VOLVO

MFA INSTRUCTIONS FOR EXTERNAL USERS SECURITY KEY

Version 002.2.0

English

Chinese

Dutch

French

German

Italian

Japanese

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Polish

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Spanish

Swedish

Thai

Turkey

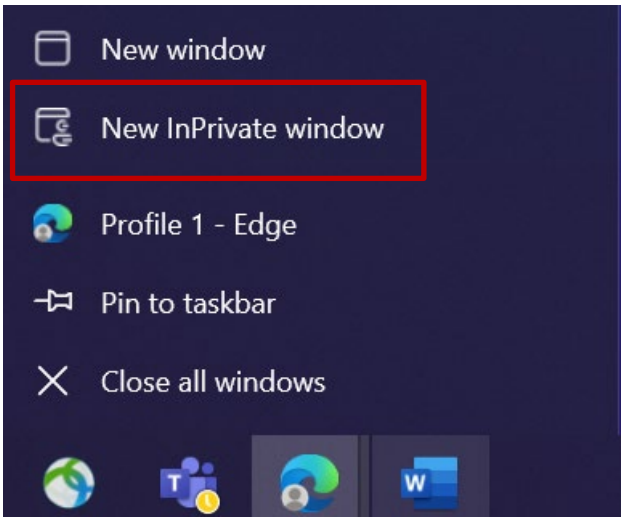
MFA Instructions for External Users Security Key

The ResumID project is in full swing to deliver a more secure, efficient, and fast Identity and Access Management (IAM) solution. We have reached a point where we need active participation from our employees and affiliates to implement an additional security feature – MFA.

A good number of Volvo Group users use MFA already, but in order to increase the security of the identities of our users, a registration of an MFA method will be necessary.

The purpose of this document is to help our users with this transition by providing a step-by-step guide to enable MFA using security key for user accounts.

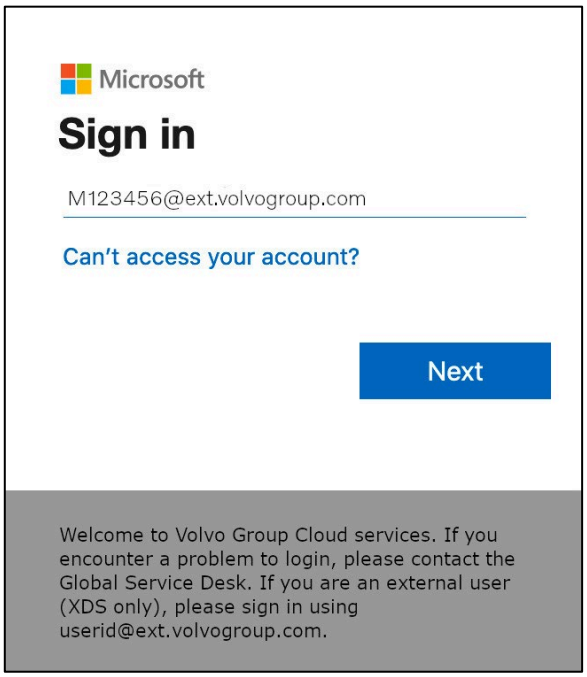
SETTING UP MFA EXTERNAL USERS

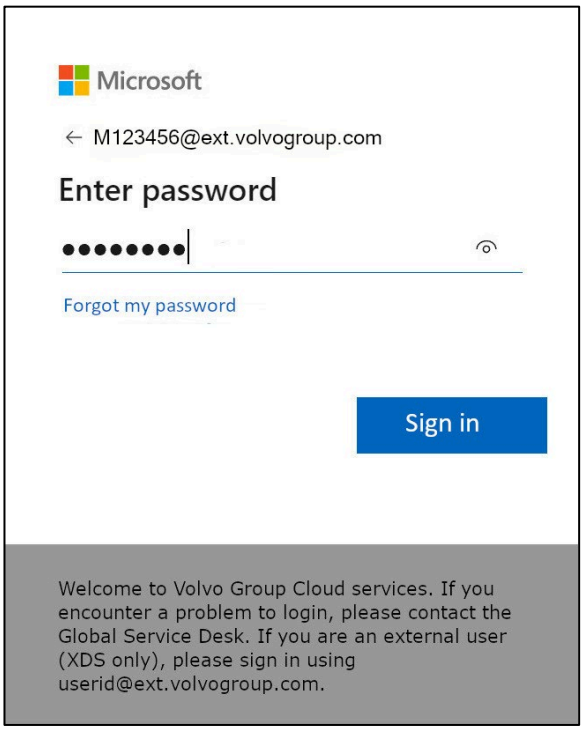


1. Close all browser windows and open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select "**New InPrivate Window**")

2. In the address field of the browser enter the URL: https://aka.ms/mysignins

3. Enter your Volvo User ID plus the extension “**@ext.volvogroup.com**” and click on “**Next**”

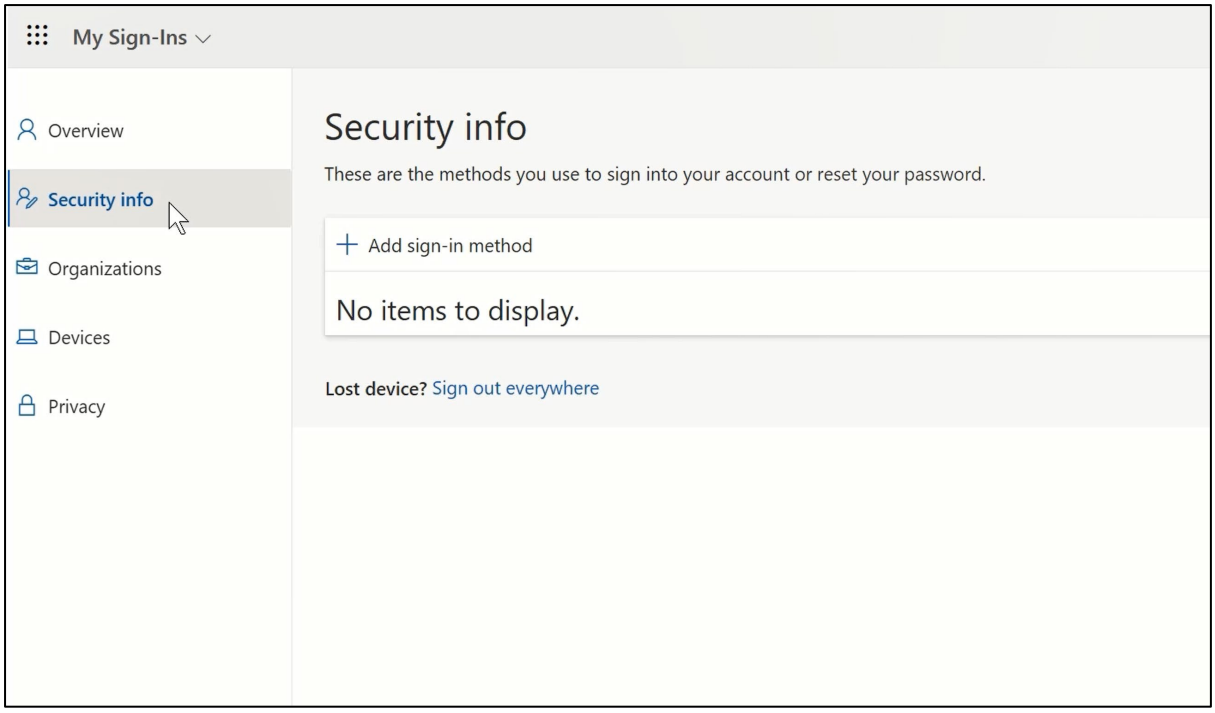




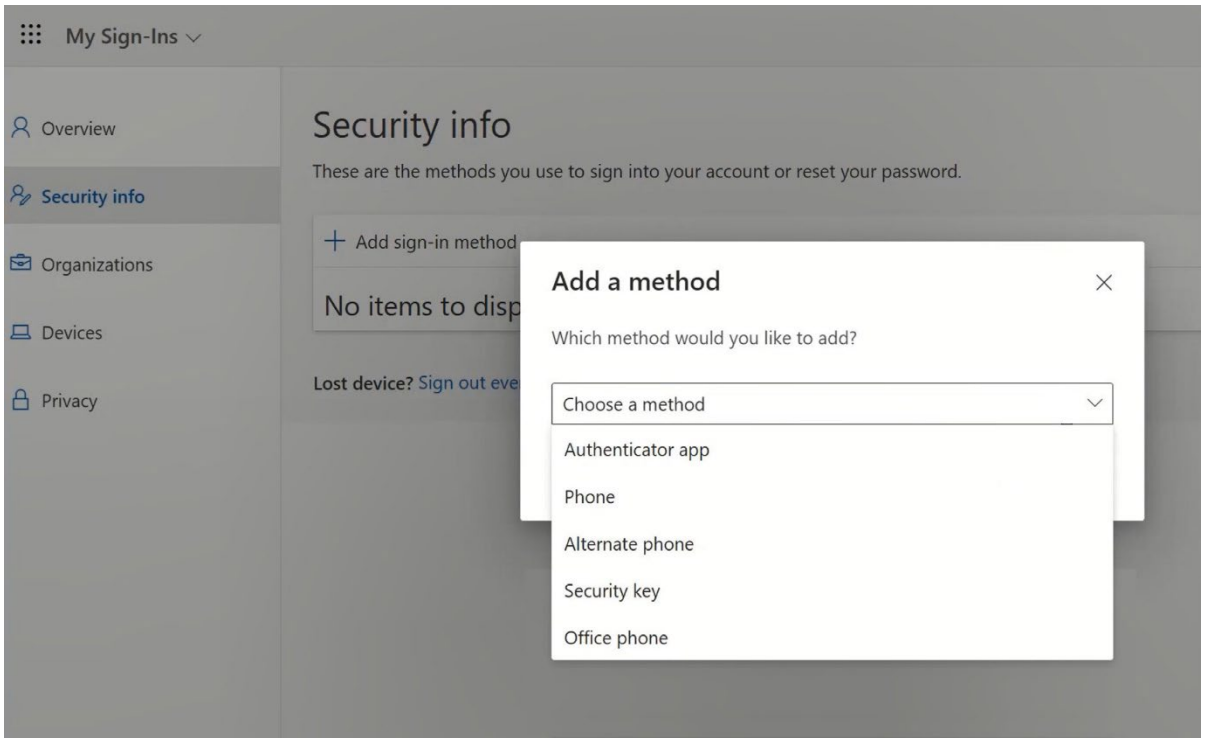
4. Enter the password by using the same password as you use for the Trucks Portal, for example

5. Click “**Sign in**”

*If you do not have a sign-in method set up already (no entries in the list of sign-in options), please **register another MFA method (phone call, SMS or Authenticator App)** before continuing with these instructions. An MFA method is **required** to register a Security Key.*

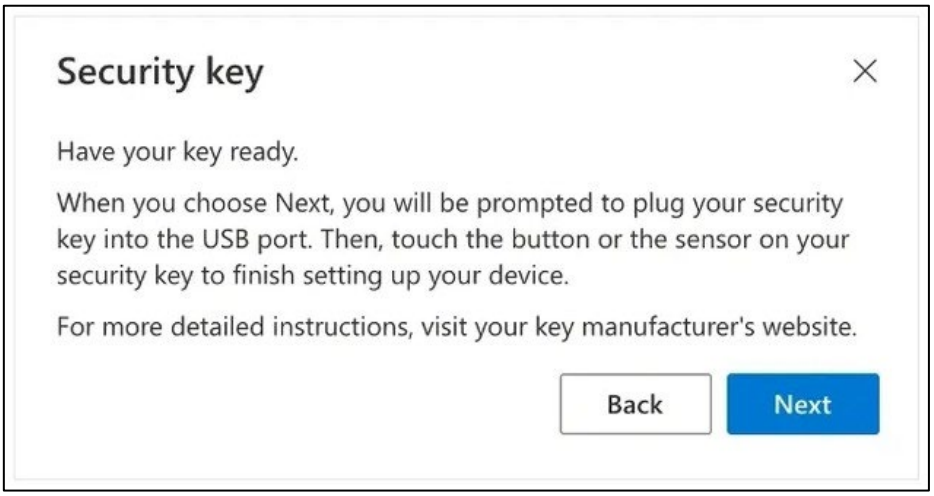


6. On the next page, click on "**+ Add sign-in method**"

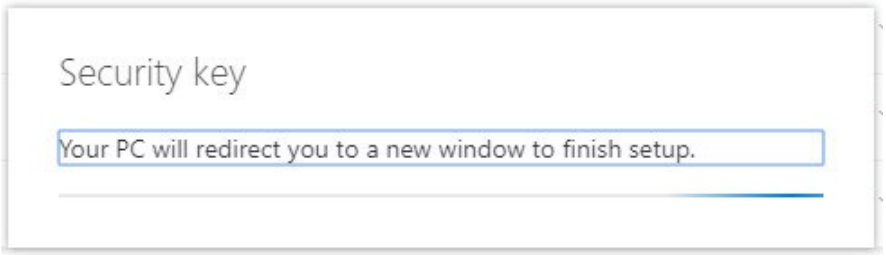


7. In the pop-up, expand the dropdown-menu "**Choose a method**" and select "**Security Key**" as your MFA method

8. In the pop-up, click on “**USB device**”



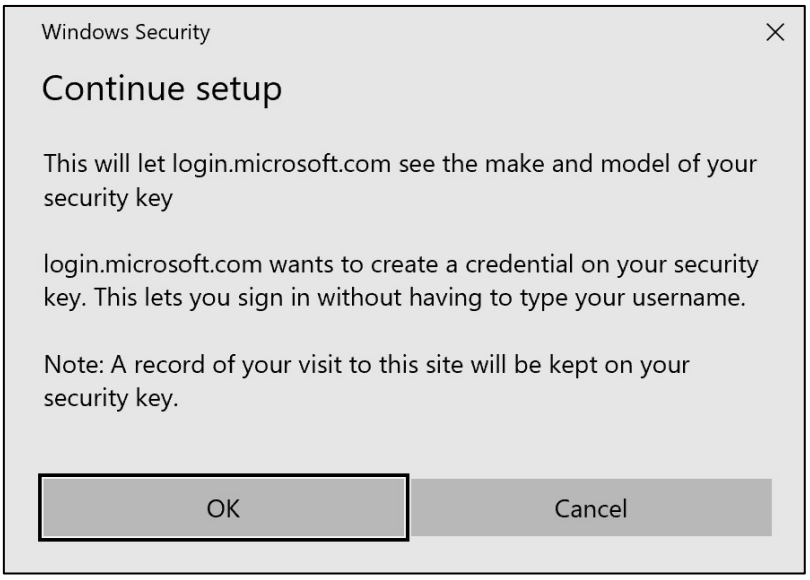
9. Read the disclaimer and click on “**Next**”



*You will be redirected to a dialogue of “**Windows Security**” to set up your security key*

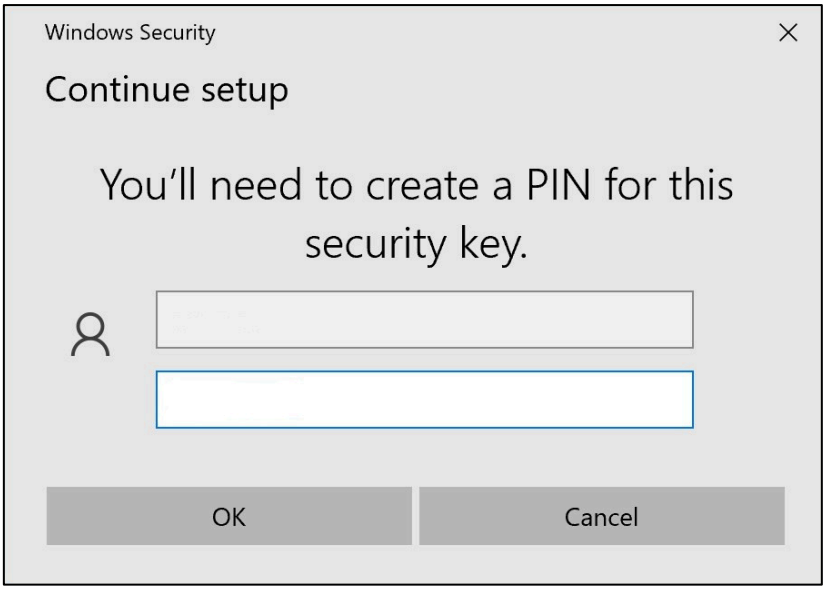
*If your browser displays a window asking to register a passkey, please click on "**Cancel**" to close the window and continue with the setup process.*

10. Click on “**OK**” in the new window



11. Click “**OK**” to continue

12. Insert your security key into a USB port on your device

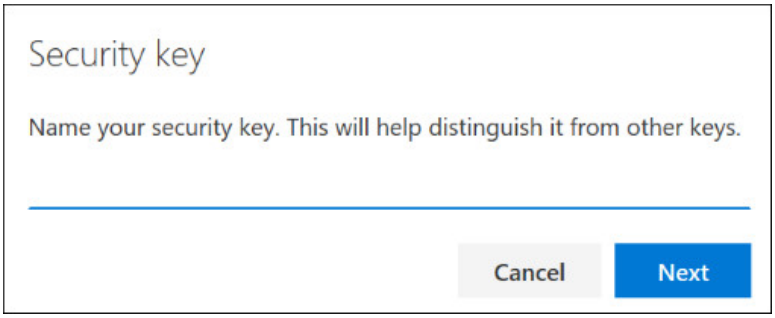


13. Enter a PIN to personalize your security key

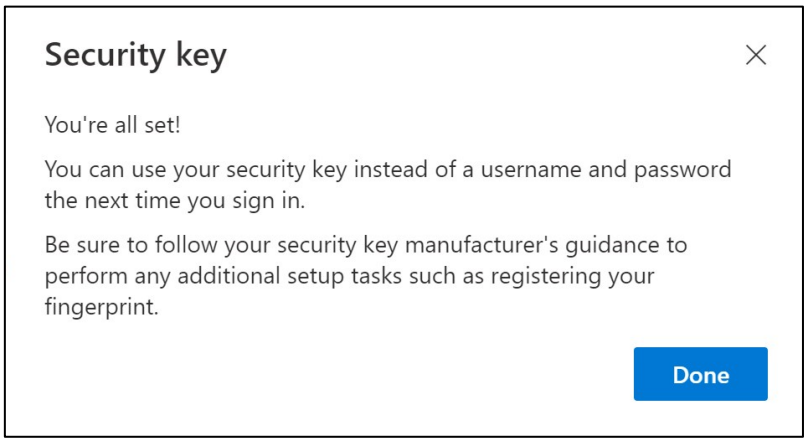
If you need to share this Yubikey, share the PIN with your colleagues that are going to be using the same Yubikey.
---- ***Not recommended by Volvo Group*** ----

14. Enter your PIN again to confirm, then click on "**OK**"

15. Touch your security key again to continue



16. Enter a name for your security key in the next window and click on "**Next**"



Your security key is now set up

17. Click on "**Done**"

*You can see your new MFA method "**Security Key**" in the list on your "**Security Info**" page*

Now you have enabled MFA by "Security Key" to your user account

You are done!

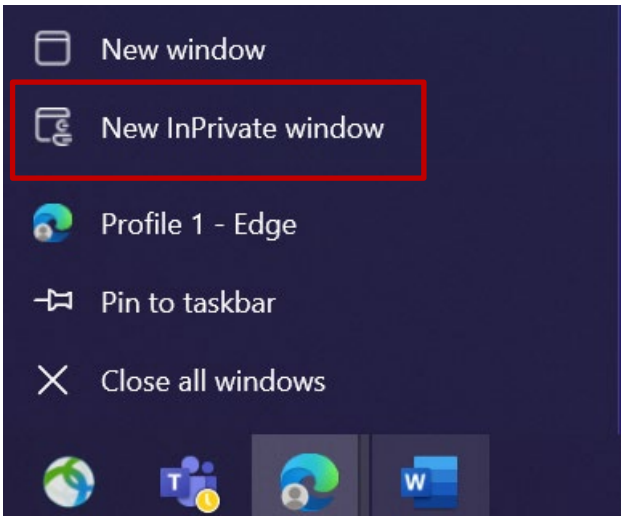
You can hand over the Yubikey to next user, who needs to register it.
The next user must use the same PIN, that you set up in this process!

If you get the error "*NotAllowedError*" in the registration process, please disregard step 1 of these instructions and use the following address instead of the one mentioned in Step 2.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

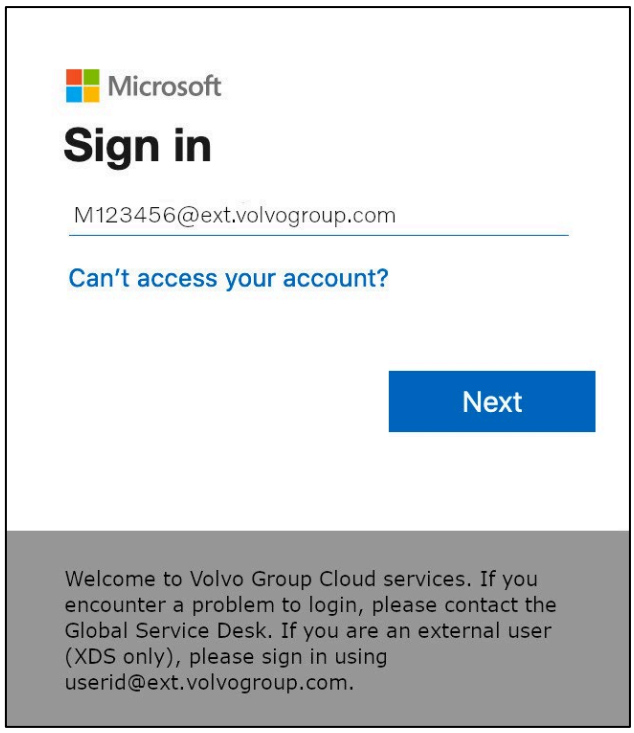
Let’s test your new MFA method

1. Log out of your account.

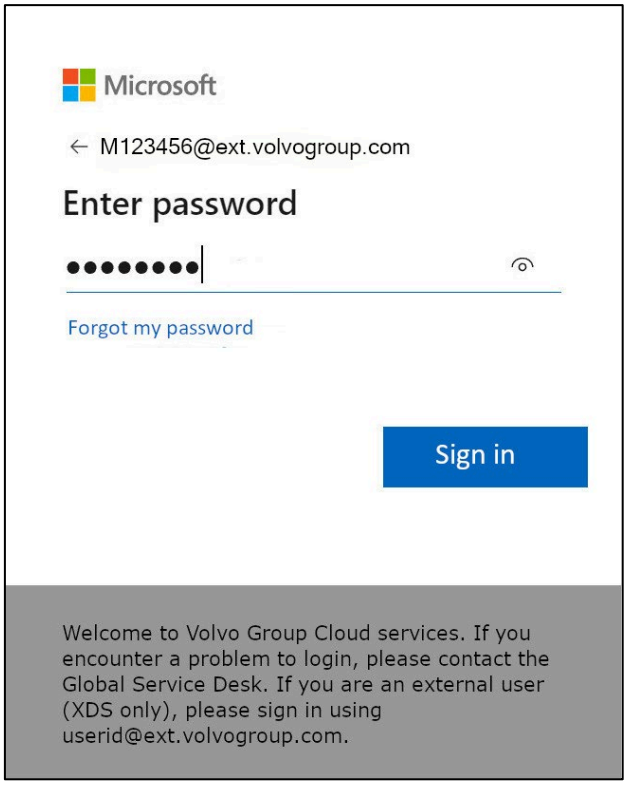


2. Ideally open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select “**New InPrivate Window**”)

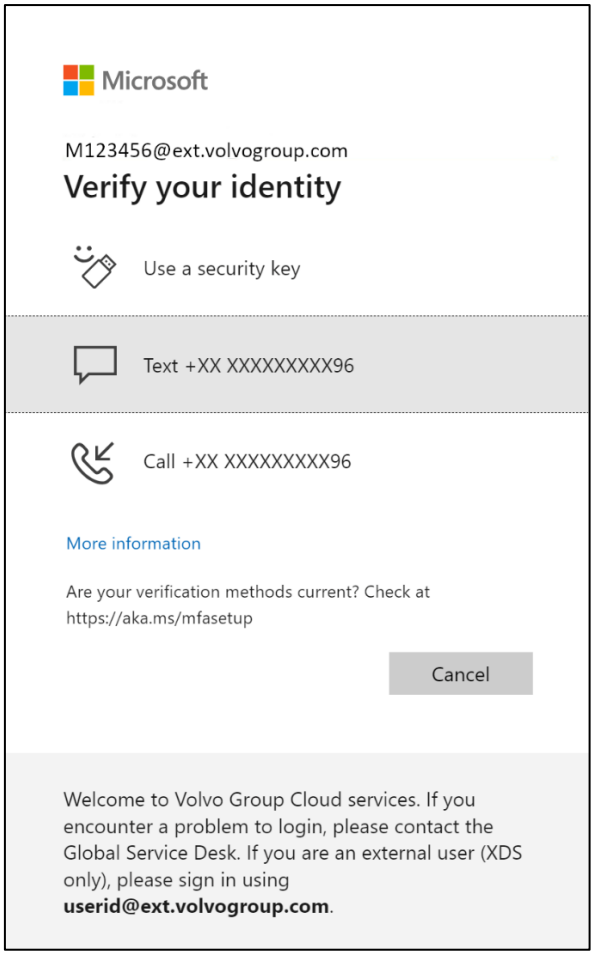
3. In the address field of the browser enter the URL : https://aka.ms/mysignins



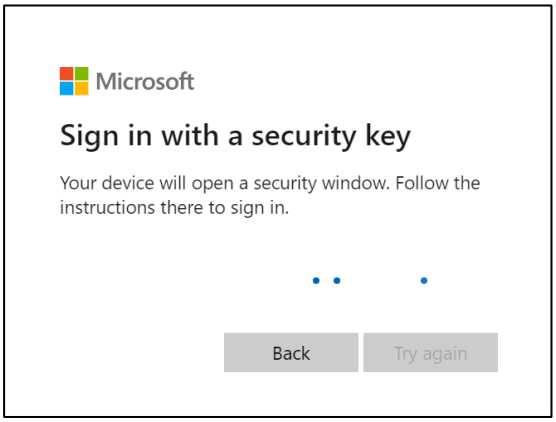
4. Enter your UPN into the sign in prompt and click "**Next**"

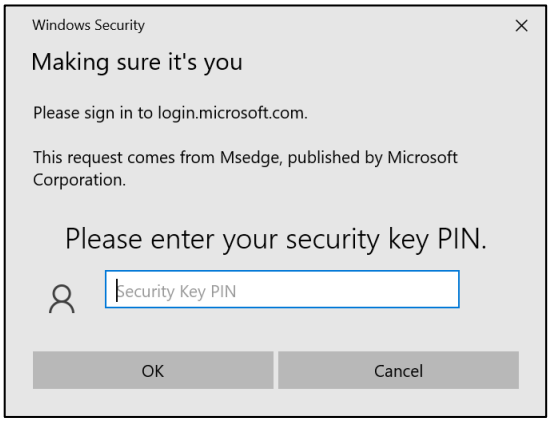


5. Enter your password and click on "**Sign in**"

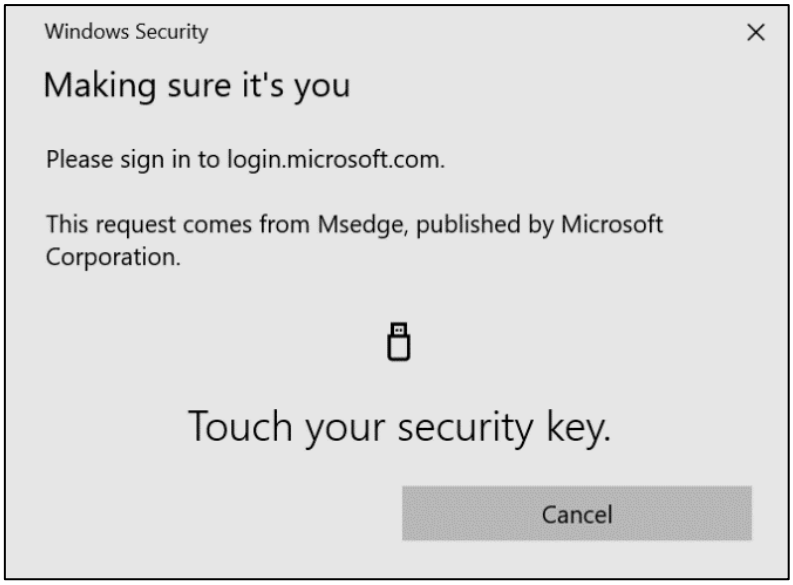


6. On the next screen, select "**Use a security key**" and insert your security key into a USB port on the computer

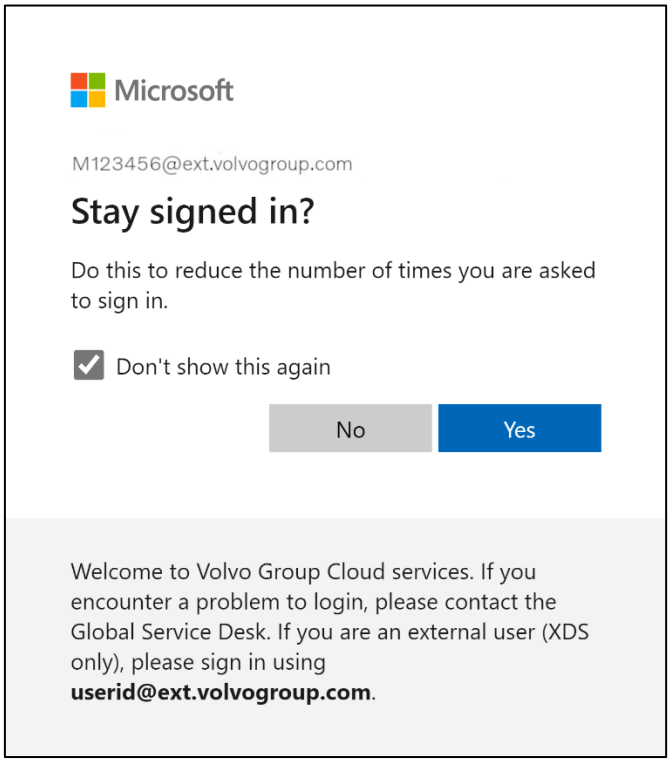




7. Windows security will prompt you for the security key PIN you chose, when you set up the security key, enter it in the field and then click on "**OK**"



8. Touch your security key



9. Confirm the next pop-up by clicking on “**Yes**”

You have successfully logged into your account using your newly registered MFA method.

外部用户的 MFA说明

安全钥匙

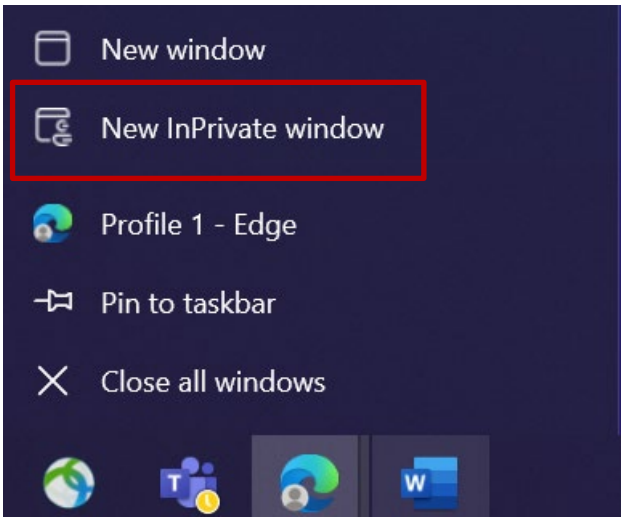
ResumID项目正在如火如荼地进行中，旨在提供一个更加安全、高效和快速的身份和访问管理（IAM）解决方案。我们需要我们的员工和分支机构积极参与，以实现额外的安全功能--MFA。

沃尔沃集团的许多用户已经使用MFA，但为了提高用户身份的安全性，有必要注册MFA方法。

本文档旨在通过提供使用安全密钥为用户账户启用MFA的分步指南，帮助我们的用户完成这一过渡。

设置MFA

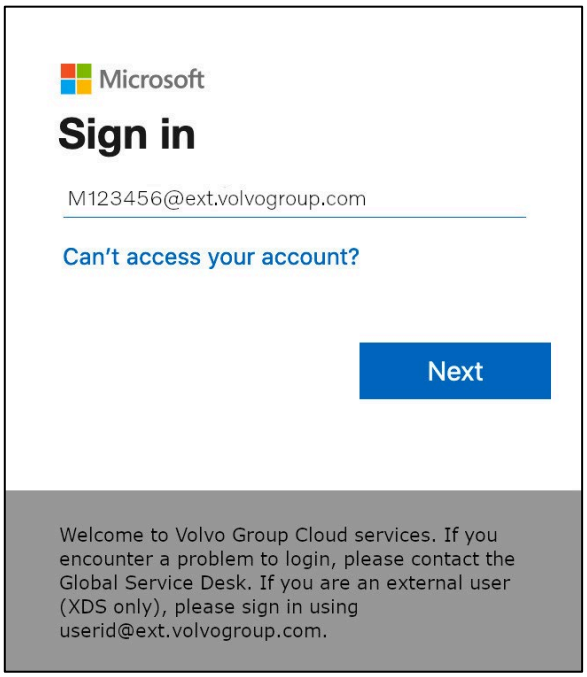
外部用户

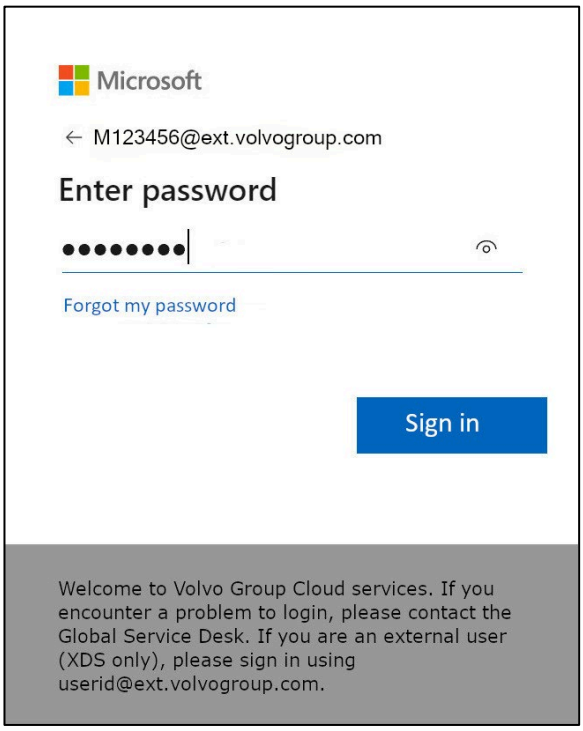


1. 关闭所有浏览器窗口并打开一个新的私人/隐身浏览器会话（右键单击Microsoft Edge浏览器图标并选择 "**新建私人窗口**）

2. **在**浏览器地址栏中输入URL : https://aka.ms/mysignins

3. 输入您的沃尔沃用户ID和扩展名"**@ext.volvogroup.com**"，然后点击 "**下一步**"。

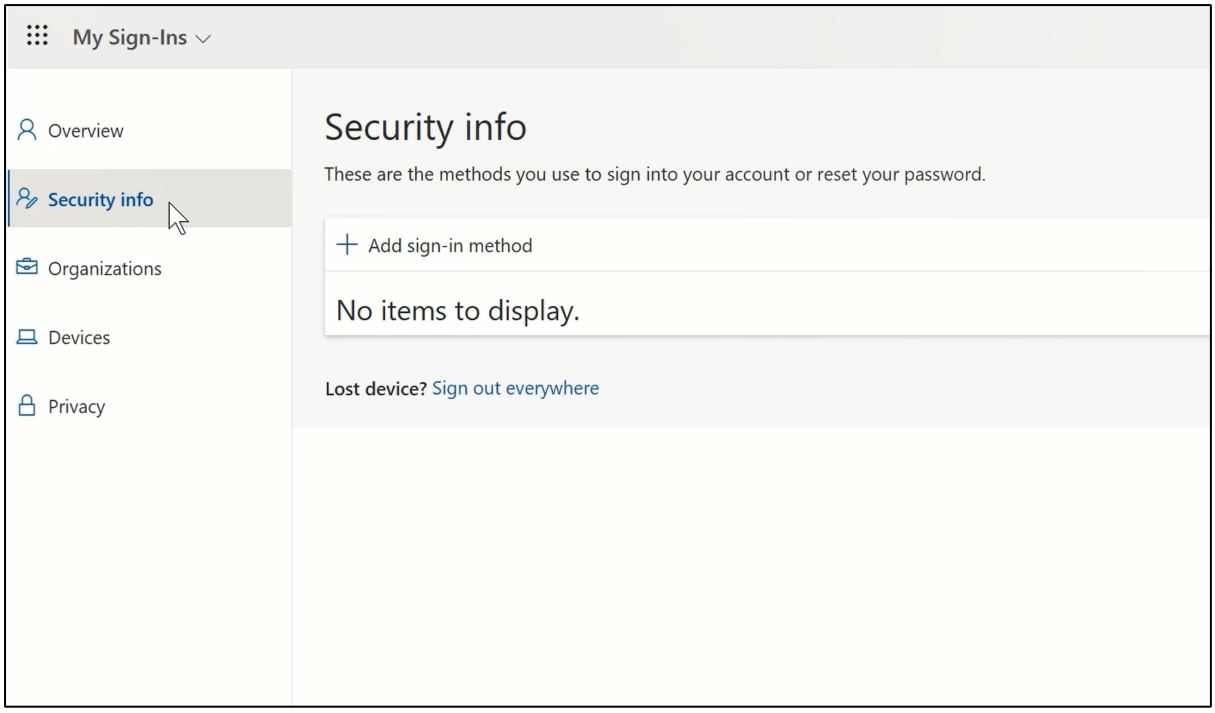




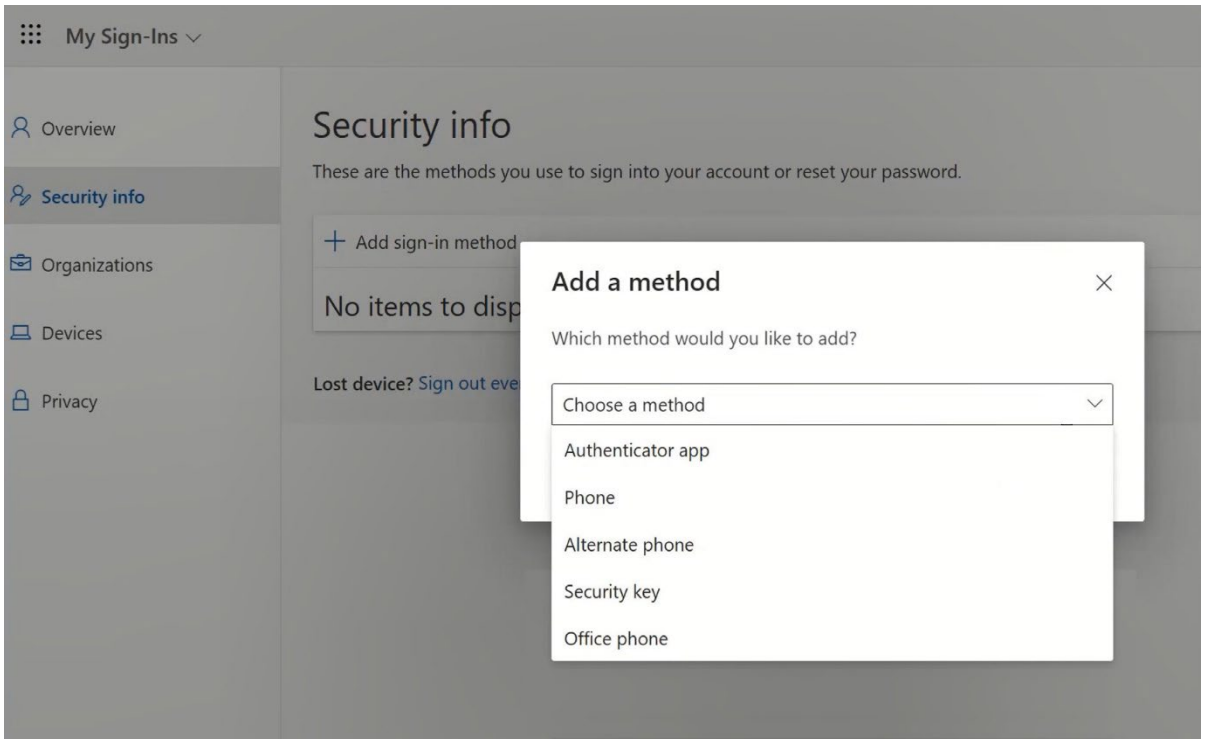
4. 使用与Trucks Portal相同的密码输入密码，例如

5. 点击 "**登录**

*如果您尚未设置登录方法（登录选项列表中没有条目），请在继续这些说明之前**注册另一种 MFA 方法（电话、短信或 Authenticator App）**。注册安全密钥**需要**MFA方法。*

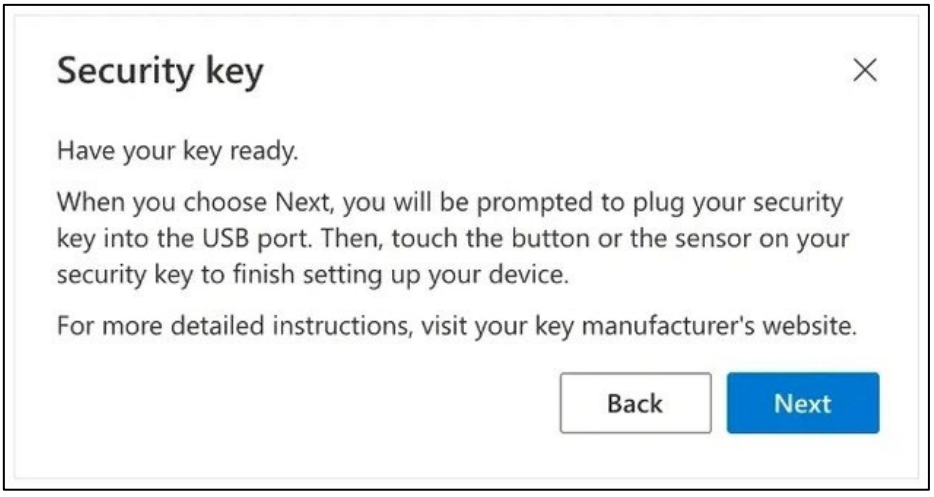


6. 在下一页，点击 "**+添加登录方式**"。

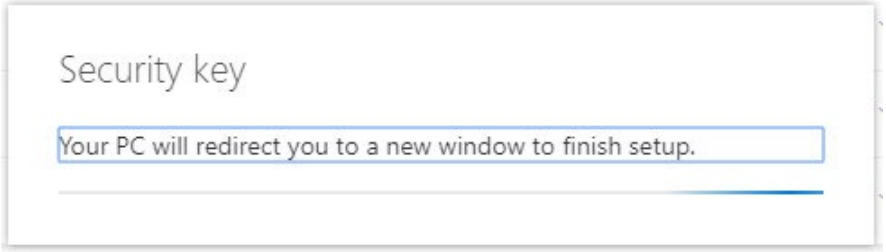


7. 在弹出窗口中，展开下拉菜单 "**Choose a method**"（**选择方法**），选择 "**Security Key**"（**安全密钥**）作为您的MFA方法。

8. 在弹出窗口中，点击 "**USB设备**"。



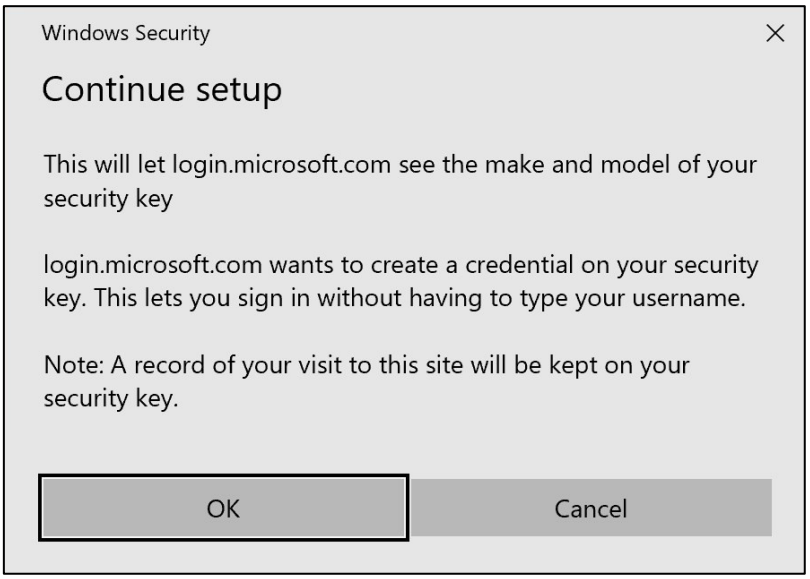
9. 阅读免责声明并点击 "**下一步**"。



*您将被重定向到 "**Windows Security**" 对话框，以设置您的安全密钥。*

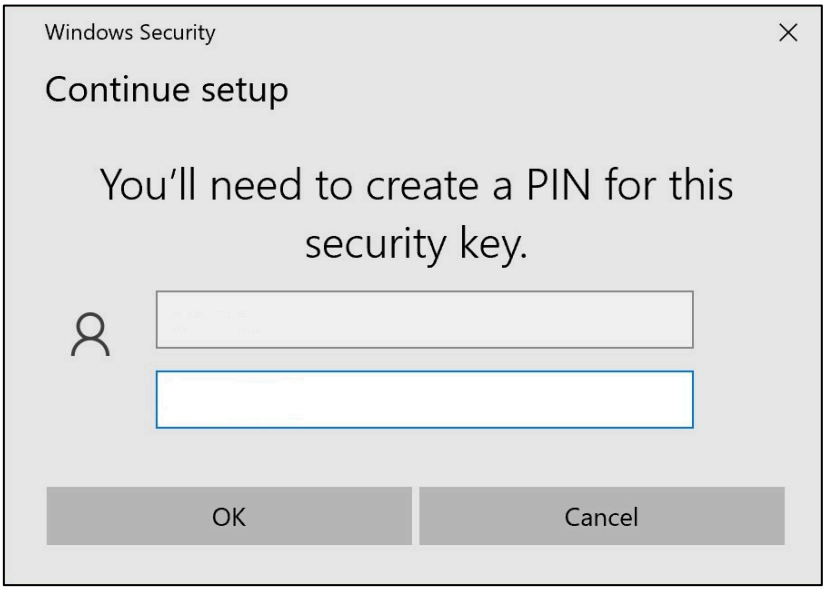
*如果您的浏览器显示要求注册密钥的窗口，请点击 "**取消** "关闭窗口并继续设置过程。*

10. 在新窗口中点击 "OK



11. 点击 "OK "继续

12. 将安全密钥插入设备上的USB端口

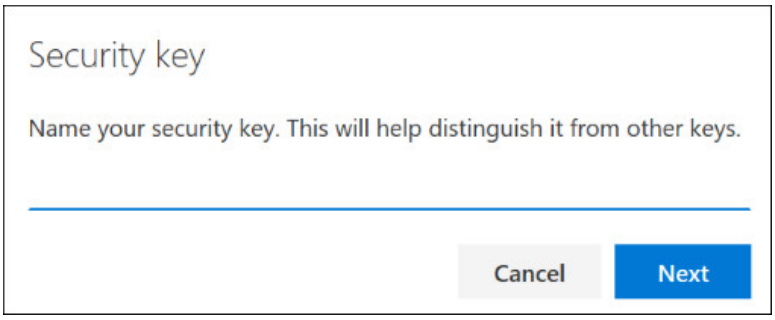


13. 输入PIN码，个性化您的安全密钥

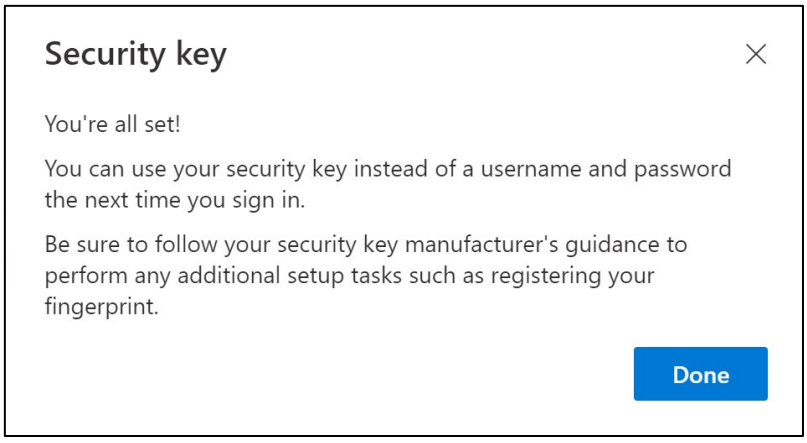
如果您需要共享这个Yubikey，请与您的同事共享PIN码，他们将使用同一个Yubikey。
*---- **沃尔沃集团不推荐** ----*

14. 再次输入PIN码确认，然后点击 "**OK**"。

15. 再次触摸安全键继续



16. 在下一个窗口中输入安全密钥的名称，然后点击 "**下一步**"。



您的安全密钥已设置

17. 点击 "**完成**

*您可以在"**安全信息**"页面的列表中看到新的MFA方法"**安全密钥***

现在您已经通过用户账户的"安全密钥"启用了MFA。

您的任务完成了！

您可以将Yubikey交给下一个用户，他需要注册。

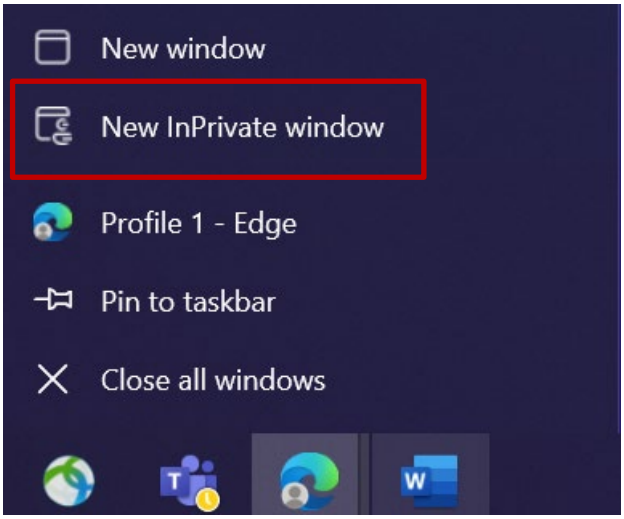
下一个用户必须使用您在此过程中设置的相同PIN码！

如果您在注册过程中遇到"*NotAllowedError*"错误，请忽略本说明的第1步，并使用以下地址代替第2步中提到的地址。

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

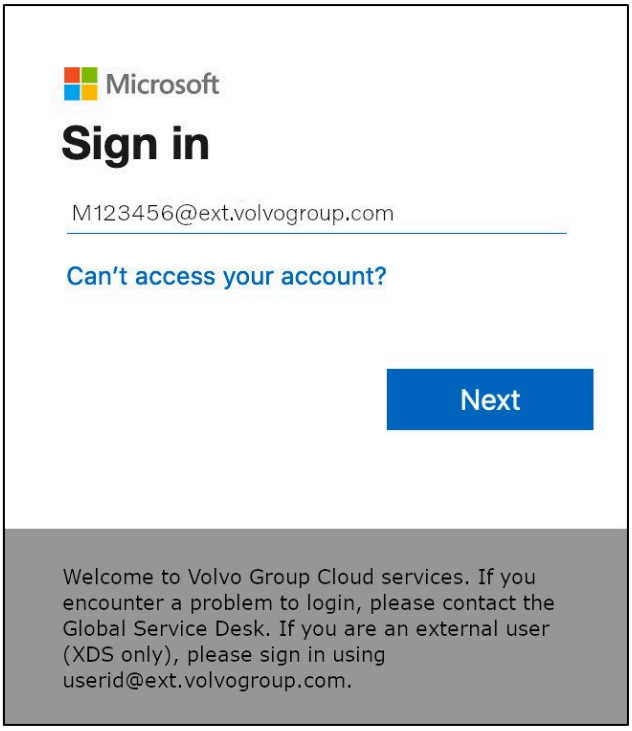
测试您的
新的MFA方法

1. 注销您的帐户。

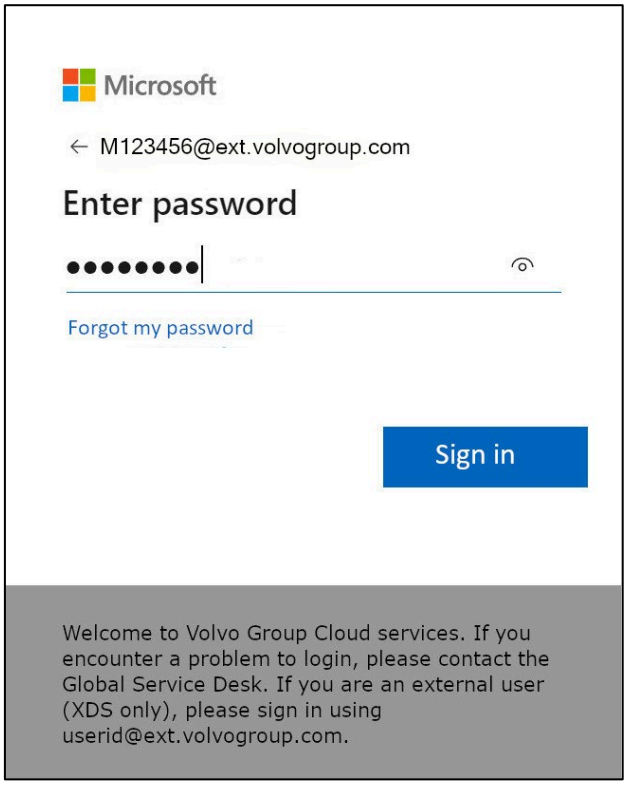


2. 理想情况下，打开一个新的私人/隐身浏览器会话（右键单击Microsoft Edge浏览器图标并选择 "**新建私人窗口**）

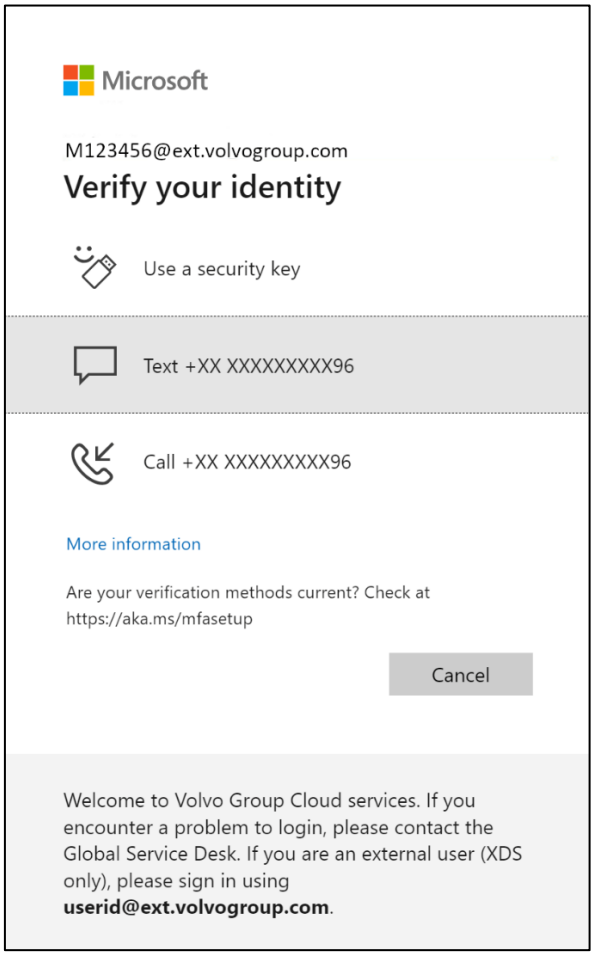
3. 在浏览器地址栏中输入URL： https://aka.ms/mysignins



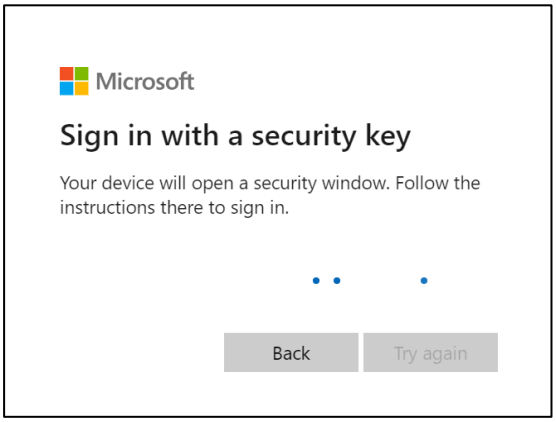
4. 在登录提示中输入您的UPN，然后点击 "**下一步**"。

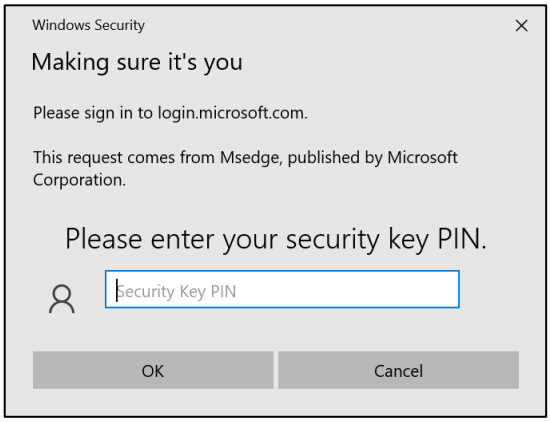


5. 输入您的密码并点击 "**登录**

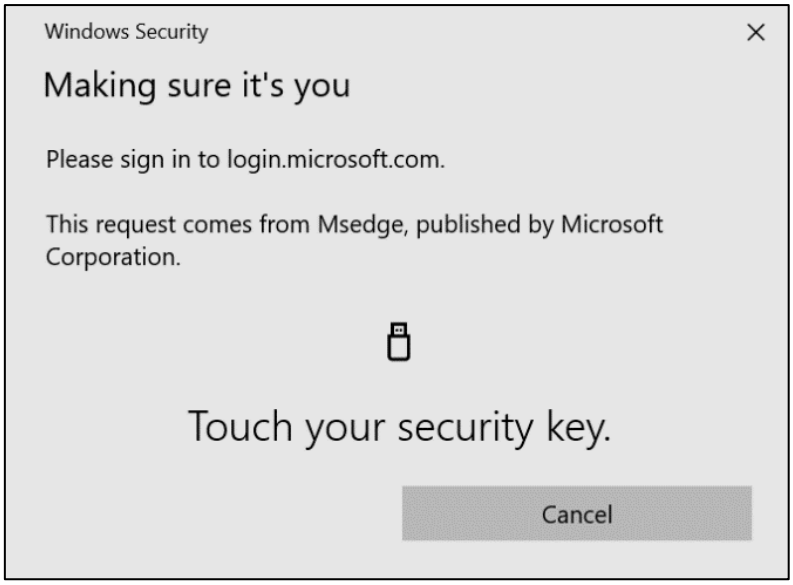


6. 在下一个屏幕中，选择 "**使用安全密钥**"，然后将安全密钥插入计算机的USB端口。

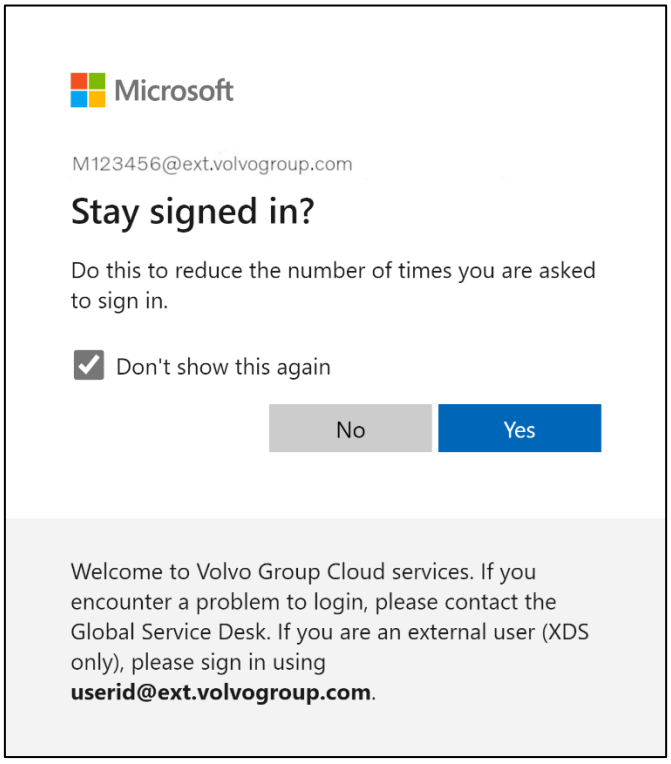




7. Windows安全系统将提示您选择的安全密钥PIN码，当您设置安全密钥时，请在该栏中输入，然后点击 "**确定**"。



8. 触摸您的安全钥匙



9. 点击 "是 "确认下一个弹出窗口

您已使用新注册的MFA方法成功登录您的账户。

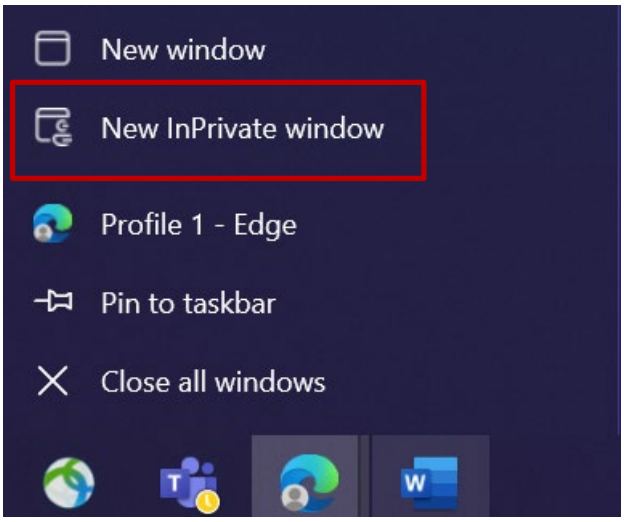
MFA-instructies voor externe gebruikers Veiligheidssleutel

Het ResumID project is in volle gang om een veiligere, efficiëntere en snellere Identity and Access Management (IAM) oplossing te leveren. We hebben een punt bereikt waarop we actieve deelname nodig hebben van onze medewerkers en filialen om een extra beveiligingsfunctie te implementeren - MFA.

