

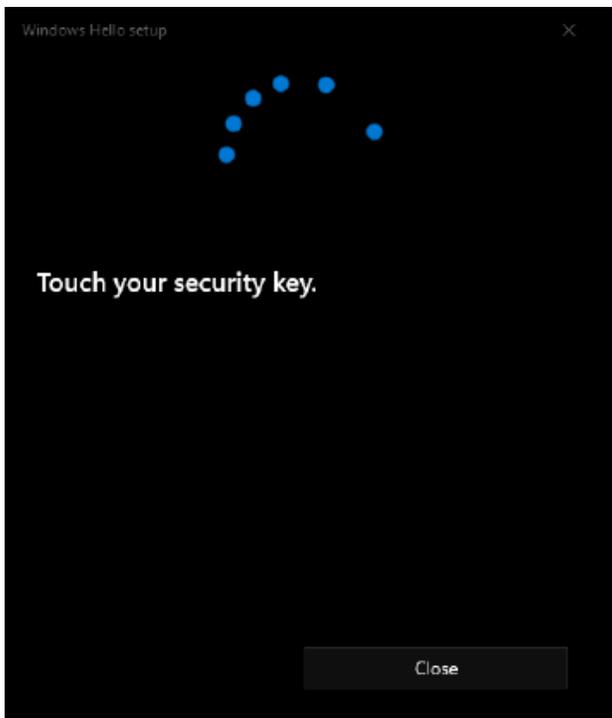
Enrolling a FIDO2 Security Key

The Microsoft Authenticator app is the Government of Saskatchewan's primary multifactor authentication (MFA) method and its use is strongly encouraged. The Authenticator app does require a mobile device and in scenarios where a mobile device is not available or cannot be used, a FIDO2 security key is the recommended option.

FIDO2 security keys are hard tokens with a biometric fingerprint reader.

Note: To enroll a FIDO2 security key, you must have at least one other MFA method already enrolled (such as the Authenticator app). If you do not have any other MFA methods available to you, please contact the SaskBuilds and Procurement's ITD Service Desk at 306-787-5000 for assistance.

1. Before beginning enrollment, ensure you have your FIDO2 security key with you.
2. Plug the FIDO2 security key into your computer.
3. On the bottom of your screen, click the Search bar. Search for the Settings app, and click it to open it.
4. In the Settings app, on the left side click Accounts.
5. In the Accounts section, click Sign-in options.
6. In the Sign-in options section, click Security key.
7. In the Security key section, click Manage. You will see a screen like the one below. Touch the fingerprint reader on the FIDO2 key that's plugged into your computer.



8. On the screen below, click Add under Security Key PIN.



9. On the screen below, enter and re-enter a security key PIN. Your PIN can be letters, numbers, or both. It must be a minimum of 6 characters, and it will never change or expire.

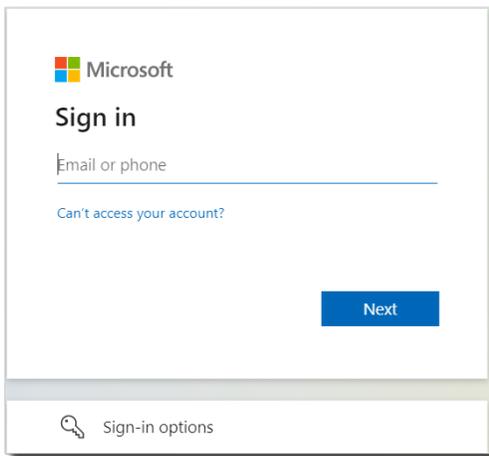


10. Close the Settings app.

11. Open a new tab or window in a web browser such as Microsoft Edge or Google Chrome.

12. Navigate to <https://aka.ms/mysecurityinfo>. You should be presented with a Microsoft "Sign in" page as below. Your user ID may already be populated for you.

