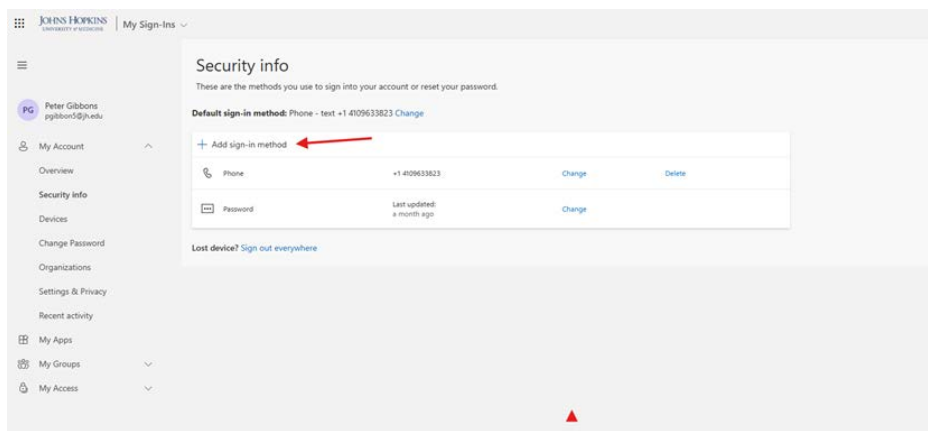


Step-by-step Windows Device Based Passkey Registration

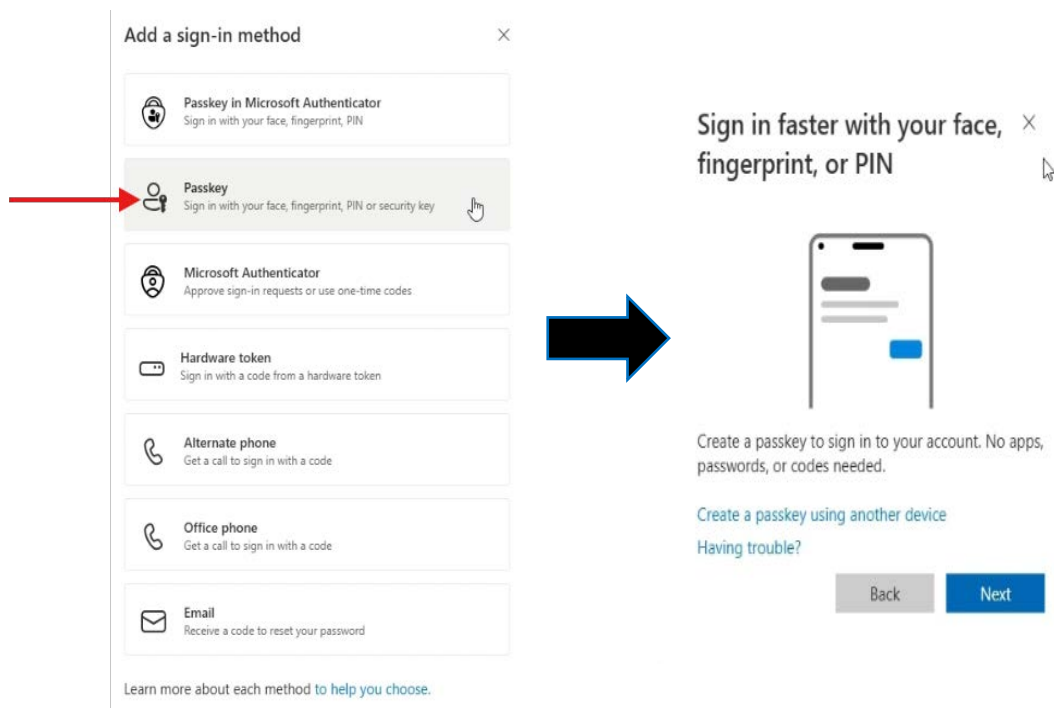
Note: If Windows Hello for Business is already set up on your device, you cannot register an additional Windows device-based passkey for the same user account on that device. The screenshots in this document were taken in Google Chrome. Your screen may look different depending on your browser when registering passkeys.