Een groot aantal gebruikers van Volvo Groep gebruikt al MFA, maar om de identiteit van onze gebruikers nog beter te beveiligen, is registratie van een MFA-methode noodzakelijk.

Het doel van dit document is om onze gebruikers te helpen met deze overgang door een stap-voor-stap handleiding te geven om MFA in te schakelen met behulp van een beveiligingssleutel voor gebruikersaccounts.

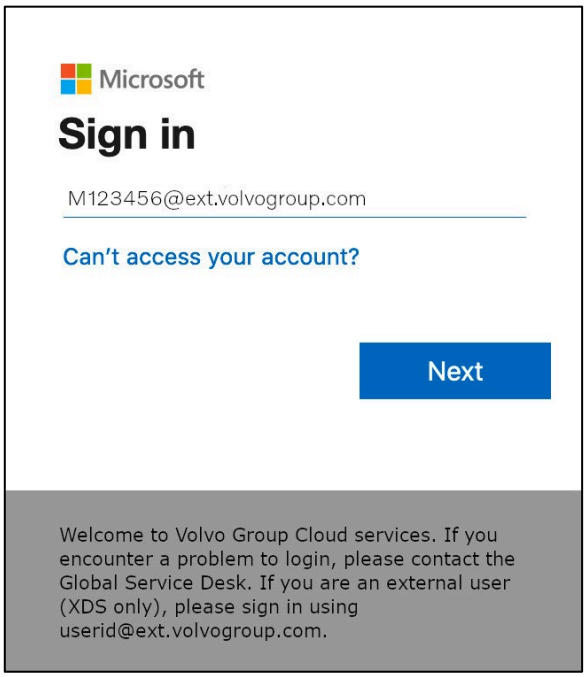
MFA INSTELLEN
EXTERNE GEBRUIKERS

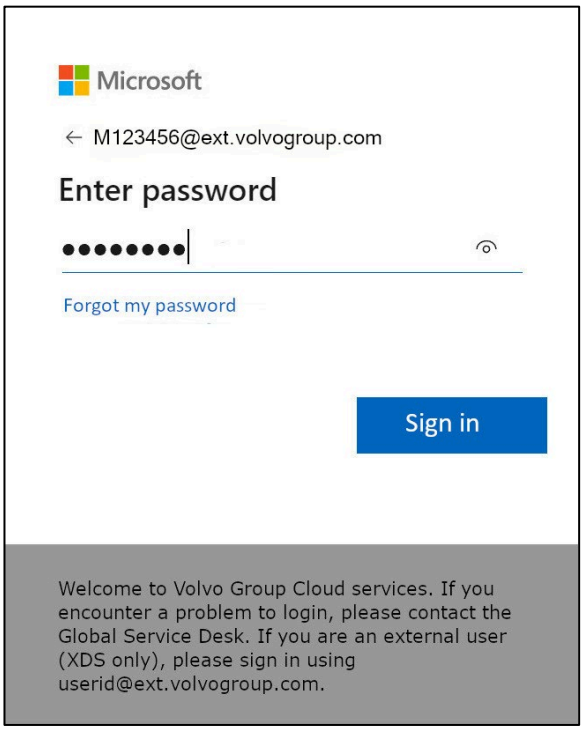


1. Sluit alle browservensters en open een nieuwe privé/incognito browsersessie (klik met de rechtermuisknop op het browserpictogram van Microsoft Edge en selecteer "**Nieuw privévenster**")

2. Voer in het adresveld van de browser de URL in: https://aka.ms/mysignins

3. Voer uw Volvo gebruikers-ID in plus de extensie "**@ext.volvogroup.com**" en klik op "**Volgende**".

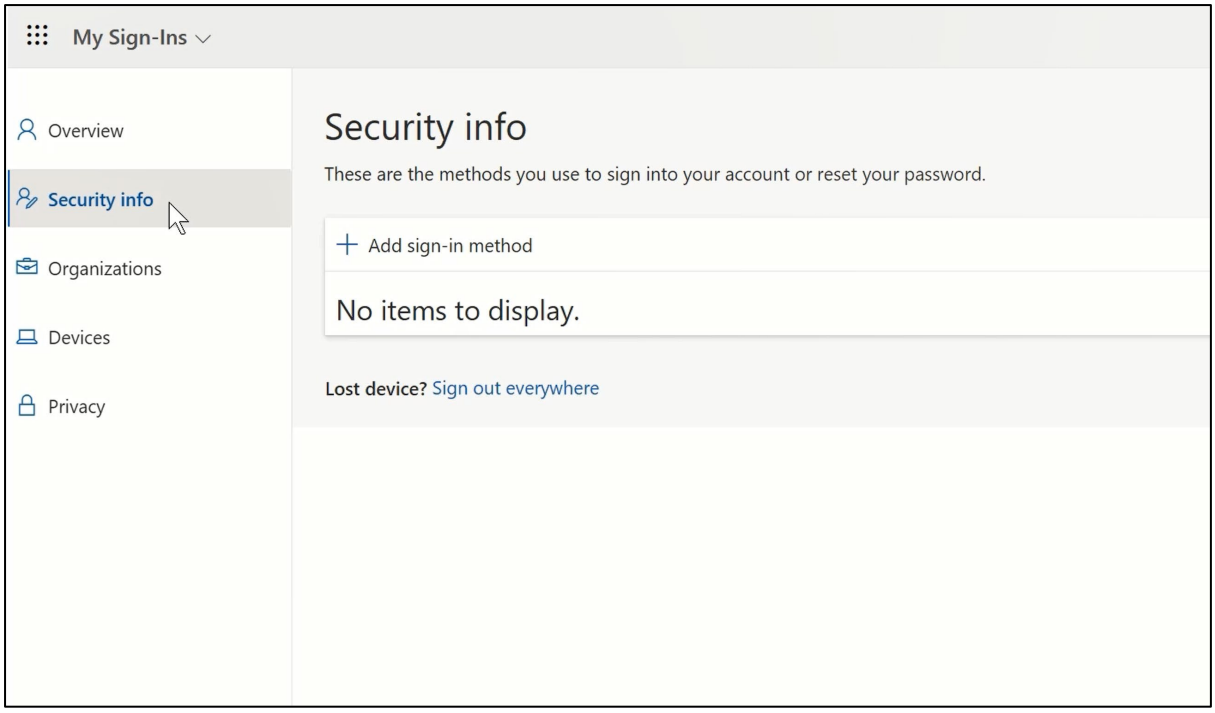




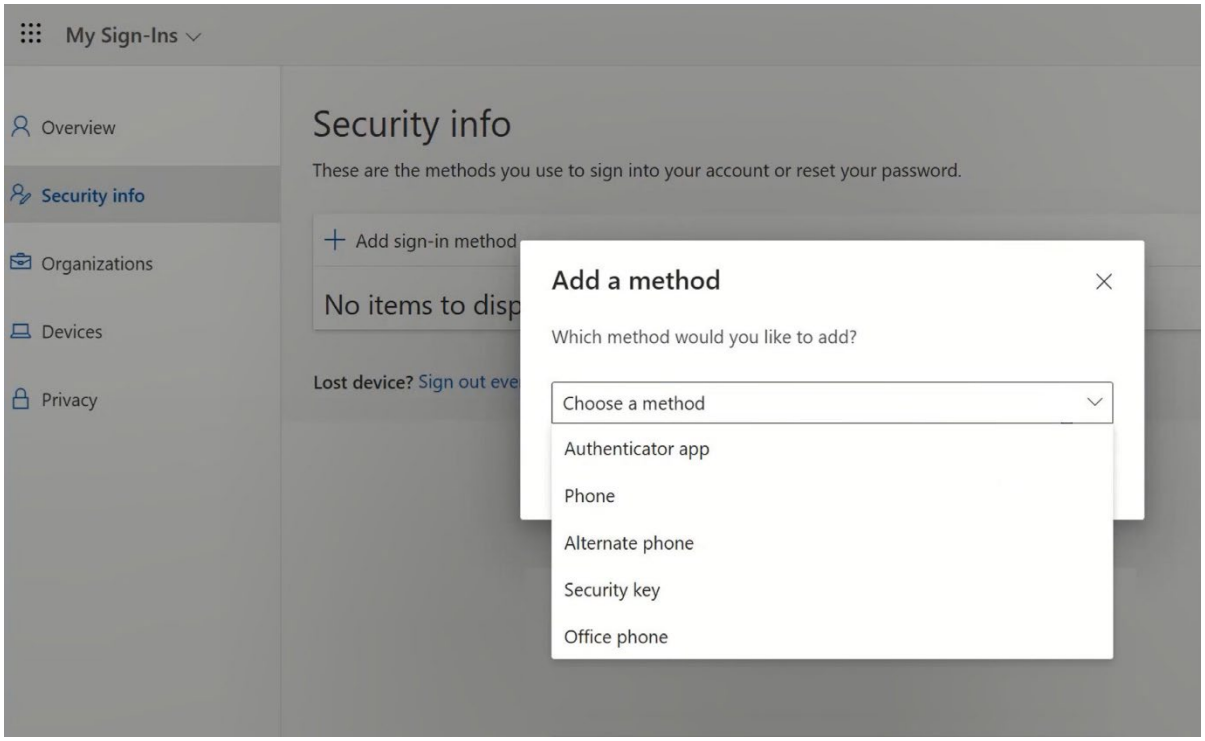
4. Voer het wachtwoord in met hetzelfde wachtwoord dat u gebruikt voor het Trucks Portal, bijvoorbeeld

5. Klik op "**Aanmelden**".

Als u nog geen aanmeldingsmethode hebt ingesteld (geen vermeldingen in de lijst met aanmeldingsopties), ***registreer dan een andere MFA-methode (telefoongesprek, sms of Authenticator App)*** *voordat u verdergaat met deze instructies. Een MFA-methode is* ***vereist*** *om een beveiligingssleutel te registreren.*

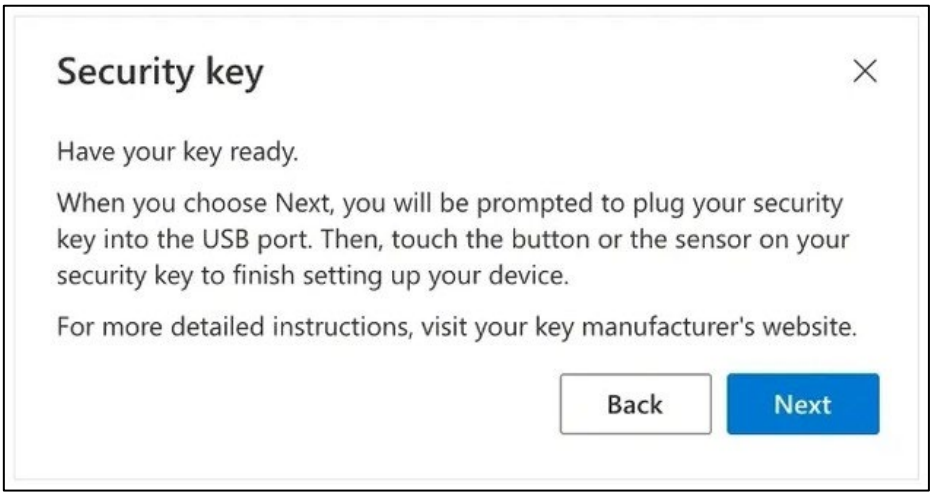


6. Klik op de volgende pagina op "**+ Aanmeldingsmethode toevoegen**".

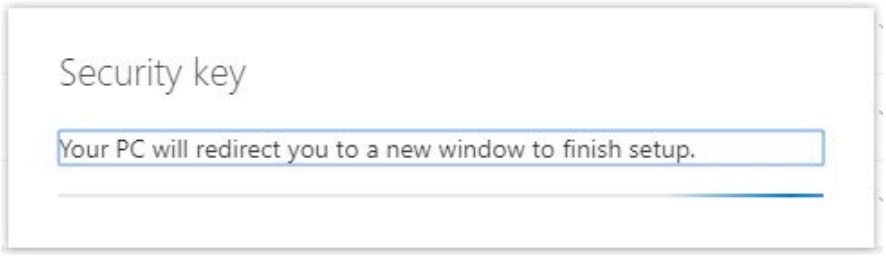


7. Vouw in het pop-upvenster het dropdownmenu "**Kies een methode**" uit en selecteer "**Security Key**" als je MFA-methode

8. Klik in het pop-upvenster op "**USB-apparaat**".



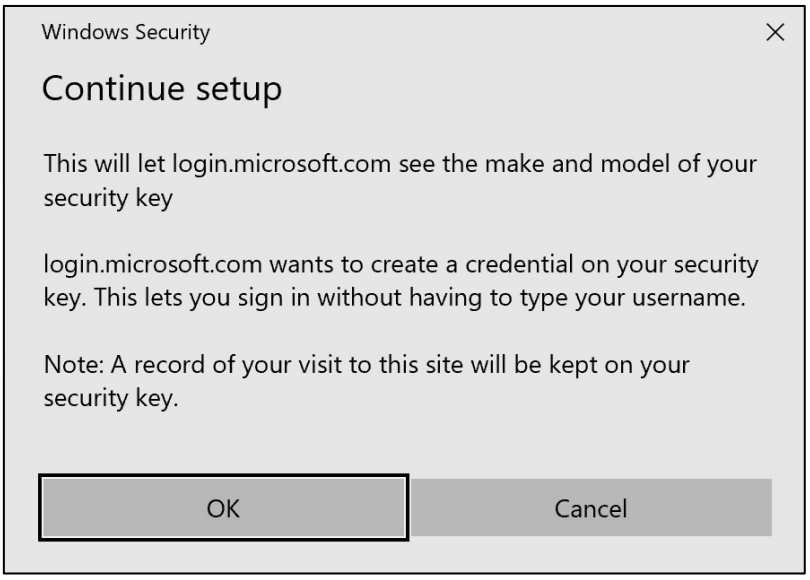
9. Lees de disclaimer en klik op "**Volgende**".



*U wordt doorgestuurd naar een dialoogvenster van "**Windows Security**" om uw beveiligingssleutel in te stellen*

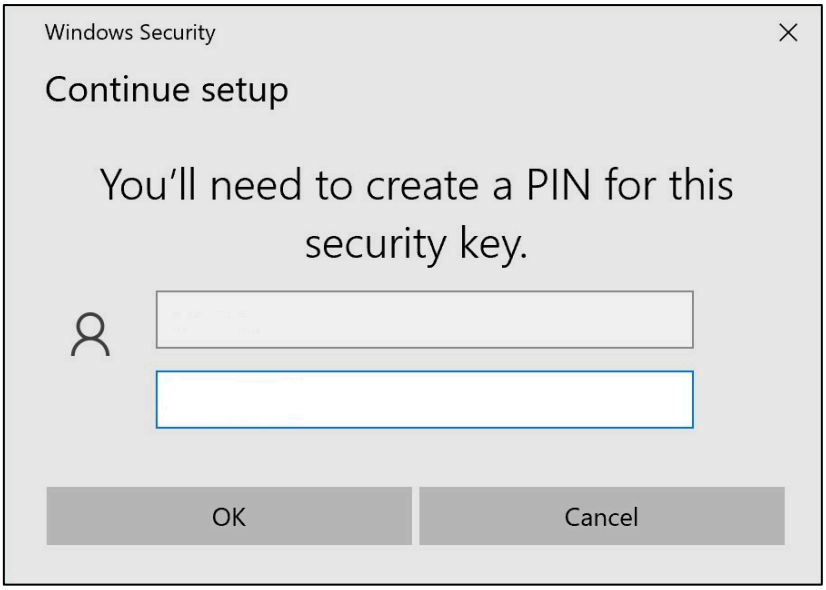
*Als uw browser een venster weergeeft waarin u wordt gevraagd een wachtwoord te registreren, klik dan op "**Annuleren**" om het venster te sluiten en door te gaan met het installatieproces.*

10. Klik op "**OK**" in het nieuwe venster



11. Klik op "**OK**" om door te gaan

12. Steek uw beveiligingssleutel in een USB-poort op uw apparaat

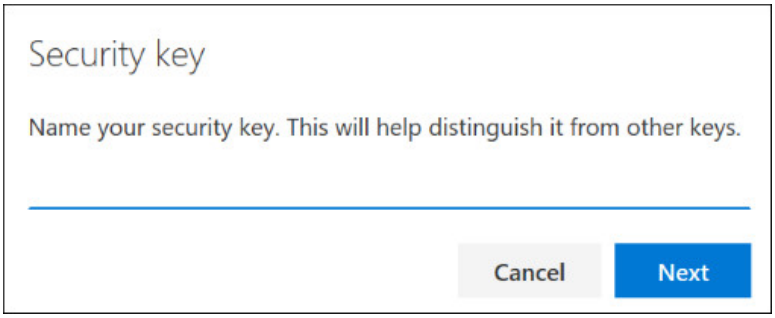


13. Voer een PIN in om uw beveiligingssleutel te personaliseren

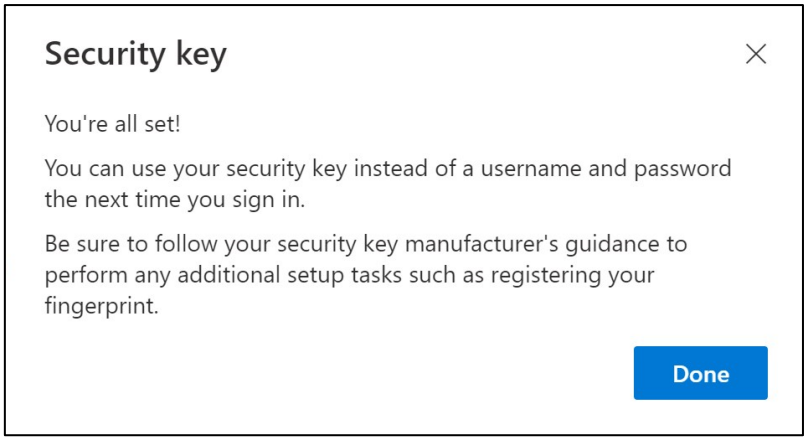
Als u deze Yubikey moet delen, deel de PIN dan met uw collega's die dezelfde Yubikey gaan gebruiken.
---- ***Niet aanbevolen door Volvo Group*** ----

14. Voer uw pincode nogmaals in ter bevestiging en klik vervolgens op "**OK**".

15. Raak uw beveiligingssleutel opnieuw aan om verder te gaan



16. Voer in het volgende venster een naam in voor uw beveiligingssleutel en klik op "**Volgende**".



Uw beveiligingssleutel is nu ingesteld

17. Klik op "**Gereed**".

*Je kunt je nieuwe MFA methode "**Security Key**" zien in de lijst op je "**Security Info**" pagina*

Nu heb je MFA ingeschakeld met "Security Key" voor je gebruikersaccount

Je bent klaar!

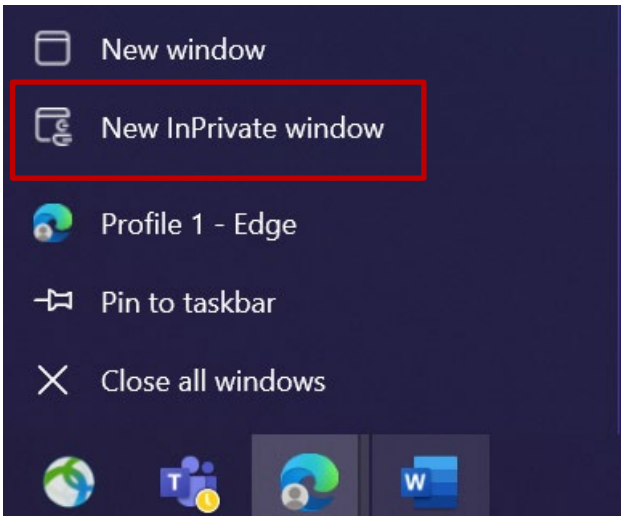
U kunt de Yubikey overdragen aan de volgende gebruiker, die hem moet registreren.
De volgende gebruiker moet dezelfde PIN-code gebruiken die u tijdens dit proces hebt ingesteld!

Als je de foutmelding "*NotAllowedError*" krijgt tijdens het registratieproces, negeer dan stap 1 van deze instructies en gebruik het volgende adres in plaats van het adres vermeld in stap 2.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

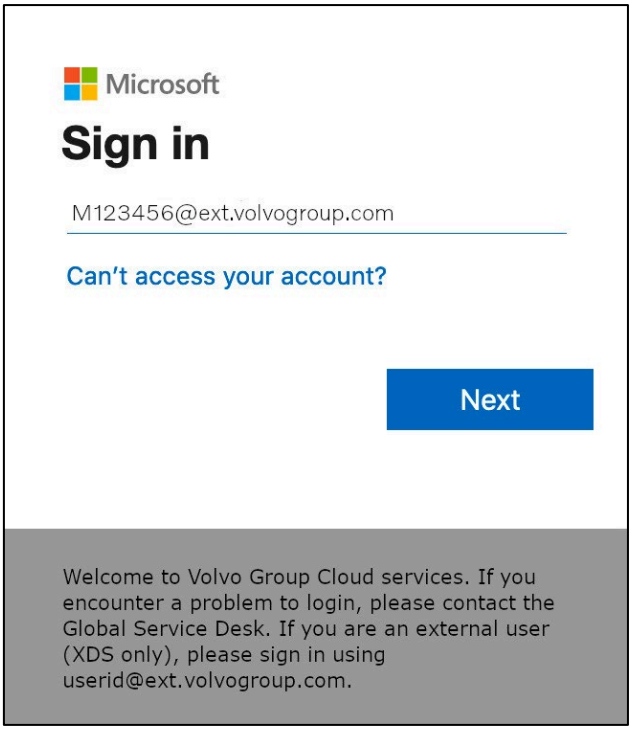
LATEN WE JE TESTEN NIEUWE MFB-METHODE

1. Log uit bij je account.

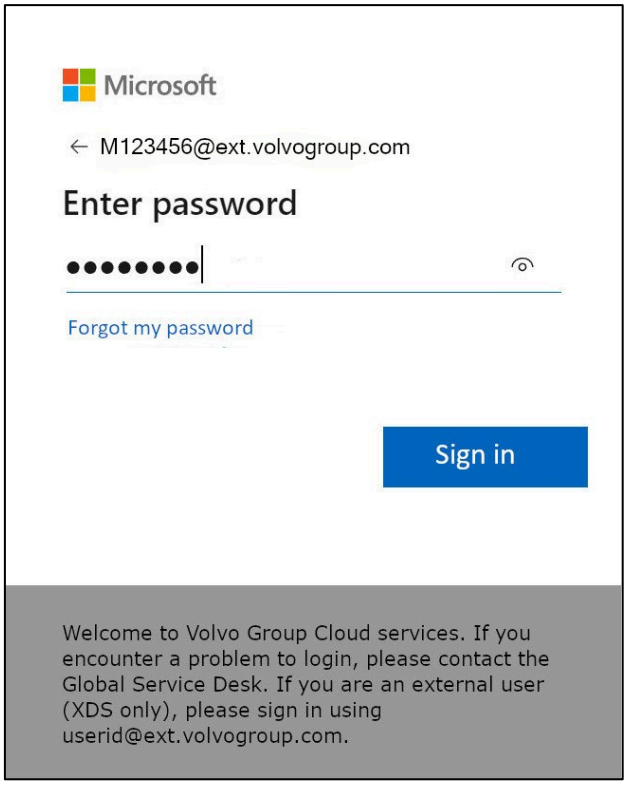


2. Open idealiter een nieuwe privé/incognito browsersessie (klik met de rechtermuisknop op het browserpictogram van Microsoft Edge en selecteer "**Nieuw privévenster**")

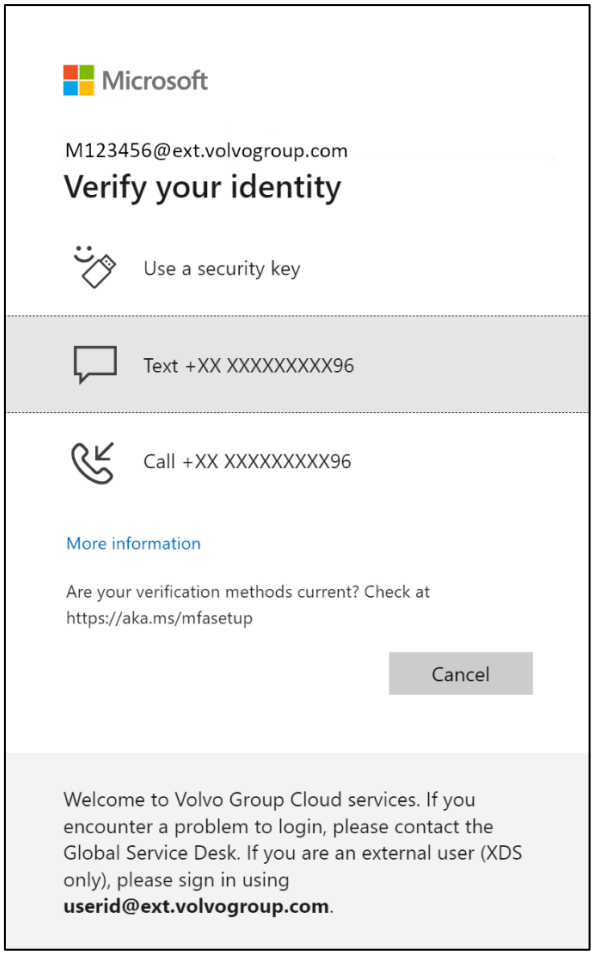
3. Voer in het adresveld van de browser de URL in: https://aka.ms/mysignins



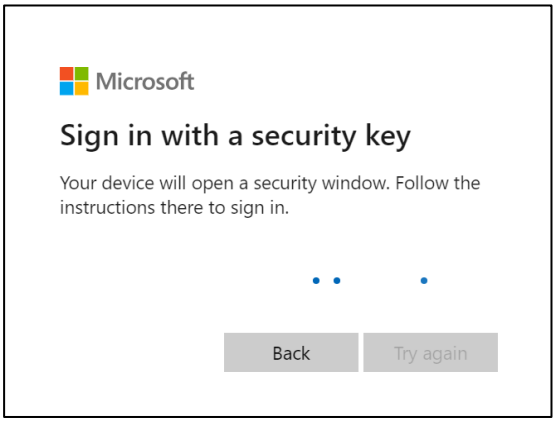
4. Voer uw UPN in bij de aanmeldprompt en klik op "**Volgende**".

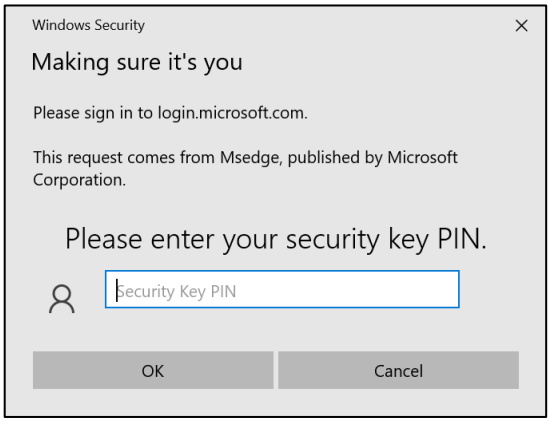


5. Voer je wachtwoord in en klik op "**Aanmelden**".

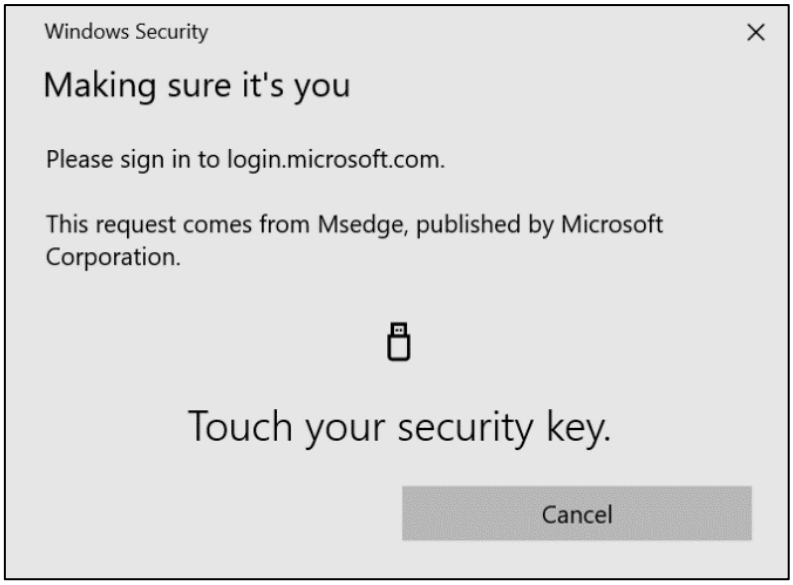


6. Selecteer op het volgende scherm "**Een beveiligingssleutel gebruiken**" en steek uw beveiligingssleutel in een USB-poort op de computer.

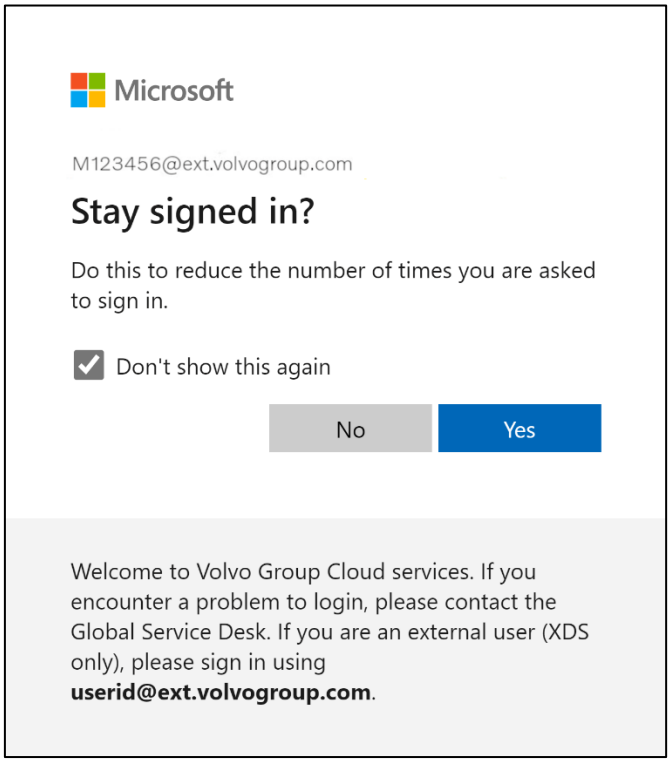




7. Windows beveiliging vraagt u om de pincode van de beveiligingssleutel die u hebt gekozen. Wanneer u de beveiligingssleutel instelt, voert u deze in het veld in en klikt u op "**OK**".



8. Raak uw beveiligingssleutel aan



9. Bevestig de volgende pop-up door op "**Ja**" te klikken

Je hebt je met succes aangemeld bij je account met je nieuw geregistreerde MFA-methode.

Instructions MFA pour les utilisateurs externes

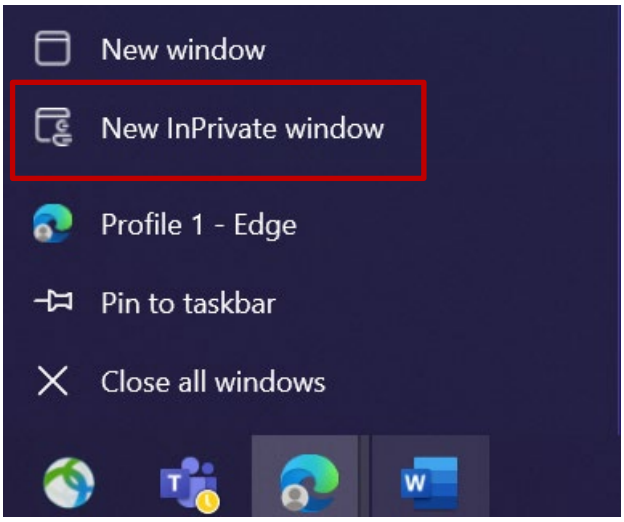
clé de sécurité

Le projet ResumID bat son plein pour offrir une solution de gestion des identités et des accès (IAM) plus sûre, plus efficace et plus rapide. Nous avons atteint un point où nous avons besoin de la participation active de nos employés et affiliés pour mettre en œuvre une fonctionnalité de sécurité supplémentaire - MFA.

Un grand nombre d'utilisateurs du groupe Volvo utilisent déjà cette méthode, mais afin d'accroître la sécurité des identités de nos utilisateurs, l'enregistrement d'une méthode MFA sera nécessaire.

L'objectif de ce document est d'aider nos utilisateurs dans cette transition en fournissant un guide étape par étape pour activer l'AMF en utilisant la clé de sécurité pour les comptes d'utilisateurs.

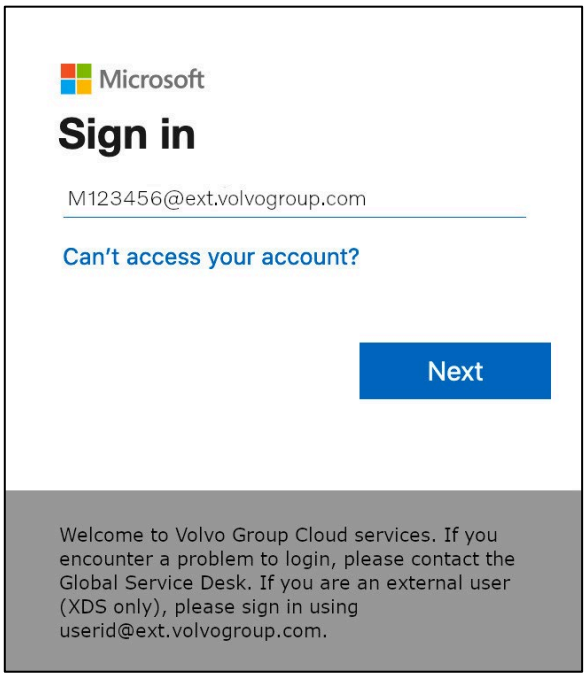
MISE EN PLACE DU MFA
UTILISATEURS EXTERNES

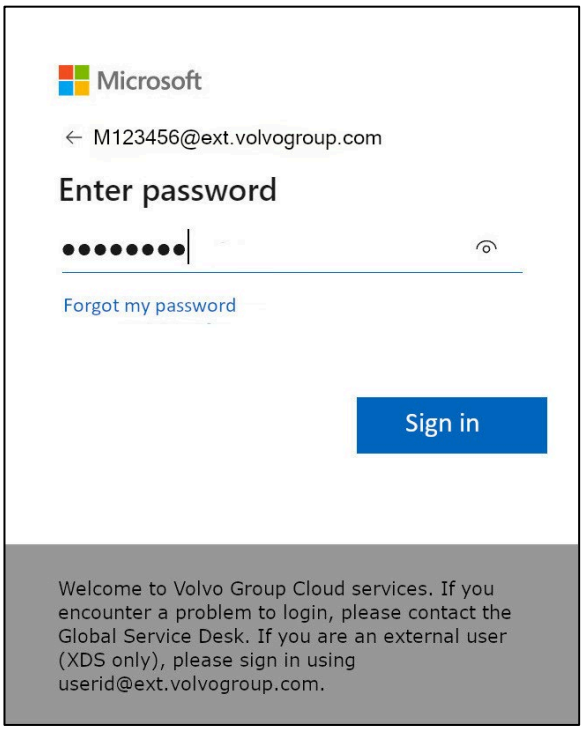


1. Fermez toutes les fenêtres du navigateur et ouvrez une nouvelle session de navigation privée/incognito (cliquez avec le bouton droit de la souris sur l'icône du navigateur Microsoft Edge et sélectionnez "**Nouvelle fenêtre privée**").

2. Dans le champ d'adresse du navigateur, entrez l'URL : https://aka.ms/mysignins

3. Saisissez votre identifiant Volvo ainsi que l'extension "**@ext.volvogroup.com**" et cliquez sur "**Suivant**".

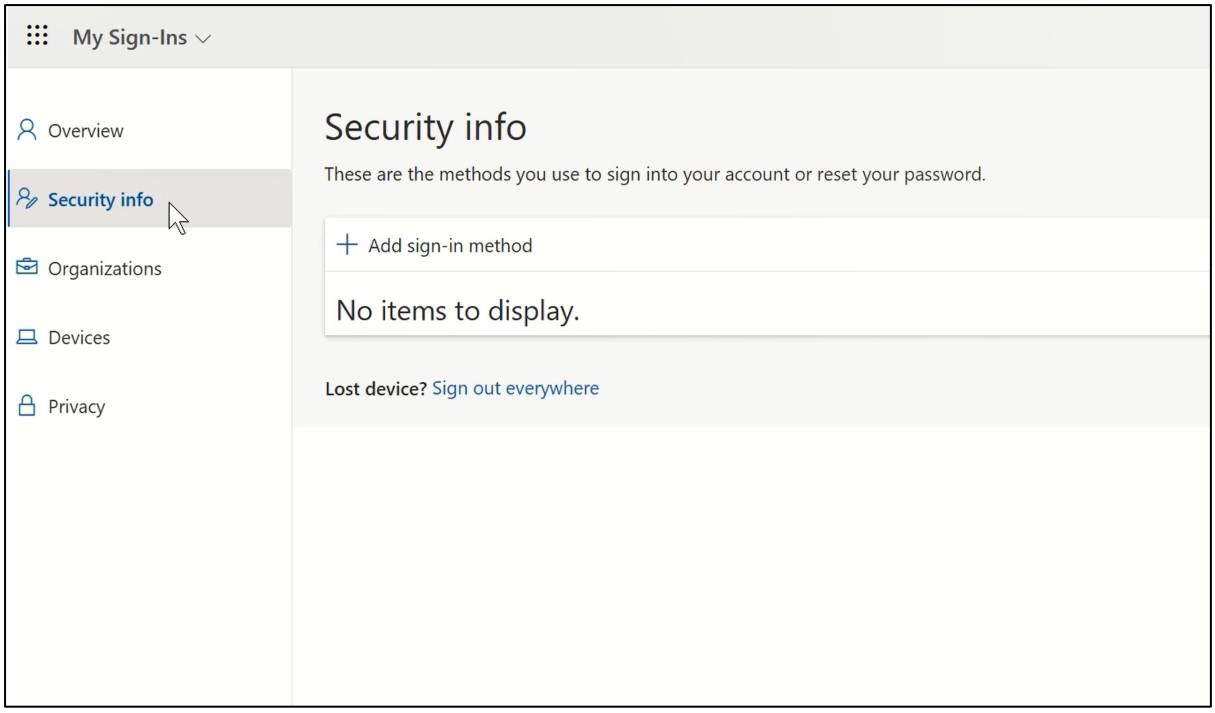




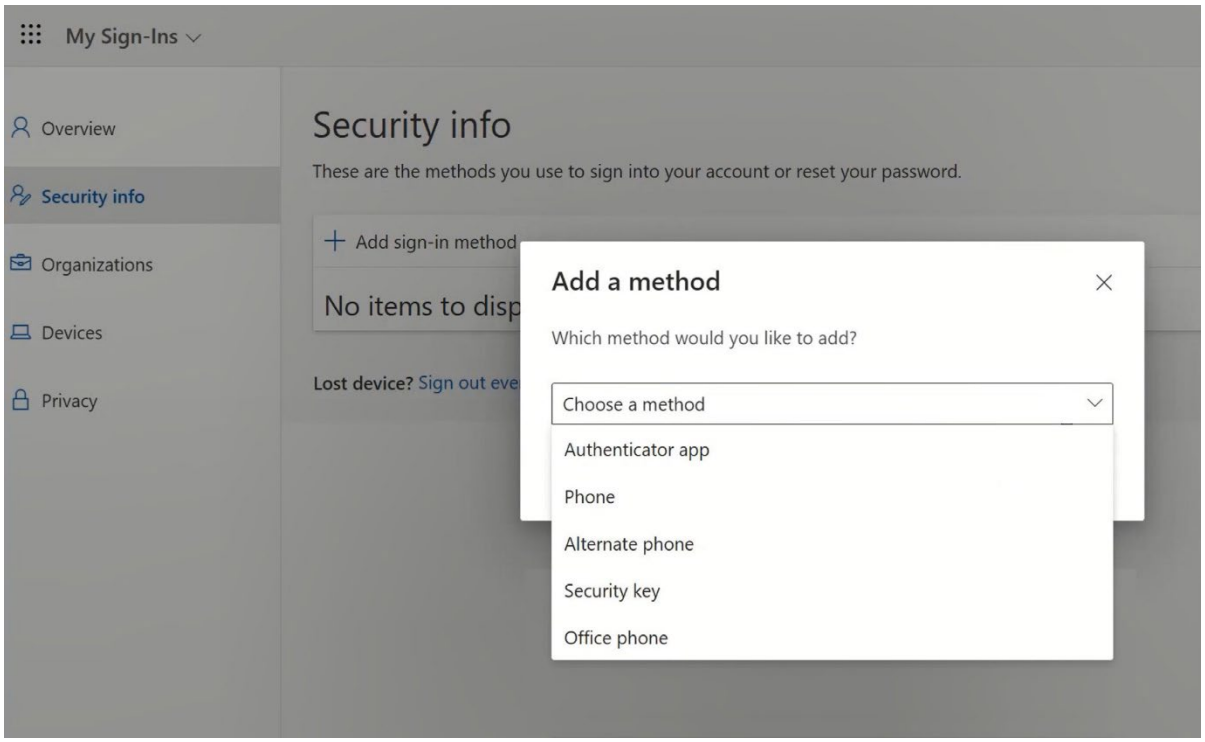
4. Saisissez le mot de passe en utilisant le même mot de passe que celui que vous utilisez pour le portail Trucks, par exemple

5. Cliquez sur "**S'identifier**"

*Si aucune méthode de connexion n'a été configurée (aucune entrée dans la liste des options de connexion), veuillez **enregistrer une autre méthode MFA (appel téléphonique, SMS ou Authenticator App)** avant de poursuivre ces instructions. Une méthode MFA est **nécessaire** pour enregistrer une clé de sécurité.*

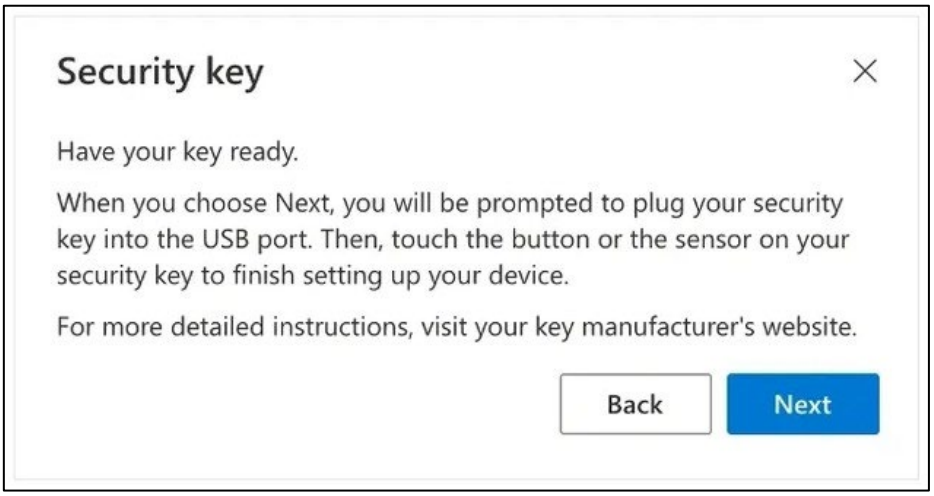


6. Sur la page suivante, cliquez sur "**+ Ajouter une méthode de connexion**"

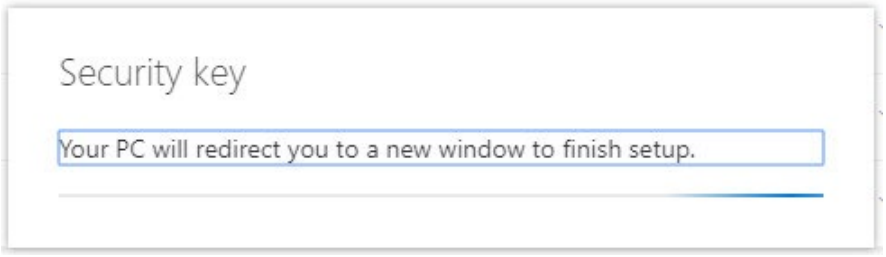


7. Dans la fenêtre contextuelle, développez le menu déroulant "**Choisissez une méthode**" et sélectionnez "**Clé de sécurité**" comme méthode d'AMF.

8. Dans la fenêtre contextuelle, cliquez sur "**Périphérique USB**"



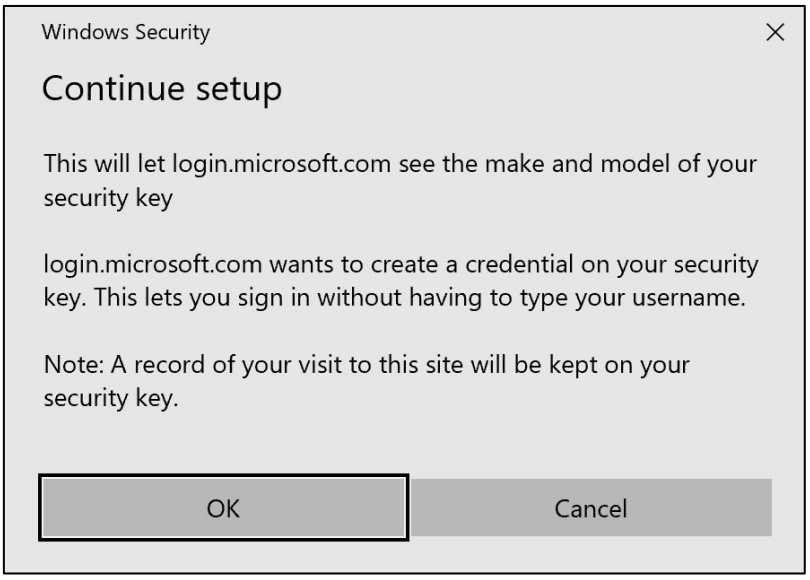
9. Lisez la clause de non-responsabilité et cliquez sur "**Suivant**"



*Vous serez redirigé vers une boîte de dialogue "**Sécurité Windows**" pour configurer votre clé de sécurité.*

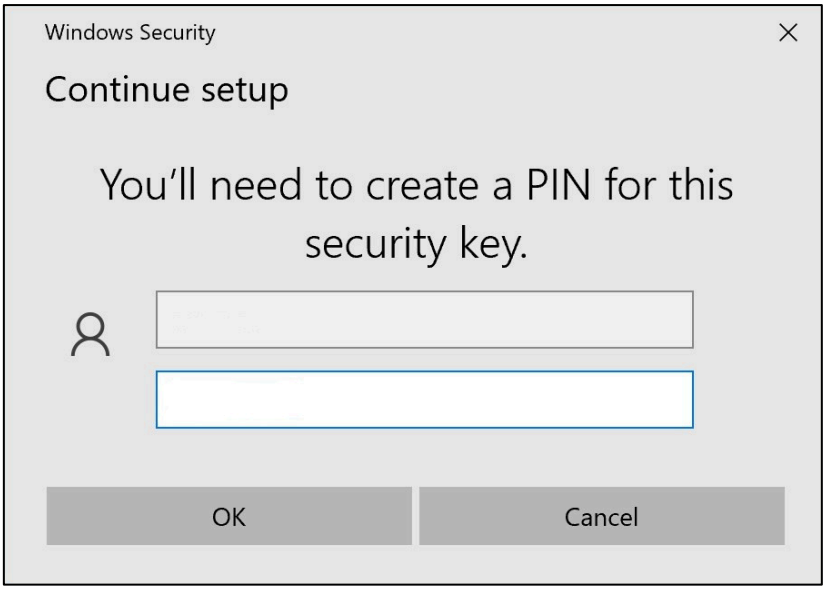
*Si votre navigateur affiche une fenêtre vous demandant d'enregistrer un mot de passe, veuillez cliquer sur "**Annuler**" pour fermer la fenêtre et poursuivre le processus d'installation.*

10. Cliquez sur "**OK**" dans la nouvelle fenêtre



11. Cliquez sur "**OK**" pour continuer

12. Insérez votre clé de sécurité dans un port USB de votre appareil.

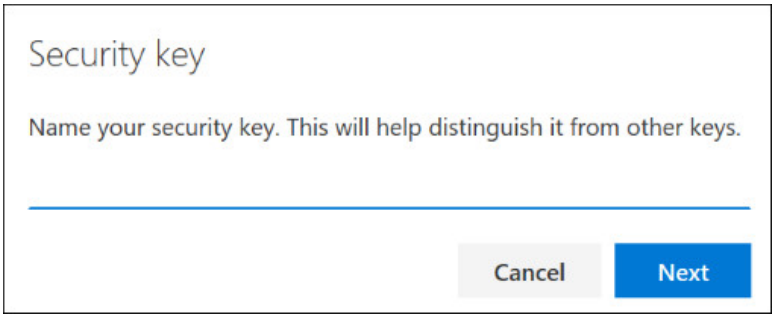


13. Saisissez un code PIN pour personnaliser votre clé de sécurité

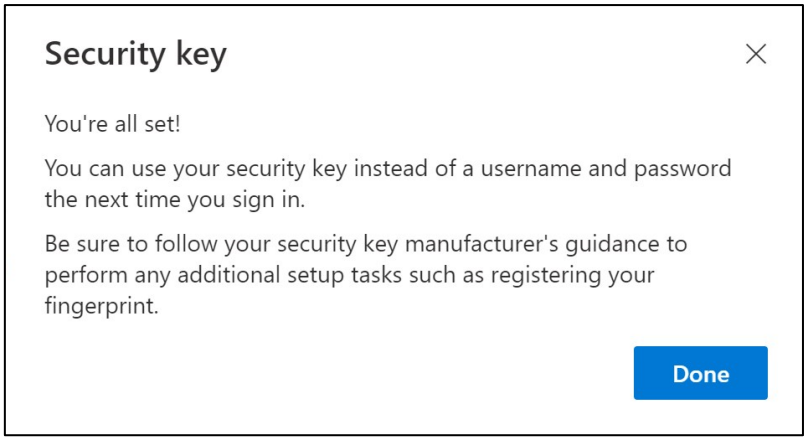
Si vous devez partager ce Yubikey, communiquez le code PIN à vos collègues qui utiliseront le même Yubikey.
---- ***Non recommandé par le Groupe Volvo*** ----

14. Saisissez à nouveau votre code PIN pour confirmer, puis cliquez sur "**OK**"

15. Touchez à nouveau votre clé de sécurité pour continuer



16. Entrez un nom pour votre clé de sécurité dans la fenêtre suivante et cliquez sur "**Suivant**"



Votre clé de sécurité est maintenant configurée

17. Cliquez sur "**Terminé**"

*Vous pouvez voir votre nouvelle méthode d'AMF "**Clé de sécurité**" dans la liste de votre page "**Informations de sécurité**".*

Vous avez maintenant activé l'AMF par "Clé de sécurité" pour votre compte utilisateur.

