft begins rolling out passkeys for account sign-in, you may be prompted to complete a one-time setup process. A passkey provides a more secure and convenient way to sign in to your Microsoft account using your device's built-in security features, such as a PIN, fingerprint, or facial recognition.

Step 1: Sign in to your Microsoft account as you normally would.



Sign in

firstname_lastname@insideranken.org

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

Next

Step 2: Approve the sign-in request in the Microsoft Authenticator app using the two-digit number matching prompt.

Sign in request

Approve sign in request



Open your Authenticator app and approve the request. Enter the number if prompted.



Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.



Don't ask again for 90 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Step 3: When prompted to create a passkey, select **Continue**.



[Redacted]

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Not now](#)

Next

Step 4: Choose where you would like to save your passkey. Microsoft Authenticator on your phone is the recommended option for most users. You will need to set up the Microsoft Authenticator as your default passkey app on your phone.



mtsingen@ranken.edu

Sign in faster with your face, fingerprint, or PIN



Create a passkey to sign in to your account. No apps, passwords, or codes needed.

[Other options](#)

Next

Step 5: Follow the prompts on your device to verify your identity. The prompt may be running in the background.

- Your device PIN
- Fingerprint
- Facial recognition



Setting up your passkey...

Your device is opening a security window. Follow the instructions to finish setting up your passkey.



Cancel

Next



Windows Security



Choose where to save your passkey

Passkey for login.microsoft.com

 iPhone, iPad, or Android device

 Security key

Cancel

Step 6: Once verification is complete, your passkey has been successfully created and is ready to use for future sign-ins.

Need More Information?

Microsoft's guide for end users can be found here:

Create and save a passkey:

<https://support.microsoft.com/en-us/accounts-billing/security/create-save-passkey>

Thank you for helping us improve the security of Ranken accounts. If you experience any issues during setup, please contact the Information Services department for assistance.