1. Navigate to the MFA setup site:
 - Go to <https://aka.ms/MFASetup>
 - Sign-in with your JHED@jh.edu and your password

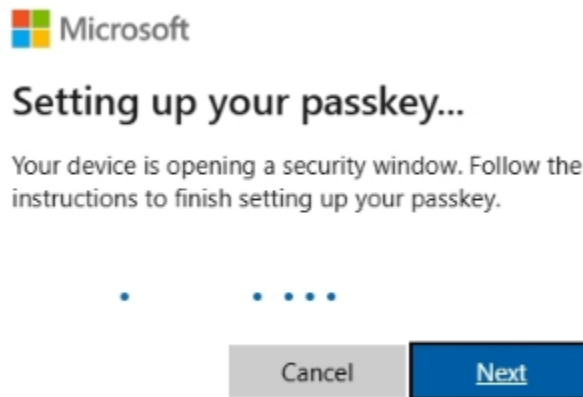
2. Select **“Add sign-in method”**



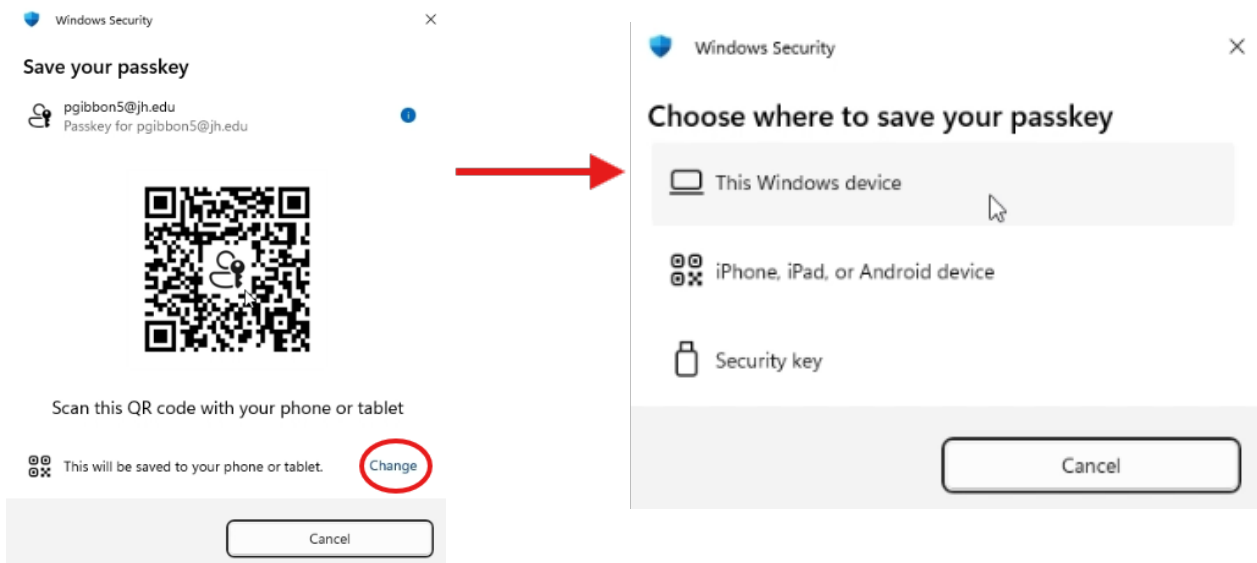
3. Select the **“Passkey”** option. Then select **“Next”** on the next pop-up window.



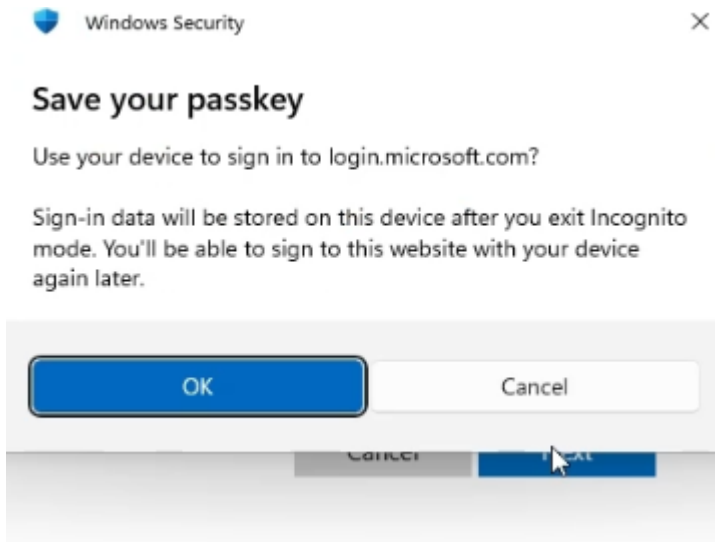
4. Select “**Next**” on the **Setting up your passkey...** window.