Vous avez terminé !

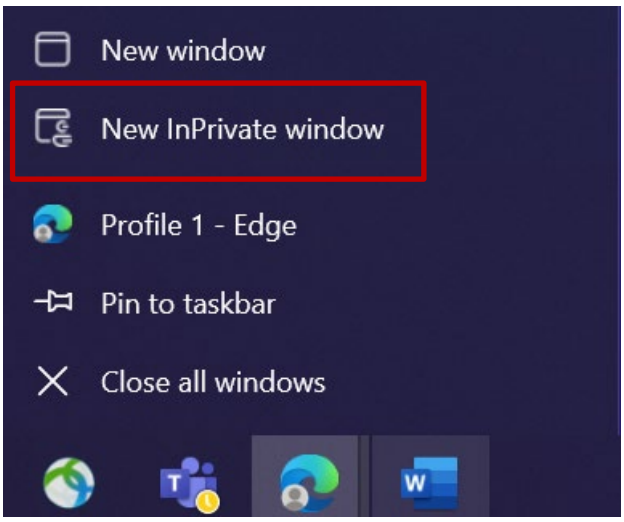
Vous pouvez remettre le Yubikey à l'utilisateur suivant, qui doit l'enregistrer.
L'utilisateur suivant doit utiliser le même code PIN que celui que vous avez défini au cours de cette procédure !

Si vous obtenez l'erreur "*NotAllowedError*" au cours de la procédure d'inscription, ne tenez pas compte de l'étape 1 de ces instructions et utilisez l'adresse suivante au lieu de celle mentionnée à l'étape 2.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

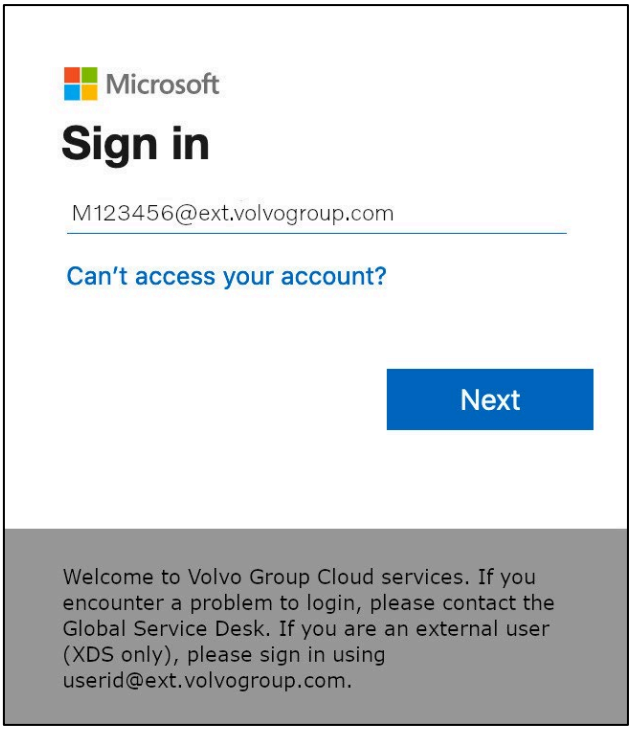
Testons votre Nouvelle méthode MFA

1. Déconnectez-vous de votre compte.

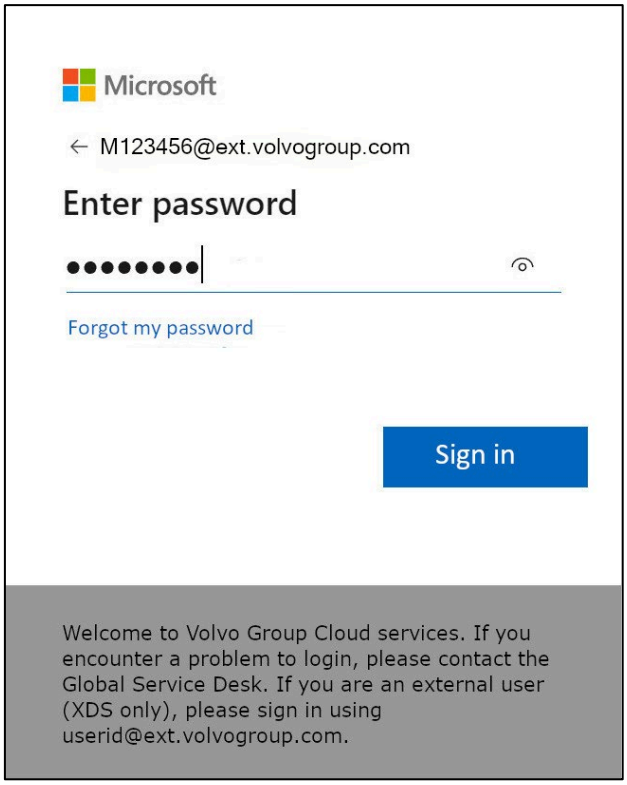


2. Idéalement, ouvrez une nouvelle session de navigation privée/incognito (cliquez avec le bouton droit de la souris sur l'icône du navigateur Microsoft Edge et sélectionnez "**Nouvelle fenêtre privée**").

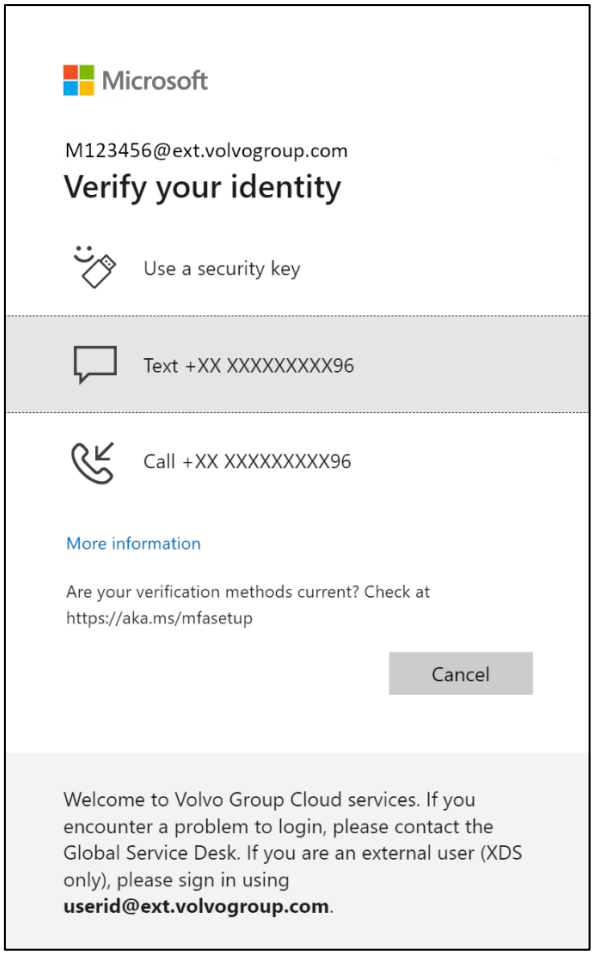
3. Dans le champ d'adresse du navigateur, entrez l'URL : https://aka.ms/mysignins



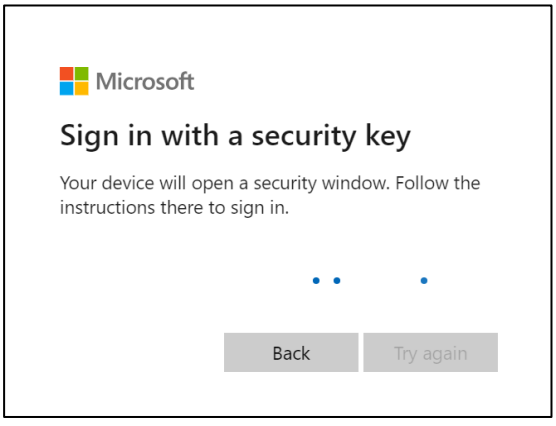
4. Saisissez votre UPN dans l'invite de connexion et cliquez sur "**Suivant**".

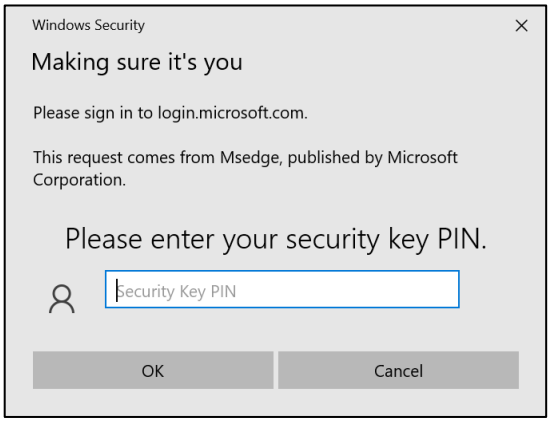


5. Entrez votre mot de passe et cliquez sur "**Sign in**"

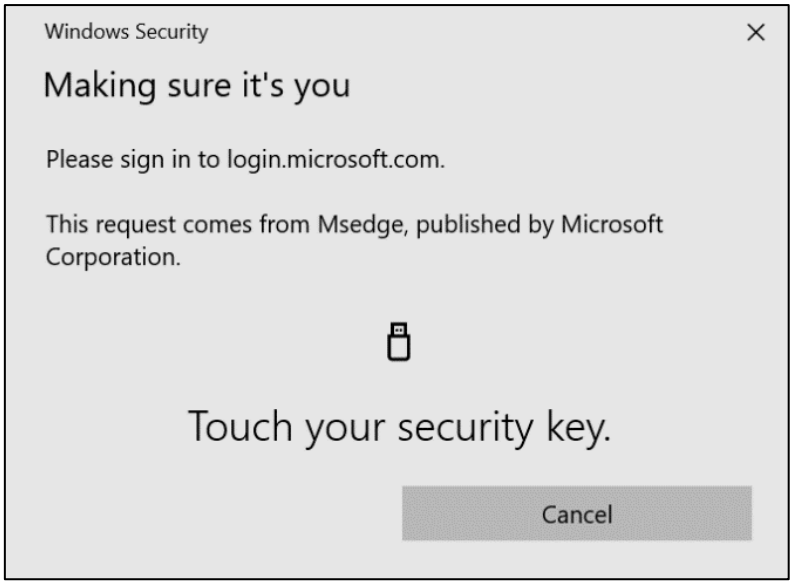


6. Sur l'écran suivant, sélectionnez "**Utiliser une clé de sécurité**" et insérez votre clé de sécurité dans un port USB de l'ordinateur.

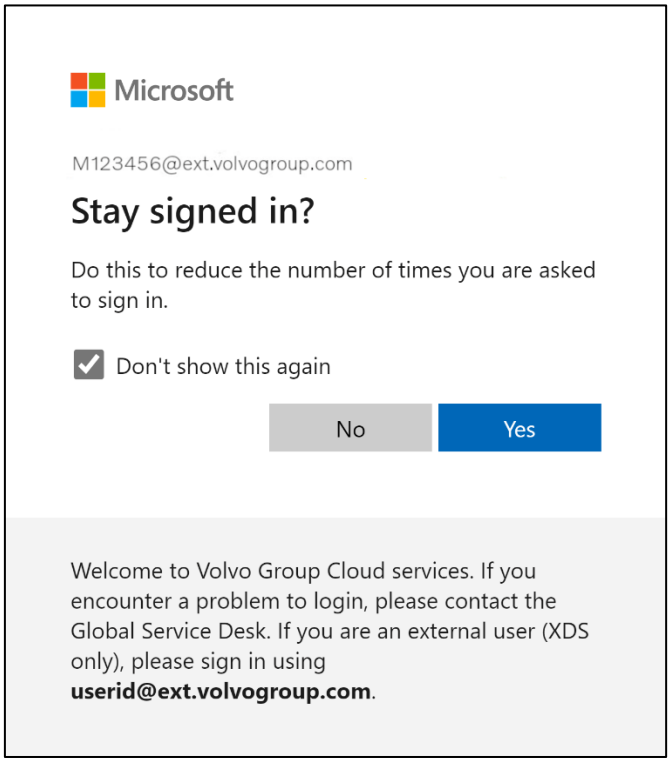




7. La sécurité Windows vous demandera le code PIN de la clé de sécurité que vous avez choisi, lorsque vous avez configuré la clé de sécurité, entrez-la dans le champ et cliquez ensuite sur "**OK**"



8. Touchez votre clé de sécurité



9. Confirmez la fenêtre pop-up suivante en cliquant sur "**Oui**"

Vous vous êtes connecté avec succès à votre compte en utilisant la méthode MFA que vous venez d'enregistrer.

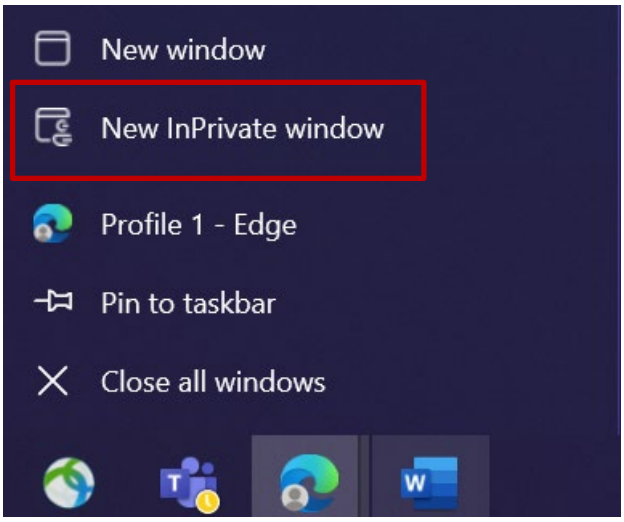
MFA-Anweisungen für externe benutzer sicherheitsschlüssel

Das ResumID-Projekt ist in vollem Gange, um eine sicherere, effizientere und schnellere Lösung für das Identitäts- und Zugangsmanagement (IAM) bereitzustellen. Wir haben einen Punkt erreicht, an dem wir die aktive Beteiligung unserer Mitarbeiter und Partner benötigen, um eine zusätzliche Sicherheitsfunktion zu implementieren - MFA.

Eine große Anzahl von Nutzern der Volvo-Gruppe verwendet bereits MFA, aber um die Sicherheit der Identitäten unserer Nutzer zu erhöhen, wird eine Registrierung einer MFA-Methode erforderlich sein.

Dieses Dokument soll unseren Benutzern bei dieser Umstellung helfen, indem es eine Schritt-für-Schritt-Anleitung zur Aktivierung von MFA unter Verwendung von Sicherheitsschlüsseln für Benutzerkonten enthält.

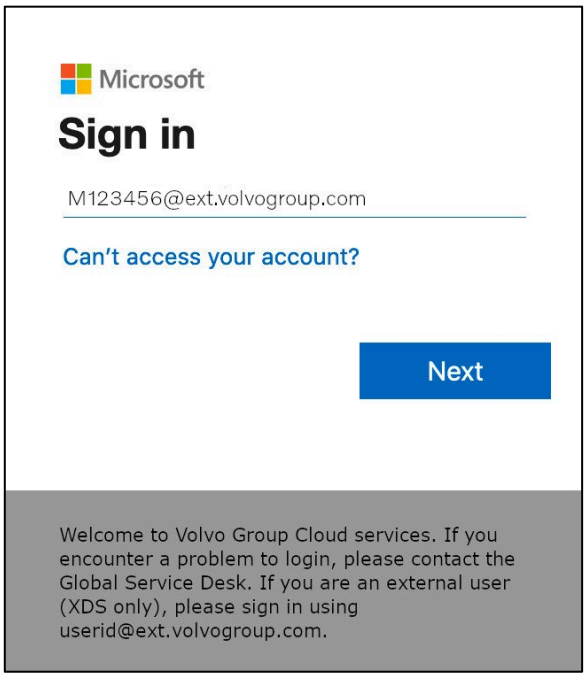
EINRICHTUNG VON MFA
EXTERNE BENUTZER

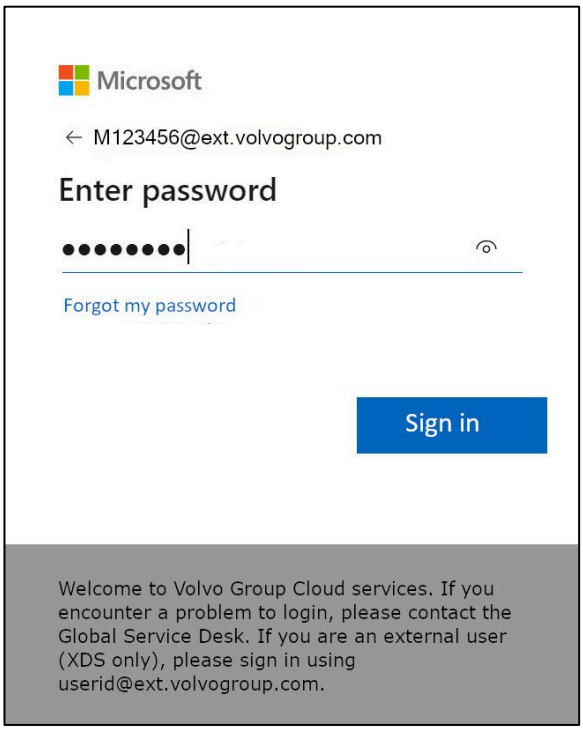


1. Schließen Sie alle Browserfenster und öffnen Sie eine neue private/inkognito Browsersitzung (klicken Sie mit der rechten Maustaste auf das Browsersymbol von Microsoft Edge und wählen Sie "**Neues InPrivat-Fenster**")

2. Geben Sie in das Adressfeld des Browsers die URL ein: https://aka.ms/mysignins

3. Geben Sie Ihre Volvo-Benutzer-ID und die Erweiterung "**@ext.volvogroup.com**" ein und klicken Sie auf "**Weiter**".

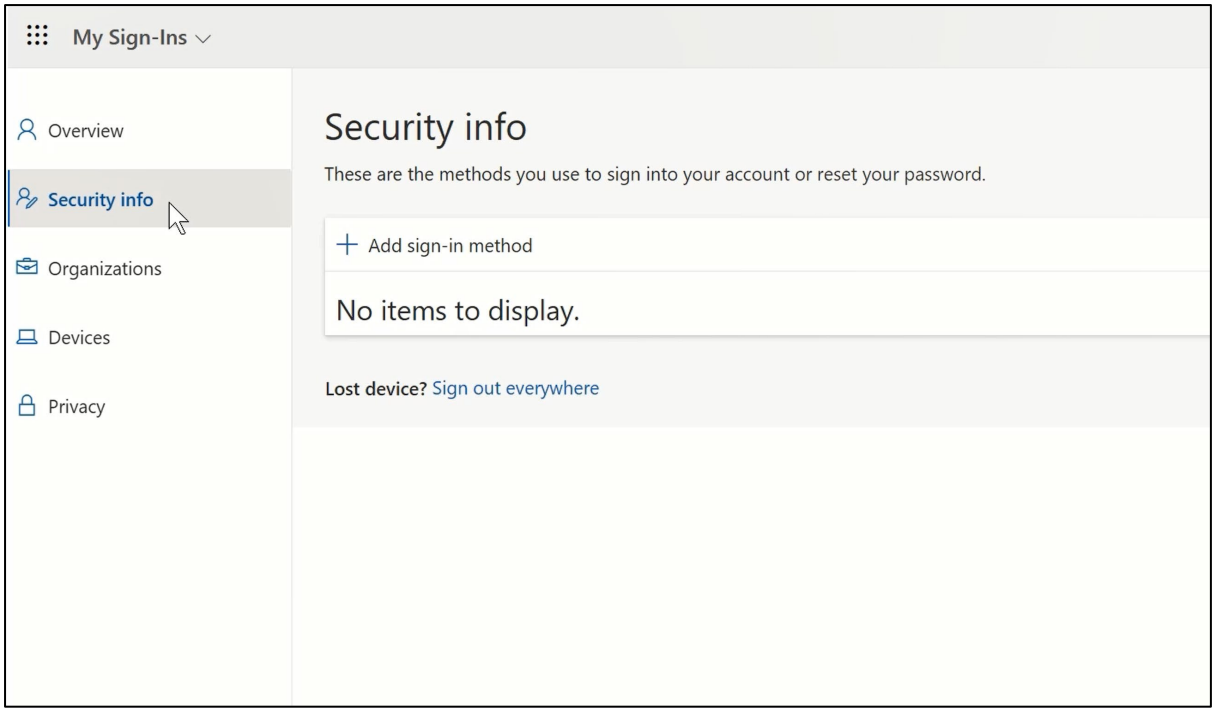




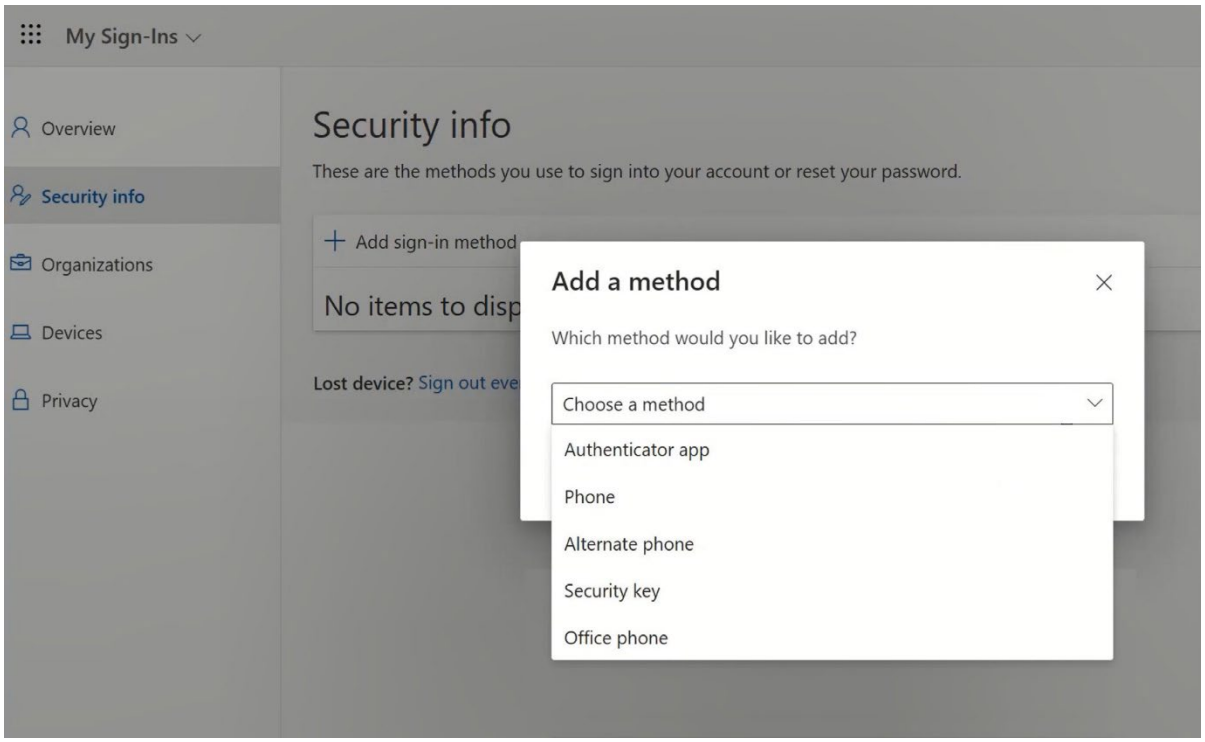
4. Geben Sie das Kennwort mit demselben Kennwort ein, das Sie für das Trucks-Portal verwenden, z. B.

5. Klicken Sie auf "**Anmelden**".

Wenn Sie noch keine Anmeldemethode eingerichtet haben (keine Einträge in der Liste der Anmeldemöglichkeiten), ***registrieren Sie*** *bitte* ***eine andere MFA-Methode (Telefonanruf, SMS oder Authenticator App)****, bevor Sie mit diesen Anweisungen fortfahren. Eine MFA-Methode ist* ***erforderlich****, um einen Sicherheitsschlüssel zu registrieren.*

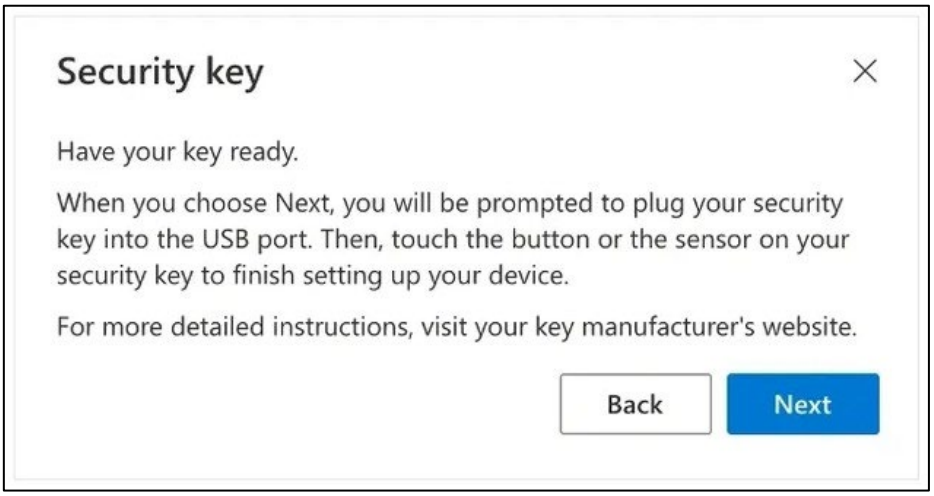


6. Auf der nächsten Seite klicken Sie auf "**+ Anmeldemethode hinzufügen**".

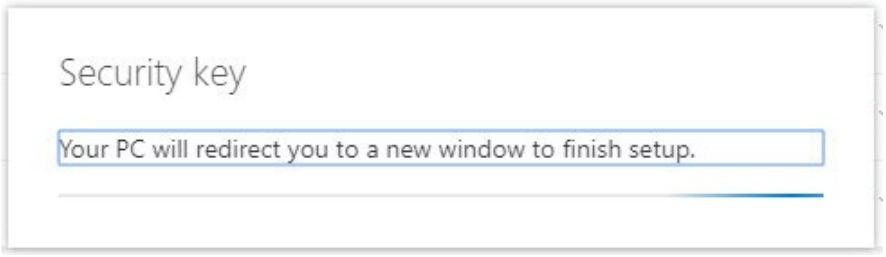


7. Erweitern Sie im Pop-up das Dropdown-Menü "**Choose a method**" und wählen Sie "**Security Key**" als Ihre MFA-Methode

8. Klicken Sie in dem Pop-up-Fenster auf "**USB-Gerät**".



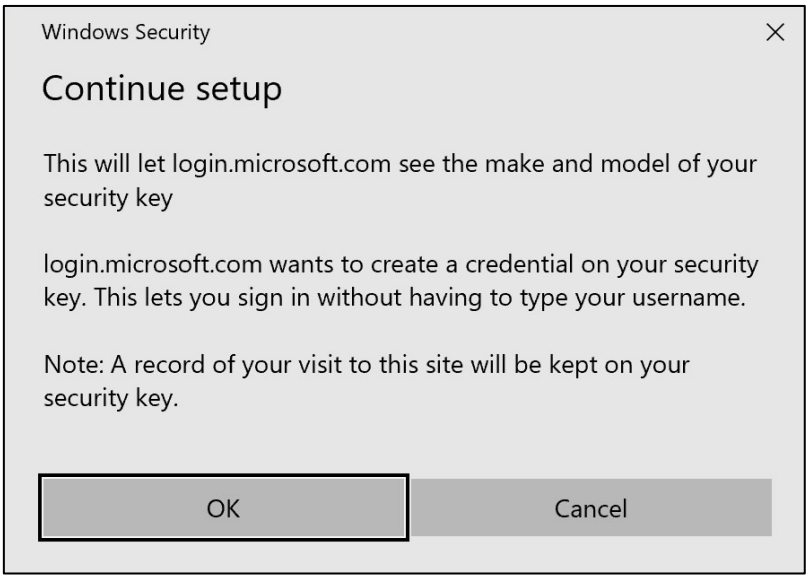
9. Lesen Sie den Haftungsausschluss und klicken Sie auf "**Weiter**".



*Sie werden zu einem Dialog von "**Windows Security**" weitergeleitet, um Ihren Sicherheitsschlüssel einzurichten*

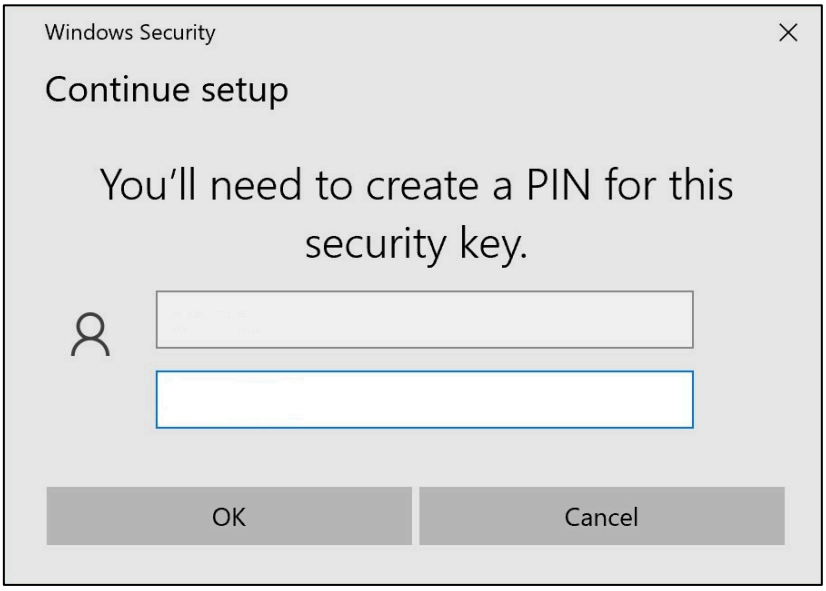
*Wenn Ihr Browser ein Fenster anzeigt, in dem Sie aufgefordert werden, einen Hauptschlüssel zu registrieren, klicken Sie bitte auf "**Abbrechen**", um das Fenster zu schließen und mit dem Einrichtungsvorgang fortzufahren.*

10. Klicken Sie in dem neuen Fenster auf "**OK**".



11. Klicken Sie auf "**OK**", um fortzufahren.

12. Stecken Sie Ihren Sicherheitsschlüssel in einen USB-Anschluss an Ihrem Gerät

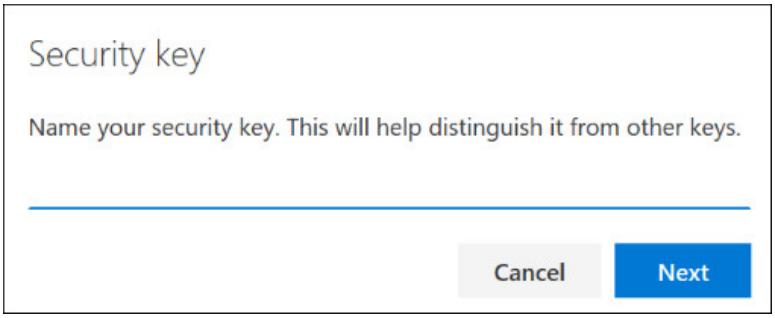


13. Geben Sie eine PIN ein, um Ihren Sicherheitsschlüssel zu personalisieren.

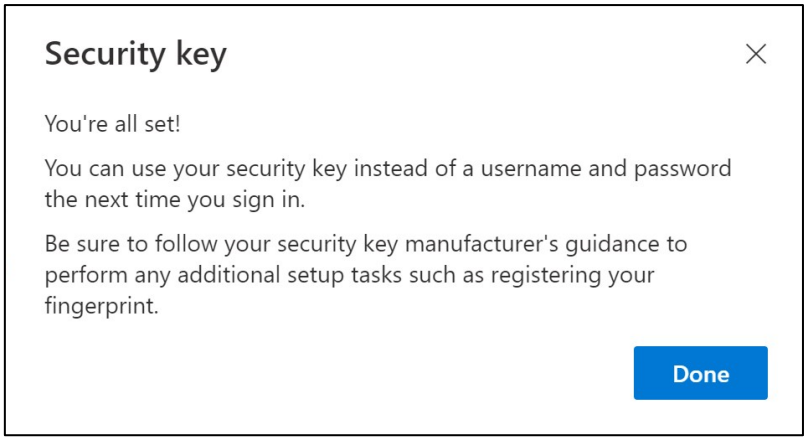
Wenn Sie dieses Yubikey weitergeben möchten, teilen Sie die PIN mit Ihren Kollegen, die dasselbe Yubikey verwenden werden.
---- ***Nicht empfohlen von der Volvo Group*** ----

14. Geben Sie Ihre PIN zur Bestätigung erneut ein und klicken Sie dann auf "**OK**".

15. Berühren Sie Ihren Sicherheitsschlüssel erneut, um fortzufahren.



16. Geben Sie im nächsten Fenster einen Namen für Ihren Sicherheitsschlüssel ein und klicken Sie auf "**Weiter**".



Ihr Sicherheitsschlüssel ist nun eingerichtet

17. Klicken Sie auf "**Erledigt**".

*Sie können Ihre neue MFA-Methode "**Sicherheitsschlüssel**" in der Liste auf Ihrer Seite "**Sicherheitsinformationen**" sehen*

Jetzt haben Sie MFA durch "Sicherheitsschlüssel" für Ihr Benutzerkonto aktiviert

Sie sind fertig!

Sie können das Yubikey an den nächsten Benutzer übergeben, der es registrieren muss.
Der nächste Benutzer muss die gleiche PIN verwenden, die Sie bei diesem Vorgang festgelegt haben!

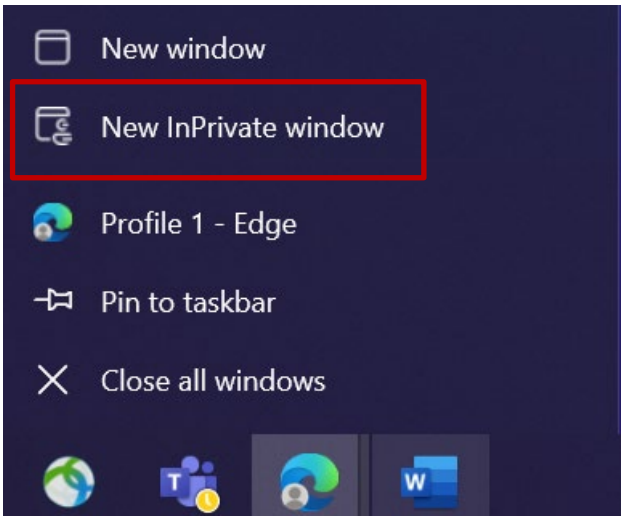
Wenn Sie bei der Registrierung die Fehlermeldung "*NotAllowedError*" erhalten, ignorieren Sie bitte Schritt 1 dieser

Anleitung und verwenden Sie die folgende Adresse anstelle der in Schritt 2 genannten Adresse.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

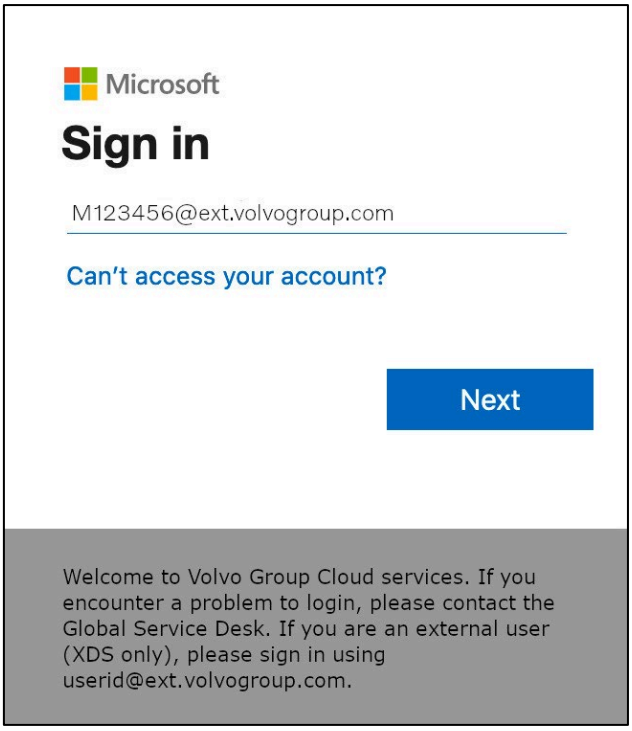
Testen wir Ihr Neue MFA-Methode

1. Melden Sie sich von Ihrem Konto ab.

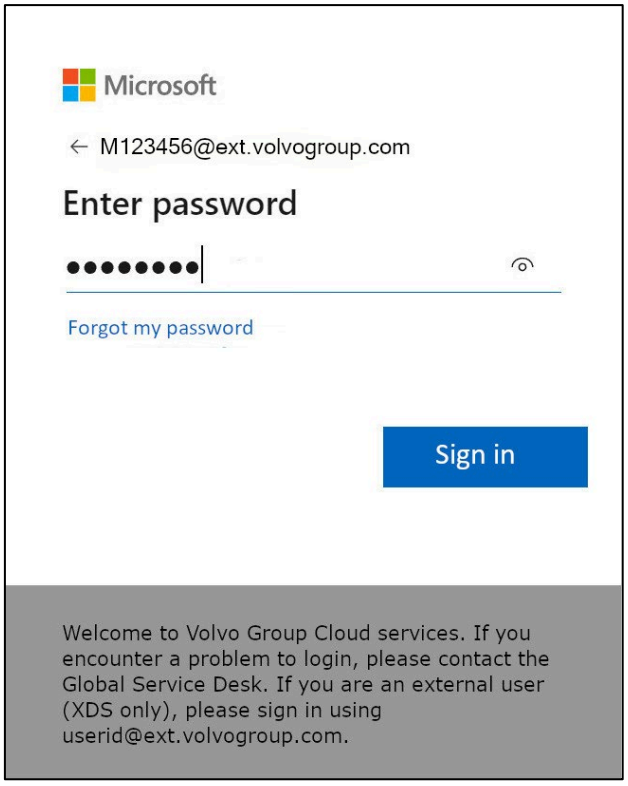


2. Idealerweise öffnen Sie eine neue private/inkognito Browsersitzung (klicken Sie mit der rechten Maustaste auf das Microsoft Edge Browsersymbol und wählen Sie "**Neues InPrivat-Fenster**")

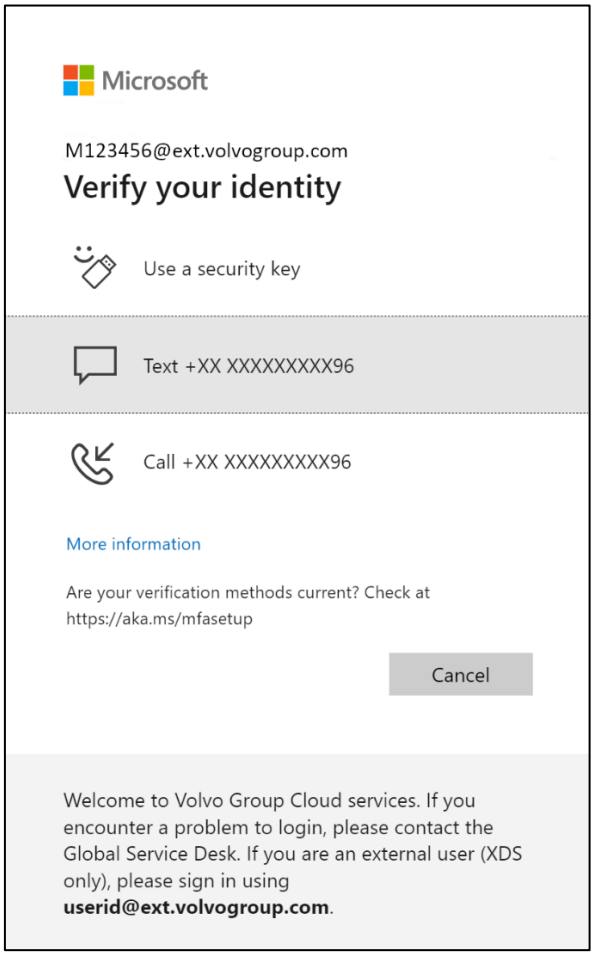
3. Geben Sie in das Adressfeld des Browsers die URL ein: https://aka.ms/mysignins



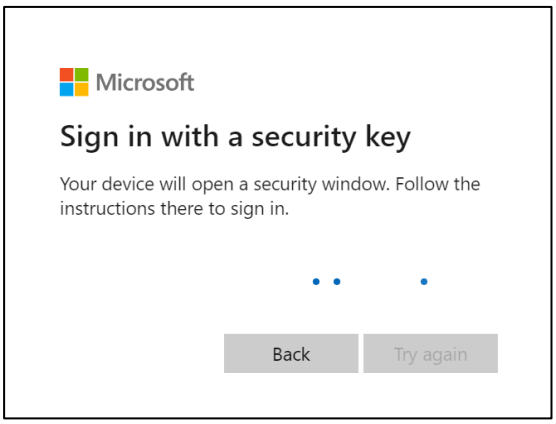
4. Geben Sie Ihren UPN in die Eingabeaufforderung für die Anmeldung ein und klicken Sie auf "**Weiter**".

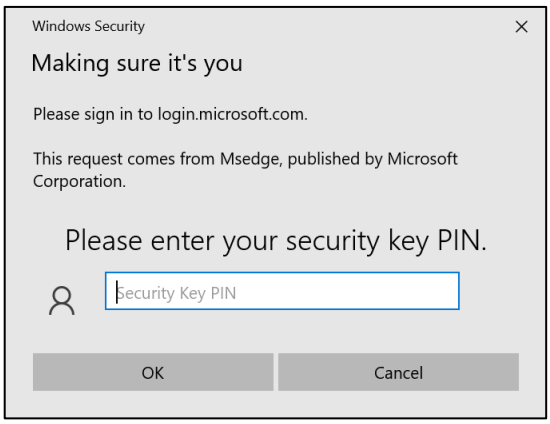


5. Geben Sie Ihr Passwort ein und klicken Sie auf "**Anmelden**".

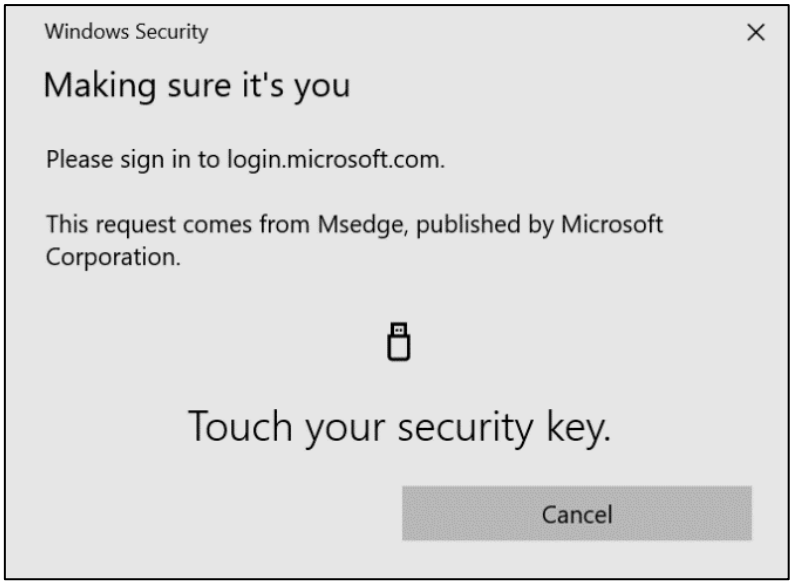


6. Wählen Sie auf dem nächsten Bildschirm "**Sicherheitsschlüssel verwenden**" und stecken Sie Ihren Sicherheitsschlüssel in einen USB-Anschluss des Computers.

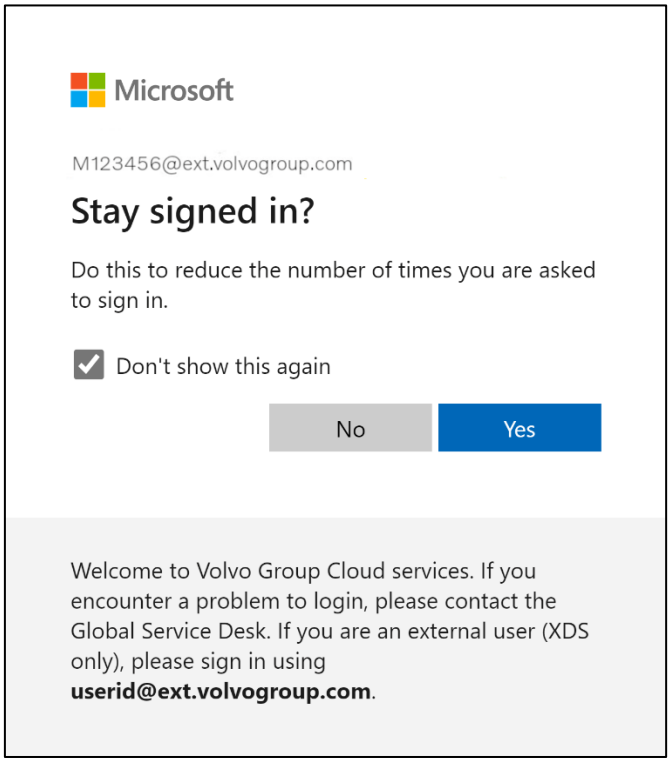




7. Wenn Sie den Sicherheitsschlüssel eingerichtet haben, geben Sie ihn in das Feld ein und klicken Sie dann auf "**OK**".



8. Berühren Sie Ihren Sicherheitsschlüssel



9. Bestätigen Sie das nächste Pop-up mit "Ja".

Sie haben sich mit Ihrer neu registrierten MFA-Methode erfolgreich bei Ihrem Konto angemeldet.

Istruzioni MFA per gli utenti esterni

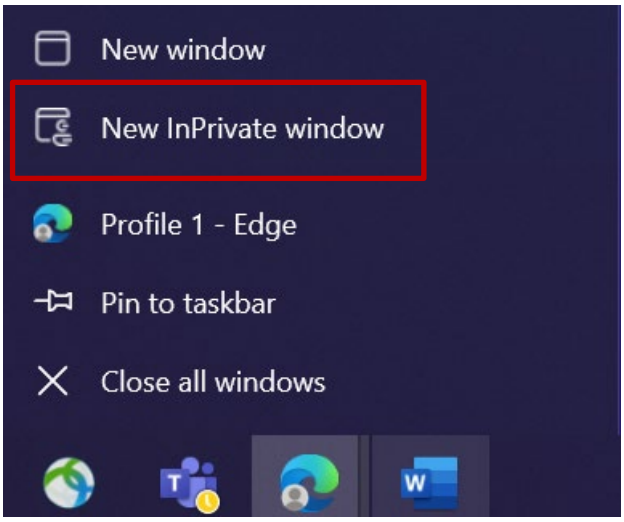
Chiave di sicurezza

Il progetto ResumID è in pieno svolgimento per offrire una soluzione di Identity and Access Management (IAM) più sicura, efficiente e veloce. Siamo arrivati a un punto in cui abbiamo bisogno della partecipazione attiva dei nostri dipendenti e affiliati per implementare un'ulteriore funzione di sicurezza: l'MFA.

Un buon numero di utenti di Volvo Group utilizza già l'MFA, ma per aumentare la sicurezza delle identità dei nostri utenti sarà necessario registrare un metodo MFA.

Lo scopo di questo documento è quello di aiutare i nostri utenti in questa transizione, fornendo una guida passo passo per abilitare l'MFA utilizzando la chiave di sicurezza per gli account utente.

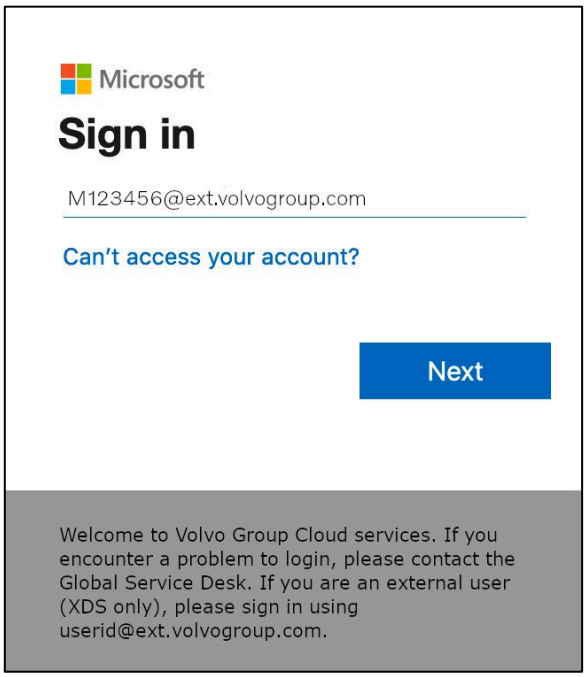
IMPOSTAZIONE DI MFA
UTENTI ESTERNI

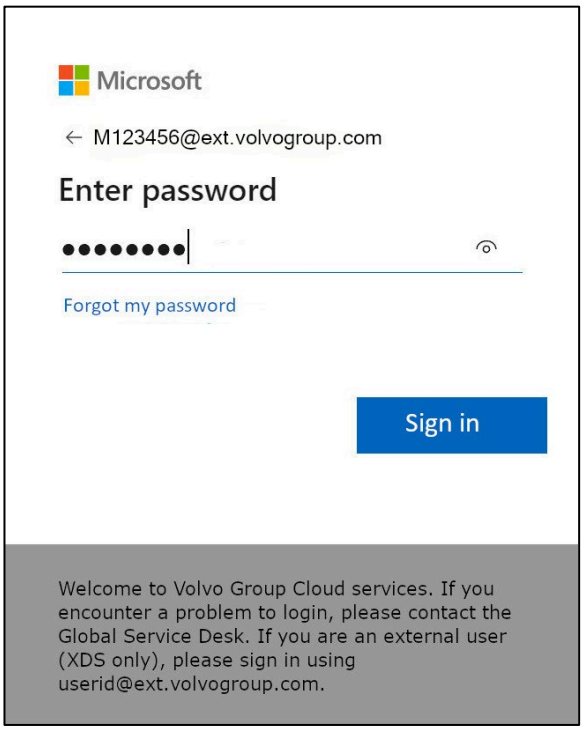


1. Chiudete tutte le finestre del browser e aprite una nuova sessione privata/in incognito (fate clic con il pulsante destro del mouse sull'icona del browser Microsoft Edge e selezionate "**Nuova finestra privata**").

2. Nel campo dell'indirizzo del browser inserire l'URL: https://aka.ms/mysignins

3. Inserite il vostro ID utente Volvo e l'estensione "**@ext.volvogroup.com**" e cliccate su "**Avanti**".

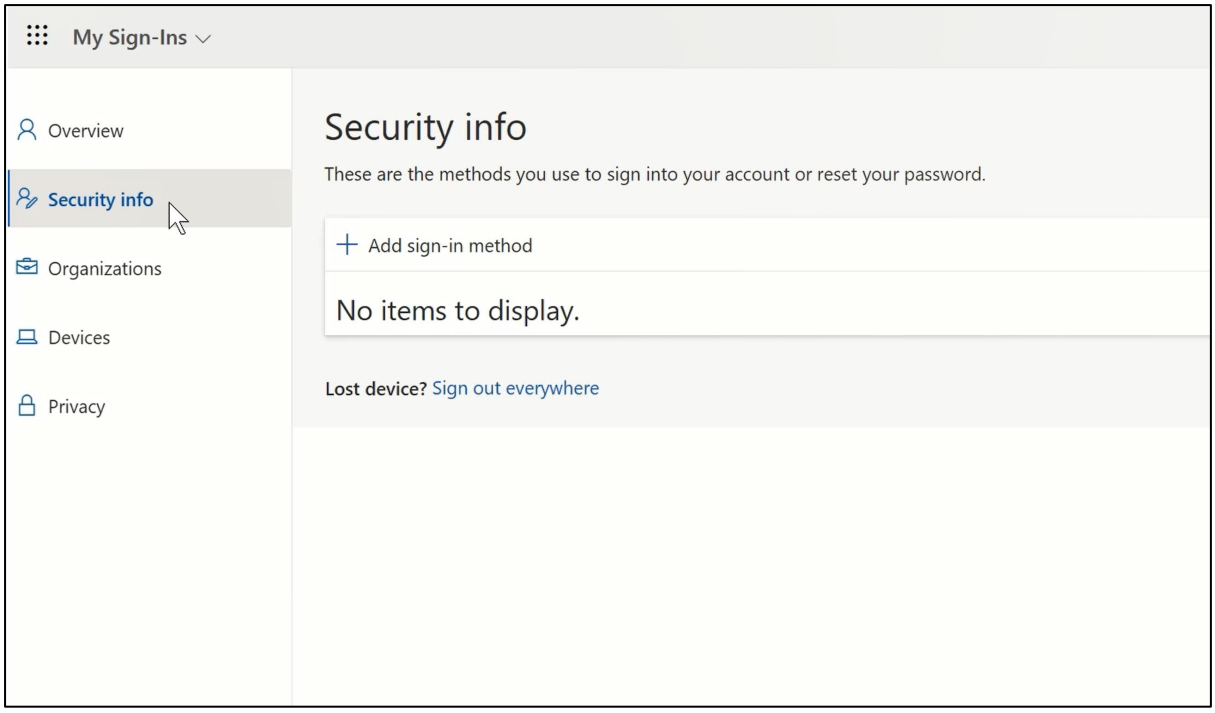




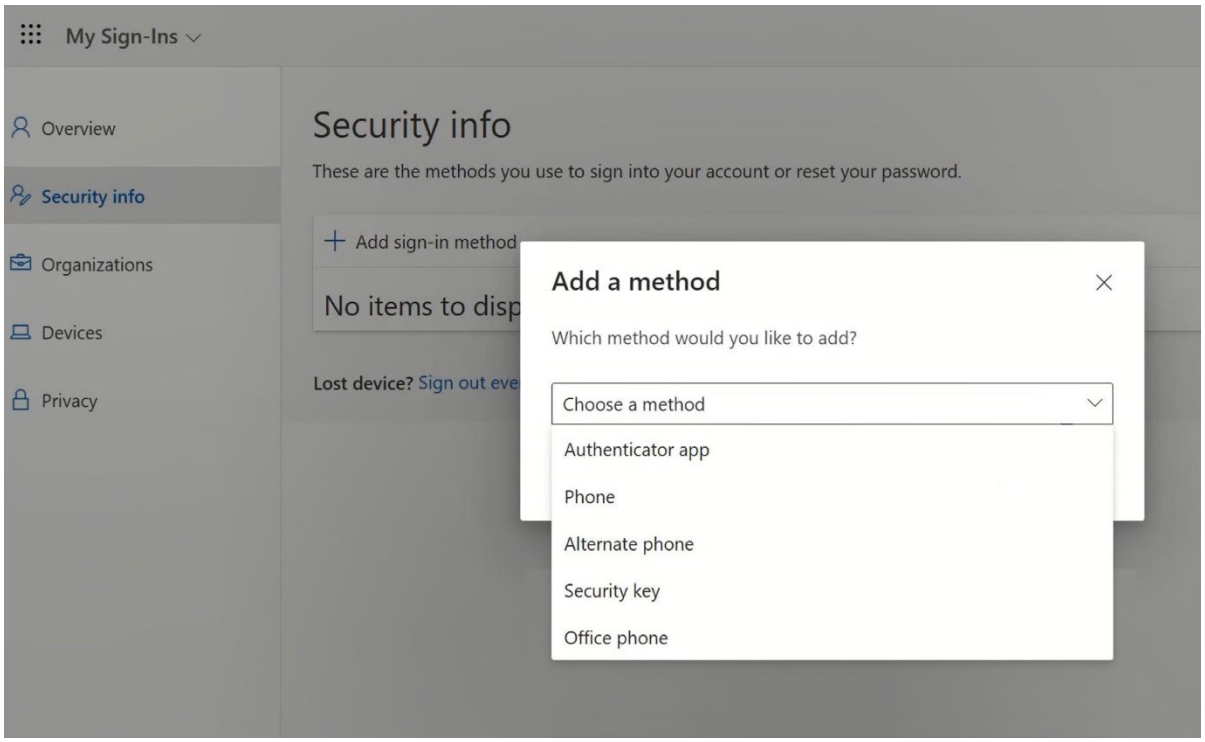
4. Inserire la password utilizzando la stessa password utilizzata per il portale Trucks, ad esempio

5. Fare clic su "**Accedi**".

Se non è già stato impostato un metodo di accesso (nessuna voce nell'elenco delle opzioni di accesso), ***registrare un altro metodo MFA (telefonata, SMS o App Authenticator)*** *prima di continuare con queste istruzioni. Per registrare una chiave di sicurezza è* ***necessario*** *un metodo MFA.*

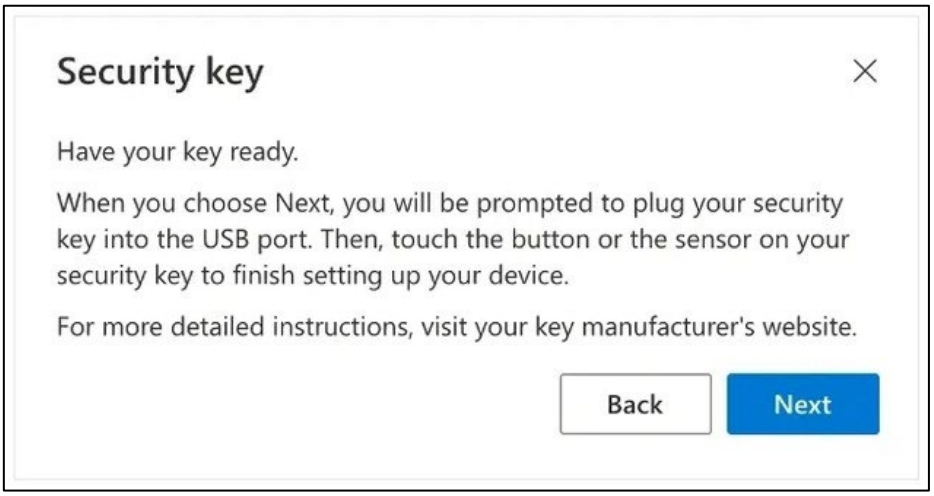


6. Nella pagina successiva, fare clic su "**+ Aggiungi metodo di accesso**".

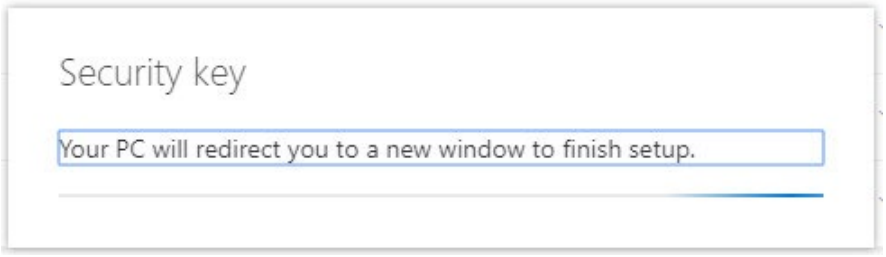


7. Nel pop-up, espandere il menu a tendina "**Scegliere un metodo**" e selezionare "**Chiave di sicurezza**" come metodo MFA.