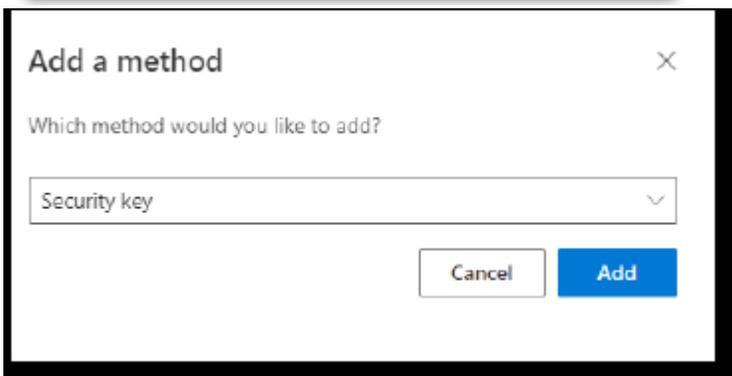
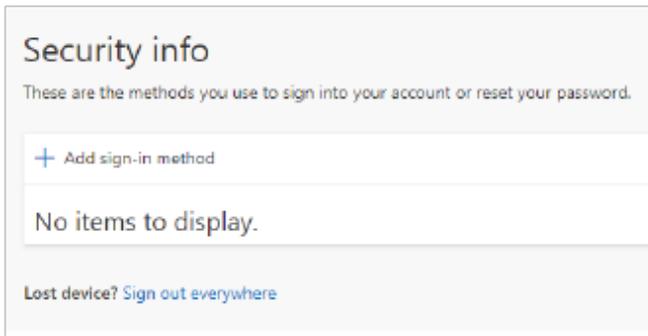
You may also have a list of accounts to pick from. If you see a list of accounts, pick your Government of Saskatchewan account.



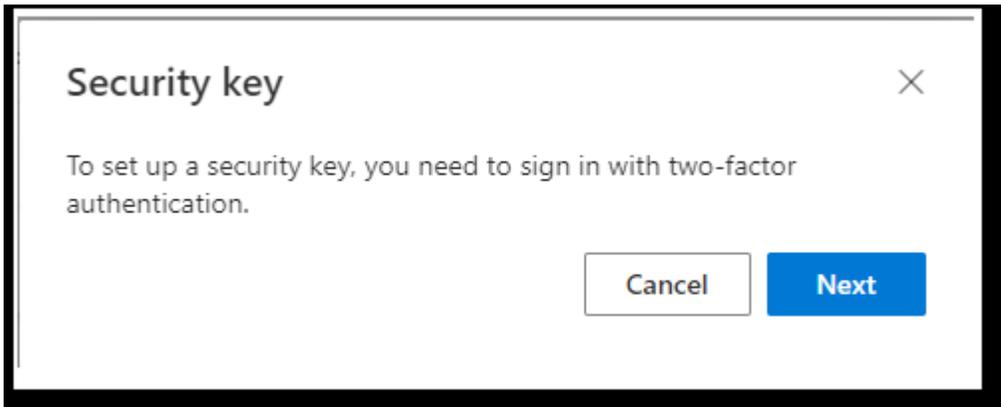
Please note if your user ID is not populated for you on this screen, it follows this format: `userid@gov.sk.ca`, NOT YOUR EMAIL ADDRESS. For example: `jsmith2@gov.sk.ca`, NOT `John.Smith@gov.sk.ca`. Your password will be the same as your current Windows logon password.

Enter your user ID and press "Next", then enter your password and press "Next".

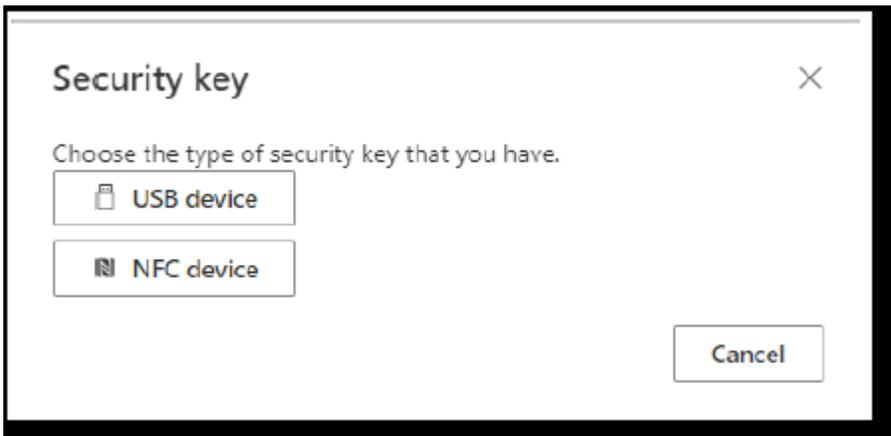
13. You will be taken to the Security Info page, where a list of your current sign-in methods for MFA will appear. Click "Add sign-in method", then select Security key in the drop-down menu and click Add.