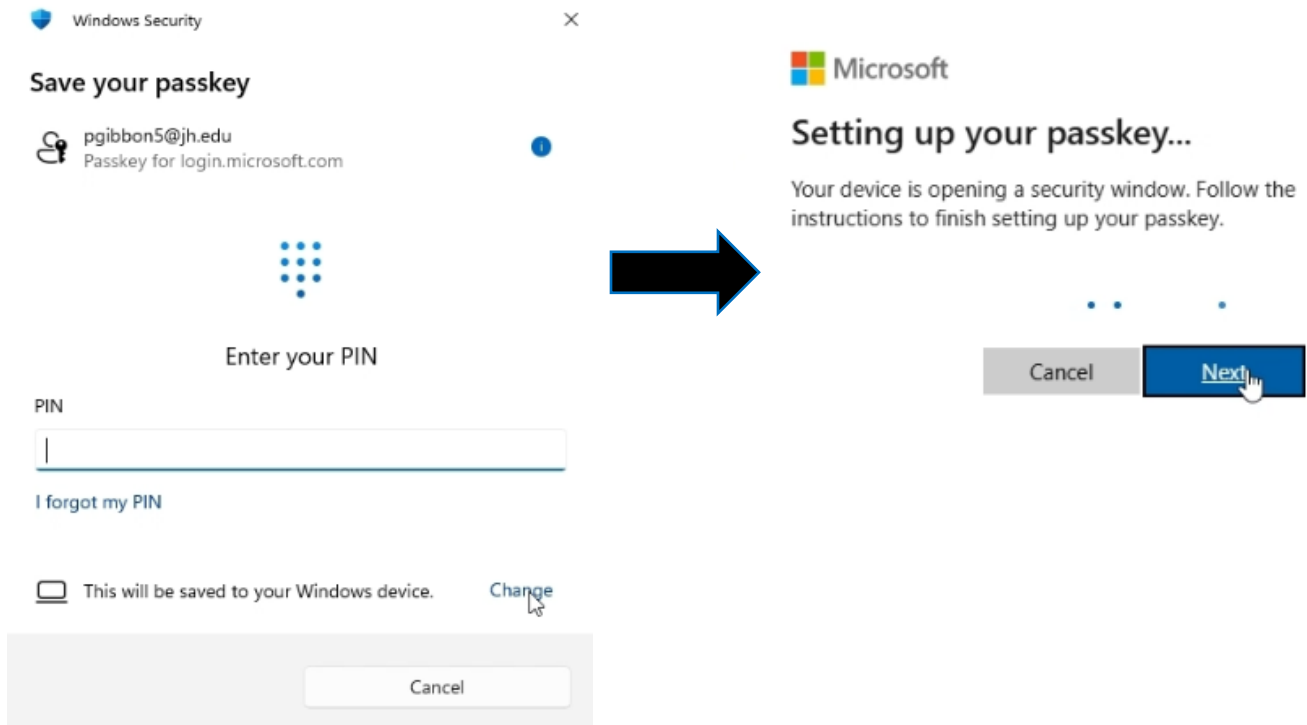
5. If presented with a QR code to scan, select “**Change**.” You will want to select the “**This Windows device**” on the Choose where to save your passkey window.



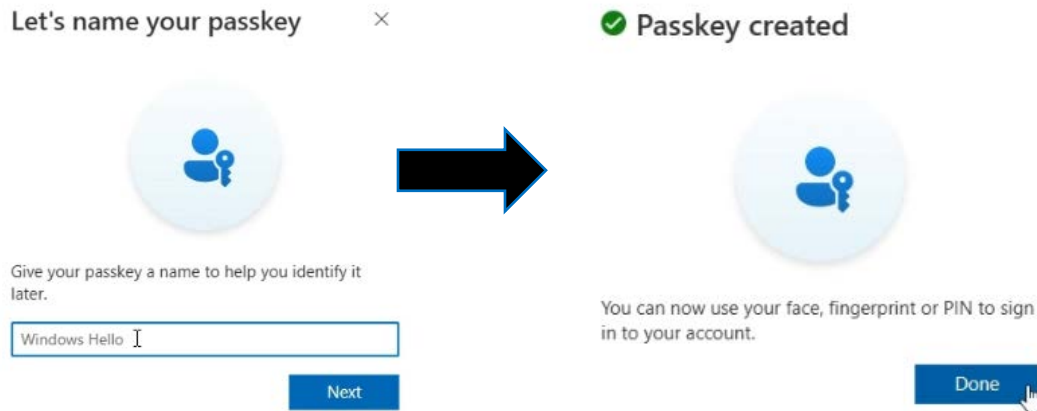
6. Select **“Ok”** on the **Save your passkey** window.



7. Create a Pin then select **“Next”** on the **“Setting up your passkey...”** window.



8. **Name** your passkey to tell it apart from other passkeys or MFA methods. Then select **“Done”** on the next window.



9. You will now see the Passkey you created listed under your sign-in methods.