8. Nel pop-up, fare clic su "**Dispositivo USB**".



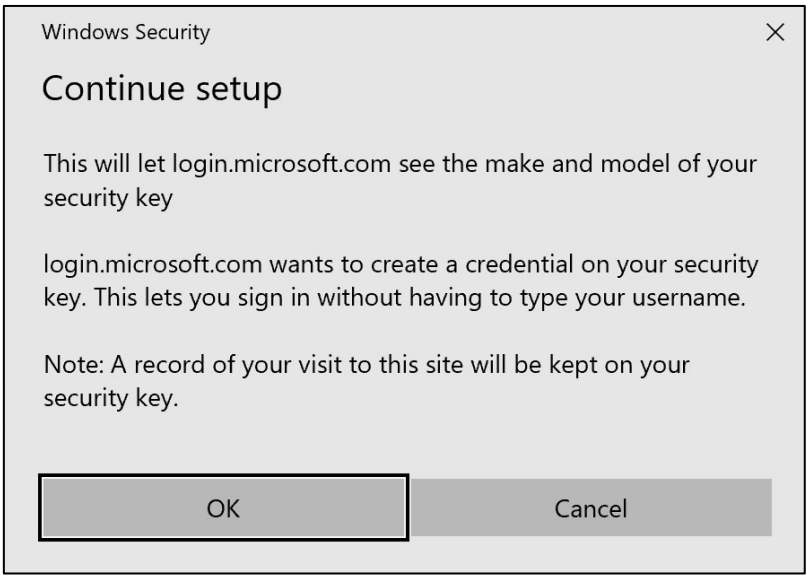
9. Leggete la clausola di esclusione della responsabilità e fate clic su "**Avanti**".



*Verrete reindirizzati a una finestra di dialogo di "**Sicurezza di Windows**" per impostare la vostra chiave di sicurezza.*

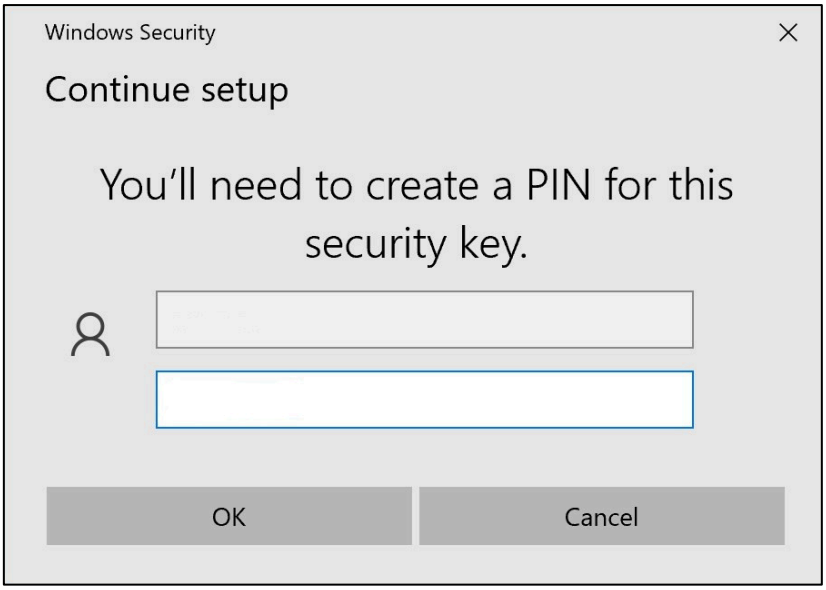
*Se il browser visualizza una finestra che chiede di registrare una chiave d'accesso, fare clic su "**Annulla**" per chiudere la finestra e continuare il processo di configurazione.*

10. Fare clic su "**OK**" nella nuova finestra



11. Fare clic su "**OK**" per continuare

12. Inserire la chiave di sicurezza in una porta USB del dispositivo.

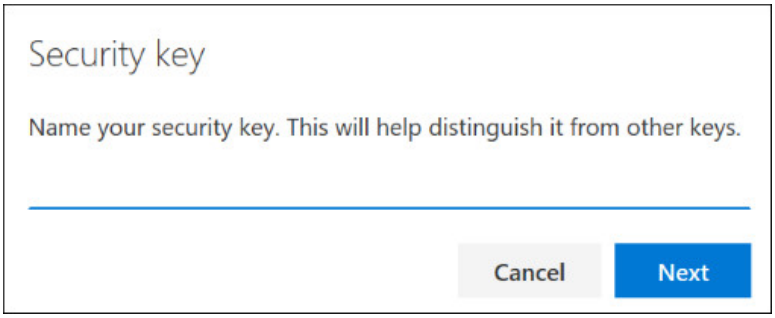


13. Inserire un PIN per personalizzare la chiave di sicurezza

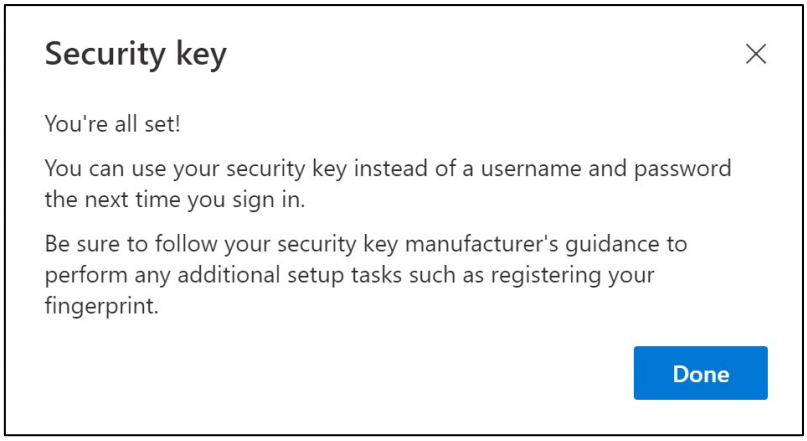
Se dovete condividere questo Yubikey, condividete il PIN con i vostri colleghi che useranno lo stesso Yubikey.
---- ***Non raccomandato da Volvo Group*** ----

14. Immettere nuovamente il PIN per confermare, quindi fare clic su "**OK**".

15. Toccare nuovamente la chiave di sicurezza per continuare



16. Inserire un nome per la chiave di sicurezza nella finestra successiva e fare clic su "**Avanti**".



La chiave di sicurezza è ora impostata

17. Fare clic su "**Fatto**".

*Il nuovo metodo MFA "**Chiave di sicurezza**" è visibile nell'elenco della pagina "**Informazioni sulla sicurezza**".*

Ora è stata abilitata l'MFA tramite la "Chiave di sicurezza" per l'account utente.

Avete finito!

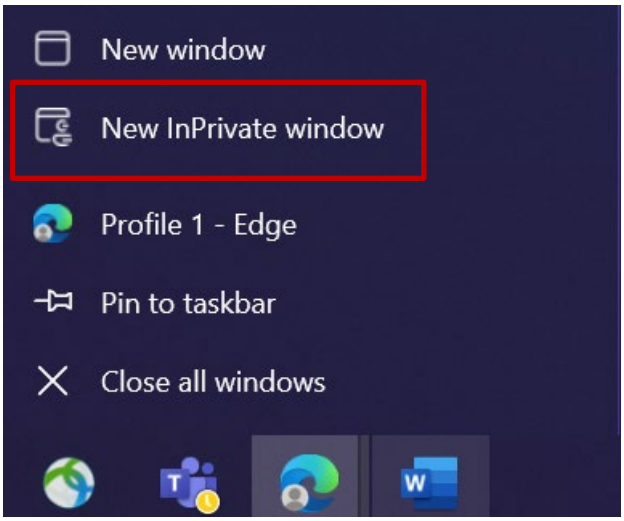
È possibile consegnare lo Yubikey all'utente successivo, che deve registrarlo.
L'utente successivo deve utilizzare lo stesso PIN impostato in questa procedura!

Se durante il processo di registrazione viene visualizzato l'errore "*NotAllowedError*", ignorare il punto 1 di queste istruzioni e utilizzare il seguente indirizzo al posto di quello indicato al punto 2.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

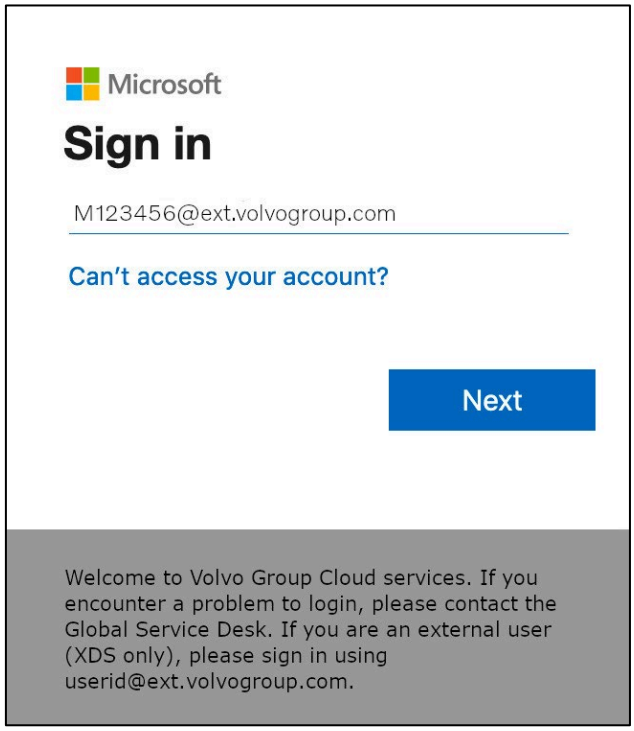
Mettiamo alla prova il vostro Nuovo metodo MFA

1. Uscire dal proprio account.

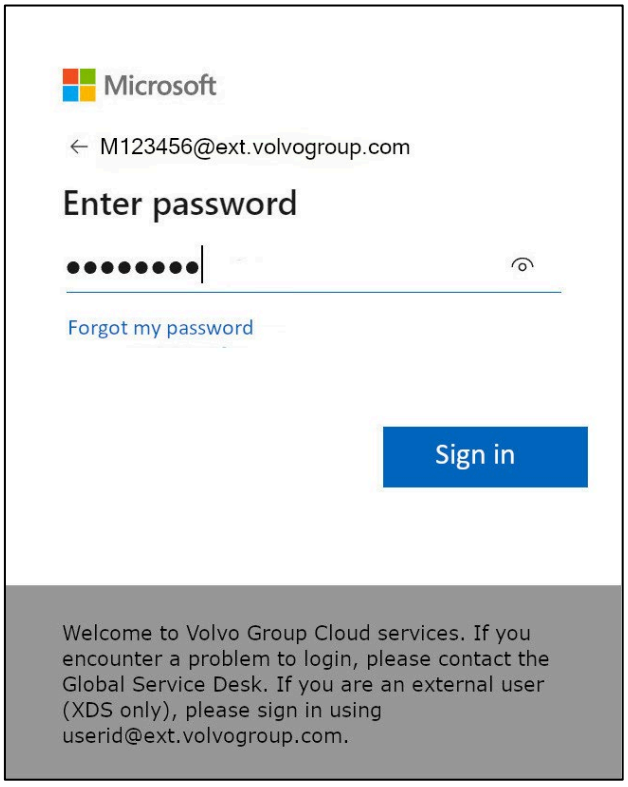


2. Idealmente, aprire una nuova sessione privata/incognito del browser (fare clic con il pulsante destro del mouse sull'icona del browser Microsoft Edge e selezionare "**Nuova finestra privata**").

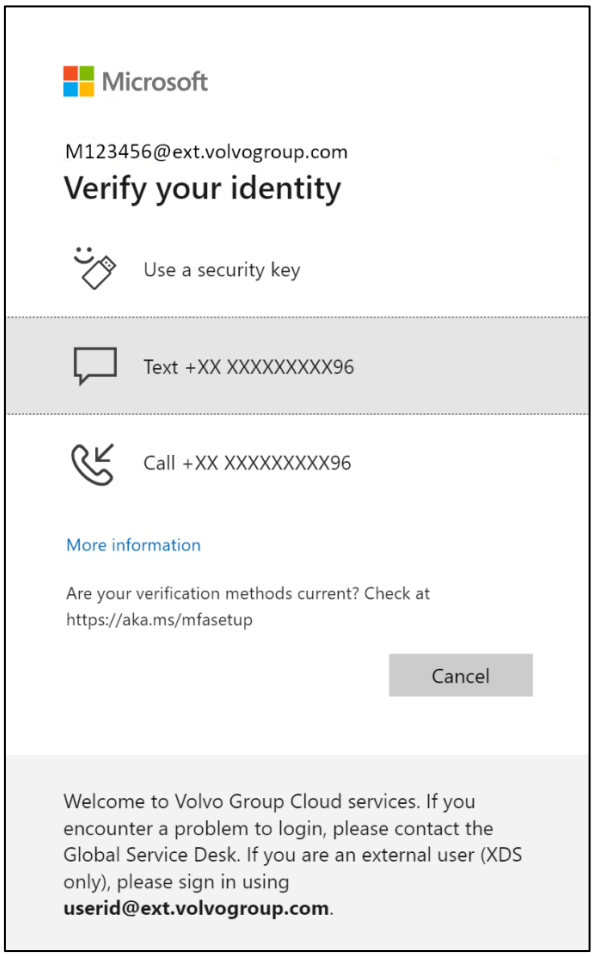
3. Nel campo dell'indirizzo del browser, inserire l'URL: https://aka.ms/mysignins.



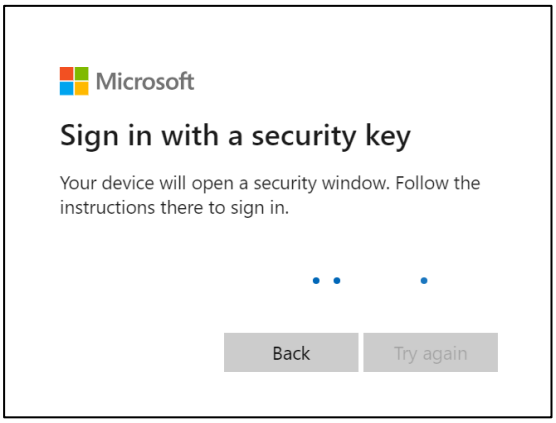
4. Inserite il vostro UPN nella richiesta di accesso e fate clic su "**Avanti**".

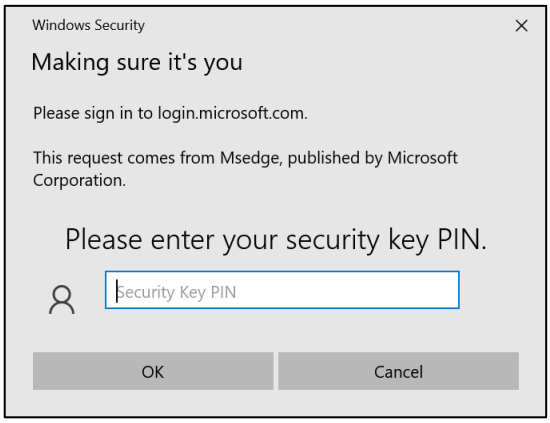


5. Inserite la vostra password e cliccate su "**Accedi**".

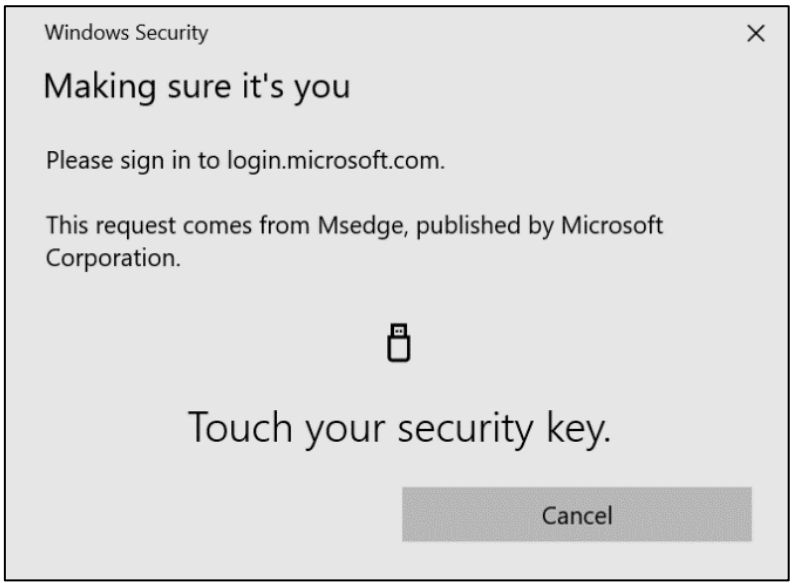


6. Nella schermata successiva, selezionare "**Usa una chiave di sicurezza**" e inserire la chiave di sicurezza in una porta USB del computer.

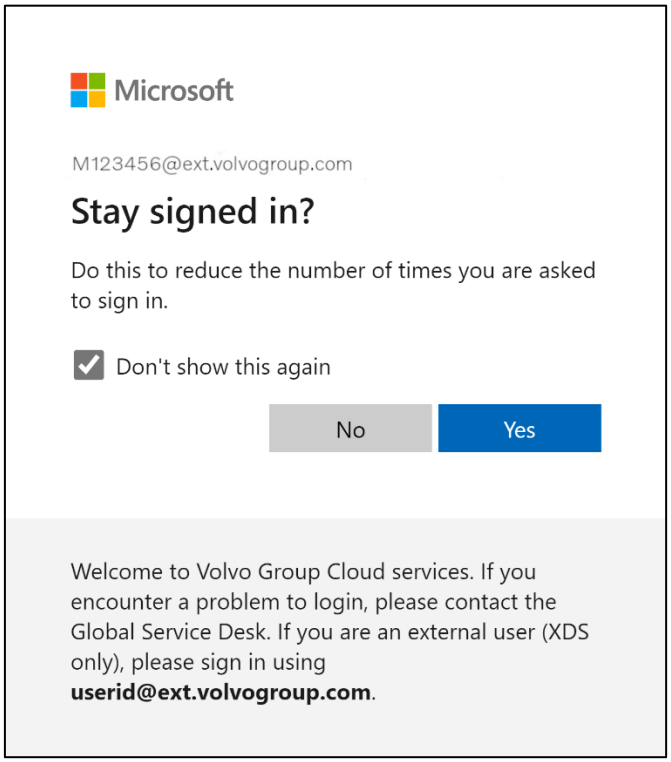




7. La sicurezza di Windows vi chiederà il PIN della chiave di sicurezza che avete scelto; quando avete impostato la chiave di sicurezza, inseritela nel campo e poi fate clic su "**OK**".



8. Toccare la chiave di sicurezza



9. Confermare il pop-up successivo facendo clic su "**Sì**".

L'accesso al proprio account è avvenuto con successo utilizzando il metodo MFA appena registrato.

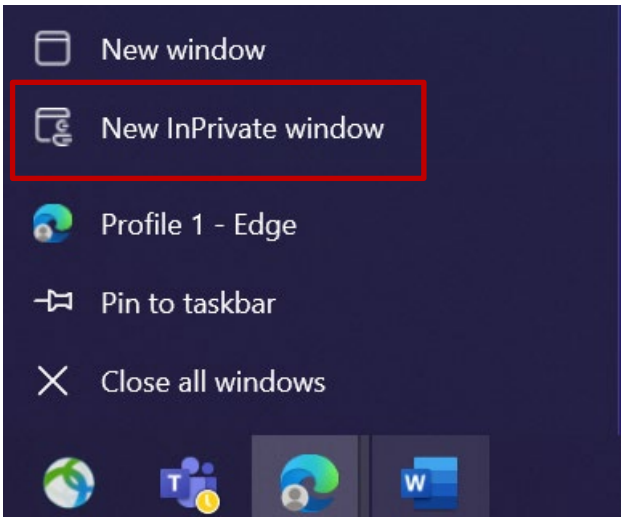
外部ユーザーのためのMFA手順
セキュリティ・キー

ResumIDプロジェクトは、より安全で効率的かつ迅速なアイデンティティ・アクセス管理（IAM）ソリューションを提供するために本格的に始動しています。私たちは、追加のセキュリティ機能であるMFAを実装するために、従業員や関連会社の積極的な参加が必要な段階に達しました。

すでに多くのボルボグループユーザーがMFAを利用していますが、ユーザーのIDのセキュリティを高めるため、MFA方式の登録が必要となります。

このドキュメントの目的は、ユーザー・アカウントでセキュリティ・キーを使用して MFA を有効にするためのステップ・バイ・ステップのガイドを提供することで、ユーザーの移行を支援することです。

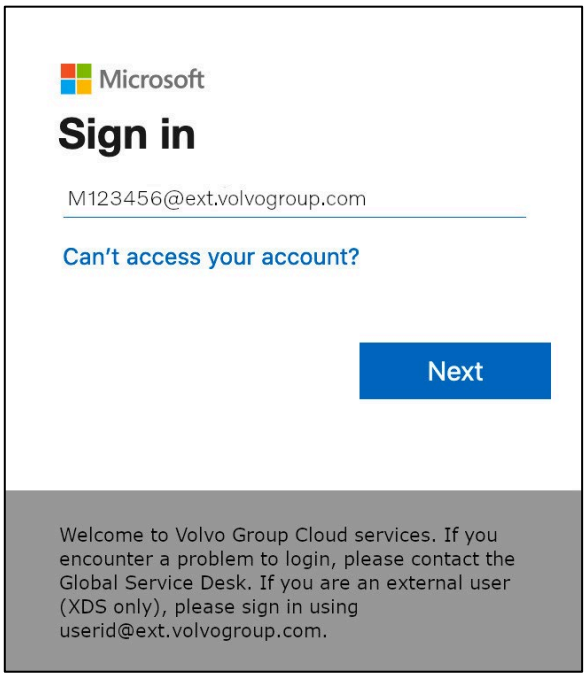
MFAの設定
外部ユーザー

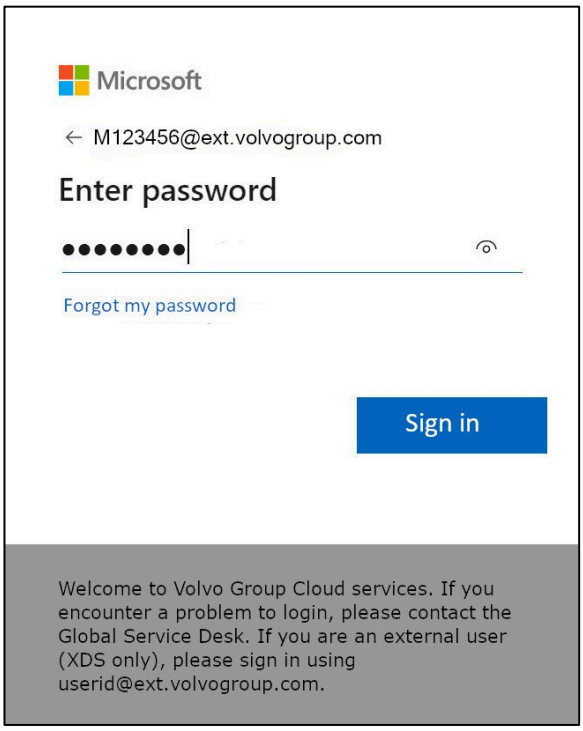


1. すべてのブラウザウィンドウを閉じ、新しいプライベート/インコグニートブラウザセッションを開きます（Microsoft Edgeブラウザアイコンを右クリックし、「**新しいプライベートウィンドウ**」を選択します）。

2. ブラウザのアドレス・フィールドにURLを入力: https://aka.ms/mysignins

3. ボルボのユーザーIDと拡張子"**@ext.volvogroup.com** "を入力し、"**Next** "をクリックします。

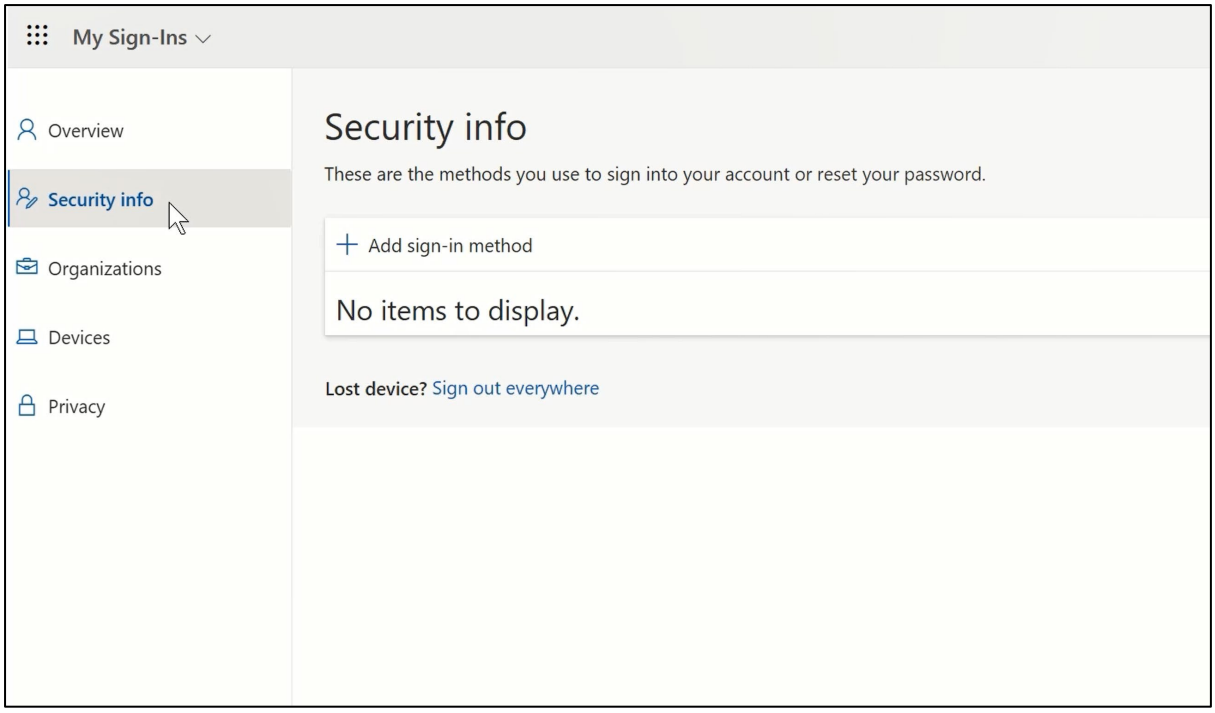




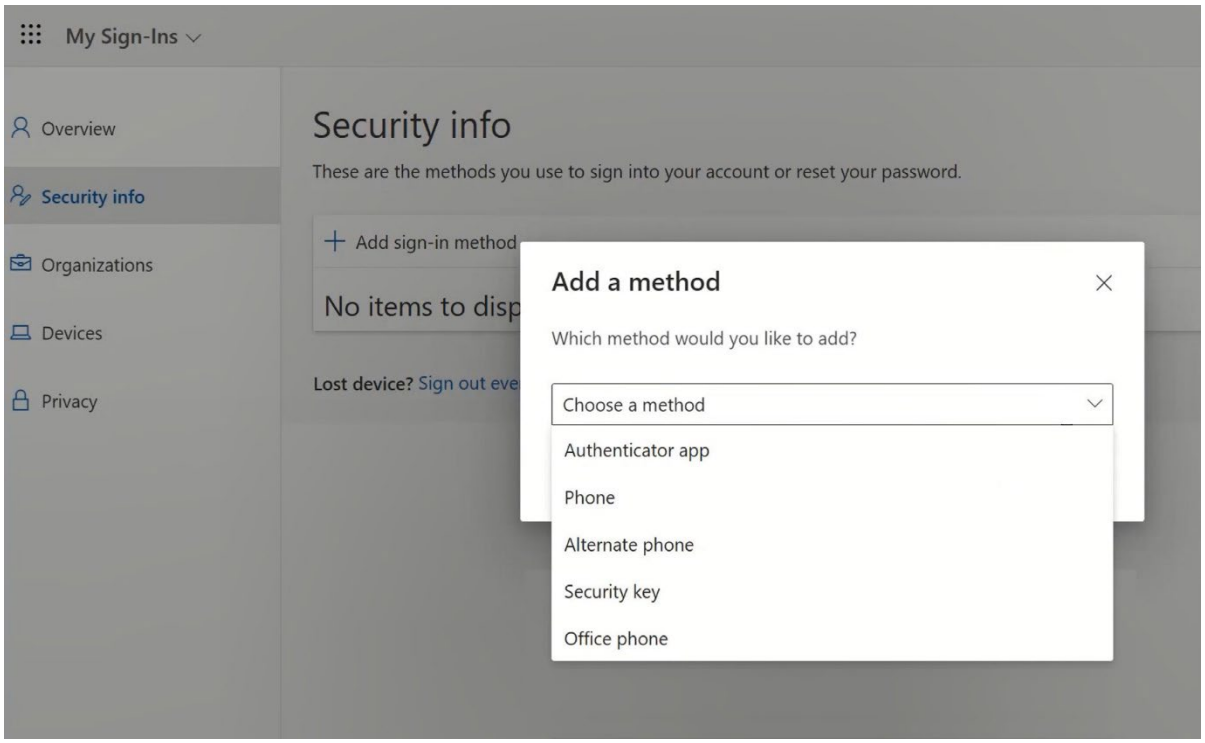
4. Trucksポータルで使用しているパスワードと同じものを使用して、パスワードを入力してください。

5. **サインイン**」をクリック

*サインイン方法がまだ設定されていない場合 (サインイン オプションのリストにエントリがない場合)、この手順を続行する前に、**別の MFA 方法 (電話、SMS、または Authenticator App) を登録して**ください。セキュリティ・キーを登録するには、MFA メソッドが**必要です。*

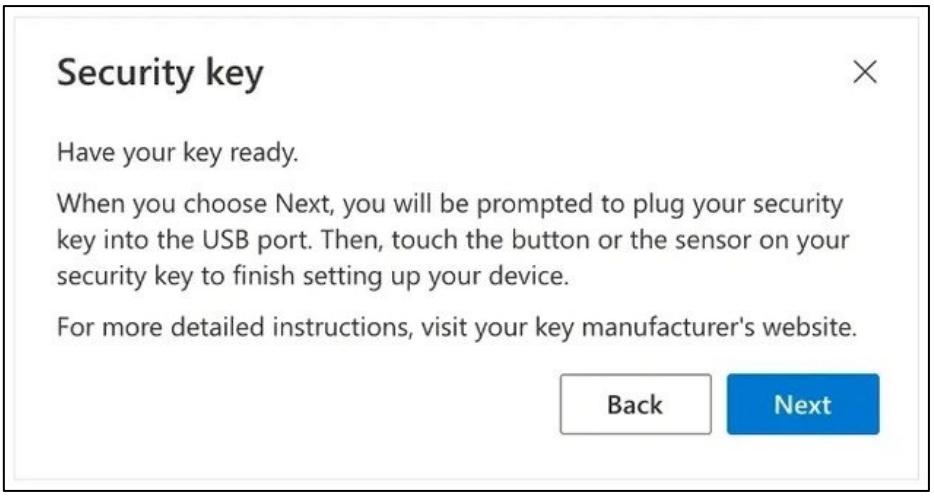


6. 次のページで、"**+ サインイン方法の追加** "をクリックする。

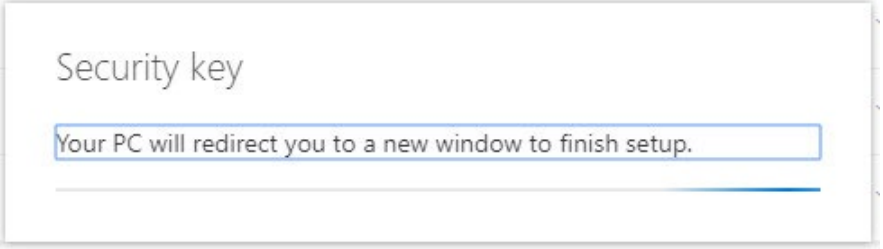


7. ポップアップでドロップダウンメニュー「**Choose a method**」を展開し、MFA方式として「**Security Key**」を選択する。

8. ポップアップで、"**USBデバイス** "をクリックする。



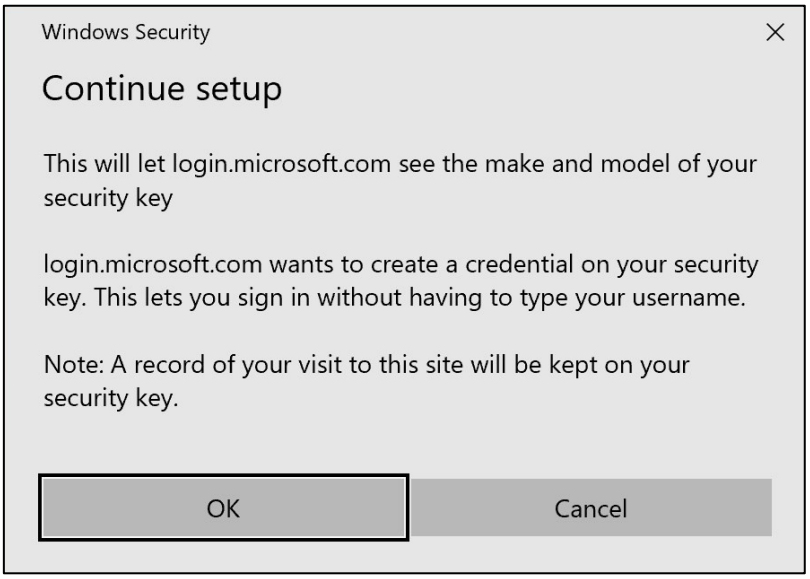
9. 免責事項を読み、"**次へ** "をクリックする。



*セキュリティキーを設定するために、「**Windowsセキュリティ**」のダイアログにリダイレクトされます。*

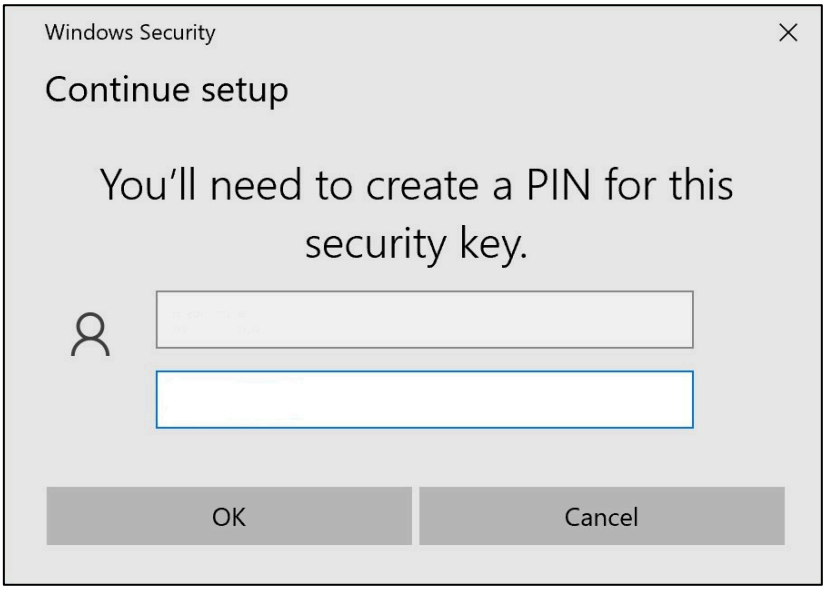
*ブラウザにパスキーの登録を求めるウィンドウが表示された場合は、「**キャンセル**」**をクリックして**ウィンドウを閉じ、セットアップを続行してください。*

10. 新しいウィンドウで「OK」をクリックする。



11. OK "をクリックして続ける

12. セキュリティキーをデバイスのUSBポートに挿入します。

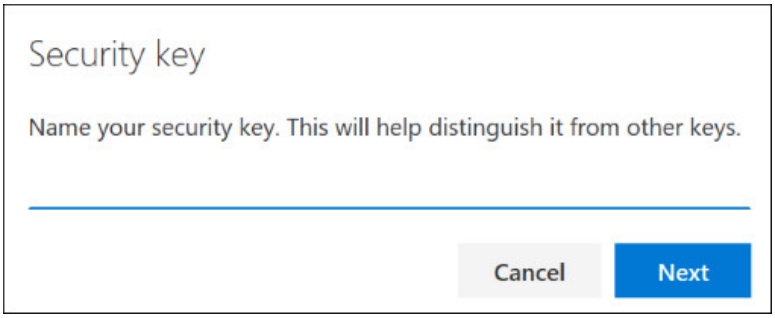


13. PINを入力してセキュリティキーをカスタマイズする

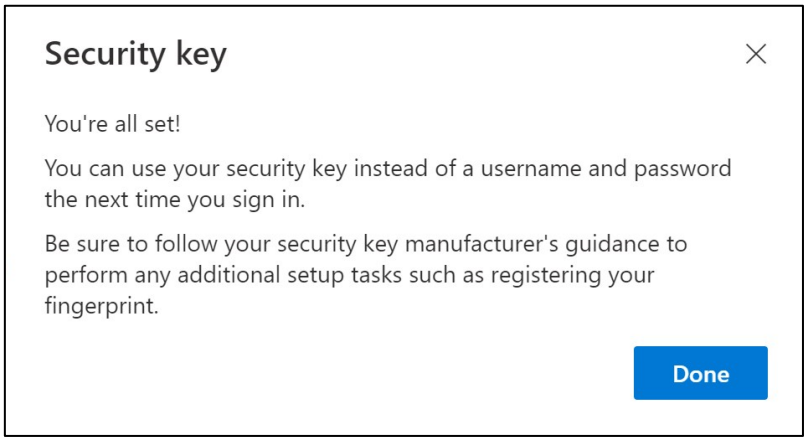
このYubikeyを共有する必要がある場合は、同じYubikeyを使用する同僚とPINを共有してください。
---- ボルボ・グループは推奨していない。

14. 確認のためもう一度暗証番号を入力し、"OK "をクリックします。

15. 続行するには、セキュリティキーをもう一度タッチします。



16. 次のウィンドウでセキュリティ・キーの名前を入力し、"**Next** "をクリックします。



これでセキュリティ・キーの設定は完了です。

17. 完了」をクリック

***セキュリティ情報**」ページのリストに、新しいMFA方式「**セキュリティ・キー**」が表示されます。*

これで、ユーザー・アカウントの「セキュリティ・キー」によるMFAが有効になりました。

これで終わりだ！

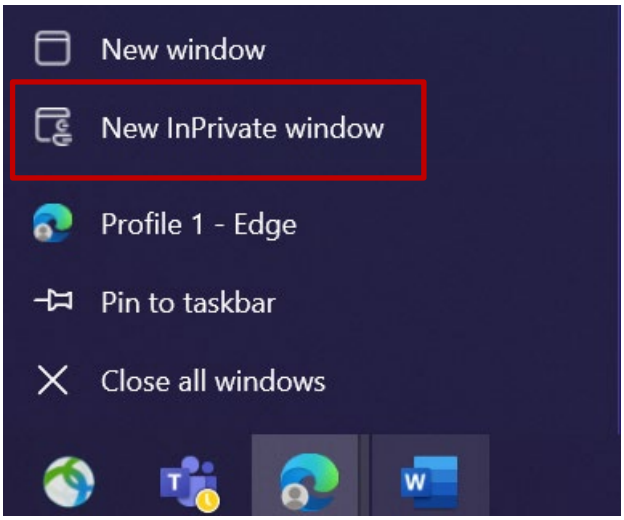
次のユーザーにYubikeyを渡すことができ、そのユーザーはYubikeyを登録する必要がある。
次のユーザーは、このプロセスで設定したのと同じPINを使用する必要があります！

登録プロセスで "*NotAllowedError*"というエラーが表示された場合は、この手順のステップ1を無視して、ステップ2に記載されているアドレスの代わりに以下のアドレスを使用してください。

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

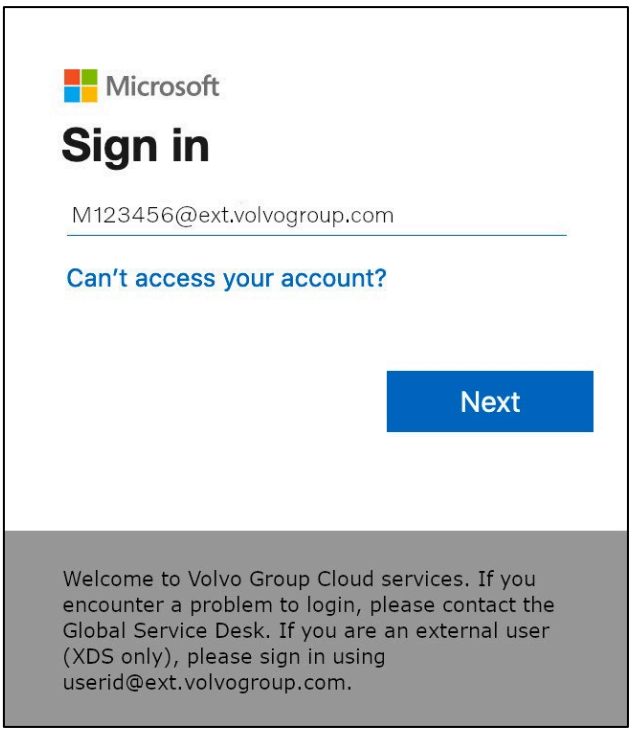
テストしてみよう
新しいMFA方式

1. アカウントからログアウトする。

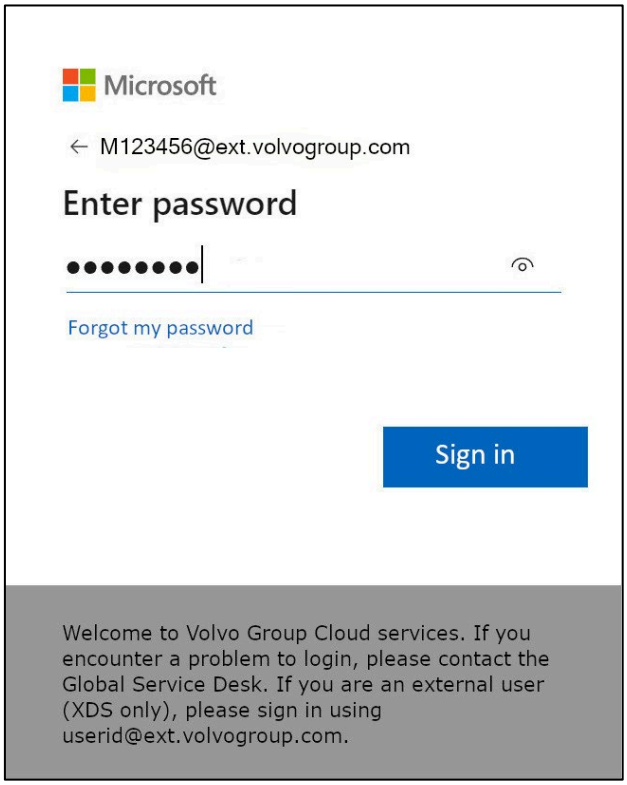


2. 新しいプライベート/インコグニートブラウザセッションを開くのが理想的です（Microsoft Edgeブラウザのアイコンを右クリックし、「新しいプライベートウィンドウ」を選択します）。

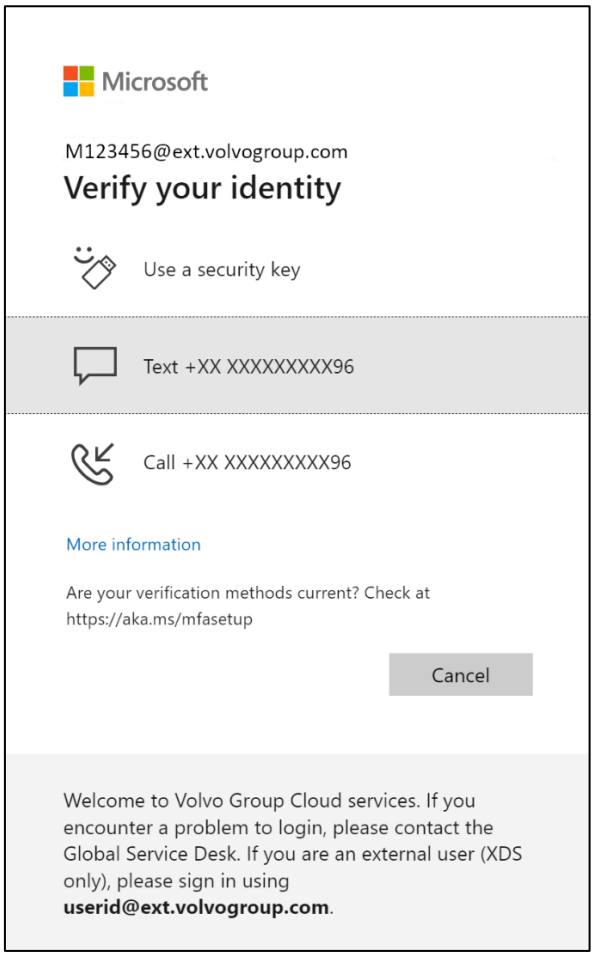
3. ブラウザのアドレス・フィールドにURL : https://aka.ms/mysignins を入力する。



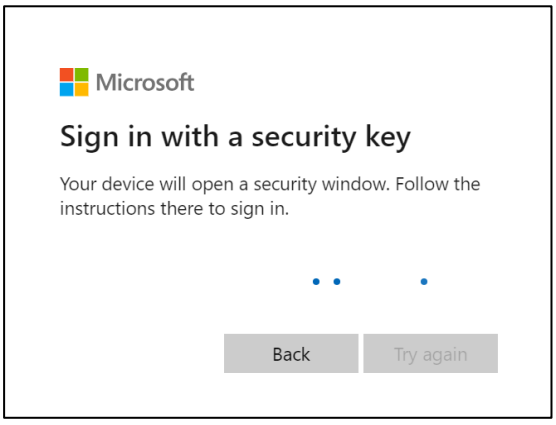
4. サインインプロンプトにUPNを入力し、"**Next** "をクリックします。

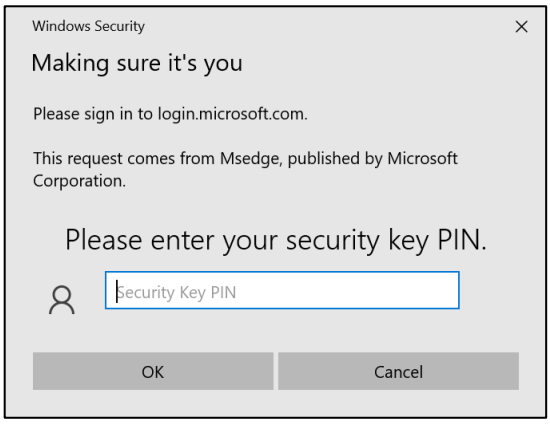


5. パスワードを入力し、"Sign in "をクリックします。

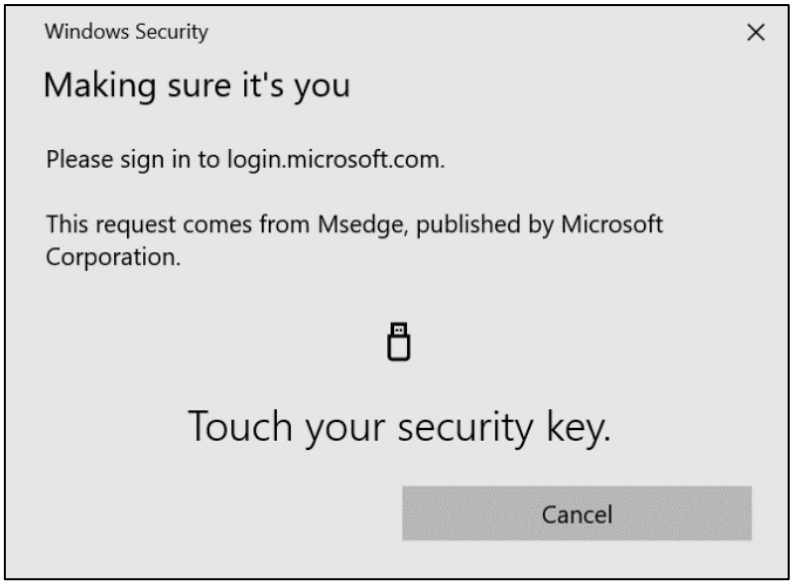


6. 次の画面で、「**セキュリティキーを使用する**」を選択し、セキュリティキーをコンピュータのUSBポートに挿入します。

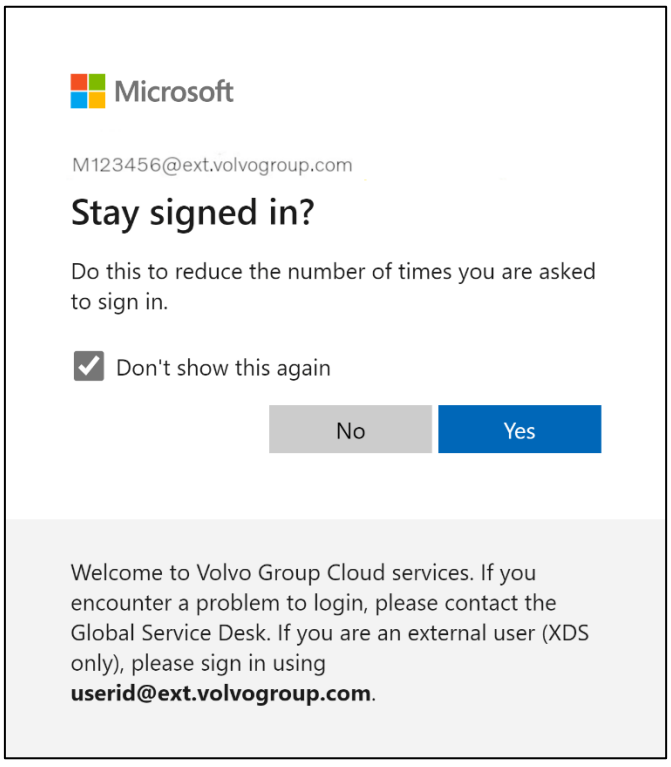




7. Windowsセキュリティは、選択したセキュリティキーの暗証番号の入力を求めるプロンプトを表示します。



8. セキュリティキーをタッチする



9. **はい**」をクリックして次のポップアップを確認します。

新しく登録したMFA方式でアカウントにログインできました。

외부 사용자를 위한 MFA지침 보안 키

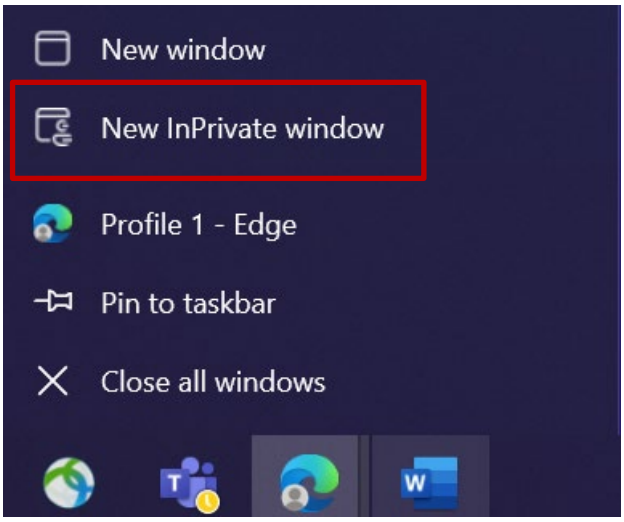
보다 안전하고 효율적이며 빠른 ID 및 액세스 관리(IAM) 솔루션을 제공하기 위한 ResumID 프로젝트가 한창 진행 중입니다. 추가 보안 기능인 MFA를 구현하기 위해 직원과 계열사의 적극적인 참여가 필요한 시점에 도달했습니다.

볼보 그룹 사용자 중 상당수가 이미 MFA를 사용하고 있지만, 사용자 신원 보안을 강화하기 위해 MFA 방법 등록이 필요합니다.

이 문서의 목적은 사용자 계정에 보안 키를 사용하여 MFA를 사용하도록 설정하는 단계별 가이드를 제공함으로써 사용자들이 이러한 전환을 할 수 있도록 돕기 위한 것입니다.