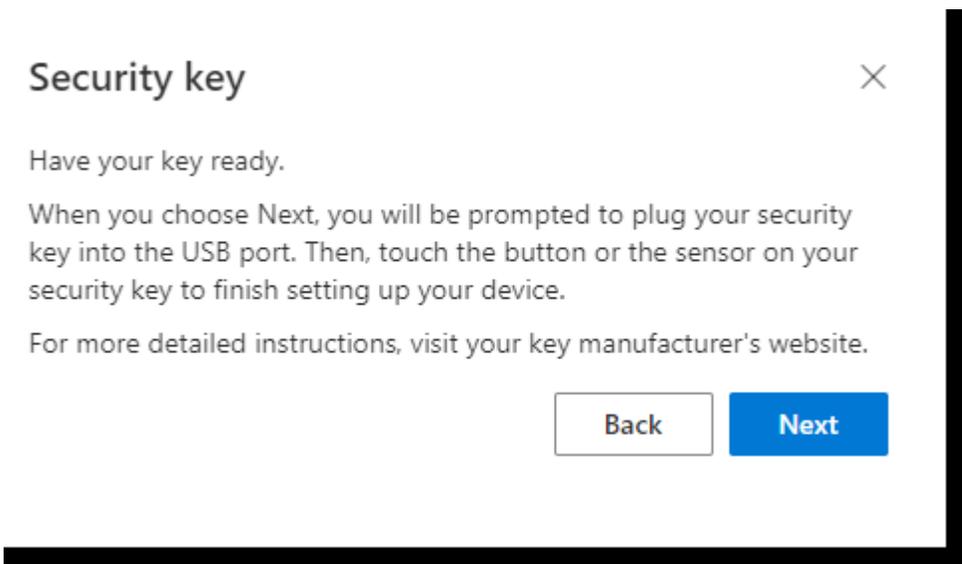
14. You will be prompted for MFA. Click Next and either complete MFA as normal (if you have another method enrolled such as the Authenticator app), or enter the Temporary Access Pass the ITD Service Desk as issued you.



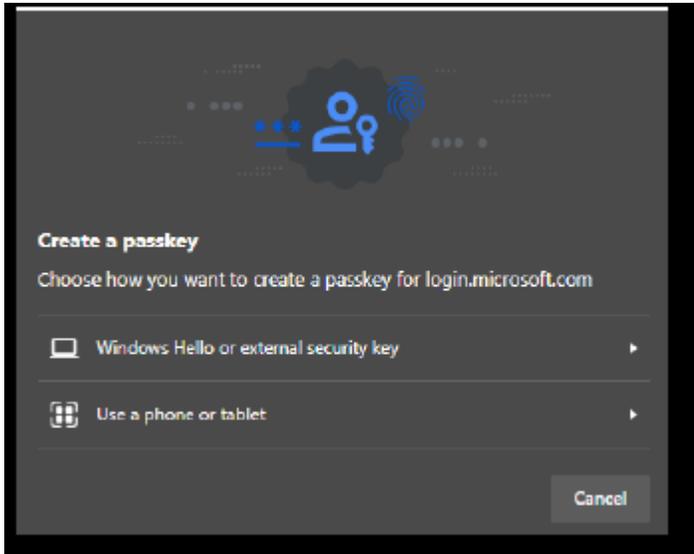
15. Once you have completed MFA or entered your Temporary Access Pass, you will be prompted to choose your type of security key. Choose USB device.



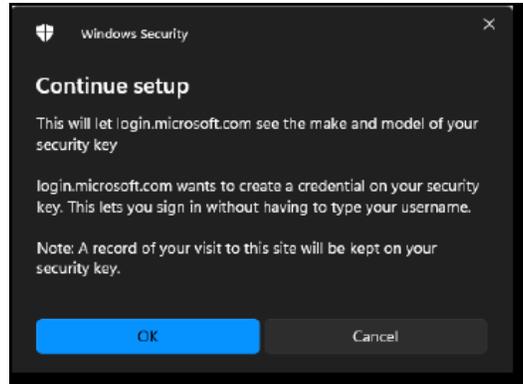
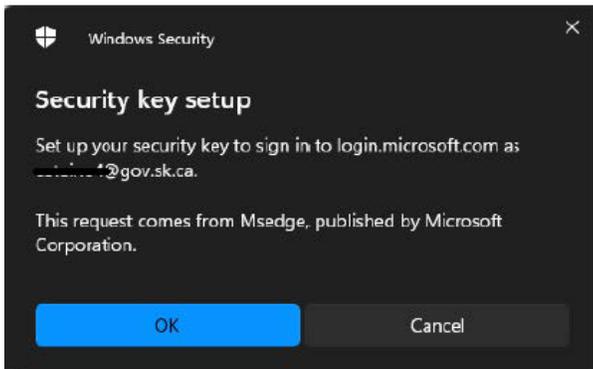
16. You will see the window below. Ensure your FIDO2 security key is still plugged into your computer. Click Next.