MFA 설정

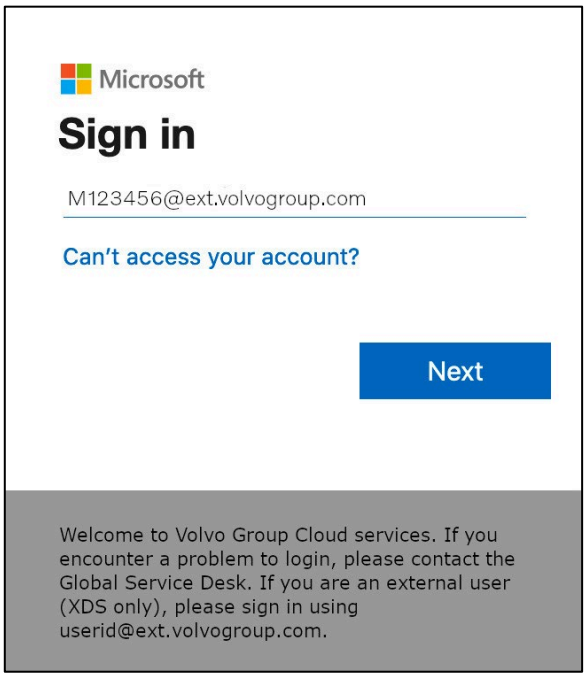
외부 사용자

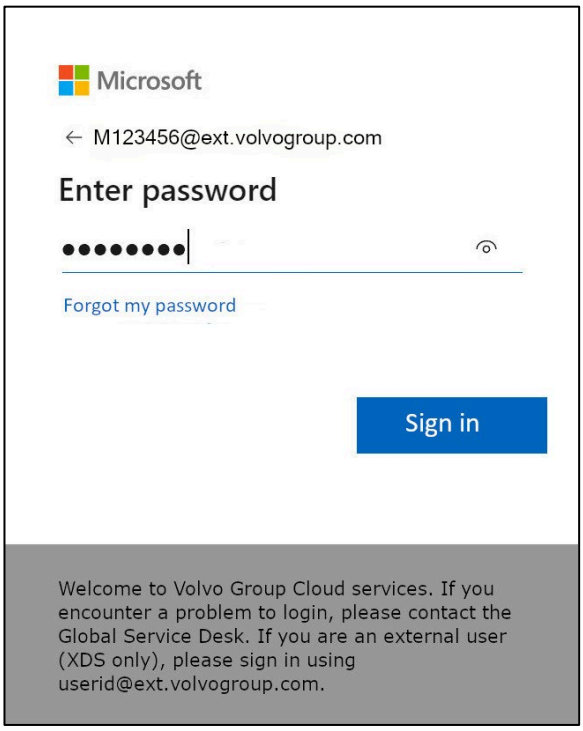


1. 모든 브라우저 창을 닫고 새 비공개/시크릿 브라우저 세션을 엽니다(Microsoft Edge 브라우저 아이콘을 마우스 오른쪽 버튼으로 클릭하고 "**새 비공개 창"을 선택합니다**).

2. 브라우저의 주소 필드에 URL(https://aka.ms/mysignins)을 입력합니다.

3. 볼보 사용자 ID와 확장자 "**@ext.volvogroup.com"을** 입력하고 "**다음**"을 클릭합니다.

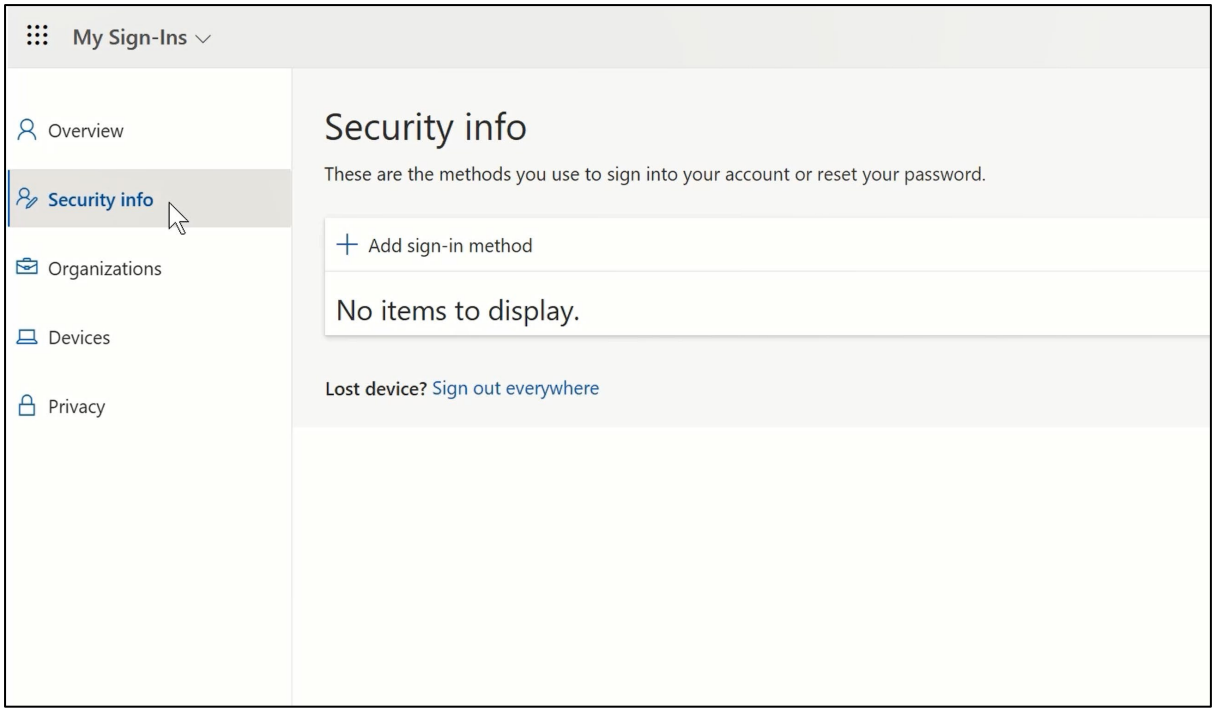




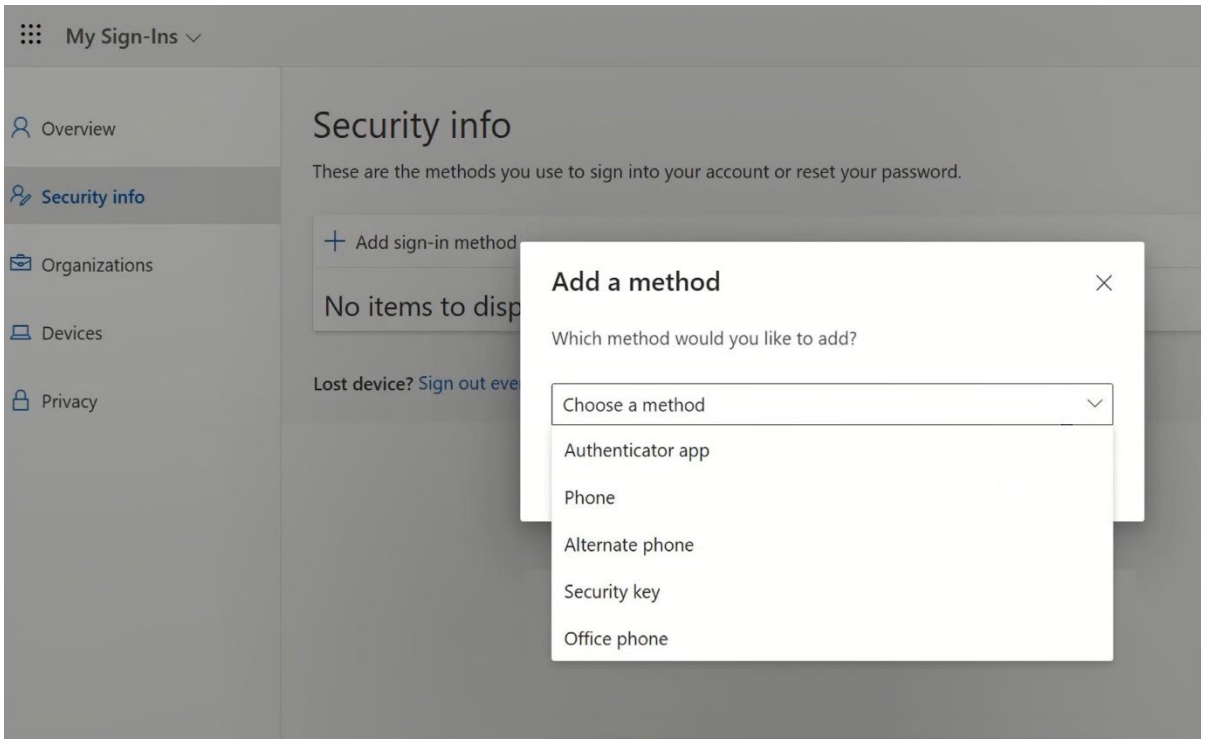
4. 다음과 같이 트럭 포털에 사용하는 것과 동일한 비밀번호를 사용하여 비밀번호를 입력합니다.

5. "**로그인**"을 클릭합니다.

로그인 방법을 아직 설정하지 않은 경우(로그인 옵션 목록에 항목이 없는 경우), 이 지침을 계속 진행하기 전에 ***다른 MFA 방법(전화, SMS 또는 인증 앱)을 등록하시기 바랍니다.*** *보안 키를 등록하려면 MFA 방법이* ***필요합니다****.*

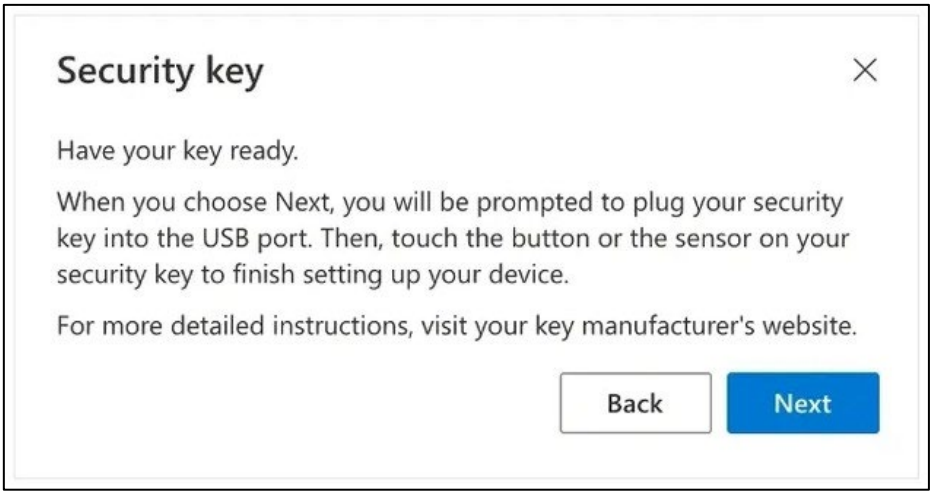


6. 다음 페이지에서 "**+ 로그인 방법 추가**"를 클릭합니다.

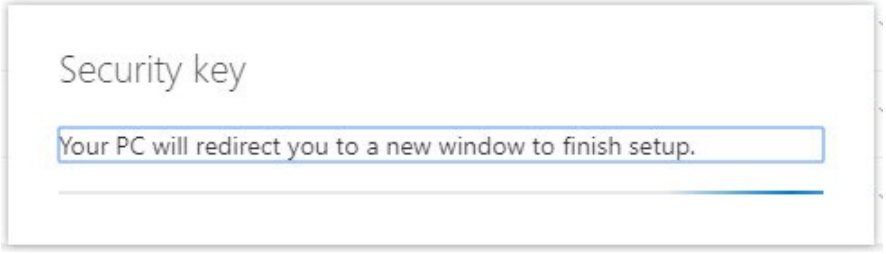


7. 팝업에서 "**방법 선택**" 드롭다운 메뉴를 확장하고 MFA 방법으로 "**보안 키**"를 선택합니다.

8. 팝업에서 "**USB 장치**"를 클릭합니다.



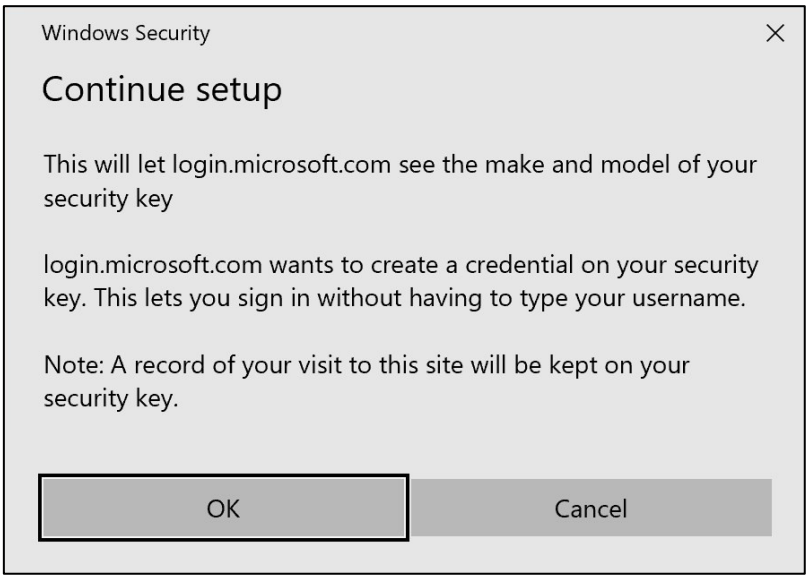
9. 고지 사항을 읽고 "**다음**"을 클릭합니다.



*보안 키를 설정할 수 있는 "**Windows 보안**" 대화 상자로 리디렉션됩니다.*

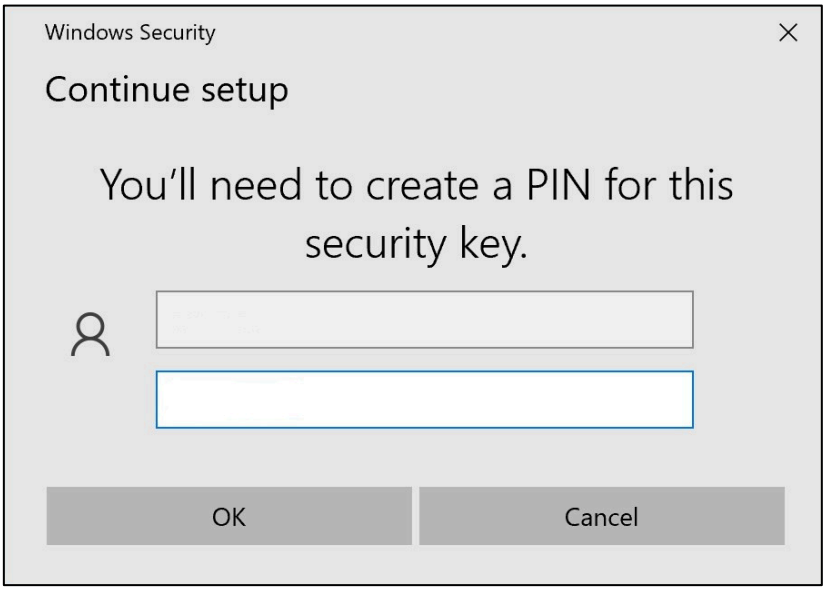
*브라우저에 패스키 등록을 요청하는 창이 표시되면 '**취소**'를 클릭하여 창을 닫고 설정 프로세스를 계속 진행하세요.*

10. 새 창에서 "**확인"을** 클릭합니다.



11. 계속하려면 "**확인"을** 클릭합니다.

12. 장치의 USB 포트에 보안 키를 삽입합니다.

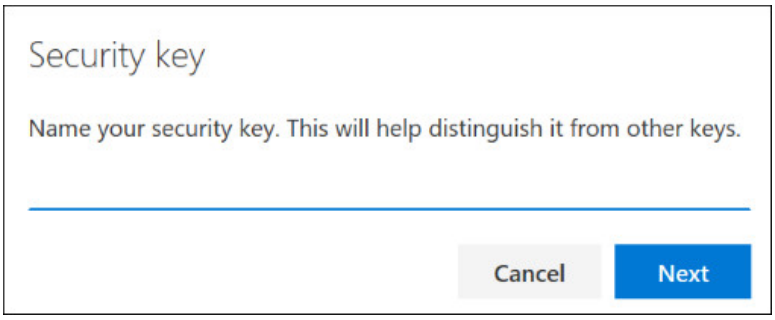


13. 보안 키를 개인화하려면 PIN을 입력하세요.

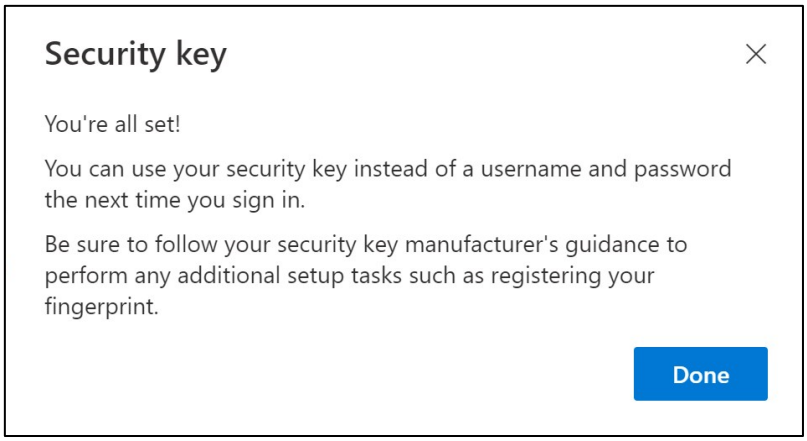
이 유비키를 공유해야 하는 경우, 같은 유비키를 사용할 동료와 PIN을 공유하세요.
---- ***볼보 그룹에서 권장하지 않음*** ----

14. 비밀번호를 다시 입력하여 확인한 다음 "**확인**"을 클릭합니다.

15. 계속하려면 보안 키를 다시 터치합니다.



16. 다음 창에서 보안 키의 이름을 입력하고 "**다음**"을 클릭합니다.



이제 보안 키가 설정되었습니다.

17. "**완료**"를 클릭합니다.

*'보안 정보' 페이지의 목록에서 새 MFA 방법인 '**보안 키**'를 확인할 수 있습니다.*

이제 사용자 계정에 '보안 키'로 MFA를 사용하도록 설정했습니다.

완료되었습니다!

유비케이를 등록해야 하는 다음 사용자에게 유비케이를 넘겨줄 수 있습니다.
다음 사용자는 이 과정에서 설정한 것과 동일한 비밀번호를 사용해야 합니다!

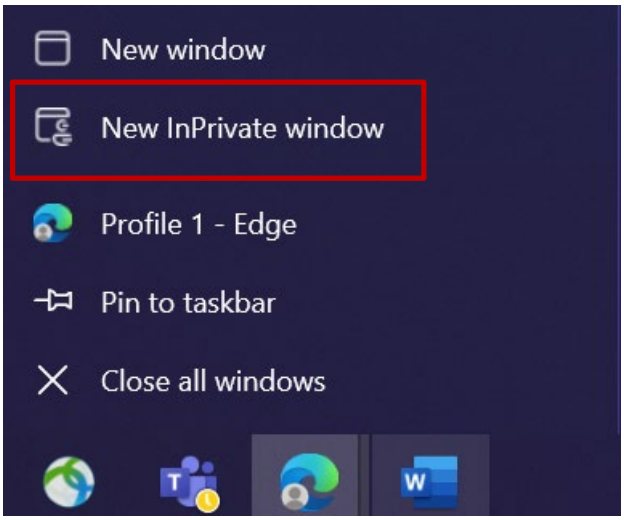
등록 과정에서 '*허용되지 않음* 오류'가 표시되는 경우, 이 지침의 1단계를 무시하고 2단계에 언급된 주소 대신 다음 주소를 사용하세요.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

테스트해 봅시다

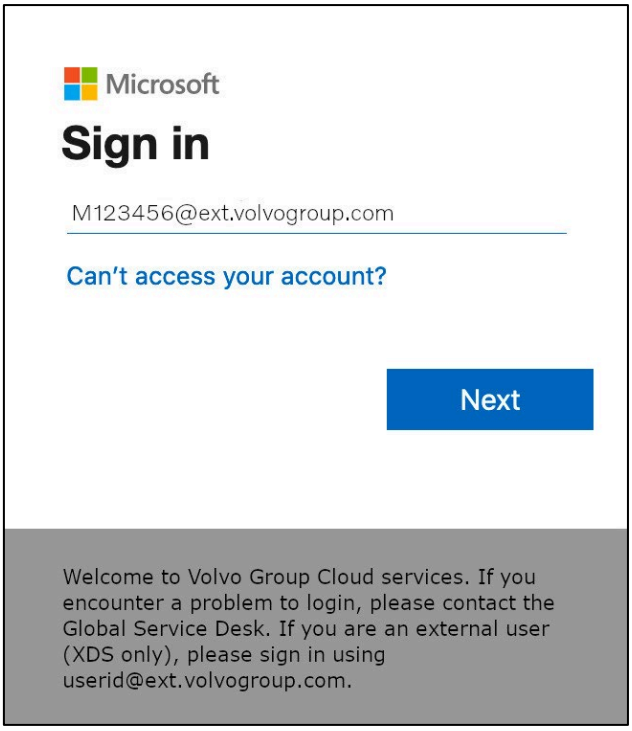
새로운 MFA 방법

1. 계정에서 로그아웃합니다.

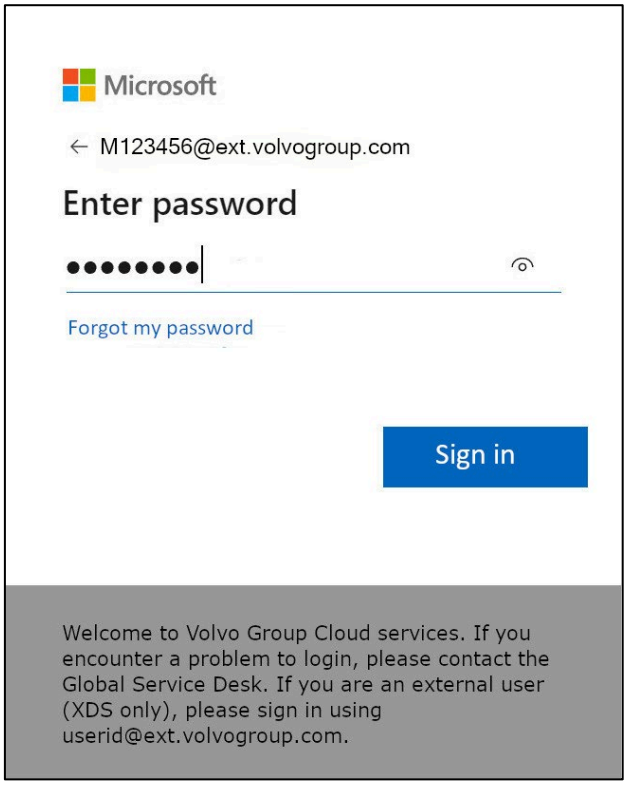


2. 새 비공개/시크릿 브라우저 세션을 여는 것이 가장 이상적입니다(Microsoft Edge 브라우저 아이콘을 마우스 오른쪽 버튼으로 클릭하고 "**새 비공개 창**"을 선택).

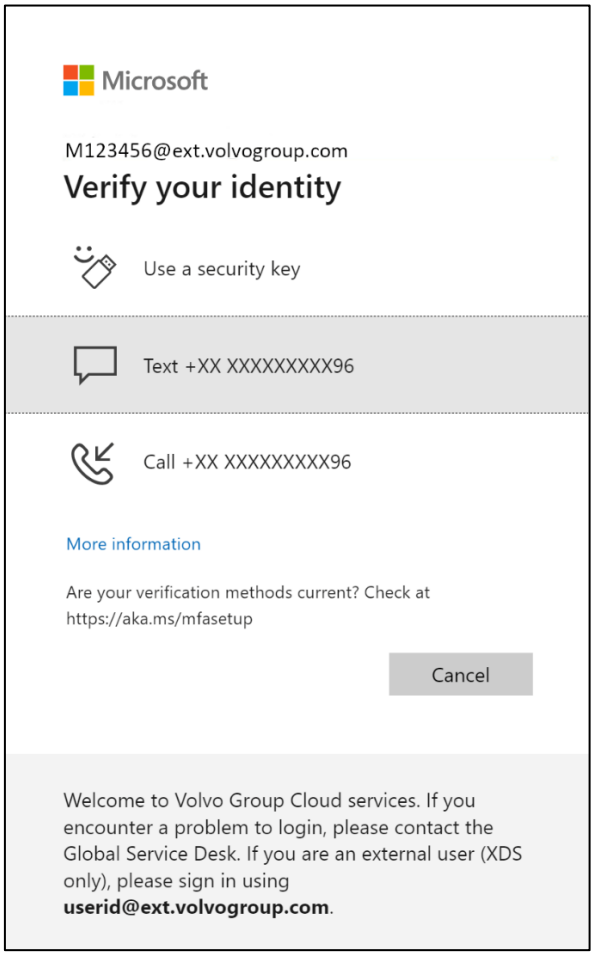
3. 브라우저의 주소 필드에 URL을 입력하세요: https://aka.ms/mysignins



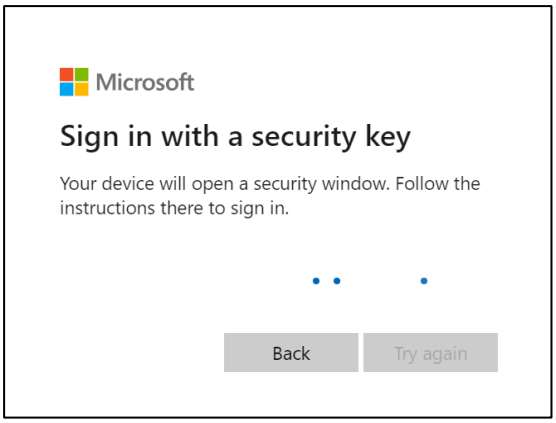
4. 로그인 프롬프트에 사용자 아이디를 입력하고 "**다음**"을 클릭합니다.

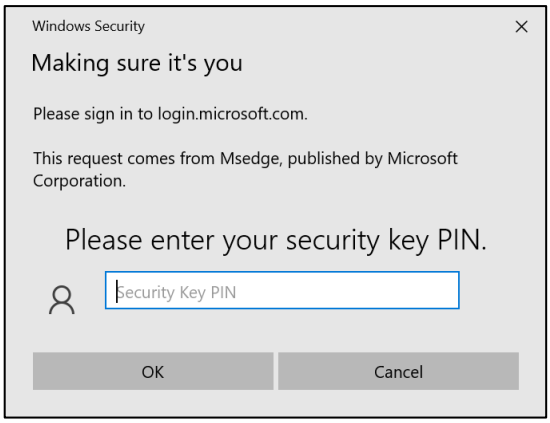


5. 비밀번호를 입력하고 "**로그인**"을 클릭합니다.

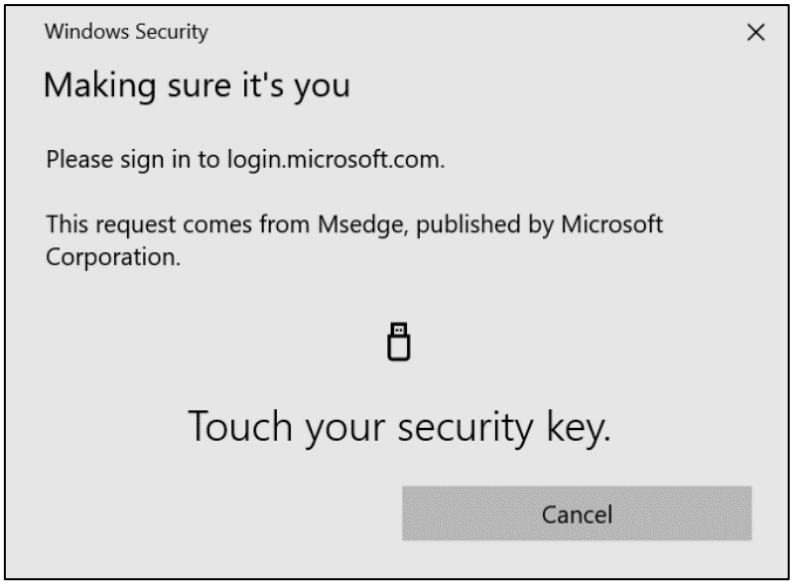


6. 다음 화면에서 '**보안 키 사용**'을 선택하고 보안 키를 컴퓨터의 USB 포트에 삽입합니다.

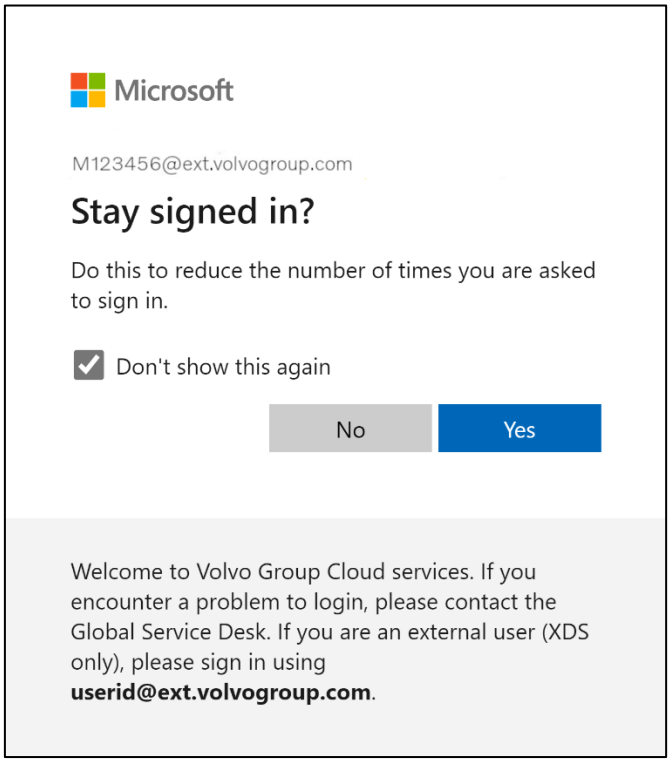




7. 보안 키를 설정할 때 선택한 보안 키 PIN을 입력하라는 메시지가 표시되며, 입력란에 입력한 다음 "**확인**"을 클릭합니다.



8. 보안 키를 터치합니다.



9. "**예**"를 클릭하여 다음 팝업을 확인합니다.

새로 등록한 MFA 방법을 사용하여 계정에 성공적으로 로그인했습니다.

Instrukcje MFA dla użytkowników zewnętrznych
klucz bezpieczeństwa

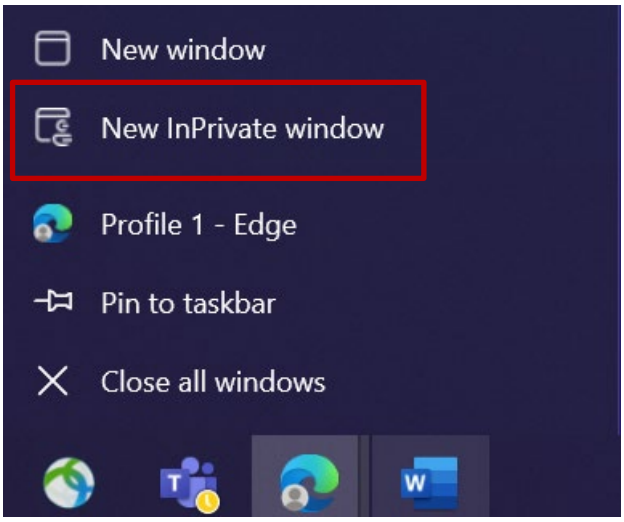
Projekt ResumID jest w pełnym rozkwicie, aby zapewnić bezpieczniejsze, wydajniejsze i szybsze rozwiązanie do zarządzania tożsamością i dostępem (IAM). Doszliśmy do punktu, w którym potrzebujemy aktywnego udziału naszych pracowników i podmiotów stowarzyszonych w celu wdrożenia dodatkowej funkcji bezpieczeństwa - MFA.

Duża liczba użytkowników Volvo Group korzysta już z MFA, ale w celu zwiększenia bezpieczeństwa tożsamości naszych użytkowników konieczna będzie rejestracja metody MFA.

Celem tego dokumentu jest pomoc naszym użytkownikom w tym przejściu poprzez dostarczenie przewodnika krok po kroku, aby włączyć MFA przy użyciu klucza bezpieczeństwa dla kont użytkowników.

KONFIGURACJA MFA

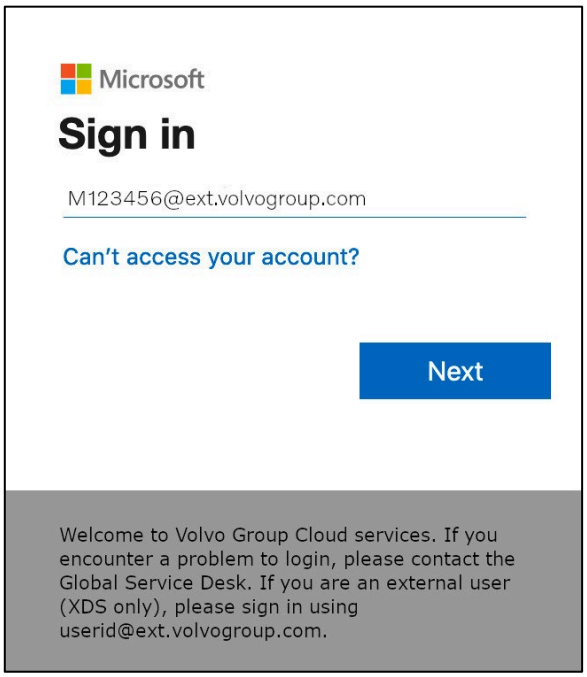
UŻYTKOWNICY ZEWNĘTRZNI

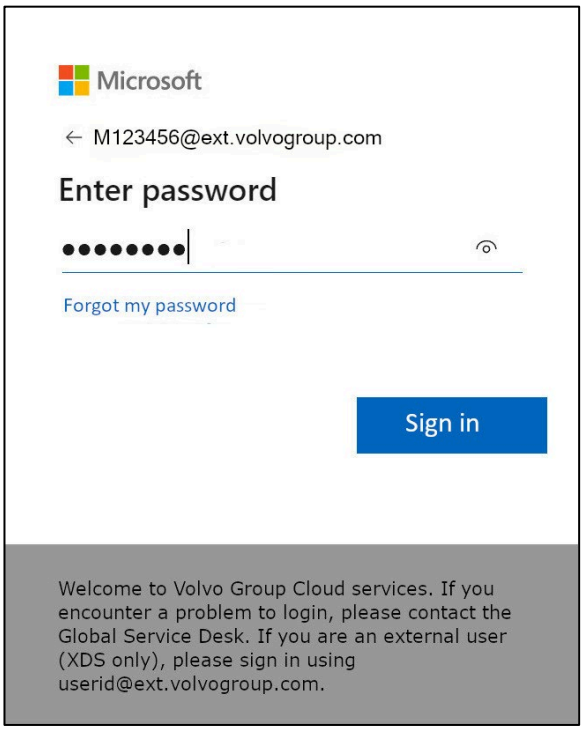


1. Zamknij wszystkie okna przeglądarki i otwórz nową prywatną sesję przeglądarki (kliknij prawym przyciskiem myszy ikonę przeglądarki Microsoft Edge i wybierz "**Nowe okno prywatne**").

2. W polu adresu przeglądarki wpisz adres URL: https://aka.ms/mysignins

3. Wprowadź swój identyfikator użytkownika Volvo oraz rozszerzenie "**@ext.volvogroup.com**" i kliknij "**Dalej**".

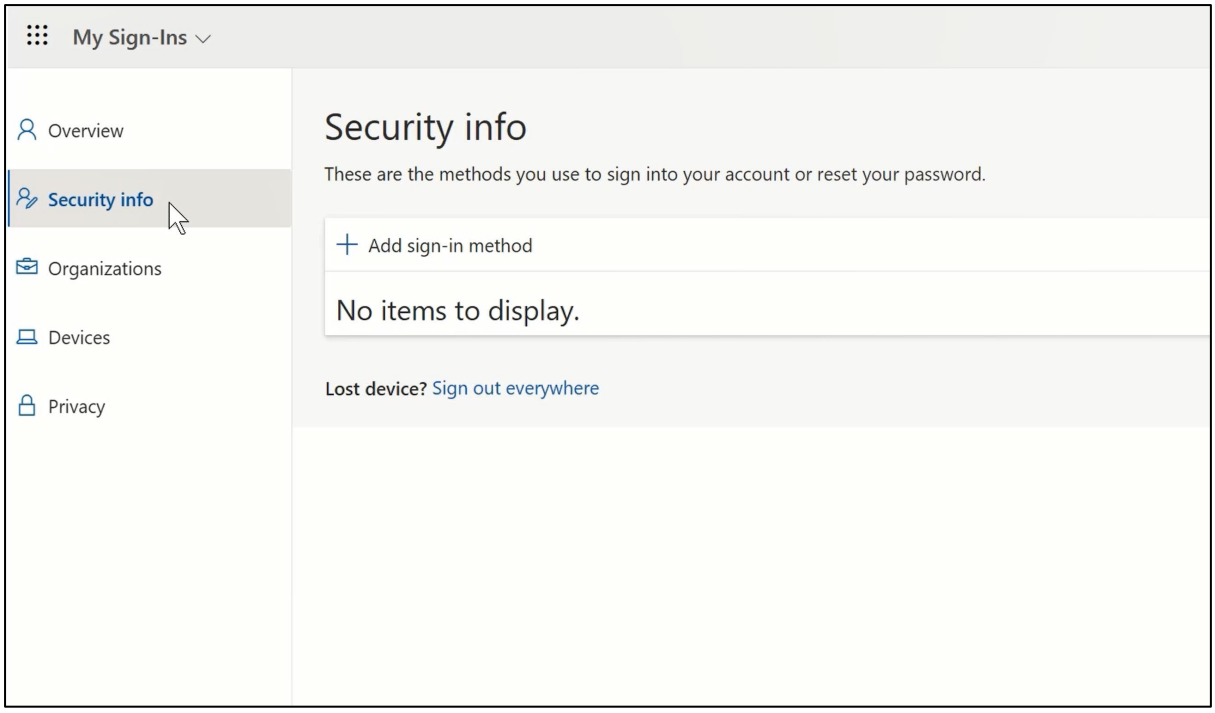




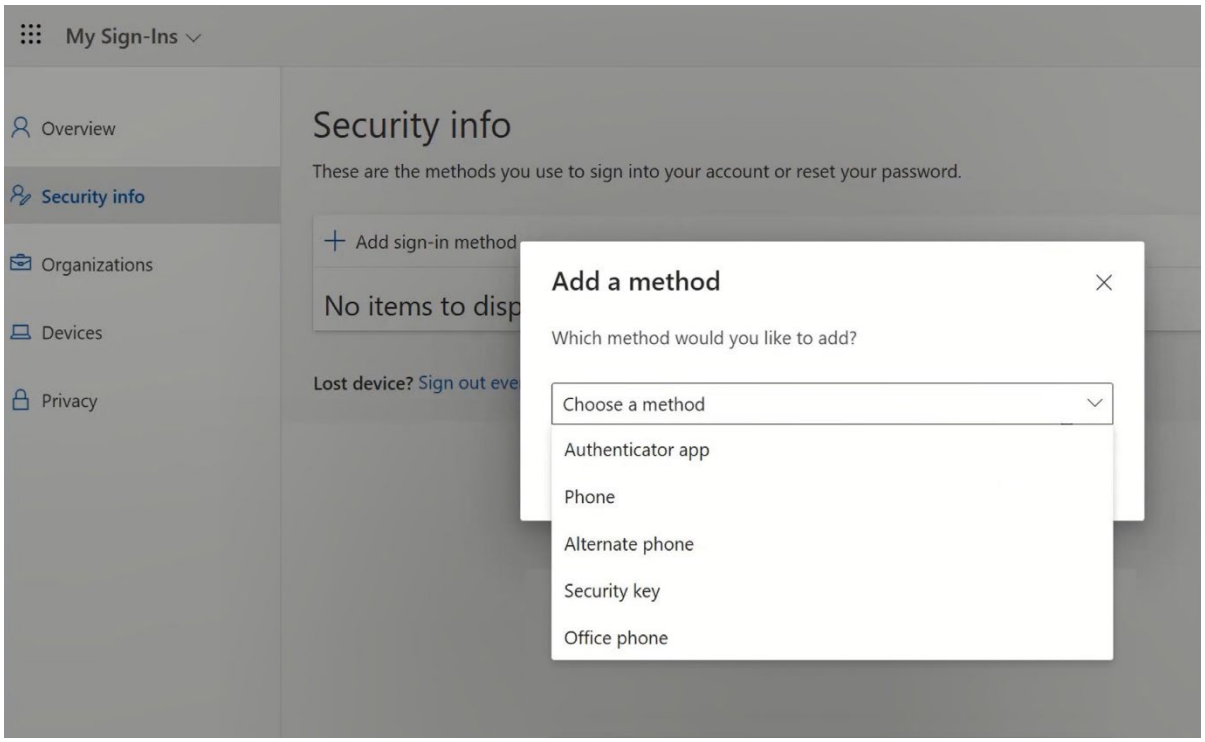
4. Wprowadź hasło, używając tego samego hasła, którego używasz do portalu Trucks Portal, na przykład

5. Kliknij "**Zaloguj się**"

Jeśli nie masz jeszcze skonfigurowanej metody logowania (brak wpisów na liście opcji logowania), zarejestruj ***inną metodę MFA (połączenie telefoniczne, SMS lub aplikacja Authenticator)*** *przed kontynuowaniem tych instrukcji. Metoda MFA jest* ***wymagana do*** *zarejestrowania klucza zabezpieczeń.*

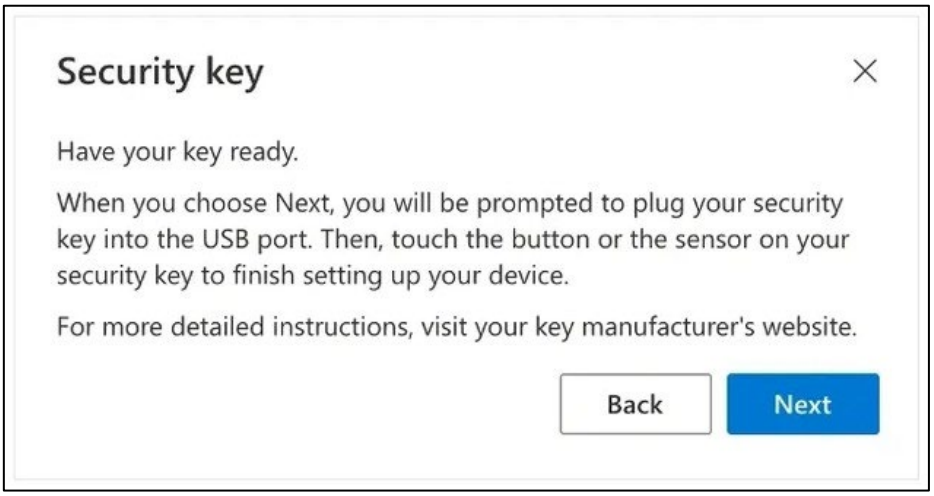


6. Na następnej stronie kliknij "**+ Dodaj metodę logowania**".

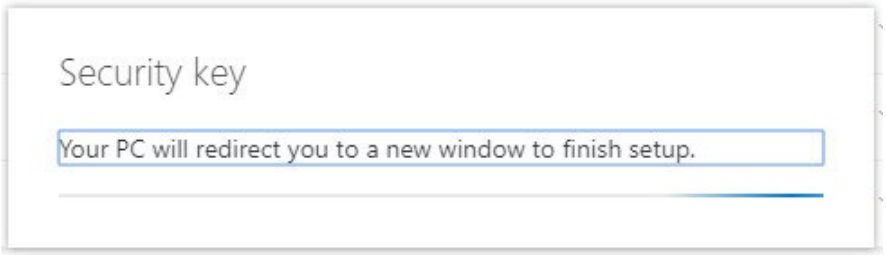


7. W wyskakującym okienku rozwiń menu rozwijane "**Wybierz metodę**" i wybierz "**Klucz bezpieczeństwa**" jako metodę MFA.

8. W wyskakującym okienku kliknij "**Urządzenie USB**".



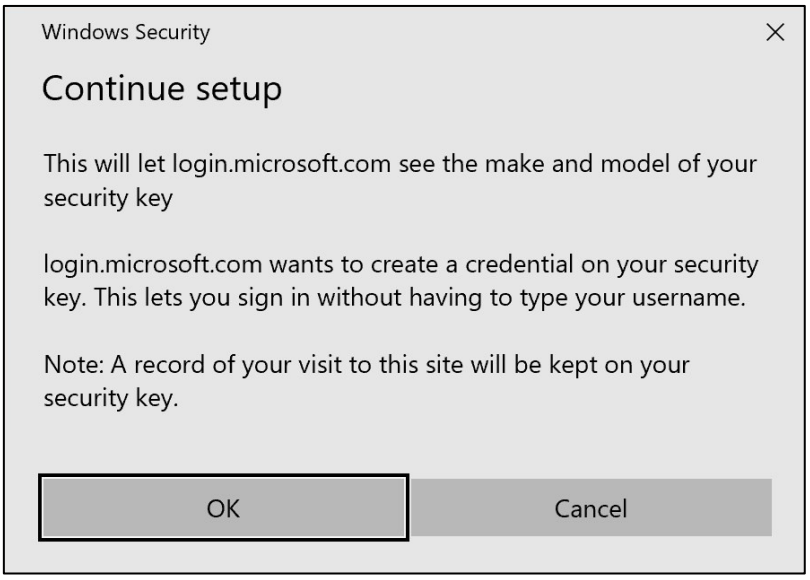
9. Przeczytaj wyłączenie odpowiedzialności i kliknij "**Dalej**"



*Nastąpi przekierowanie do okna dialogowego "**Zabezpieczenia systemu Windows**" w celu skonfigurowania klucza zabezpieczeń.*

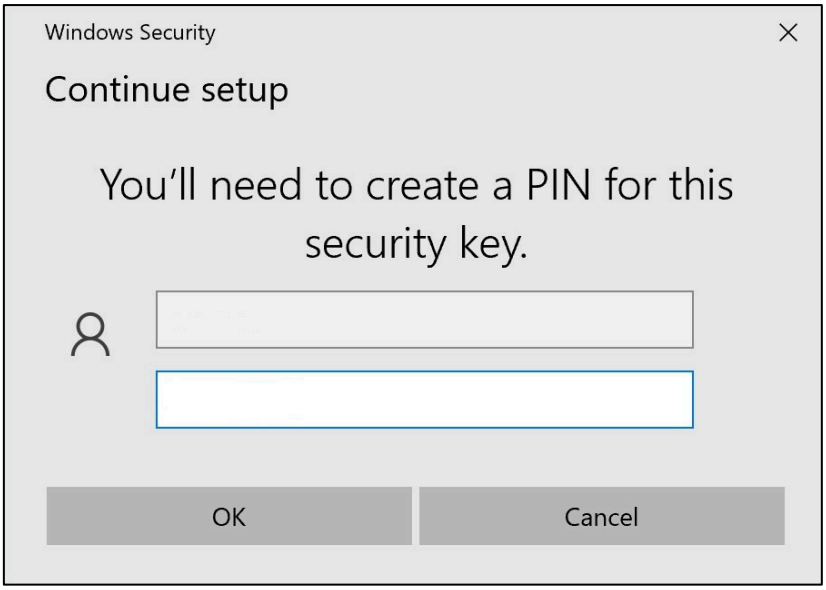
*Jeśli przeglądarka wyświetli okno z prośbą o zarejestrowanie klucza dostępu, kliknij "**Anuluj**", aby zamknąć okno i kontynuować proces konfiguracji.*

10. Kliknij "**OK**" w nowym oknie



11. Kliknij "**OK**", aby kontynuować

12. Włóż klucz zabezpieczający do portu USB w urządzeniu.

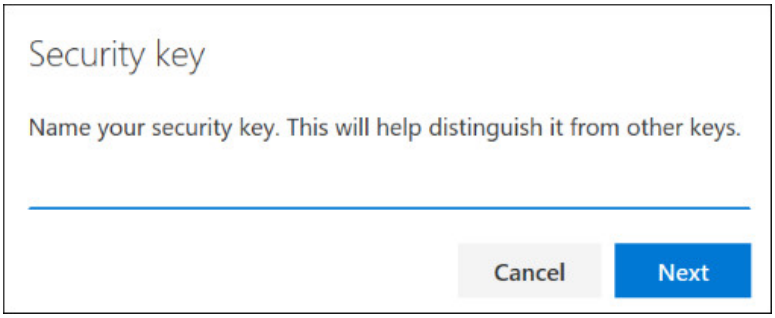


13. Wprowadź kod PIN, aby spersonalizować klucz bezpieczeństwa

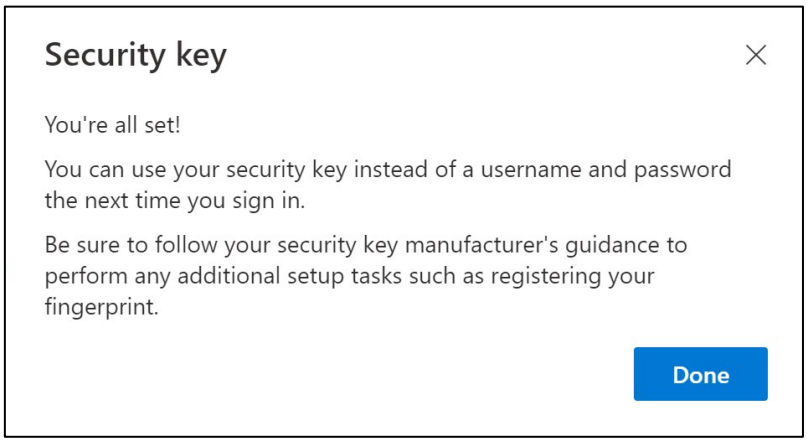
Jeśli chcesz udostępnić ten Yubikey, udostępnij kod PIN swoim współpracownikom, którzy będą korzystać z tego samego Yubikey.
---- ***Niezalecane przez Volvo Group*** ----

14. Wprowadź ponownie kod PIN w celu potwierdzenia, a następnie kliknij przycisk "**OK**".

15. Dotknij ponownie klucza bezpieczeństwa, aby kontynuować



16. Wprowadź nazwę klucza bezpieczeństwa w następnym oknie i kliknij "**Dalej**".



Klucz bezpieczeństwa został skonfigurowany

17. Kliknij "**Gotowe**"

*Możesz zobaczyć swoją nową metodę MFA "**Klucz bezpieczeństwa" na** liście na stronie "**Informacje o zabezpieczeniach**".*

Teraz włączyłeś MFA przez "Klucz bezpieczeństwa" na swoim koncie użytkownika.

Skończyłeś!

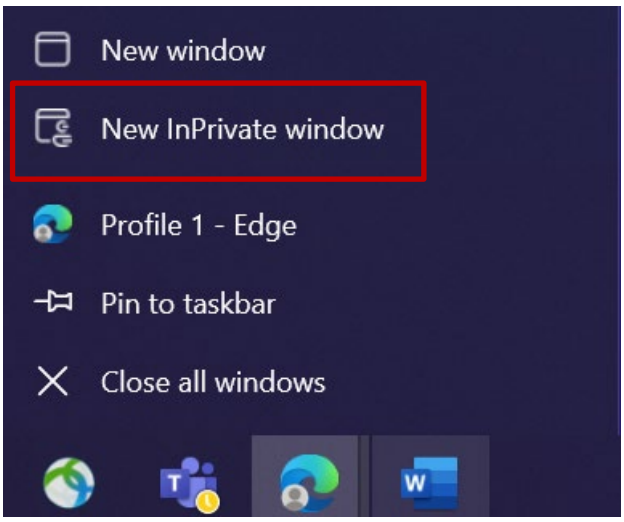
Yubikey można przekazać kolejnemu użytkownikowi, który musi go zarejestrować.
Następny użytkownik musi użyć tego samego kodu PIN, który został ustawiony w tym procesie!

Jeśli w procesie rejestracji pojawi się błąd "*NotAllowedError*", należy pominąć krok 1 niniejszych instrukcji i użyć następującego adresu zamiast tego wymienionego w kroku 2.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

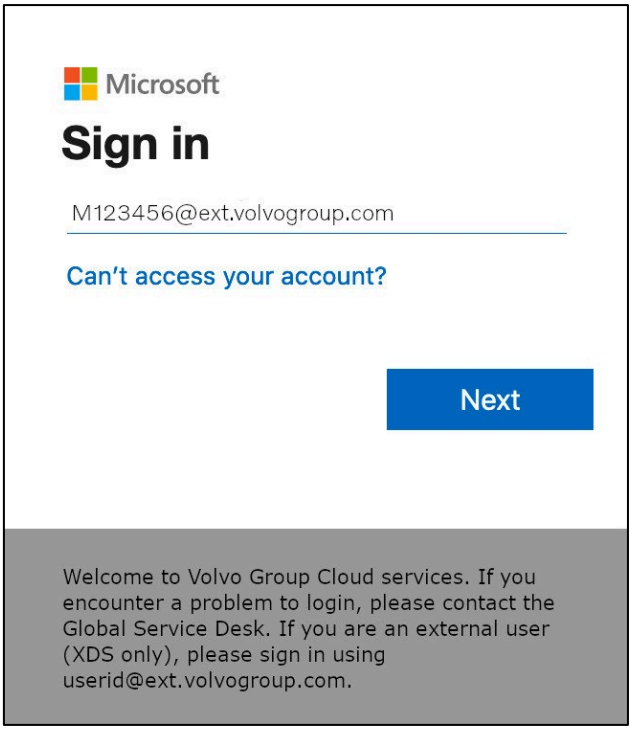
Przetestujmy Nowa metoda MFA

1. Wyloguj się z konta.

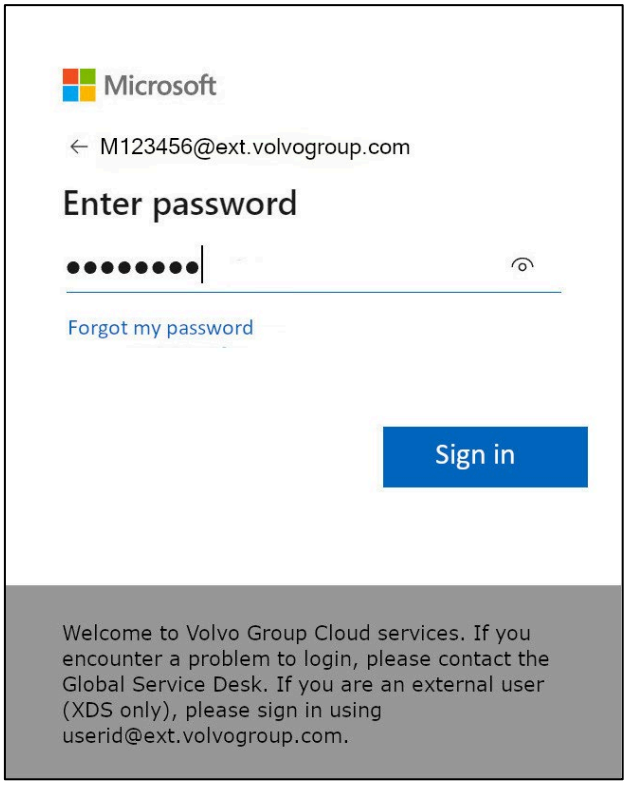


2. Najlepiej otworzyć nową prywatną sesję przeglądarki (kliknij prawym przyciskiem myszy ikonę przeglądarki Microsoft Edge i wybierz "**Nowe okno prywatne**").

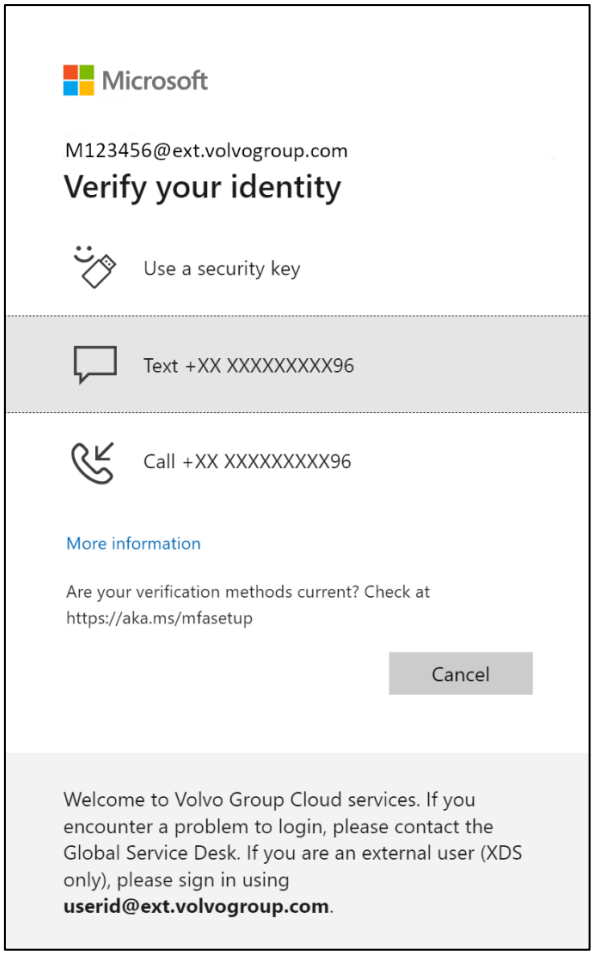
3. W polu adresu przeglądarki wpisz adres URL: https://aka.ms/mysignins



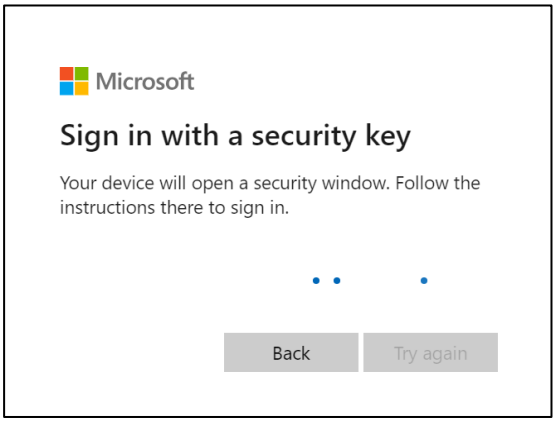
4. Wprowadź swój UPN w oknie logowania i kliknij "**Dalej**".

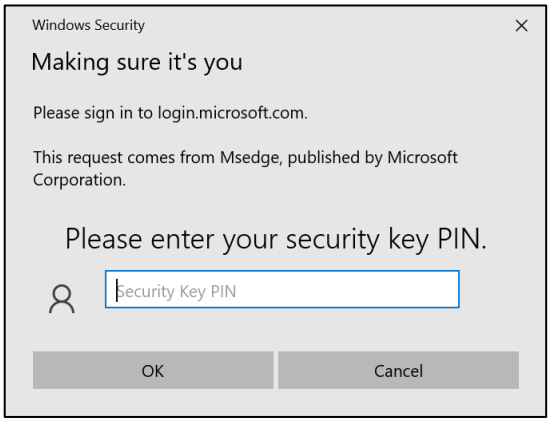


5. Wprowadź swoje hasło i kliknij "**Zaloguj się**".

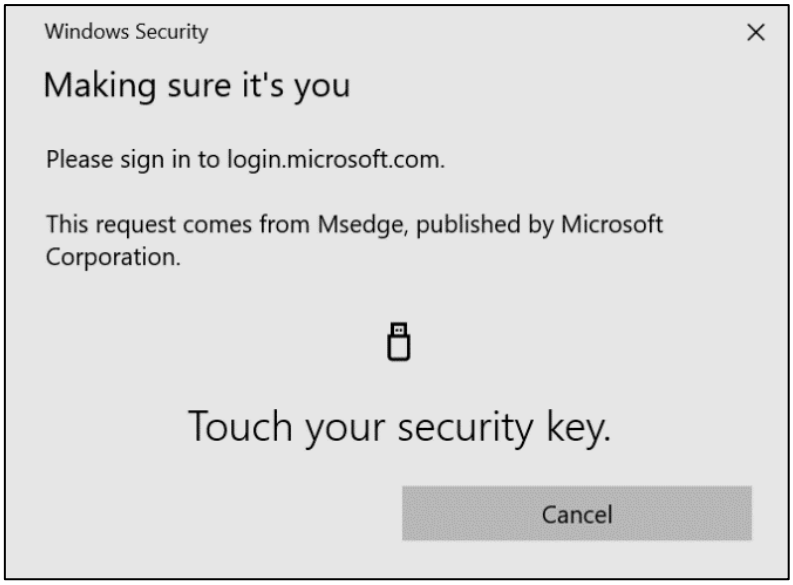


6. Na następnym ekranie wybierz opcję "**Użyj klucza zabezpieczającego**" i włóż klucz zabezpieczający do portu USB w komputerze

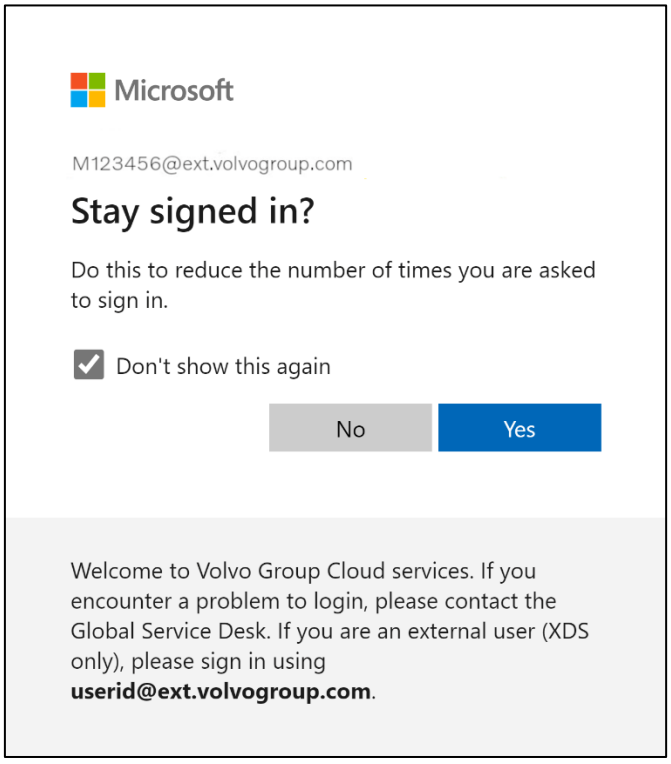




7. Zabezpieczenia systemu Windows wyświetlą monit o podanie wybranego kodu PIN klucza zabezpieczeń. Po skonfigurowaniu klucza zabezpieczeń wprowadź go w polu, a następnie kliknij przycisk "**OK**".



8. Dotknij klucza bezpieczeństwa



9. Potwierdź następne wyskakujące okienko, klikając "**Tak**".

Pomyślnie zalogowano się na konto przy użyciu nowo zarejestrowanej metody MFA.

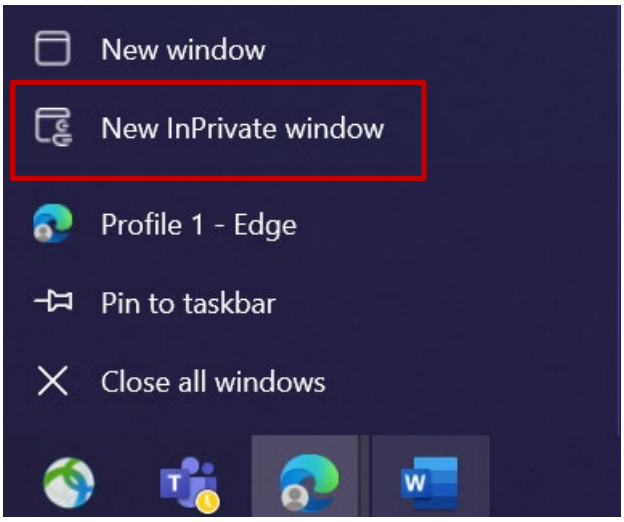
Instruções de MFA para usuários externos chave de segurança

O projeto ResumID está em pleno andamento para oferecer uma solução de gerenciamento de identidade e acesso (IAM) mais segura, eficiente e rápida. Chegamos a um ponto em que precisamos da participação ativa de nossos funcionários e afiliados para implementar um recurso de segurança adicional - MFA.

Um bom número de usuários do Volvo Group já usa a MFA, mas para aumentar a segurança das identidades de nossos usuários, será necessário o registro de um método MFA.

O objetivo deste documento é ajudar nossos usuários com essa transição, fornecendo um guia passo a passo para ativar a MFA usando a chave de segurança para contas de usuário.

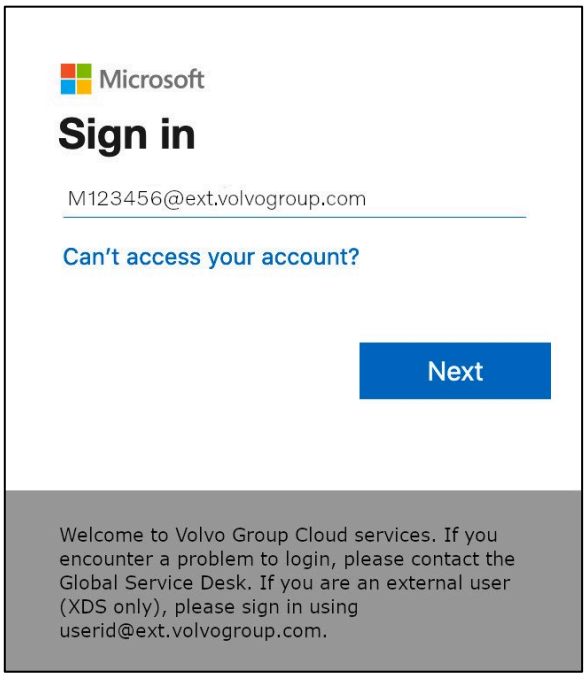
CONFIGURAÇÃO DO MFA
USUÁRIOS EXTERNOS

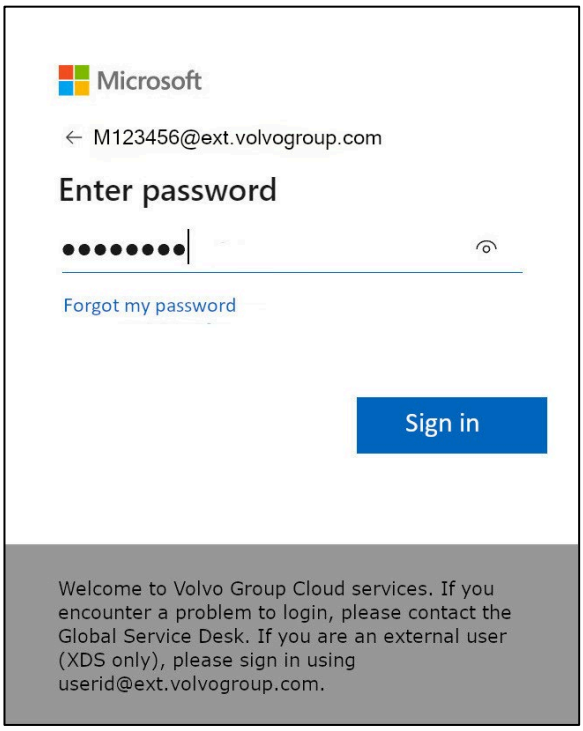


1. Feche todas as janelas do navegador e abra uma nova sessão privada/incógnita do navegador (clique com o botão direito do mouse no ícone do navegador Microsoft Edge e selecione "**New InPrivate Window**")

2. No campo de endereço do navegador, digite o URL: https://aka.ms/mysignins

3. Digite sua ID de usuário da Volvo mais a extensão "**@ext.volvogroup.com**" e clique em "**Next**" (**Avançar**)

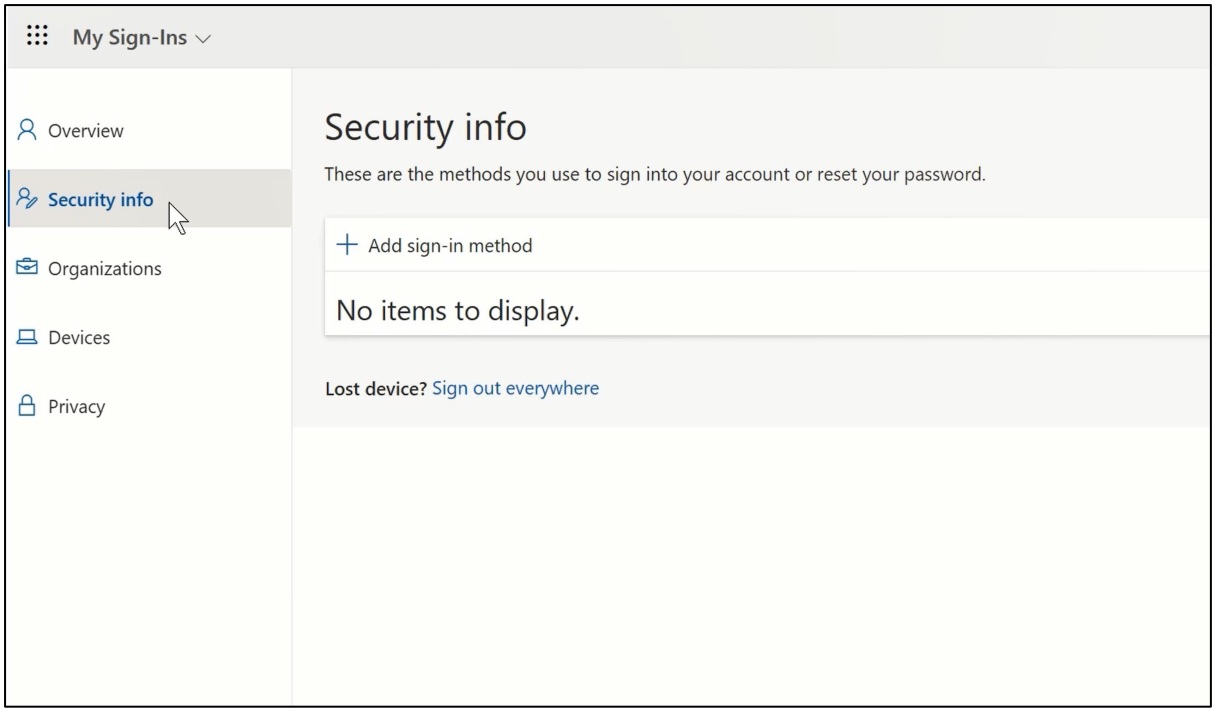




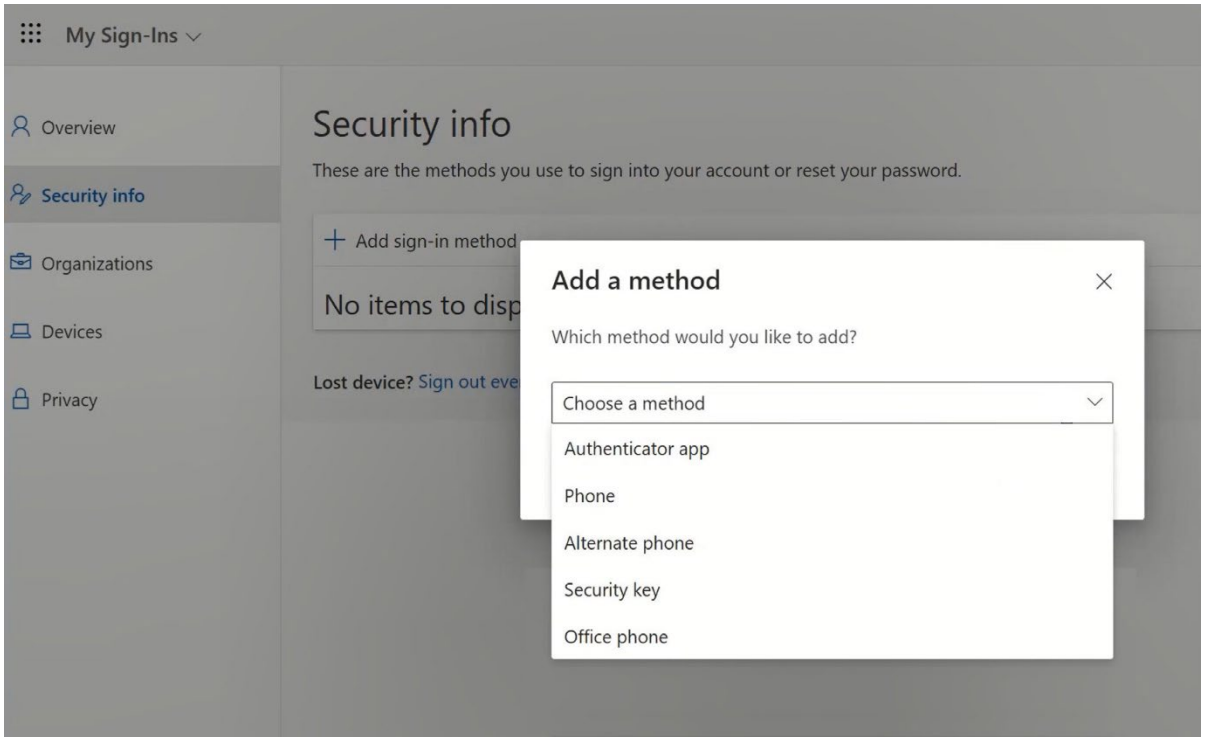
4. Digite a senha usando a mesma senha que você usa para o Trucks Portal, por exemplo

5. Clique em "Sign **in**" (Entrar)

Se você ainda não tiver um método de login configurado (nenhuma entrada na lista de opções de login), ***registre outro método MFA (chamada telefônica, SMS ou aplicativo Authenticator)*** *antes de continuar com essas instruções. É* ***necessário*** *um método MFA para registrar uma chave de segurança.*

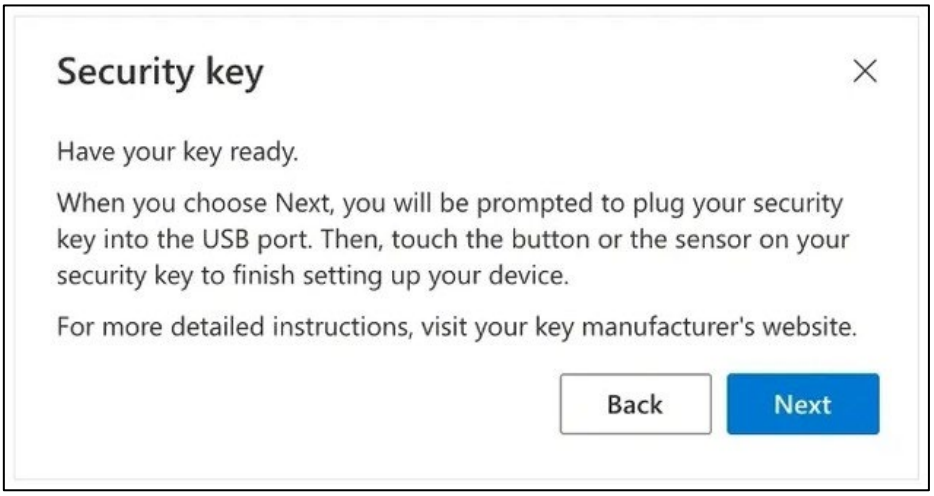


6. Na página seguinte, clique em "**+ Add sign-in method**" (**+ Adicionar método de login)**

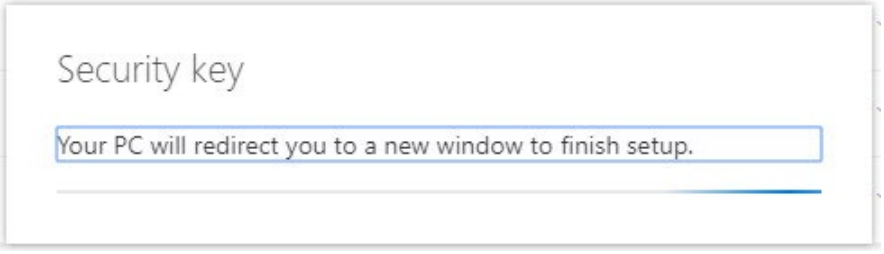


7. Na janela pop-up, expanda o menu suspenso "**Choose a method**" (**Escolher um método)** e selecione "**Security Key**" (**Chave de segurança)** como seu método MFA

8. Na janela pop-up, clique em "**Dispositivo USB**"



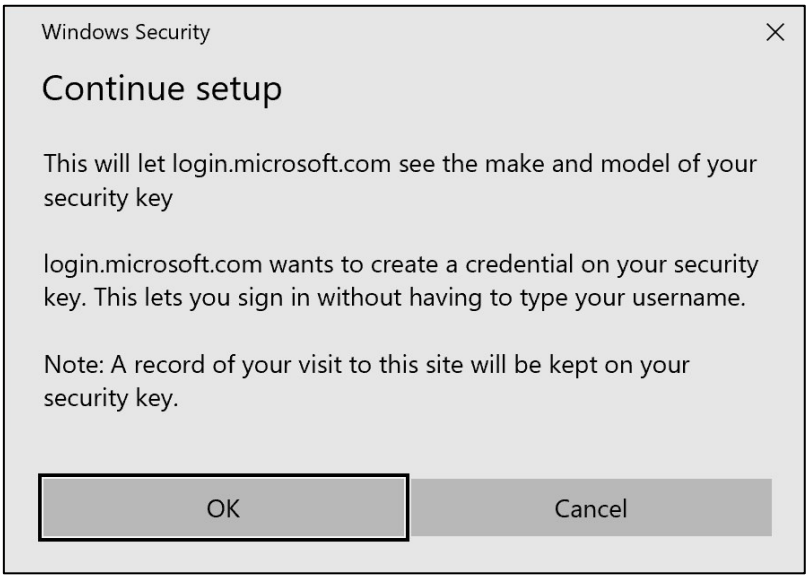
9. Leia o aviso de isenção de responsabilidade e clique em "**Next**" (**Avançar)**



*Você será redirecionado para uma caixa de diálogo do "**Windows Security**" para configurar sua chave de segurança*

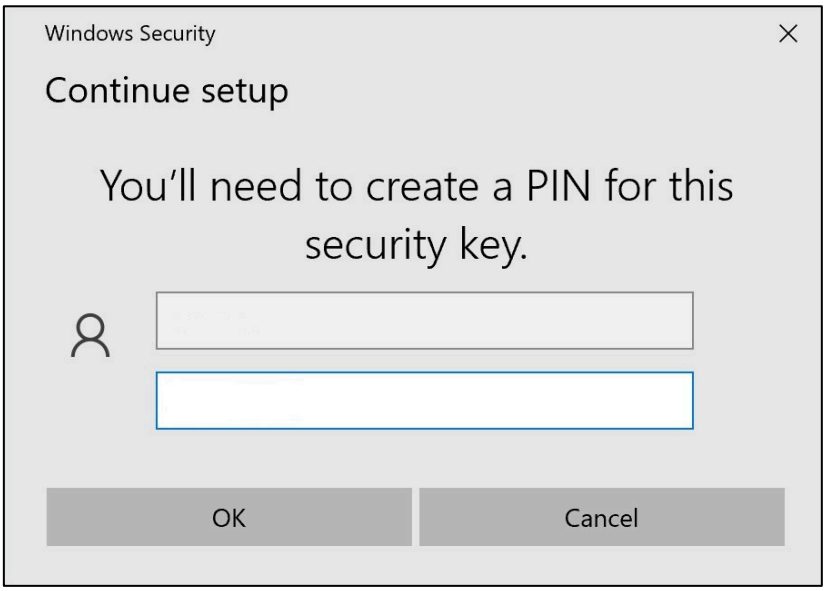
*Se o navegador exibir uma janela solicitando o registro de uma chave de acesso, clique em "**Cancelar**" para fechar a janela e continuar com o processo de configuração.*

10. Clique em "**OK**" na nova janela



11. Clique em "**OK**" para continuar

12. Insira sua chave de segurança em uma porta USB do seu dispositivo

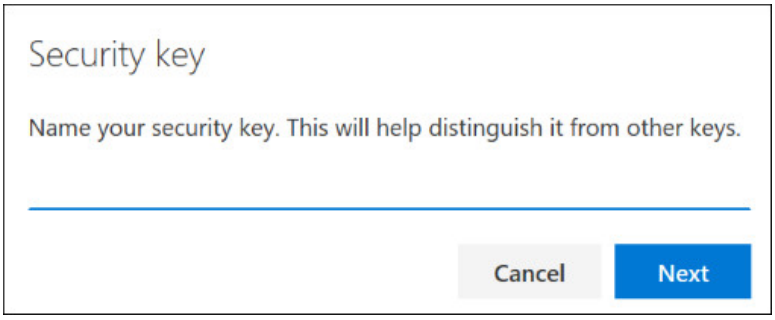


13. Digite um PIN para personalizar sua chave de segurança

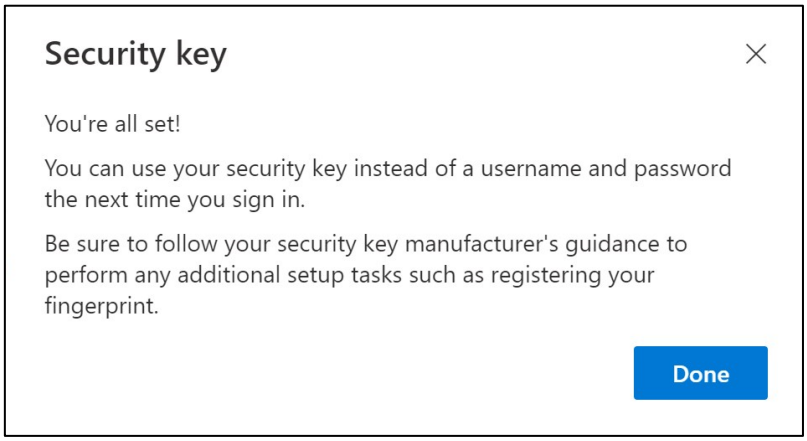
Se precisar compartilhar esse Yubikey, compartilhe o PIN com seus colegas que usarão o mesmo Yubikey.
---- ***Não recomendado pelo Volvo Group*** ----

14. Digite seu PIN novamente para confirmar e, em seguida, clique em "**OK**"

15. Toque novamente em sua chave de segurança para continuar



16. Digite um nome para sua chave de segurança na próxima janela e clique em "**Next**" (**Avançar**)



Sua chave de segurança está configurada

17. Clique em "**Done**" (**Concluído**)

*Você pode ver o novo método MFA "**Security Key**" na lista da página "**Security Info**"*

Agora você ativou a MFA por "Security Key" em sua conta de usuário

Você está pronto!

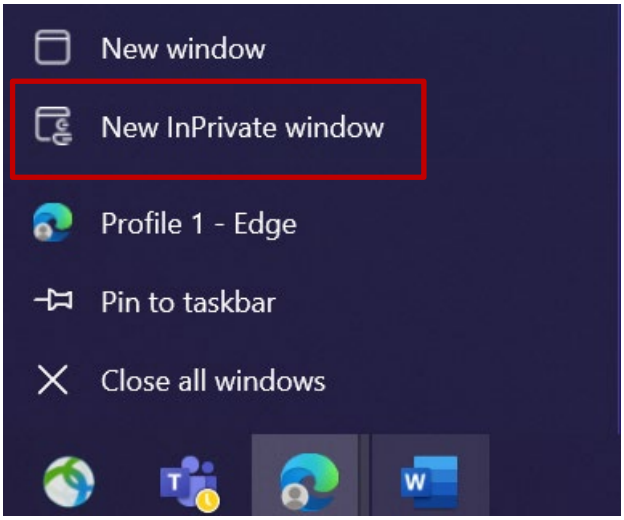
Você pode entregar o Yubikey ao próximo usuário, que precisará registrá-lo.
O próximo usuário deve usar o mesmo PIN que você configurou nesse processo!

Se você receber o erro "*NotAllowedError*" no processo de registro, desconsidere a etapa 1 destas instruções e use o seguinte endereço em vez do mencionado na etapa 2.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

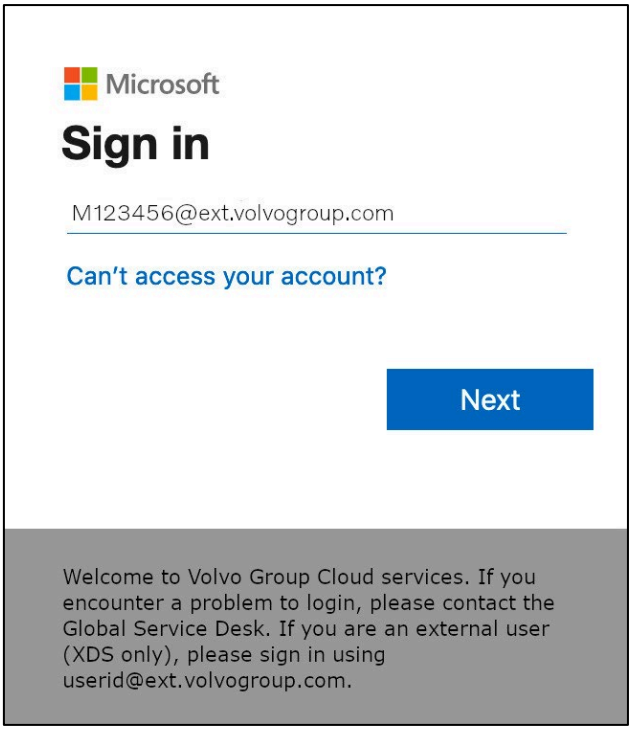
VAMOS TESTAR SEU NOVO MÉTODO MFA

1. Faça logout da sua conta.

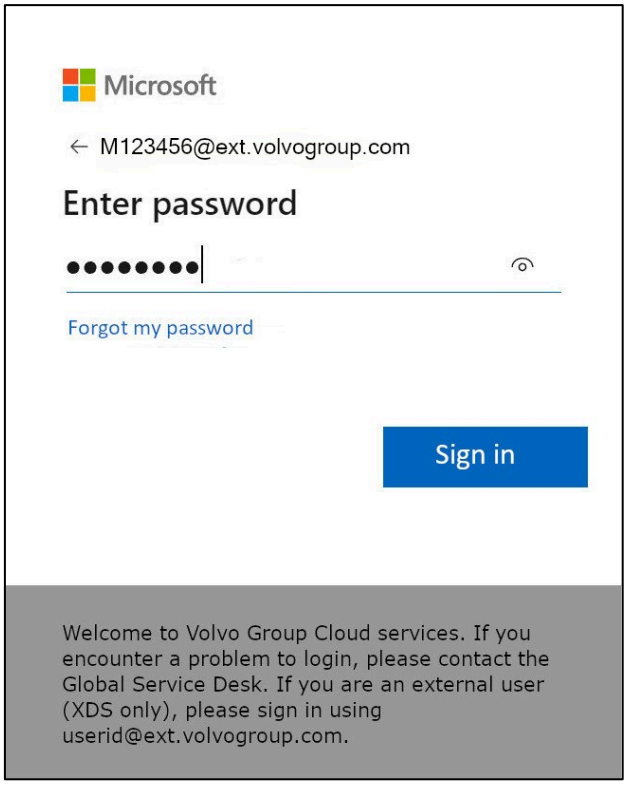


2. O ideal é abrir uma nova sessão privada/incógnita do navegador (clique com o botão direito do mouse no ícone do navegador Microsoft Edge e selecione "**New InPrivate Window**")

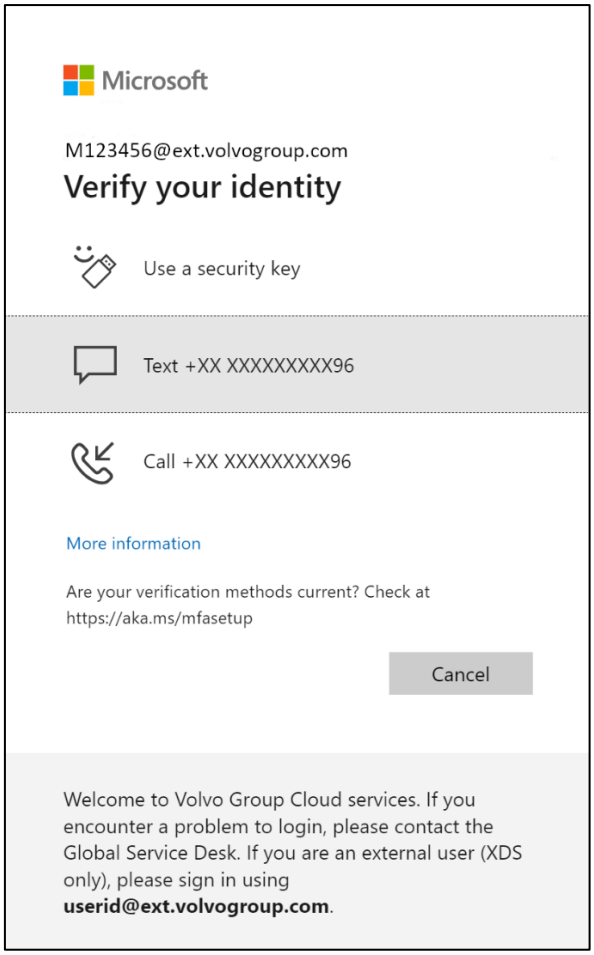
3. No campo de endereço do navegador, digite o URL: https://aka.ms/mysignins



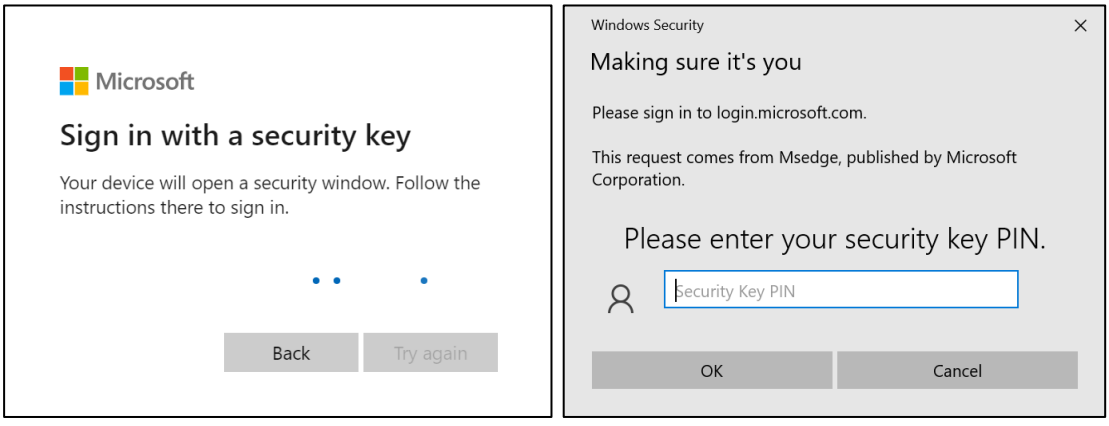
4. Digite seu UPN no prompt de login e clique em "**Next**" (**Avançar**)



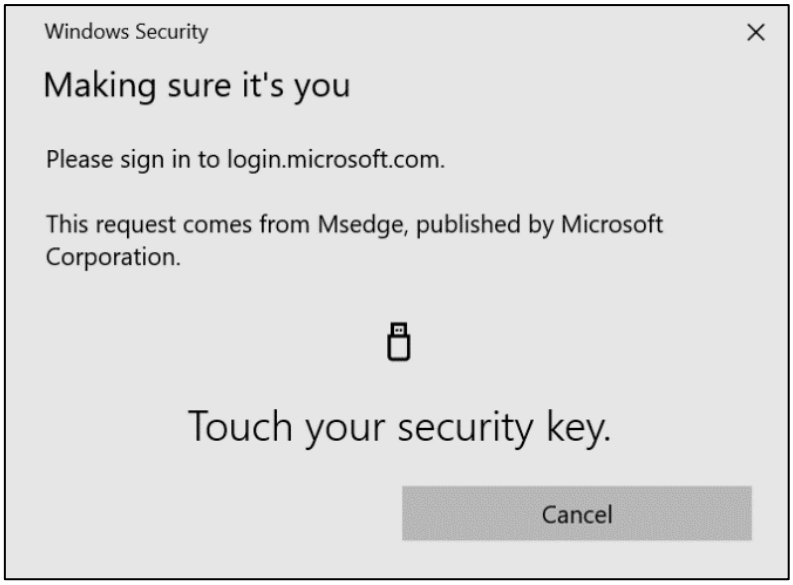
5. Digite sua senha e clique em "**Sign in**" (Entrar)



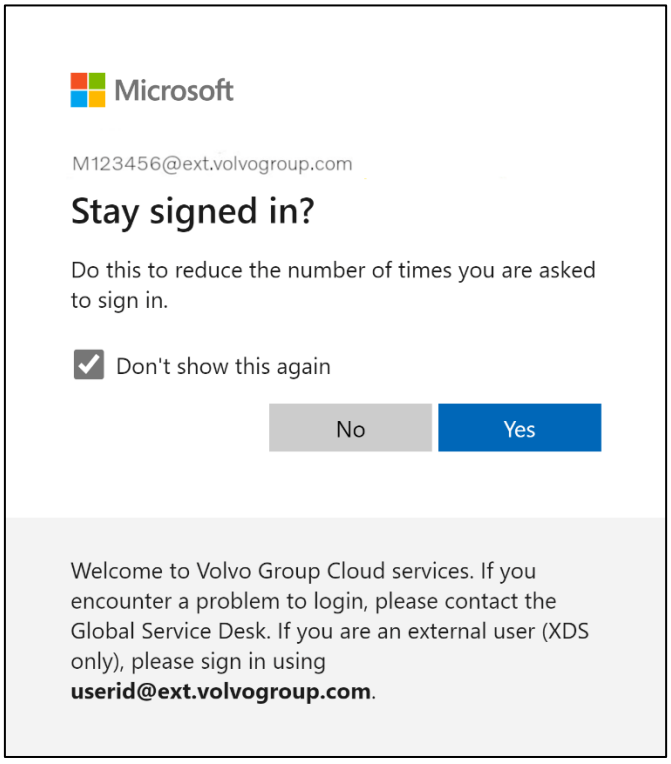
6. Na tela seguinte, selecione "**Use a security key**" (**Usar uma chave de segurança)** e insira a chave de segurança em uma porta USB do computador



7. A segurança do Windows solicitará o PIN da chave de segurança que você escolheu. Quando você configurar a chave de segurança, digite-a no campo e clique em "**OK**"



8. Toque em sua chave de segurança



9. Confirme a próxima janela pop-up clicando em "**Yes**" (**Sim**)

Você fez login com sucesso na sua conta usando o método MFA recém-registrado.

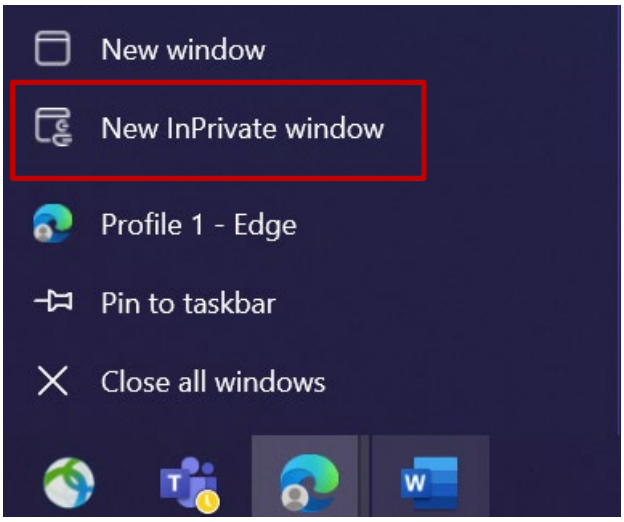
Instrucciones MFA para usuarios externos clave de seguridad

El proyecto ResumID está en pleno desarrollo para ofrecer una solución de Gestión de Identidad y Acceso (IAM) más segura, eficiente y rápida. Hemos llegado a un punto en el que necesitamos la participación activa de nuestros empleados y afiliados para implantar una función de seguridad adicional: MFA.

Un buen número de usuarios del Grupo Volvo ya utilizan MFA, pero para aumentar la seguridad de las identidades de nuestros usuarios, será necesario registrar un método MFA.

El propósito de este documento es ayudar a nuestros usuarios con esta transición proporcionando una guía paso a paso para habilitar MFA utilizando la clave de seguridad para las cuentas de usuario.

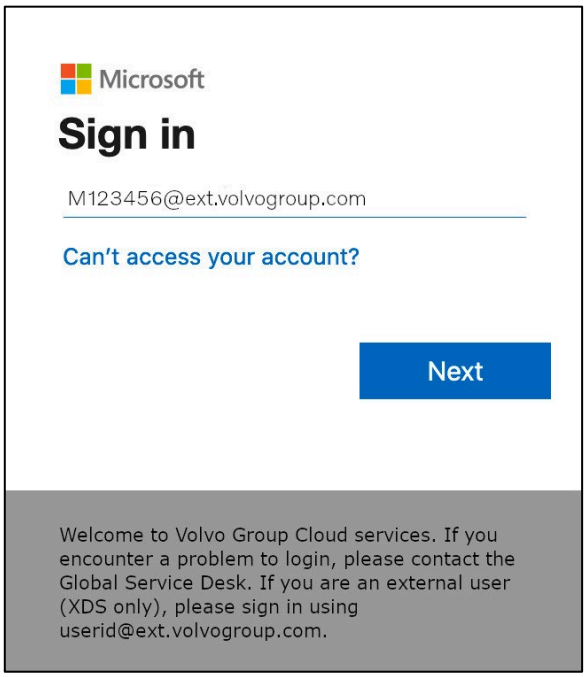
CONFIGURACIÓN DE MFA USUARIOS EXTERNOS

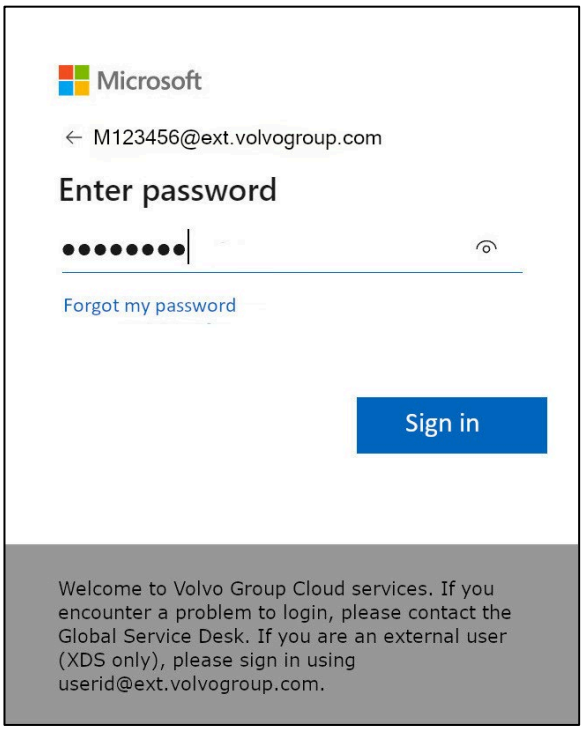


1. Cierre todas las ventanas del navegador y abra una nueva sesión privada/de incógnito (haga clic con el botón derecho del ratón en el icono del navegador Microsoft Edge y seleccione "**Nueva ventana de inc**ógnito")

2. En el campo de dirección del navegador, introduzca la URL: https://aka.ms/mysignins

3. Introduce tu ID de usuario de Volvo más la extensión "**@ext.volvogroup.com**" y haz clic en "**Siguiente**".

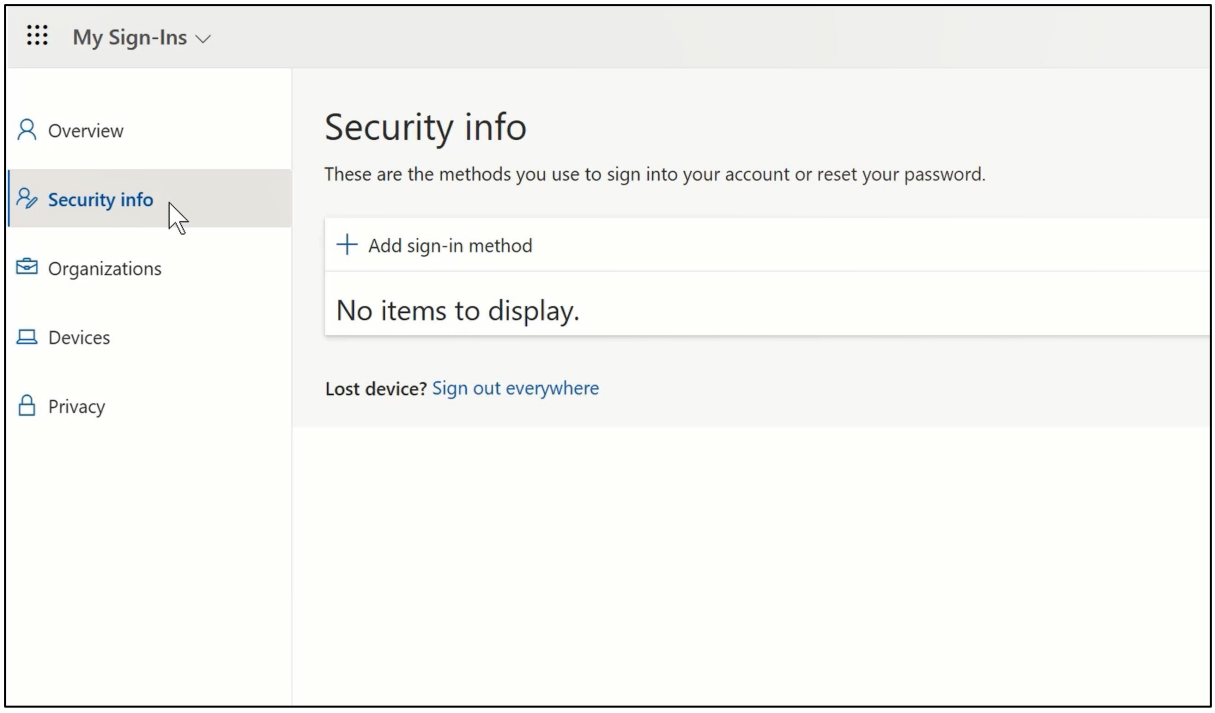




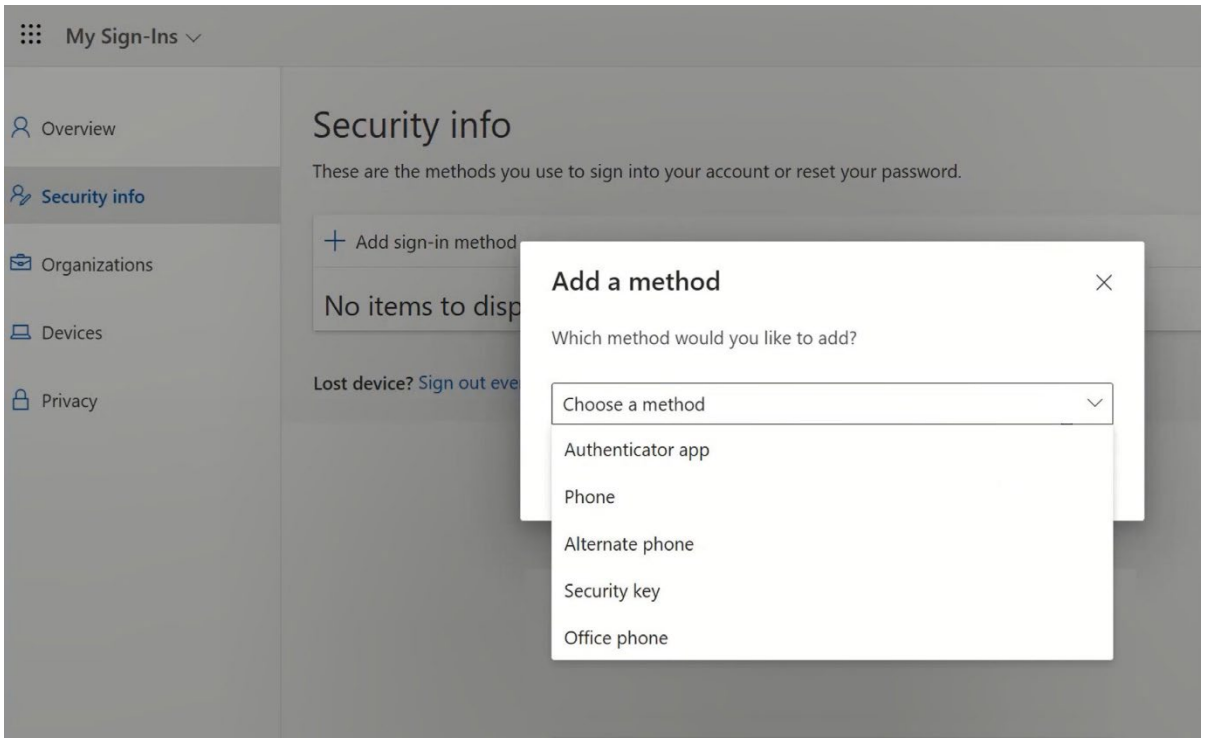
4. Introduzca la contraseña utilizando la misma contraseña que utiliza para el Portal de Trucks, por ejemplo

5. Haga clic en "**Iniciar sesión**".

Si aún no tiene un método de inicio de sesión configurado (no hay entradas en la lista de opciones de inicio de sesión), ***registre otro método MFA (llamada telefónica, SMS o aplicación Authenticator)*** *antes de continuar con estas instrucciones. Se* ***necesita*** *un método MFA para registrar una clave de seguridad.*

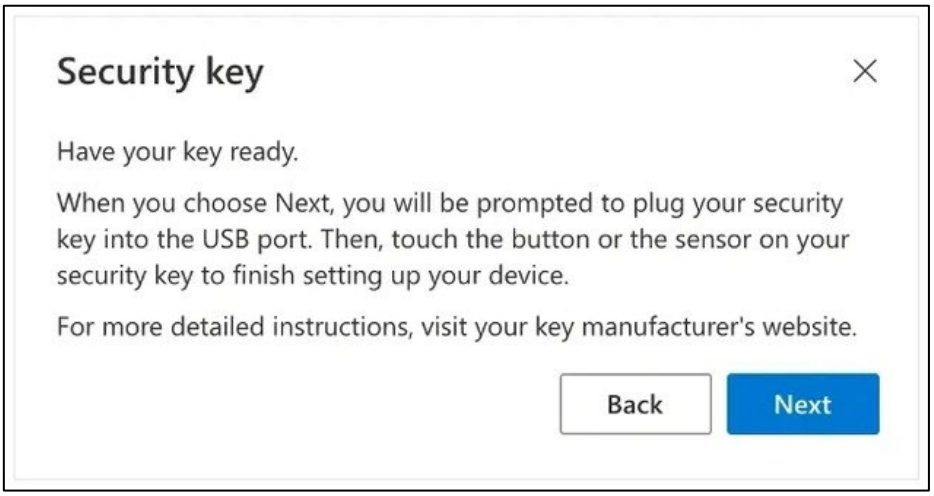


6. En la página siguiente, haga clic en "**+ Añadir método de inicio de sesión**".

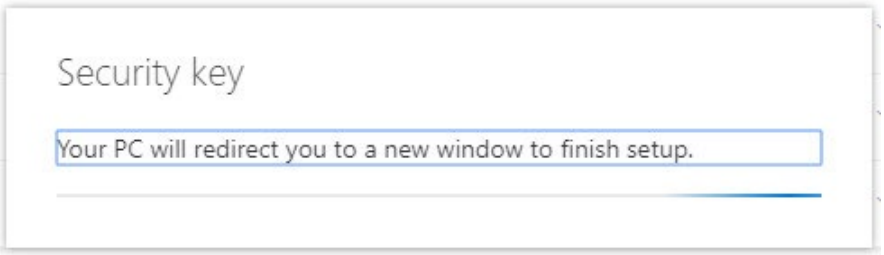


7. En la ventana emergente, despliegue el menú desplegable "**Elegir un método**" y seleccione "**Clave de seguridad**" como método MFA.

8. En la ventana emergente, haz clic en "**Dispositivo USB**".



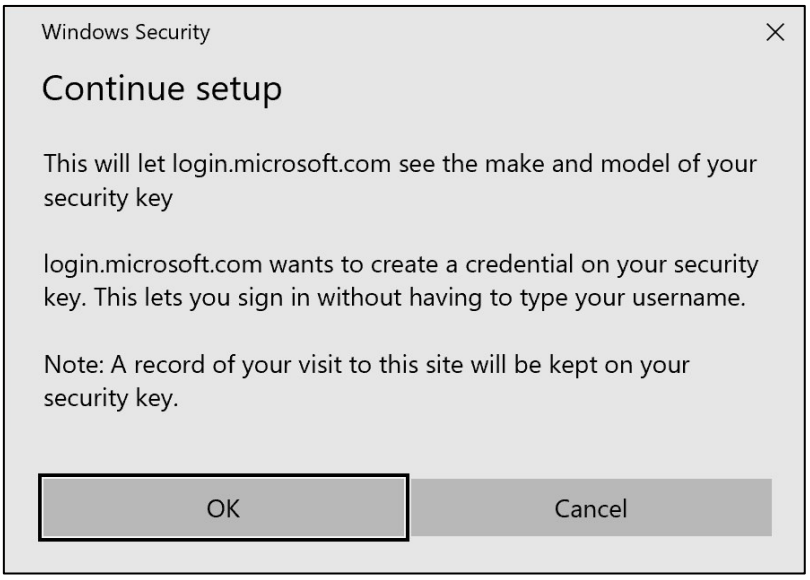
9. Lea el descargo de responsabilidad y haga clic en "**Siguiente**".



*Se le redirigirá a un cuadro de diálogo de "**Seguridad de Windows**" para configurar su clave de seguridad*

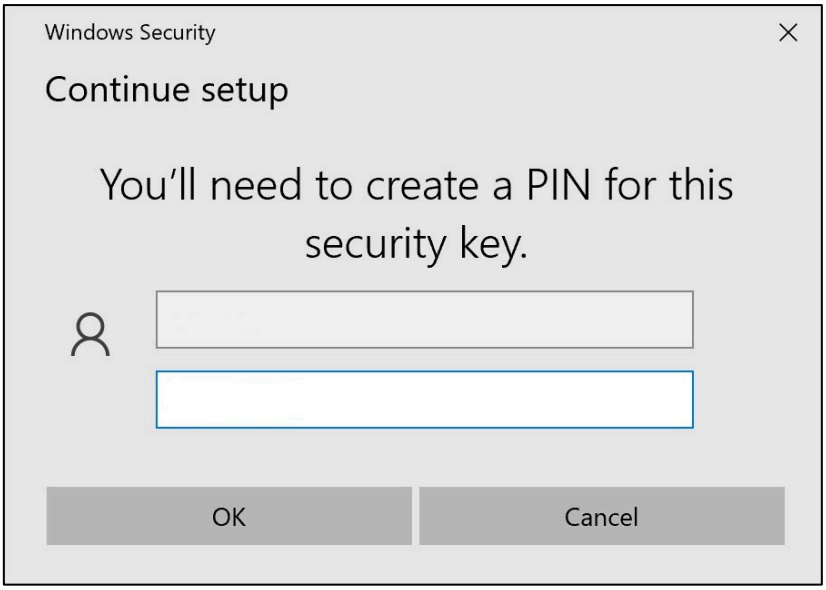
*Si su navegador muestra una ventana pidiéndole que registre una clave de acceso, haga clic en "**Cancelar**" para cerrar la ventana y continuar con el proceso de instalación.*

10. Haga clic en "**OK**" en la nueva ventana



11. Pulse "**OK**" para continuar

12. Inserte su llave de seguridad en un puerto USB de su dispositivo

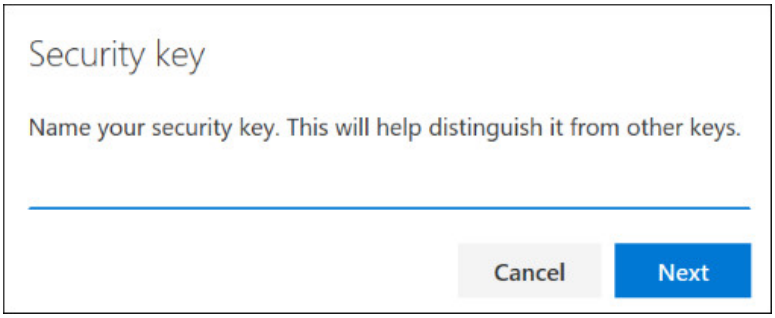


13. Introduzca un PIN para personalizar su clave de seguridad

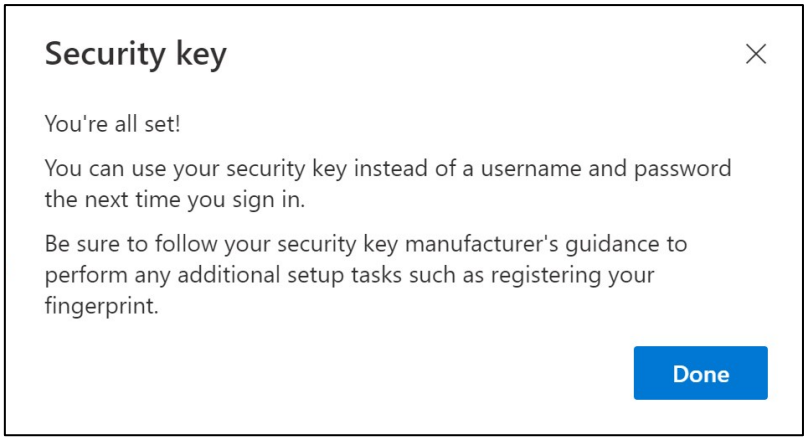
Si necesitas compartir este Yubikey, comparte el PIN con tus colegas que vayan a utilizar el mismo Yubikey.
---- ***No recomendado por el Grupo Volvo*** ----

14. Vuelva a introducir su PIN para confirmarlo y haga clic en "**Aceptar**".

15. Vuelve a tocar tu clave de seguridad para continuar



16. Introduzca un nombre para su clave de seguridad en la siguiente ventana y haga clic en "**Siguiente**".



Su clave de seguridad ya está configurada

17. Haga clic en "**Hecho**".

*Puede ver su nuevo método MFA "**Clave de seguridad**" en la lista de su página "**Información de seguridad**".*

Ahora ha habilitado MFA por "Clave de Seguridad" a su cuenta de usuario

¡Ya está!

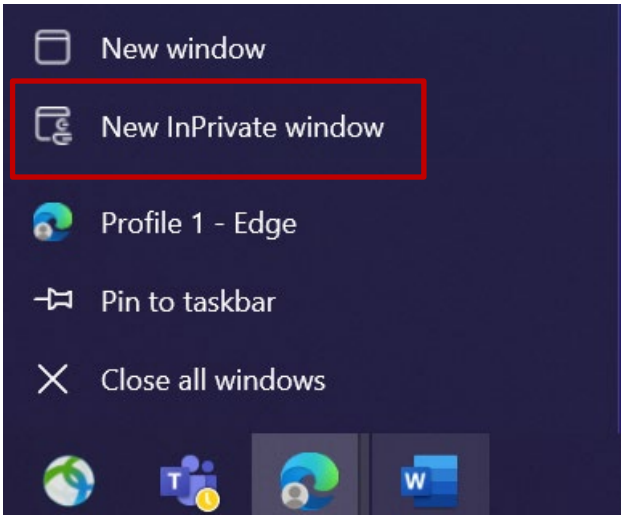
Puedes entregar el Yubikey al siguiente usuario, que deberá registrarlo.
El siguiente usuario debe utilizar el mismo PIN que ha configurado en este proceso.

Si obtiene el error "*NotAllowedError*" en el proceso de registro, haga caso omiso del paso 1 de estas instrucciones y utilice la siguiente dirección en lugar de la mencionada en el paso 2.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

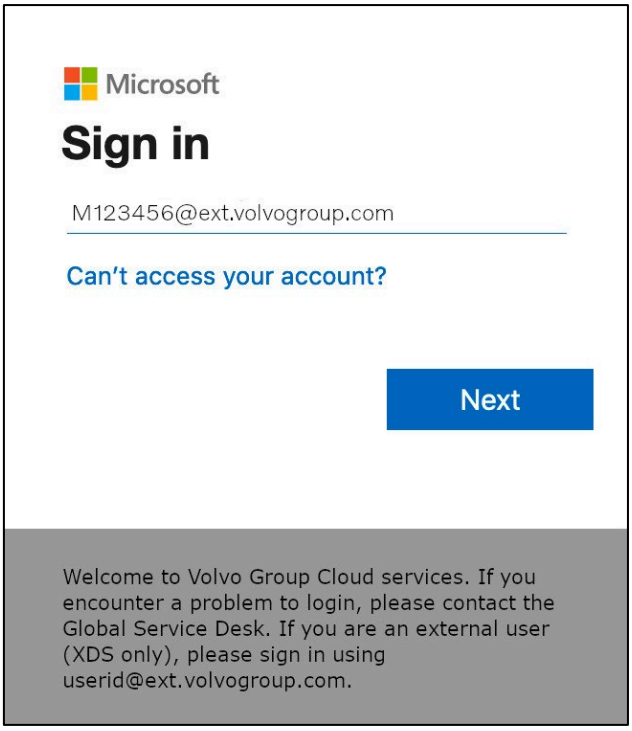
Pongamos a prueba tu Nuevo método MFA

1. Salga de su cuenta.

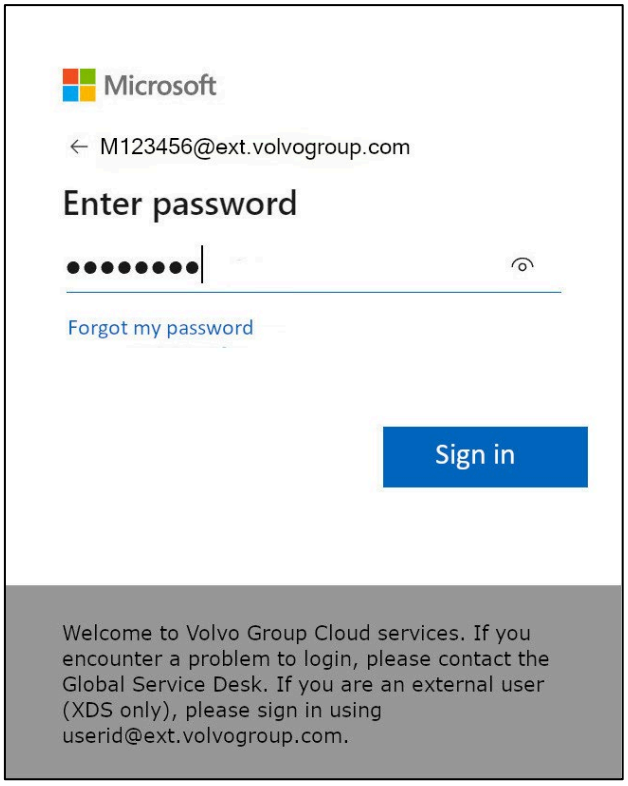


2. Lo ideal es abrir una nueva sesión de navegador privada/de incógnito (haga clic con el botón derecho en el icono del navegador Microsoft Edge y seleccione "**Nueva ventana de incógnito**").

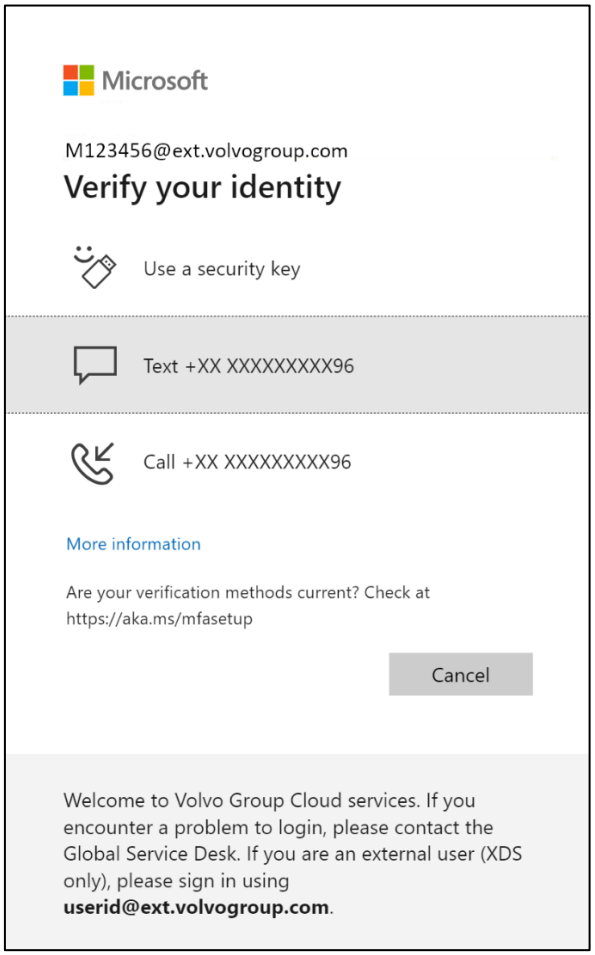
3. En el campo de dirección del navegador introduzca la URL : https://aka.ms/mysignins



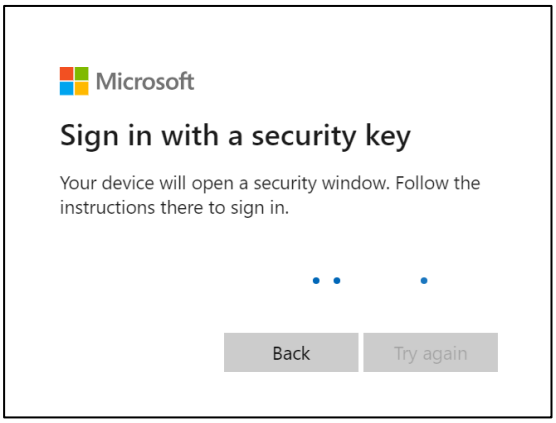
4. Introduzca su UPN en la ventana de inicio de sesión y haga clic en "**Siguiente**".

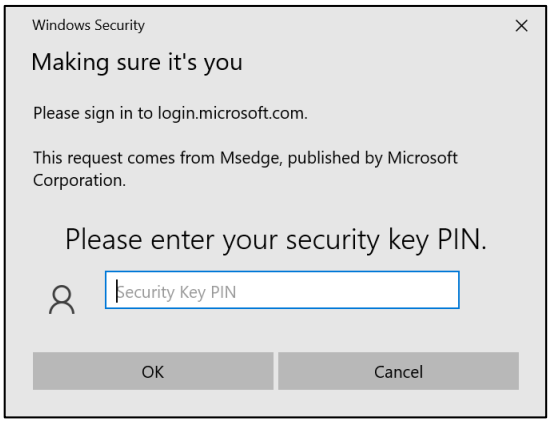


5. Introduzca su contraseña y haga clic en "**Iniciar sesión**".

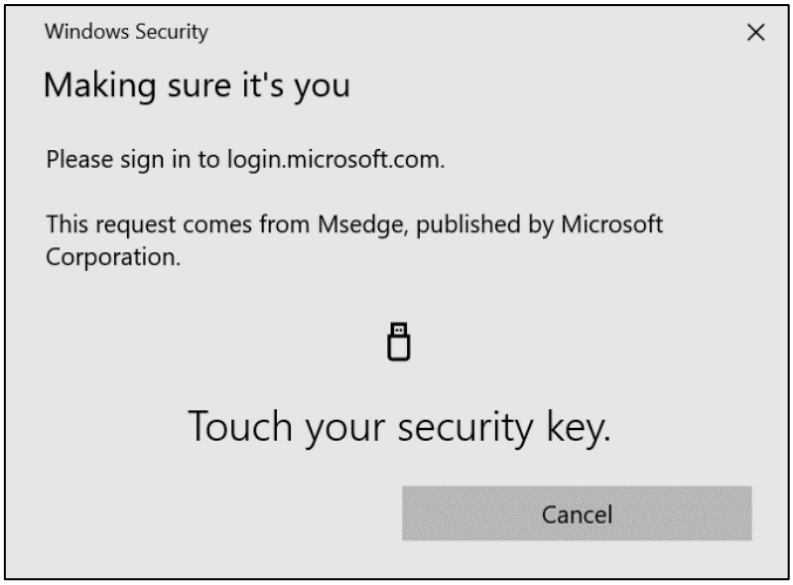


6. En la siguiente pantalla, seleccione "**Utilizar una llave** de seguridad" e inserte su llave de seguridad en un puerto USB del ordenador.

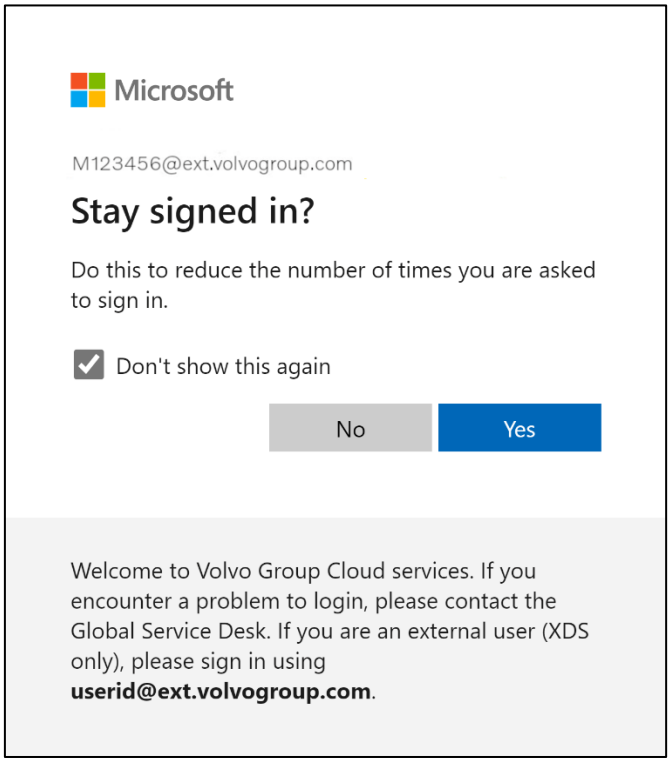




7. La seguridad de Windows le pedirá el PIN de la clave de seguridad que eligió, cuando configure la clave de seguridad, introdúzcalo en el campo y luego haga clic en "**Aceptar**".



8. Toque su llave de seguridad



9. Confirme la siguiente ventana emergente pulsando "Sí".

Ha iniciado sesión correctamente en su cuenta utilizando el método MFA que acaba de registrar.

MFA-instruktioner för externa användare

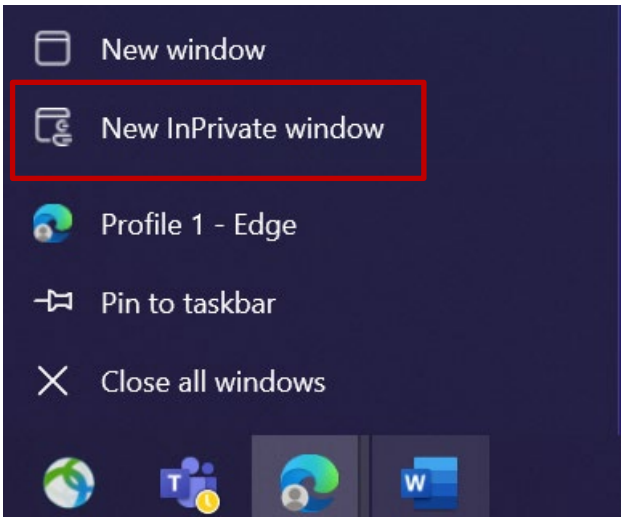
Säkerhetsnyckel

ResumID-projektet är i full gång med att leverera en säkrare, effektivare och snabbare IAM-lösning (Identity and Access Management). Vi har nått en punkt där vi behöver aktivt deltagande från våra anställda och dotterbolag för att implementera en ytterligare säkerhetsfunktion - MFA.

Ett stort antal av Volvokoncernens användare använder redan MFA, men för att öka säkerheten för våra användares identiteter kommer en registrering av en MFA-metod att vara nödvändig.

Syftet med detta dokument är att hjälpa våra användare med denna övergång genom att tillhandahålla en steg-för-steg-guide för att aktivera MFA med hjälp av säkerhetsnyckel för användarkonton.

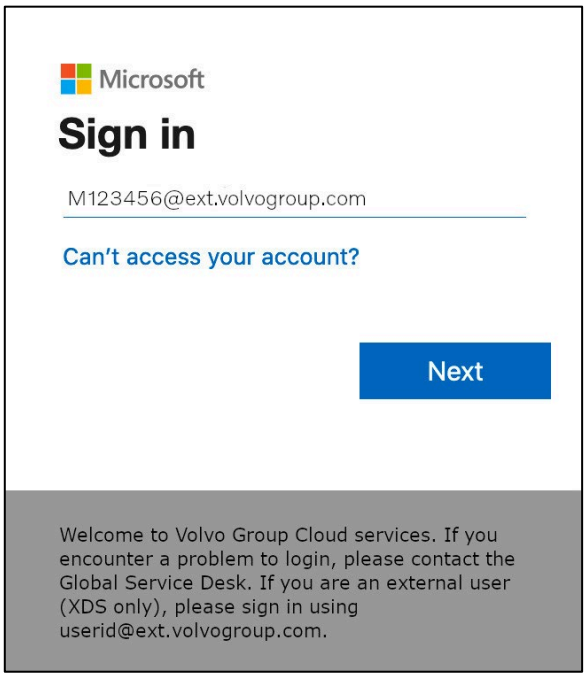
INSTÄLLNING AV MFA
EXTERNA ANVÄNDARE

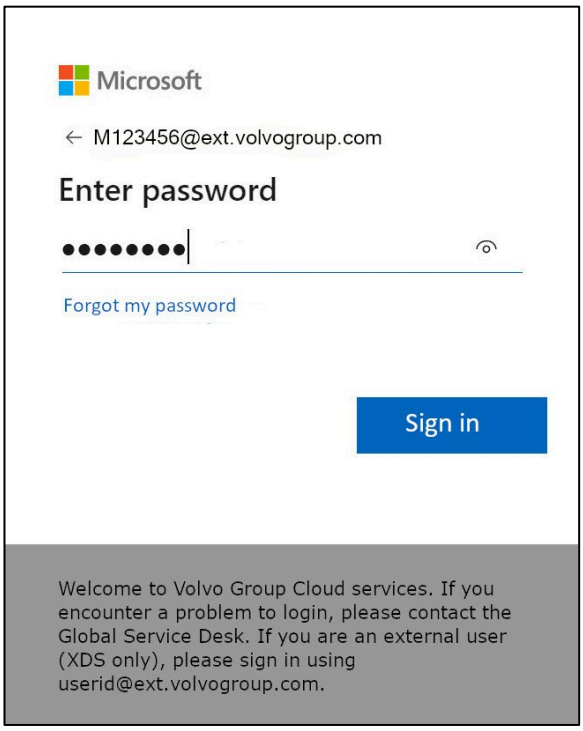


1. Stäng alla webbläsarfönster och öppna en ny privat/incognito webbläsarsession (högerklicka på Microsoft Edge webbläsarikon och välj "**Nytt InPrivate-fönster**")

2. I webbläsarens adressfält anger du URL: https://aka.ms/mysignins

3. Ange ditt Volvo User ID plus tillägget "**@ext.volvogroup.com**" och klicka på "**Next**"

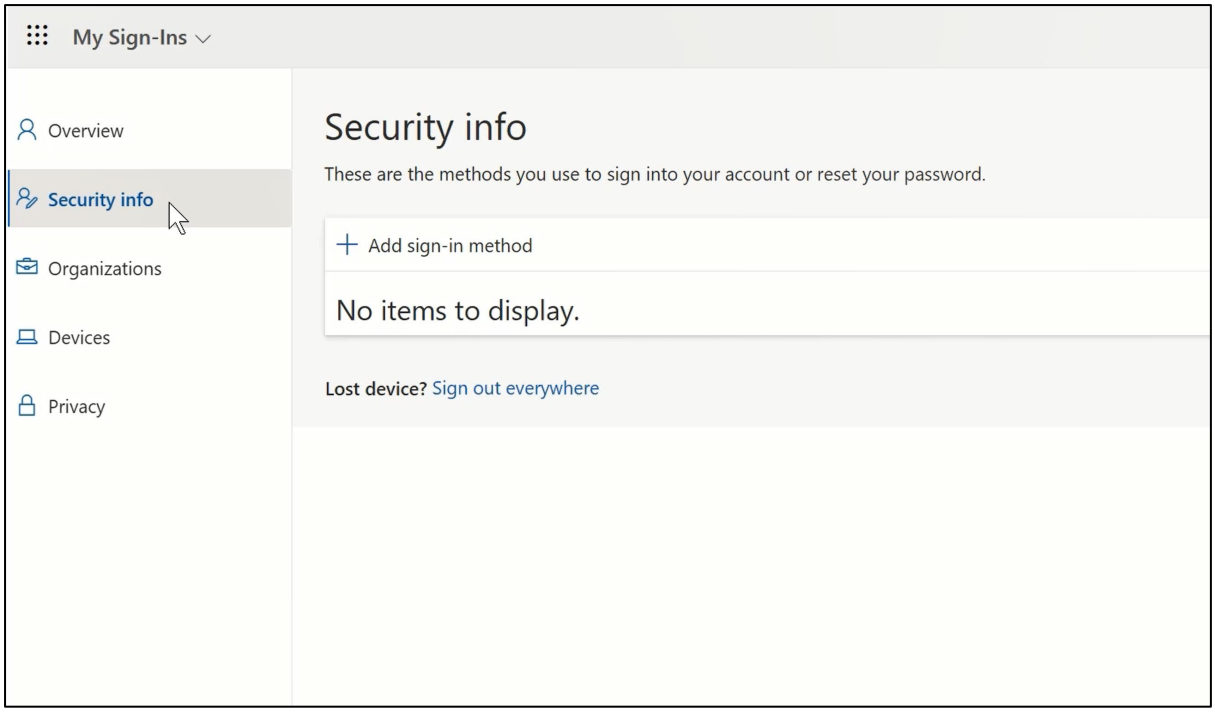




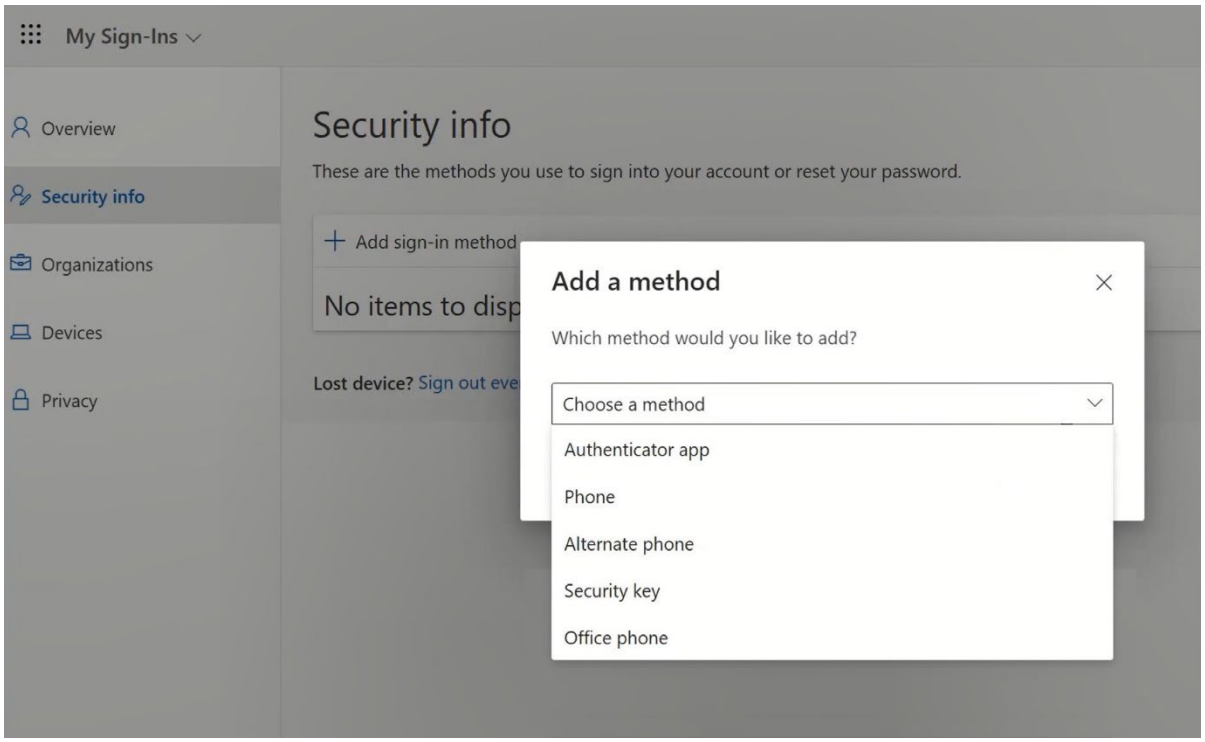
4. Ange lösenordet genom att använda samma lösenord som du använder för Lastbilsportalen, t.ex.

5. Klicka på "**Logga in**"

*Om du inte redan har ställt in en inloggningsmetod (inga poster i listan över inloggningsalternativ), vänligen **registrera en annan MFA-metod (telefonsamtal, SMS eller Authenticator App)** innan du fortsätter med dessa instruktioner. En MFA-metod **krävs** för att registrera en säkerhetsnyckel.*

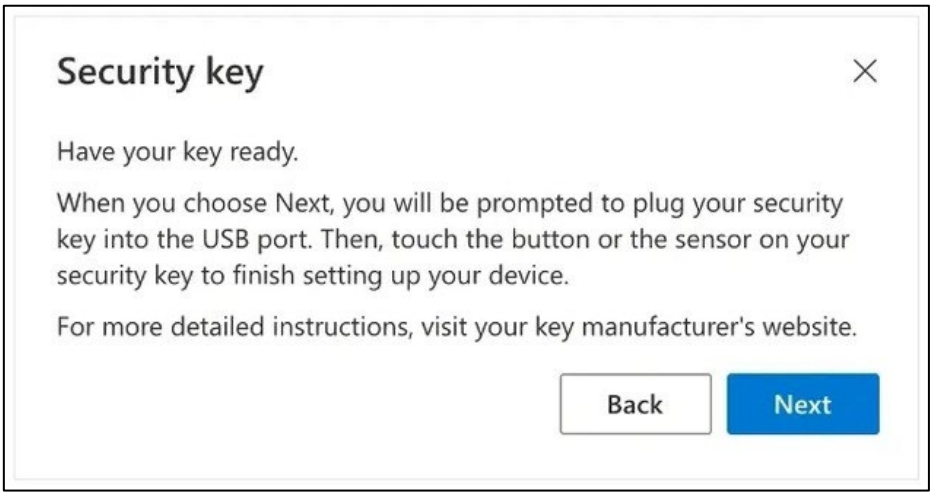


6. På nästa sida klickar du på "**+ Lägg till inloggningsmetod**"

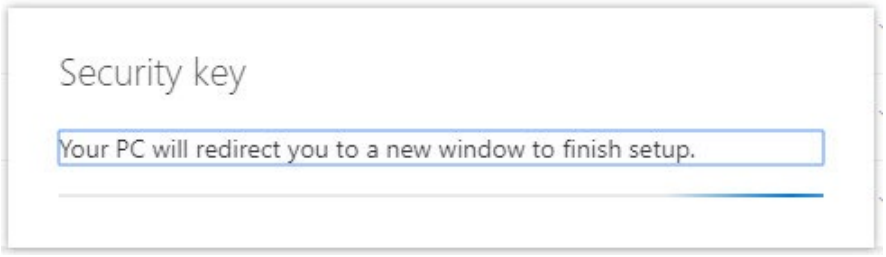


7. Expandera rullgardinsmenyn "**Välj metod**" i popup-fönstret och välj "**Säkerhetsnyckel**" som din MFA-metod

8. Klicka på "**USB-enhet**" i popup-fönstret



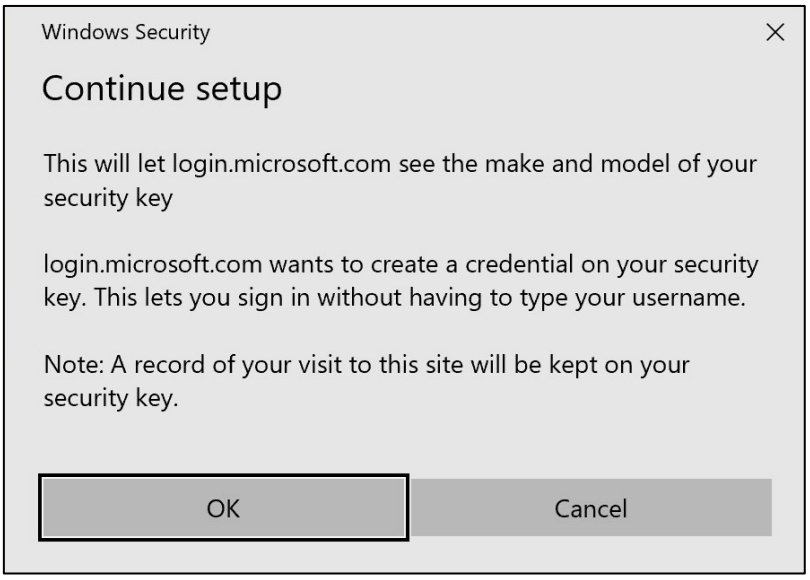
9. Läs ansvarsfriskrivningen och klicka på "**Nästa**"



*Du kommer att omdirigeras till en dialog i "**Windows Security**" för att ställa in din säkerhetsnyckel*

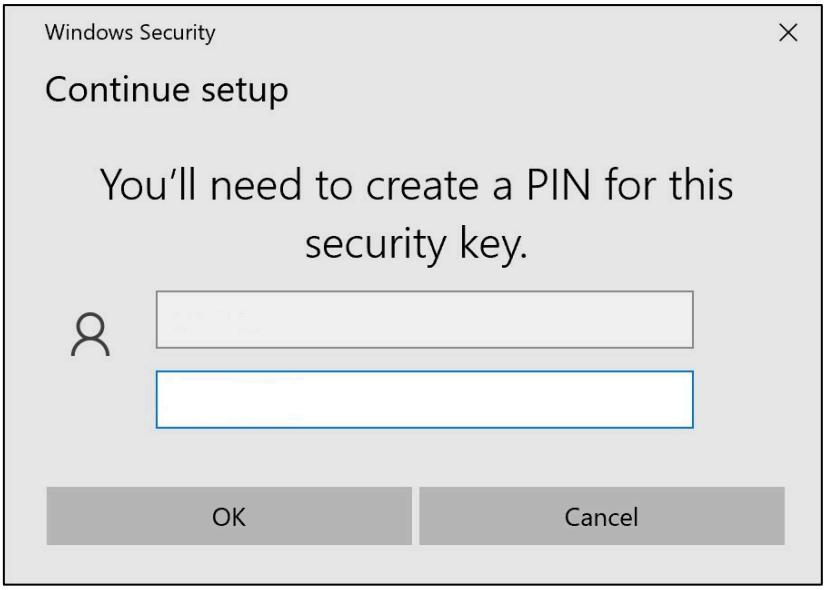
*Om din webbläsare visar ett fönster där du uppmanas att registrera en passkey, klicka på "**Avbryt**" för att stänga fönstret och fortsätta med installationsprocessen.*

10. Klicka på "**OK**" i det nya fönstret



11. Klicka på "**OK**" för att fortsätta

12. Sätt in din säkerhetsnyckel i en USB-port på din enhet

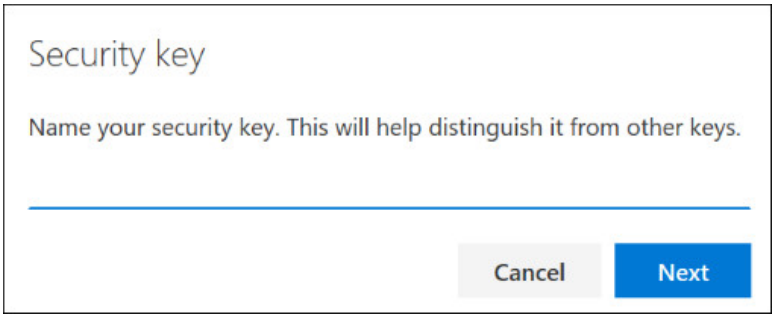


13. Ange en PIN-kod för att anpassa din säkerhetsnyckel

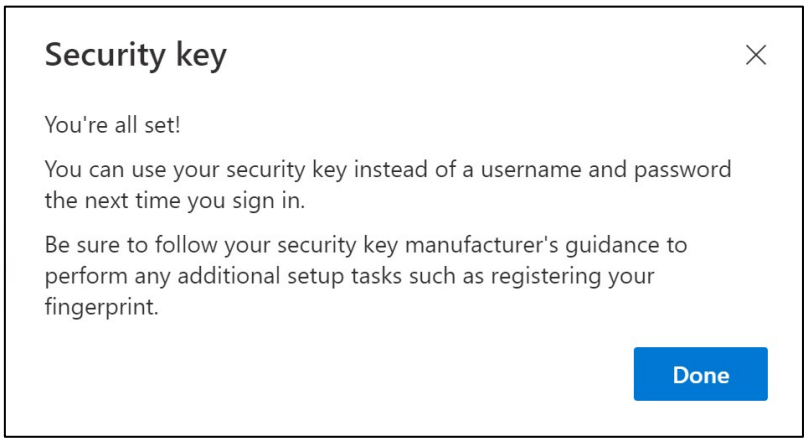
Om du behöver dela denna Yubikey, dela PIN-koden med dina kollegor som kommer att använda samma Yubikey.
---- ***Rekommenderas inte av Volvokoncernen*** ----

14. Ange din PIN-kod igen för att bekräfta och klicka sedan på "**OK**"

15. Tryck på din säkerhetsnyckel igen för att fortsätta



16. Ange ett namn för din säkerhetsnyckel i nästa fönster och klicka på "**Nästa**"



Din säkerhetsnyckel är nu inställd

17. Klicka på "**Klar**"

*Du kan se din nya MFA-metod "**Säkerhetsnyckel**" i listan på sidan "**Säkerhetsinfo**"*

Nu har du aktiverat MFA med "Security Key" till ditt användarkonto

Du är klar!

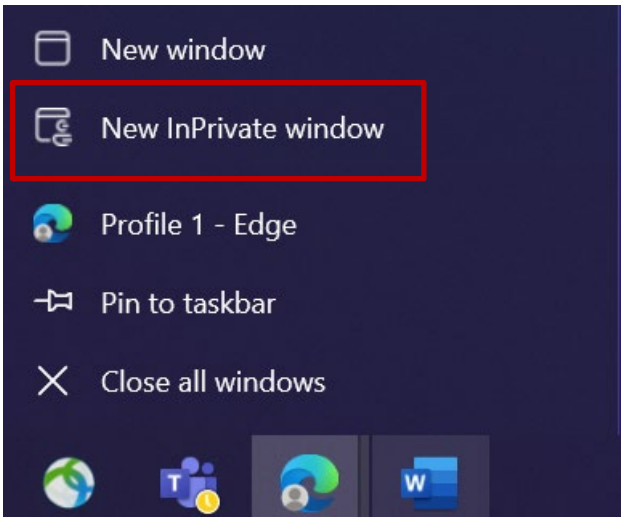
Du kan lämna över Yubikey till nästa användare, som behöver registrera den.
Nästa användare måste använda samma PIN-kod som du angav i denna process!

Om du får felmeddelandet "*NotAllowedError*" under registreringsprocessen ska du bortse från steg 1 i dessa instruktioner och använda följande adress i stället för den som anges i steg 2.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

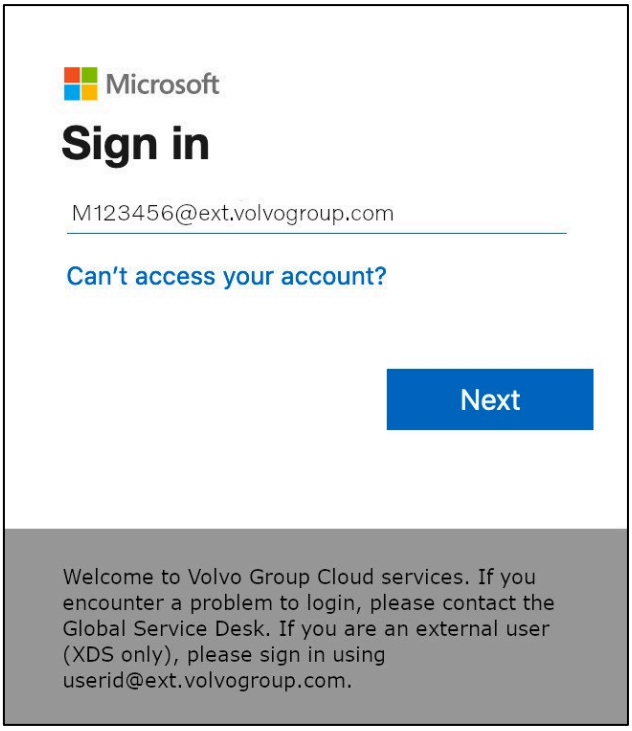
Låt oss testa din nya MFA-metod

1. Logga ut från ditt konto.

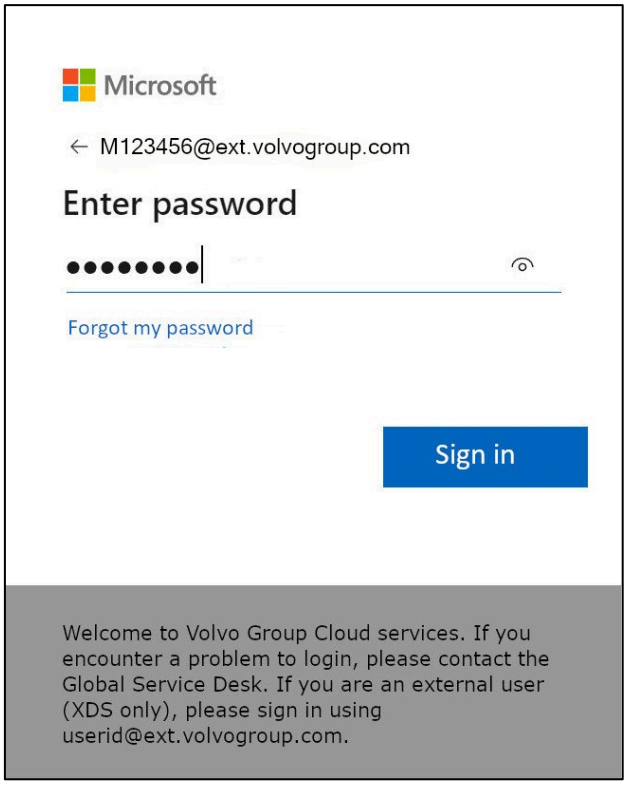


2. Öppna helst en ny privat/incognito webbläsarsession (högerklicka på Microsoft Edge webbläsarikon och välj "**New InPrivate Window**")

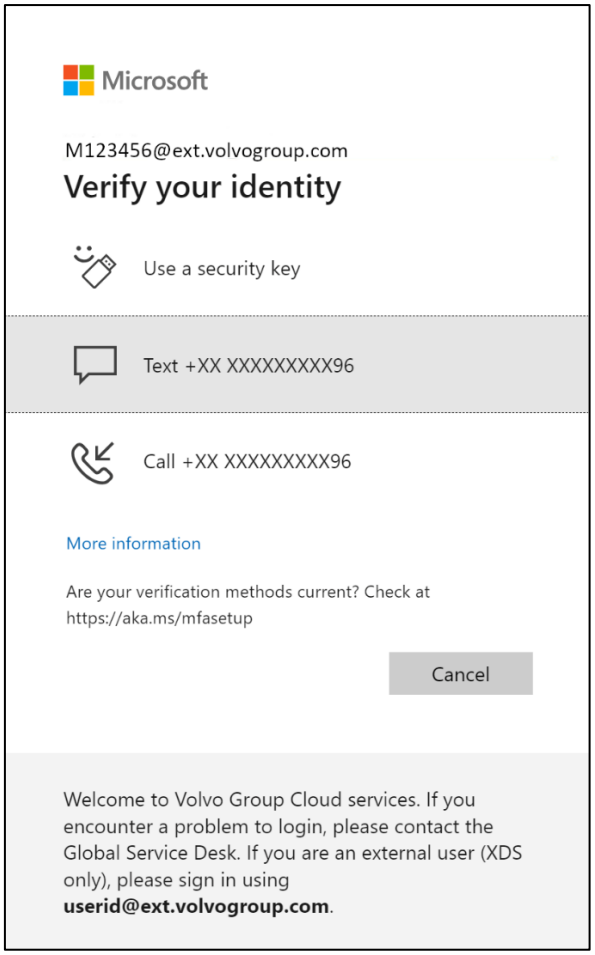
3. I adressfältet i webbläsaren anger du URL: https://aka.ms/mysignins



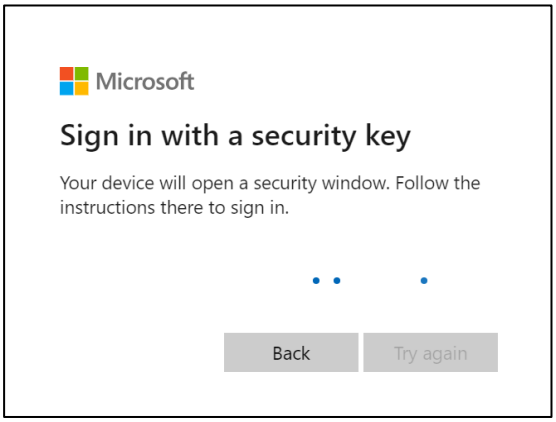
4. Ange ditt UPN i inloggningsrutan och klicka på "**Nästa**"

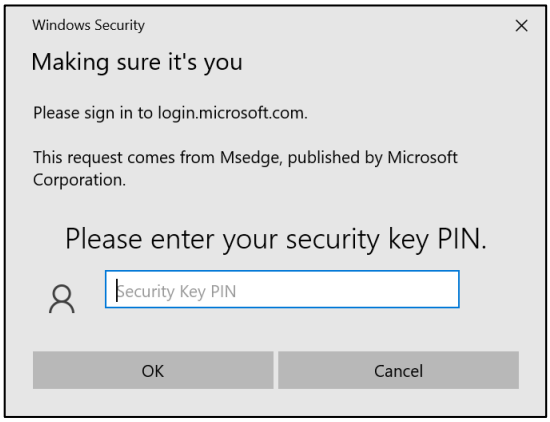


5. Ange ditt lösenord och klicka på "**Logga in**"

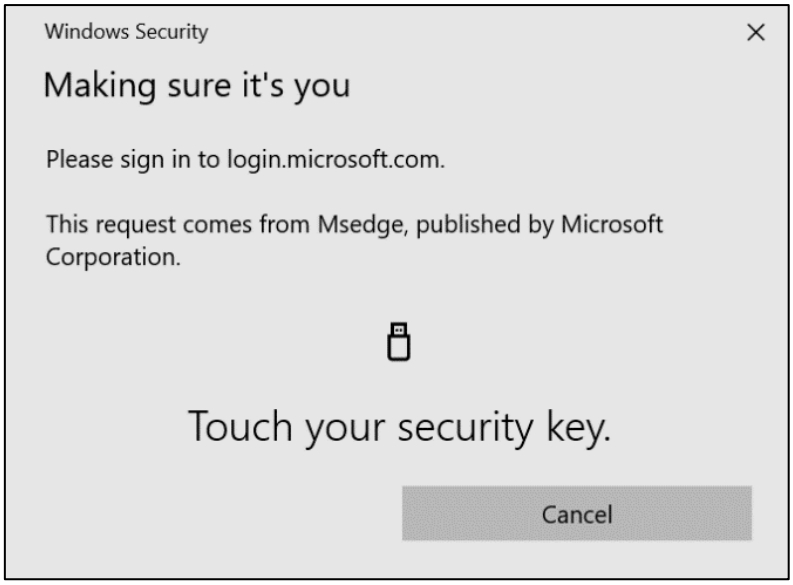


6. På nästa skärm väljer du "**Använd en säkerhetsnyckel**" och sätter in säkerhetsnyckeln i en USB-port på datorn

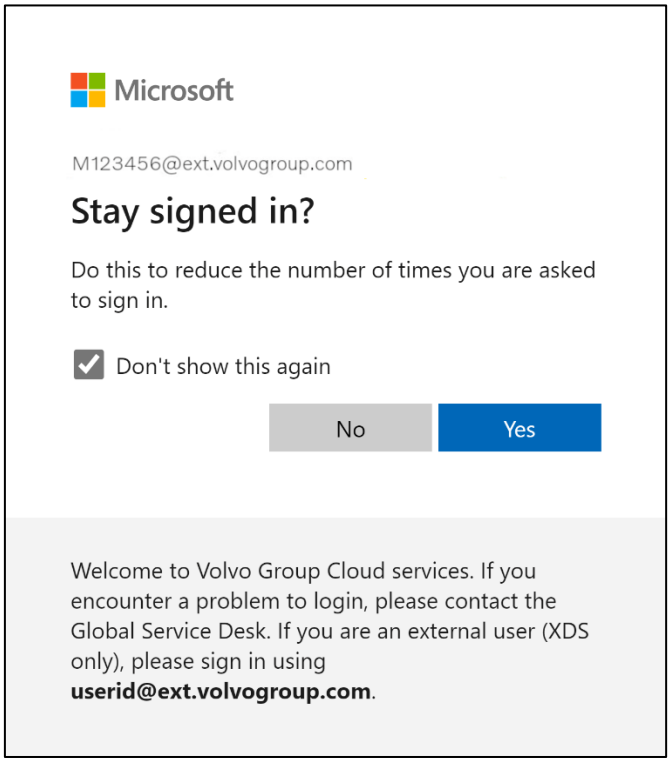




7. Windows Security kommer att fråga dig om den PIN-kod för säkerhetsnyckeln som du valde, när du ställer in säkerhetsnyckeln anger du den i fältet och klickar sedan på "**OK**"



8. Tryck på din säkerhetsnyckel



9. Bekräfta nästa popup-meddelande genom att klicka på "**Ja**"

Du har framgångsrikt loggat in på ditt konto med din nyregistrerade MFA-metod.

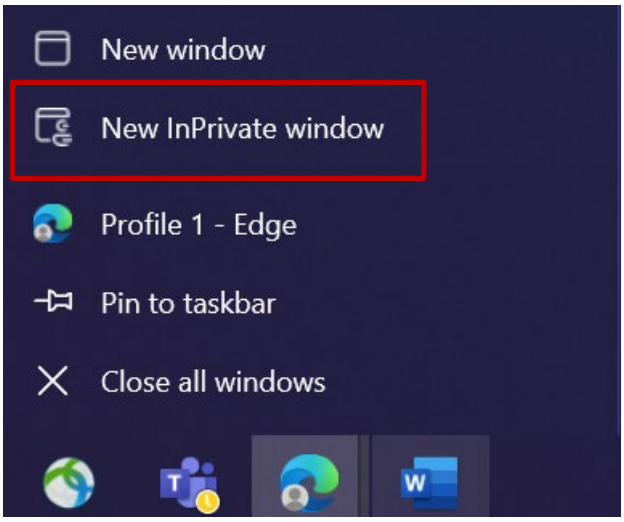
คำแนะนำÁCÁ สำหรับผู้ใช้ภายนอก กุญแจสำคัญในการรักษาความปลอดภัย

โครงการ ResumID กำลังดำเนินการอย่างเต็มที่เพื่อส่งมอบโซลูชัน Identity and Access Management (IAM) ที่ปลอดภัย มีประสิทธิภาพ และรวดเร็วยิ่งขึ้น เราได้มาถึงจุดที่เราต้องการการมีส่วนร่วมอย่างจริงจังจากพนักงานและบริษัทในเครือของเราเพื่อใช้คุณสมบัติความปลอดภัยเพิ่มเติม – MFA

ผู้ใช้ Volvo Group จำนวนมากใช้ MFA อยู่แล้ว แต่ เพื่อเพิ่มความปลอดภัยให้กับข้อมูลระบุตัวตนของผู้ใช้ของเรา จำเป็นต้องลงทะเบียนวิธีการ MFA

วัตถุประสงค์ของเอกสารนี้คือเพื่อช่วยผู้ใช้ของเราในการเปลี่ยนแปลงนี้โดยให้คำแนะนำทีละขั้นตอนในการเปิดใช้งาน MFA โดยใช้รหัสความปลอดภัยสำหรับบัญชีผู้ใช้

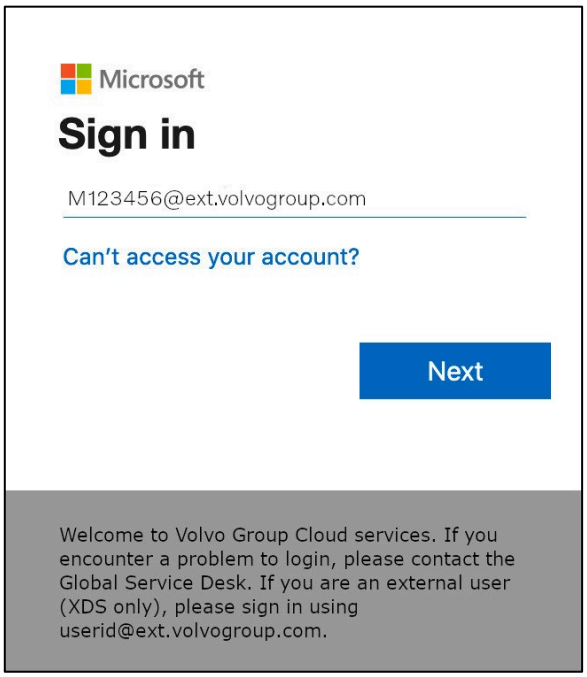
SETTING UP MFA
EXTERNAL USERS

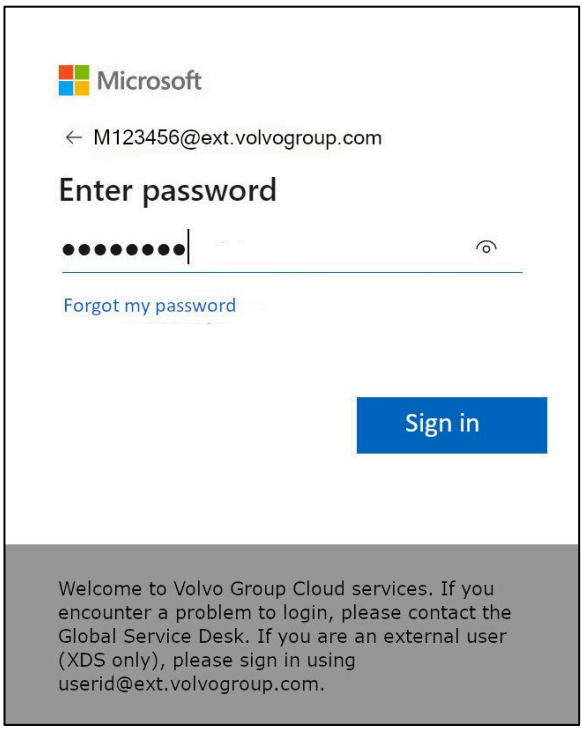


1. ปิดหน้าต่างเบราว์เซอร์ทั้งหมดและ เปิดเซสชันเบราว์เซอร์ส่วนตัว/ไม่ระบุตัวตนใหม่ (คลิกขวาที่ไอคอนเบราว์เซอร์ Microsoft Edge แล้วเลือก “ **New InPrivate Window** ”)

2. ในช่องที่อยู่ของเบราว์เซอร์ ให้ป้อน URL: https://aka.ms/mysignins

3. ป้อน ID ผู้ใช้วอลโว่ของคุณพร้อมนามสกุล “ **@ext.volvogroup.com** ” แล้วคลิก “ **ถัดไป** ”

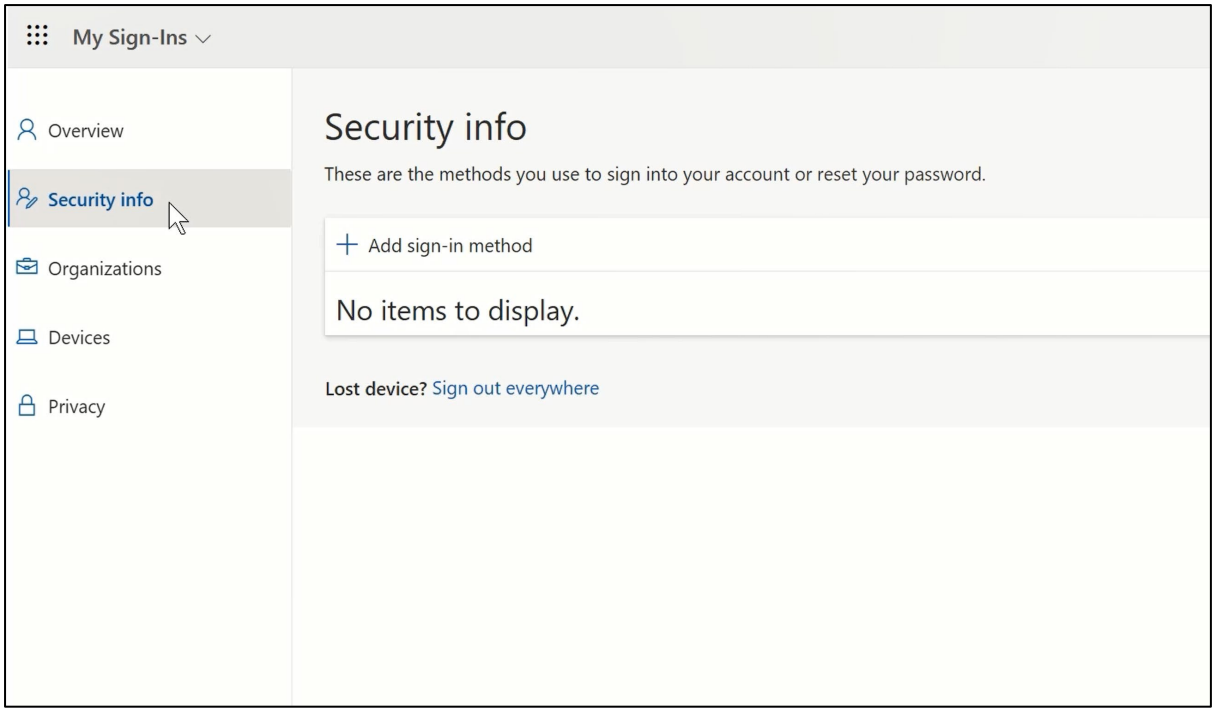




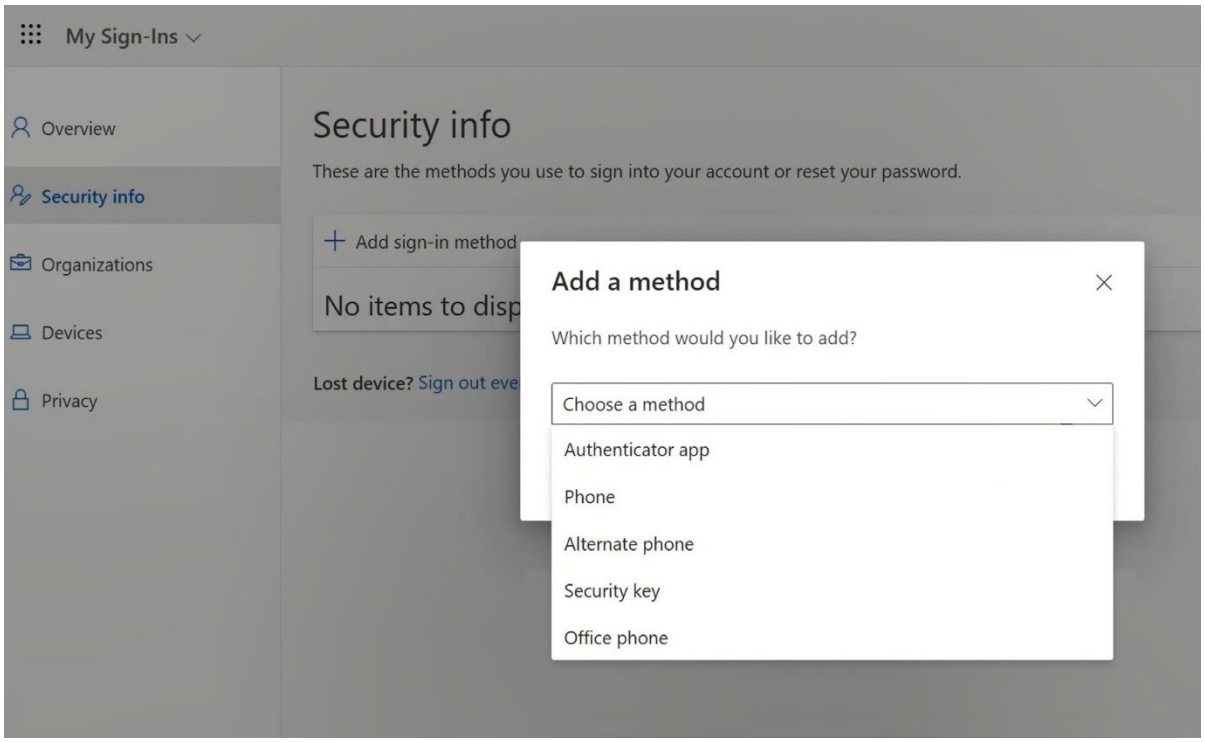
4. ป้อนรหัสผ่านโดยใช้รหัสผ่านเดียวกันกับที่คุณใช้สำหรับ Trucks Portal เป็นต้น

5. คลิก “ **ลงชื่อเข้าใช้** ”

หากคุณยังไม่ได้ตั้งค่าวิธีการลงชื่อเข้าใช้ไว้ (ไม่มีรายการในรายการตัวเลือกการลงชื่อเข้าใช้) โปรด ***ลงทะเบียนวิธี Ō I A อื่น 6การโทร&UŌ U หรือแอพ AẄ Ė ŏ Ụ ǰ ǎ Ụ ƀ ţ 7***
ก่อนดำเนินการตามคำแนะนำเหล่านี้ ***ต้องใช้*** *วิธี MFA เพื่อลงทะเบียนคีย์ความปลอดภัย*

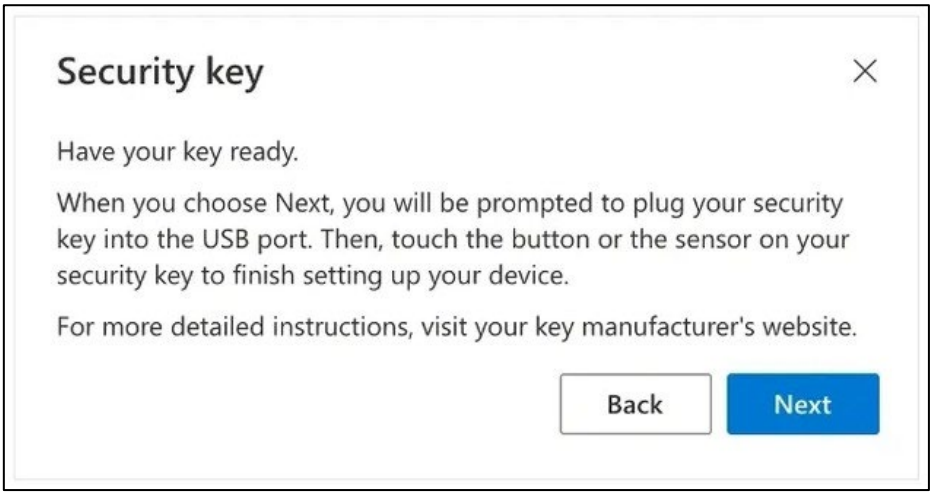


6. ในหน้าถัดไป คลิกที่ “ **+ เพิ่มวิธีการลงชื่อเข้าใช้** ”

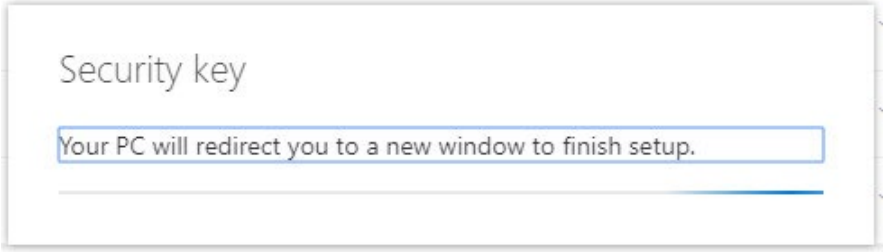


7. ในป๊อปอัป ขยายเมนูแบบเลื่อนลง “ **เลือกวิธีการ** ” และเลือก “ **รหัสความปลอดภัย** ” เป็นวิธี MFA ของคุณ

8. ในป๊อปอัป คลิกที่ “ **อุปกรณ์** USB ”



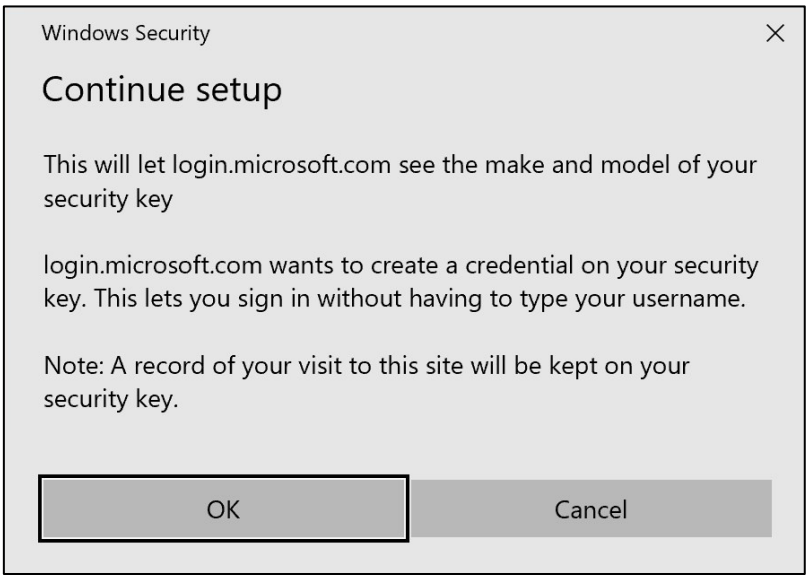
9. อ่านข้อจำกัดความรับผิดชอบและคลิกที่ “ **ถัดไป** ”



*คุณจะถูกนำไปที่กล่องโต้ตอบของ " **ความปลอดภัยของ α ĶÉþÁ u** "*
เพื่อตั้งค่ารหัสความปลอดภัยของคุณ

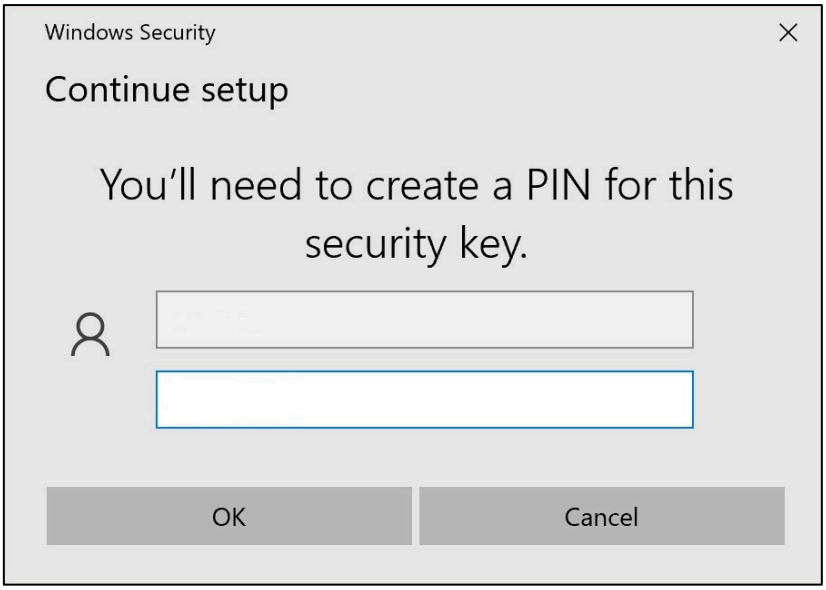
*หากเบราว์เซอร์ของคุณแสดงหน้าต่างที่ขอให้ลงทะเบียนรหัสผ่าน โปรดคลิกที่ " **ยกเลิก** "*
เพื่อปิดหน้าต่างและดำเนินการตามขั้นตอนการตั้งค่าต่อไป

10. คลิกที่ " **ตกลง** " ในหน้าต่างใหม่



11. คลิก “ **ตกลง** ” เพื่อดำเนินการต่อ

12. เสียบคีย์ความปลอดภัยเข้ากับพอร์ต USB ของอุปกรณ์

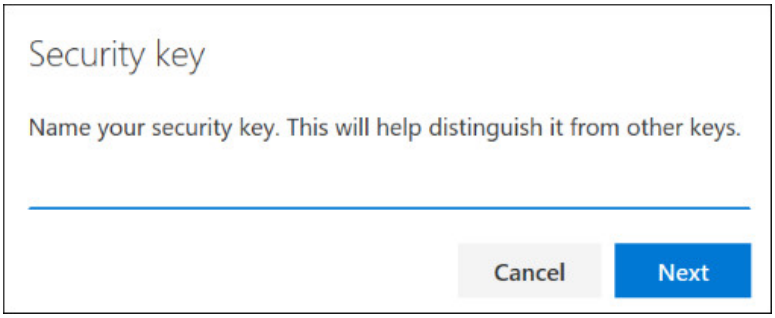


13. ป้อน PIN เพื่อปรับเปลี่ยนคีย์ความปลอดภัยในแบบของคุณ

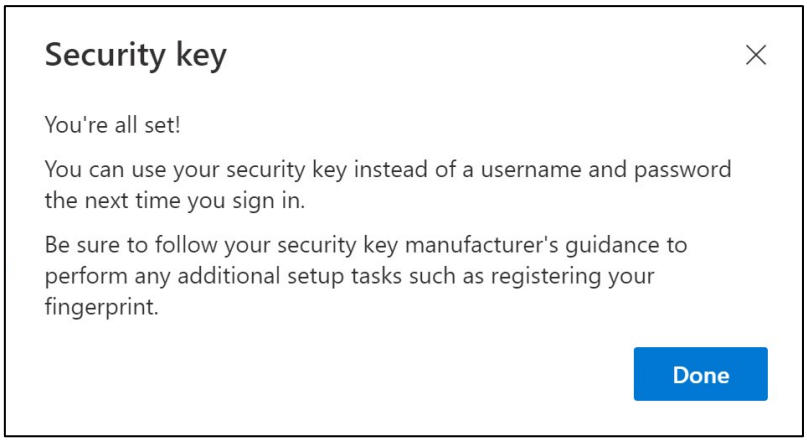
หากคุณต้องการแบ่งปัน Yubikey นี้ ให้แบ่งปัน PIN กับเพื่อนร่วมงานของคุณที่จะใช้ Yubikey เดียวกัน
---- ไม่แนะนำโดย żpoAp Ï ţpŸß----

14. ป้อน PIN ของคุณอีกครั้งเพื่อยืนยัน จากนั้นคลิก " **ตกลง** "

15. แตะคีย์ความปลอดภัยอีกครั้งเพื่อดำเนินการต่อ



16. ป้อนชื่อรหัสความปลอดภัยของคุณในหน้าต่างถัดไป แล้วคลิก “ **ถัดไป** ”



ตั้งค่าคีย์ความปลอดภัยของคุณแล้ว

17. คลิกที่ “ **เสร็จสิ้น** ”

คุณสามารถดูวิธีการ MFA ใหม่ของคุณ “ ***รหัสความปลอดภัย*** *” ในรายการบนหน้า “* ***ข้อมูลความปลอดภัย*** *” ของคุณ*

ตอนนี้ คุณได้เปิดใช้งาน ŌIA ด้วย 9คีย์ความปลอดภัย9 ในบัญชีผู้ใช้ของคุณแล้ว

เสร็จแล้ว^

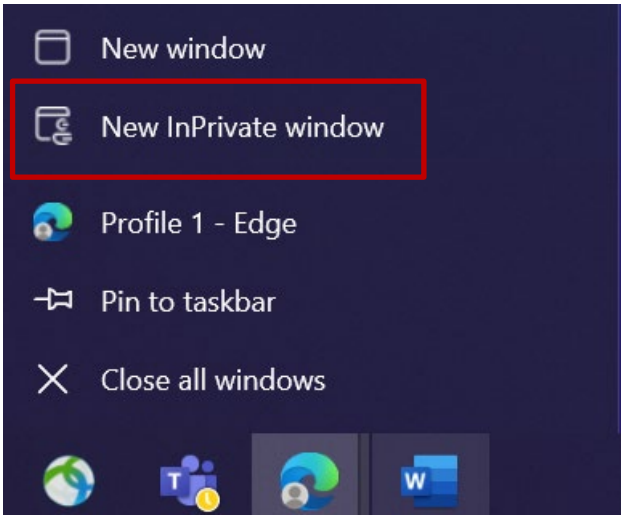
คุณสามารถมอบ Yubikey ให้กับผู้ใช้คนต่อไป ซึ่งจำเป็นต้องลงทะเบียน
ผู้ใช้รายต่อไปต้องใช้ ŕkŌ เดียวกันกับที่คุณตั้งค่าในขั้นตอนนี้^

หากคุณได้รับข้อผิดพลาด “ *NotAllowedError* ” ในกระบวนการลงทะเบียน
โปรดข้ามขั้นตอนที่ 1 ของคำแนะนำเหล่านี้
และใช้ที่อยู่ต่อไปนี้แทนที่อยู่ที่ระบุไว้ในขั้นตอนที่ 2

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

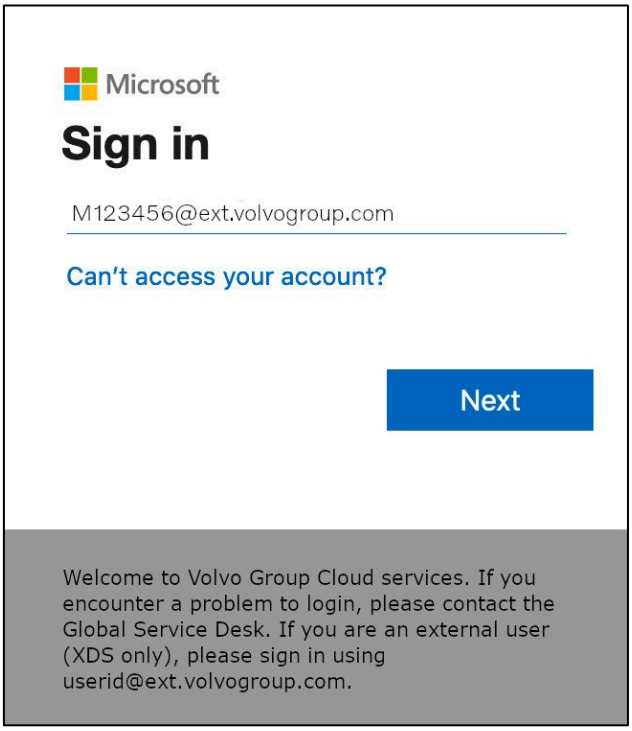
มาทดสอบของคุณกันเถอะ วิธีใหม่ของ MFA

1. ออกจากระบบบัญชีของคุณ

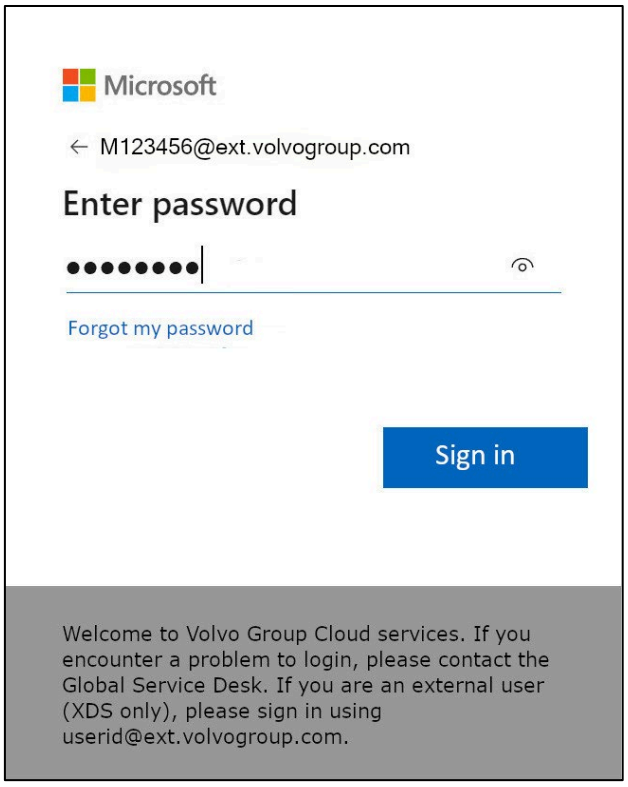


2. เปิดเซสชันเบราว์เซอร์ส่วนตัว/ไม่ระบุตัวตนใหม่ (คลิกขวาที่ไอคอนเบราว์เซอร์ Microsoft Edge แล้วเลือก “ **New InPrivate Window** ”)

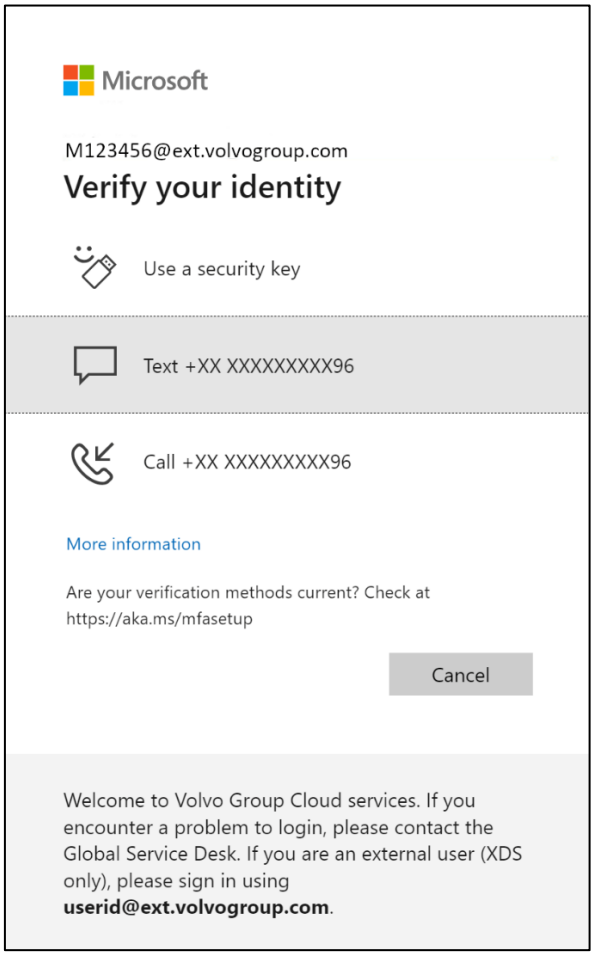
3. ในช่องที่อยู่ของเบราว์เซอร์ ให้ป้อน URL : https://aka.ms/mysignins



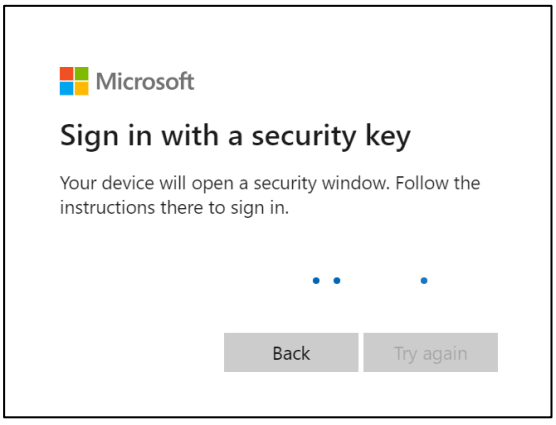
4. ป้อน UPN ของคุณในพรอมต์ลงชื่อเข้าใช้แล้วคลิก " **ถัดไป** "

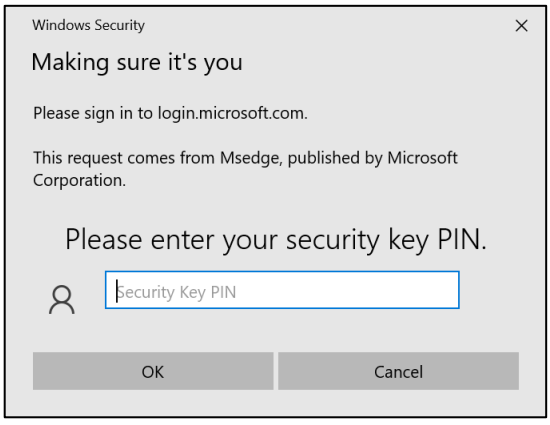


5. ป้อนรหัสผ่านของคุณและคลิกที่ " **ลงชื่อเข้าใช้** "

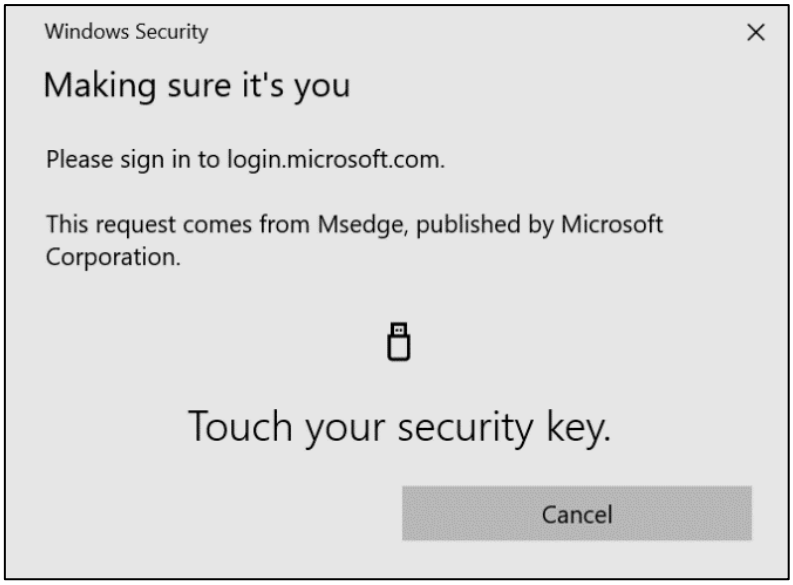


6. ในหน้าจอถัดไป ให้เลือก " **ใช้รหัสความปลอดภัย** "
และเสียบรหัสความปลอดภัยของคุณเข้ากับพอร์ต USB บนคอมพิวเตอร์

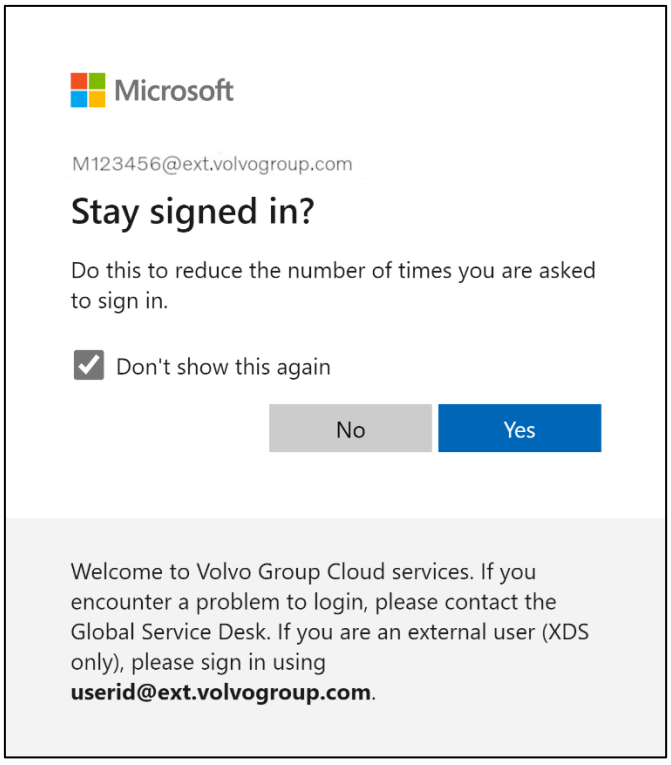




7. ความปลอดภัยของ Windows จะแจ้งให้คุณป้อนรหัส PIN ของรหัสความปลอดภัยที่คุณเลือก เมื่อคุณตั้งค่ารหัสความปลอดภัย ให้ป้อนรหัสนั้นลงในฟิลด์ จากนั้นคลิกที่ “ **ตกลง** ”



8. แตะคีย์ความปลอดภัยของคุณ



9. ยืนยันป๊อปอัปถัดไปโดยคลิกที่ “ **ใช่** ”

คุณลงชื่อเข้าใช้บัญชีของคุณสำเร็จโดยใช้วิธีการ Ō I A ที่ลงทะเบียนใหม่ของคุณ

Harici Kullanıcılar için MFA Talimatları

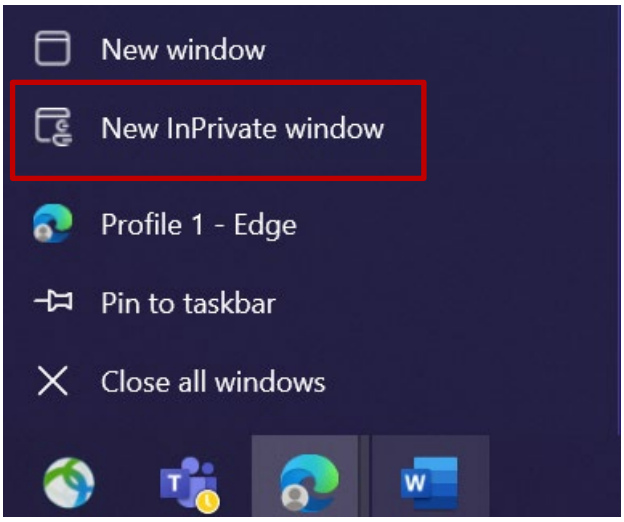
Güvenlik Anahtarı

ResumID projesi, daha güvenli, verimli ve hızlı bir Kimlik ve Erişim Yönetimi (IAM) çözümü sunmak için tüm hızıyla devam ediyor. Ek bir güvenlik özelliği olan MFA'yı uygulamak için çalışanlarımızın ve iştiraklerimizin aktif katılımına ihtiyaç duyduğumuz bir noktaya ulaştık.

Volvo Group kullanıcılarının büyük bir kısmı zaten MFA kullanmaktadır, ancak kullanıcılarımızın kimliklerinin güvenliğini artırmak için bir MFA yönteminin kaydedilmesi gerekecektir.

Bu belgenin amacı, kullanıcı hesapları için güvenlik anahtarı kullanarak MFA'yı etkinleştirmek için adım adım bir kılavuz sağlayarak kullanıcılarımıza bu geçişte yardımcı olmaktır.

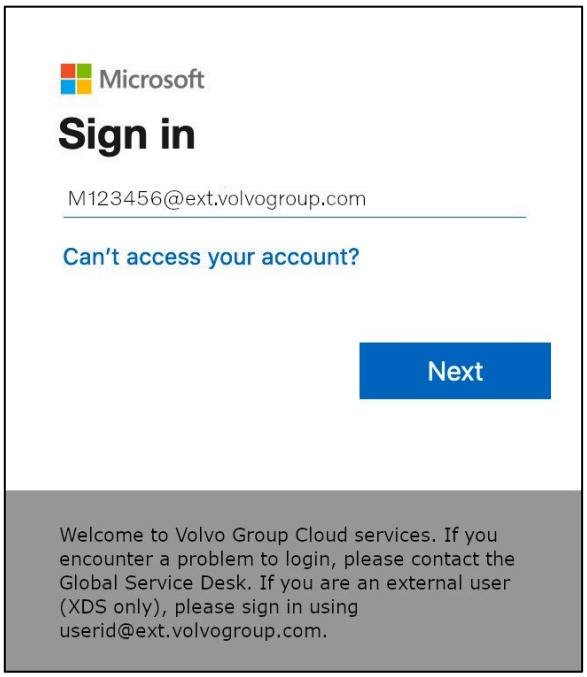
MFA KURULUMU
HARICI KULLANİCİLAR

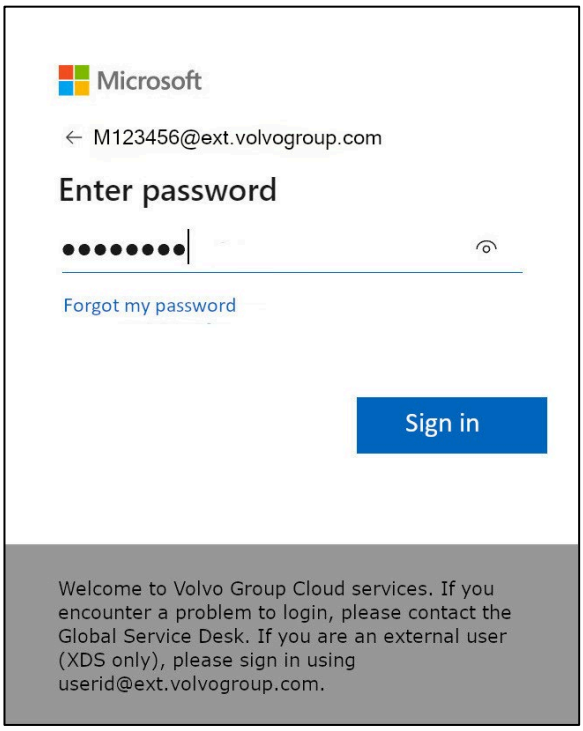


1. Tüm tarayıcı pencerelerini kapatın ve yeni bir özel/ gizli tarayıcı oturumu açın (Microsoft Edge tarayıcı simgesine sağ tıklayın ve "**Yeni InPrivate Penceresi "ni** seçin)

2. Tarayıcının adres alanına şu URL'yi girin: https://aka.ms/mysignins

3. Volvo Kullanıcı Kimliğinizi ve "**@ext.volvogroup.com**" uzantısını girin ve "**İleri** "ye tıklayın

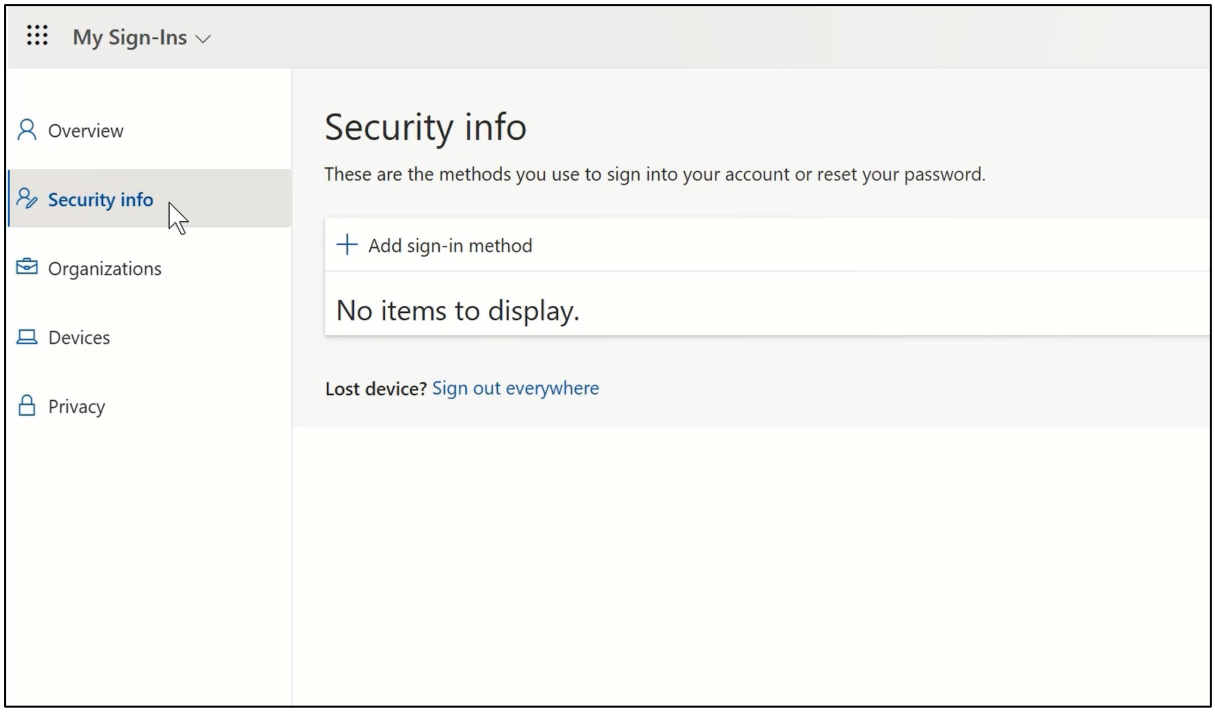




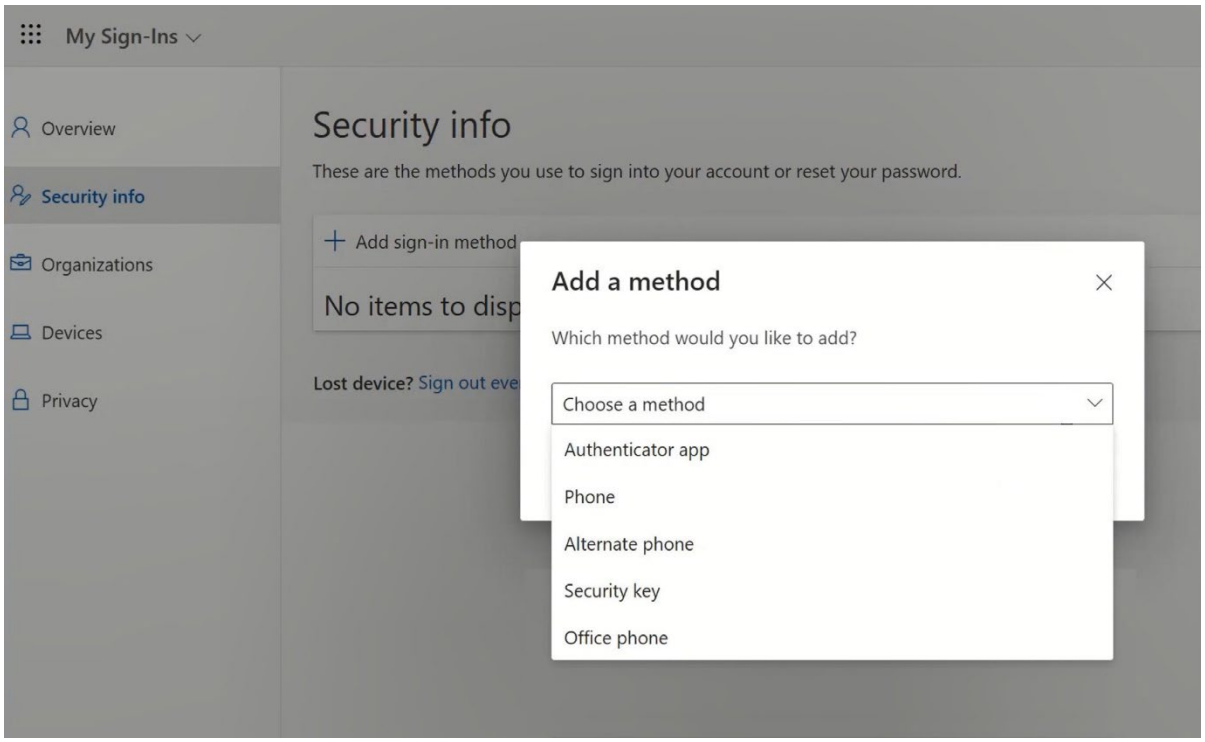
4. Parolayı, Trucks Portal için kullandığınız parolanın aynısını kullanarak girin, örneğin

5. "**Oturum Aç** "a tıklayın

*Önceden ayarlanmış bir oturum açma yönteminiz yoksa (oturum açma seçenekleri listesinde giriş yok), lütfen bu talimatlara devam etmeden önce **başka bir MFA yöntemi (telefon görüşmesi, SMS veya Authenticator Uygulaması) kaydedin.** Bir Güvenlik Anahtarı kaydetmek için bir MFA yöntemi **gereklidir.***

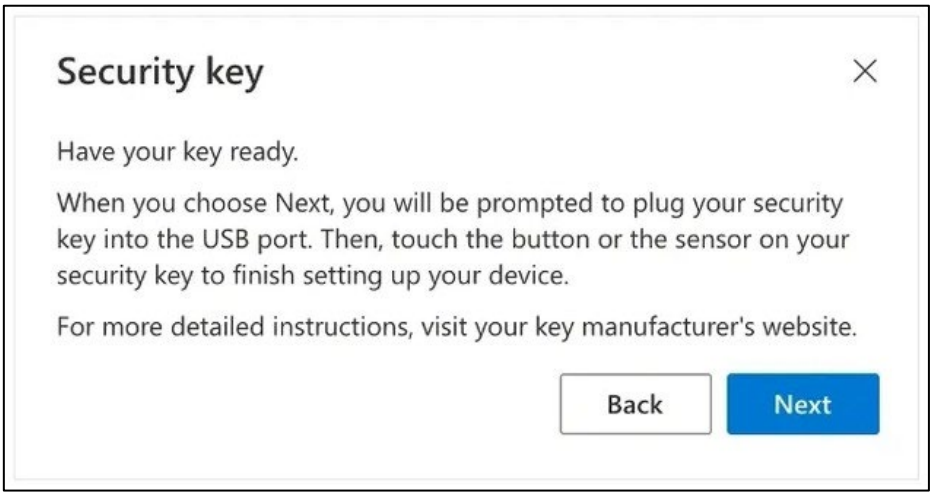


6. Sonraki sayfada "**+ Oturum açma yöntemi ekle**" seçeneğine tıklayın

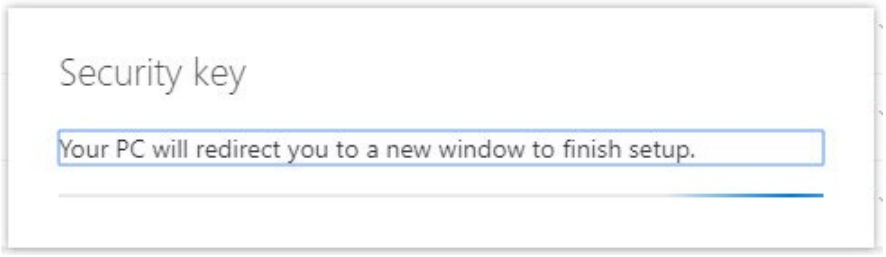


7. Açılır pencerede, "**Bir yöntem seçin**" açılır menüsünü genişletin ve MFA yönteminiz olarak "**Güvenlik Anahtarı "nı seçin**

8. Açılan pencerede "**USB aygıtı**" üzerine tıklayın



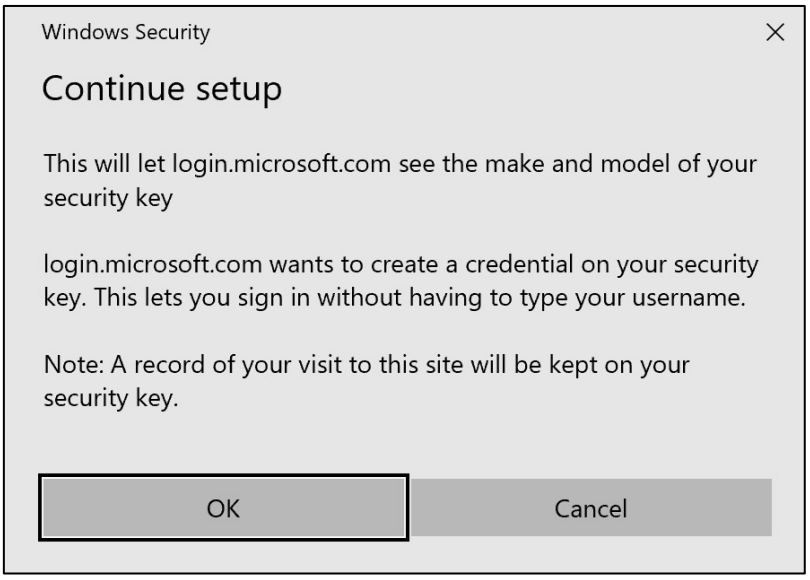
9. Feragatnameyi okuyun ve "**İleri** "ye tıklayın



*Güvenlik anahtarınızı ayarlamak için "**Windows Güvenliği**" diyaloğuna yönlendirileceksiniz*

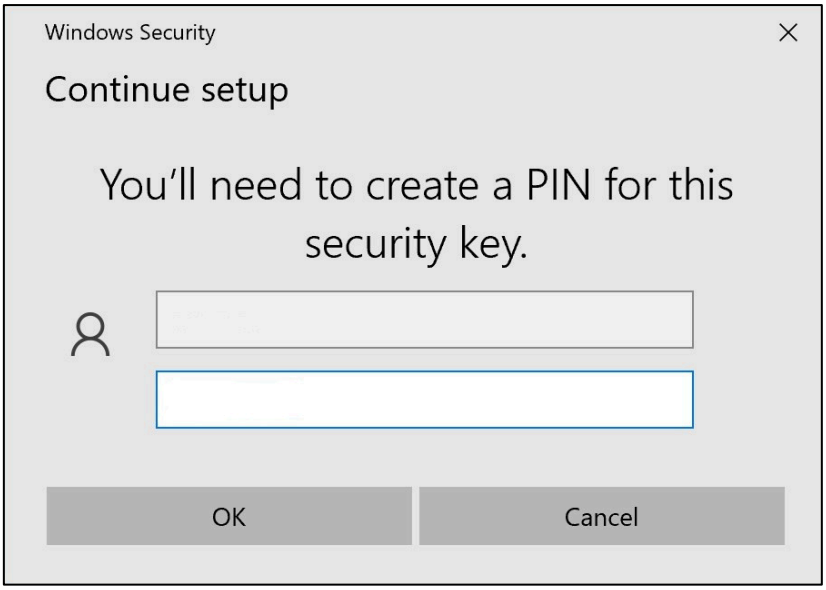
*Tarayıcınız bir geçiş anahtarı kaydetmek isteyen bir pencere görüntülerse, pencereyi kapatmak ve kurulum işlemine devam etmek için lütfen "**İptal" düğmesine** tıklayın.*

10. Yeni pencerede "**Tamam**" üzerine tıklayın



11. Devam etmek için "**Tamam "a** tıklayın

12. Güvenlik anahtarınızı cihazınızdaki bir USB bağlantı noktasına takın

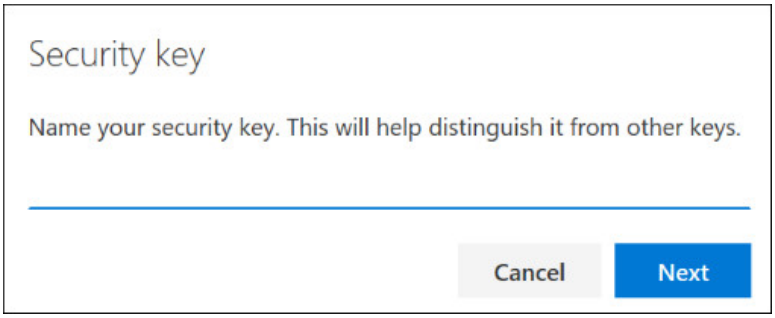


13. Güvenlik anahtarınızı kişiselleştirmek için bir PIN girin

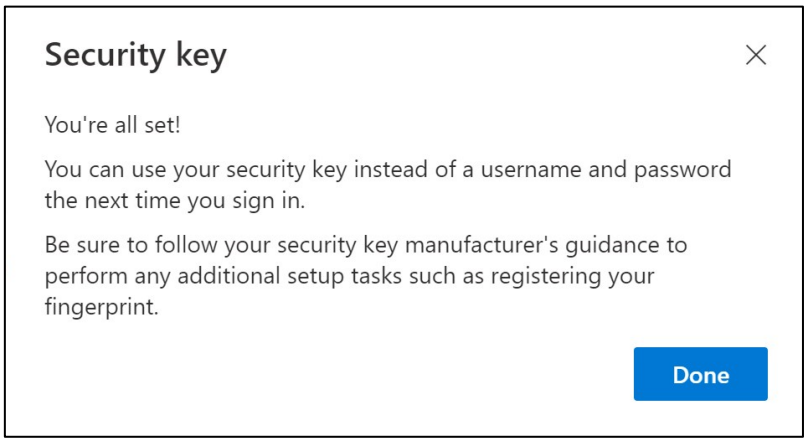
Bu Yubikey'i paylaşmanız gerekiyorsa, PIN kodunu aynı Yubikey'i kullanacak olan iş arkadaşlarınızla paylaşın.
---- ***Volvo Group tarafından önerilmemektedir*** ----

14. Onaylamak için PIN kodunuzu tekrar girin, ardından "**Tamam** "a tıklayın

15. Devam etmek için güvenlik anahtarınıza tekrar dokunun



16. Bir sonraki pencerede güvenlik anahtarınız için bir ad girin ve "**İleri** "ye tıklayın



Güvenlik anahtarınız şimdi ayarlandı

17. "**Bitti**" üzerine tıklayın

*Yeni MFA yönteminiz olan "Güvenlik **Anahtarı "nı "Güvenlik Bilgileri"** sayfanızdaki listede görebilirsiniz*

Artık kullanıcı hesabınıza "Güvenlik Anahtarı" ile MFA'yı etkinleştirdiniz

İşin bitti!

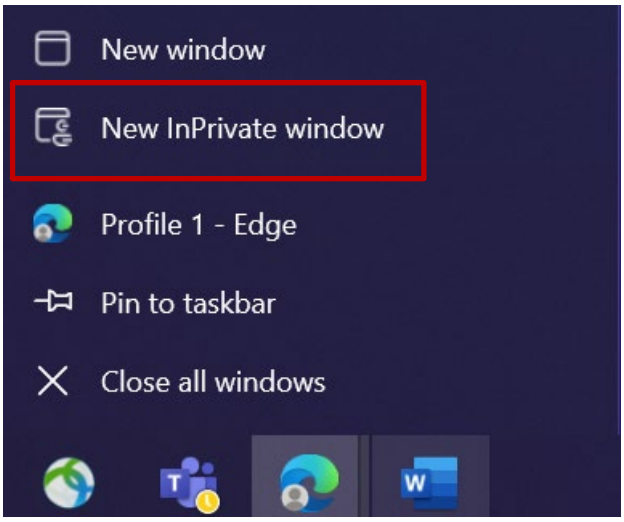
Yubikey'i kaydetmesi gereken bir sonraki kullanıcıya teslim edebilirsiniz. ***Bir sonraki kullanıcı, bu işlemde ayarladığınız PIN kodunun aynısını kullanmalıdır!***

Kayıt sürecinde "*NotAllowedError*" hatası alırsanız, lütfen bu talimatların 1. adımını dikkate almayın ve 2. adımda belirtilen adres yerine aşağıdaki adresi kullanın.

https://mysignins.microsoft.com/security-info/?tenant=volvogroupext.onmicrosoft.com

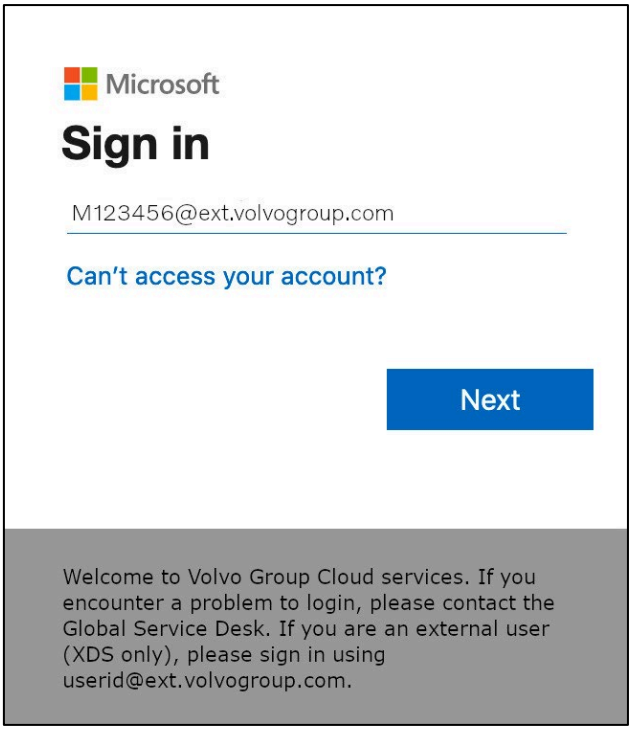
Hadi Test Edelim
Yeni MFA Yöntemi

1. Hesabınızdan çıkış yapın.

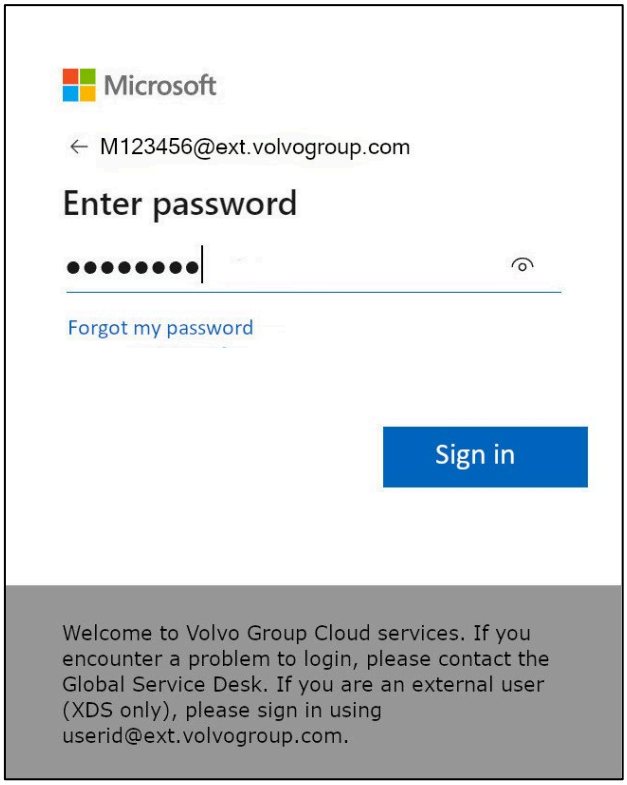


2. İdeal olarak yeni bir özel/gizli tarayıcı oturumu açın (Microsoft Edge tarayıcı simgesine sağ tıklayın ve "**Yeni InPrivate Penceresi "ni** seçin)

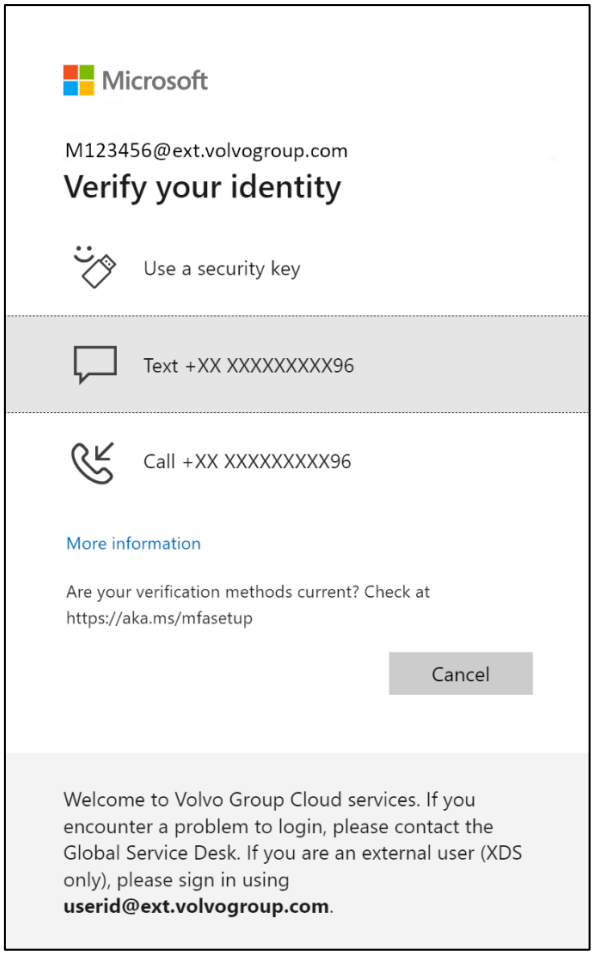
3. Tarayıcının adres alanına şu URL'yi girin: https://aka.ms/mysignins



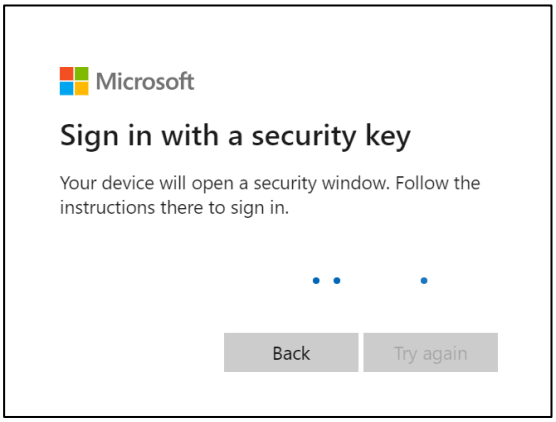
4. Oturum açma istemine UPN'nizi girin ve "**İleri** "ye tıklayın

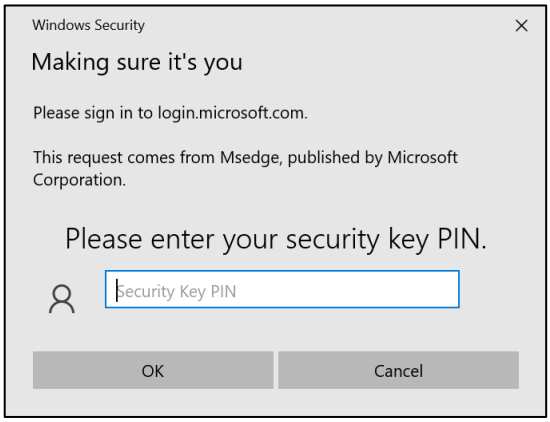


5. Şifrenizi girin ve "**Oturum aç** "a tıklayın

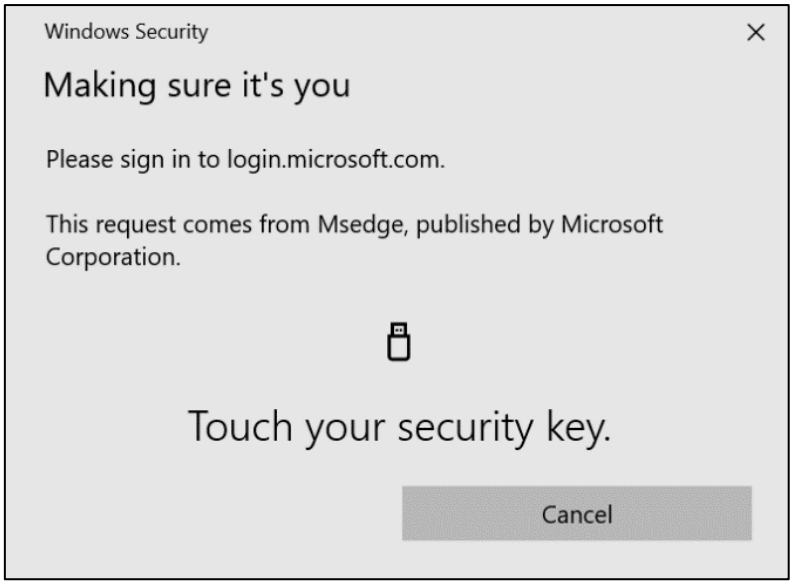


6. **Bir** sonraki ekranda "**Bir güvenlik anahtarı kullan**" seçeneğini seçin ve güvenlik anahtarınızı bilgisayardaki bir USB bağlantı noktasına takın

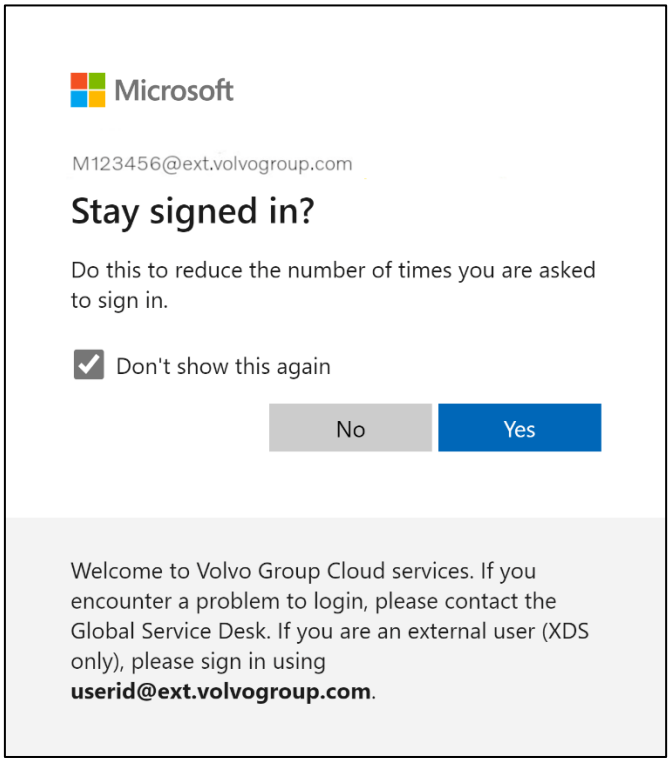




7. Windows güvenliği sizden seçtiğiniz güvenlik anahtarı PIN kodunu isteyecektir, güvenlik anahtarını ayarladığınızda alana girin ve ardından "**Tamam** "a tıklayın



8. Güvenlik anahtarınıza dokunun



9. "**Evet**" üzerine tıklayarak bir sonraki açılır pencereyi onaylayın

Yeni kaydettiğiniz MFA yöntemini kullanarak hesabınıza başarıyla giriş yaptınız.

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