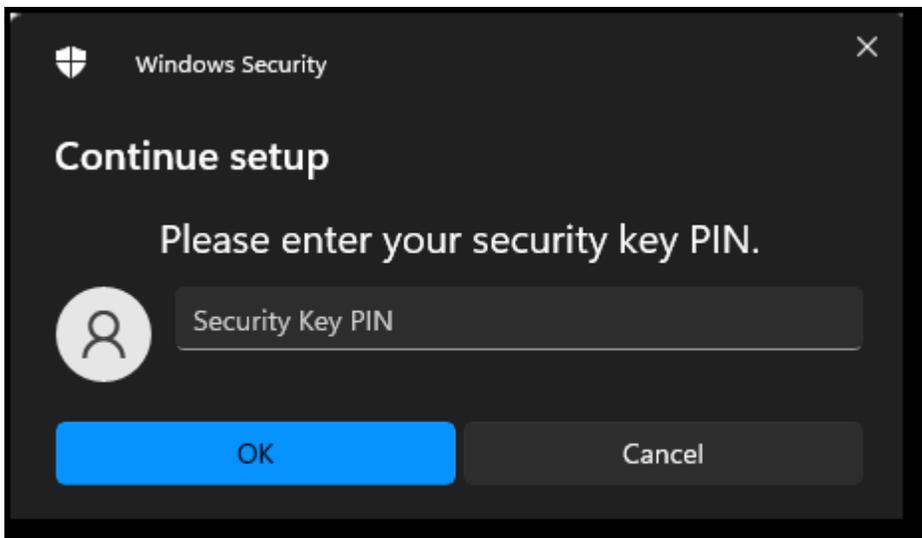
17. When you see the screen below, click “Windows Hello or external security key”.



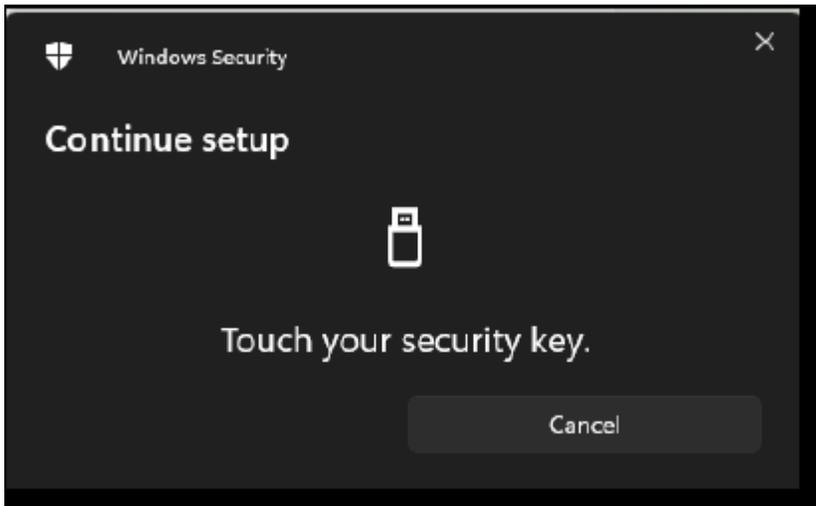
18. Click OK on the two screens below.



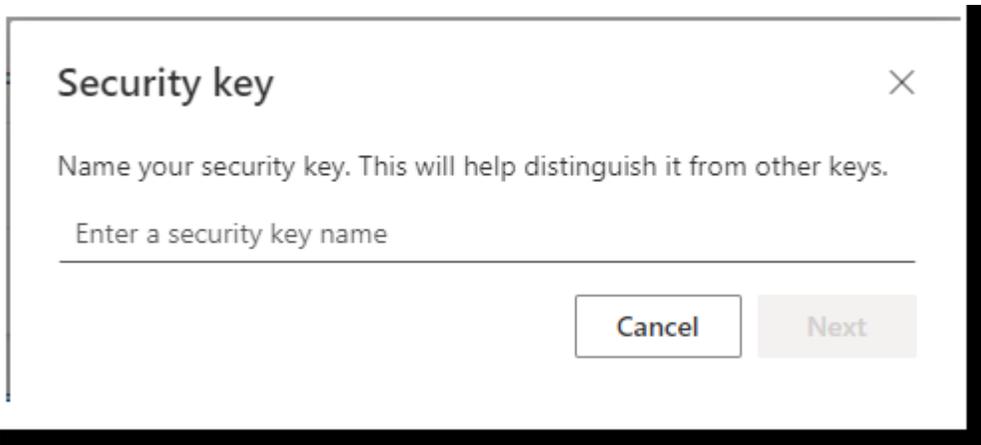
19. When you see the screen below, enter the PIN you created earlier in Step 9 and click OK.



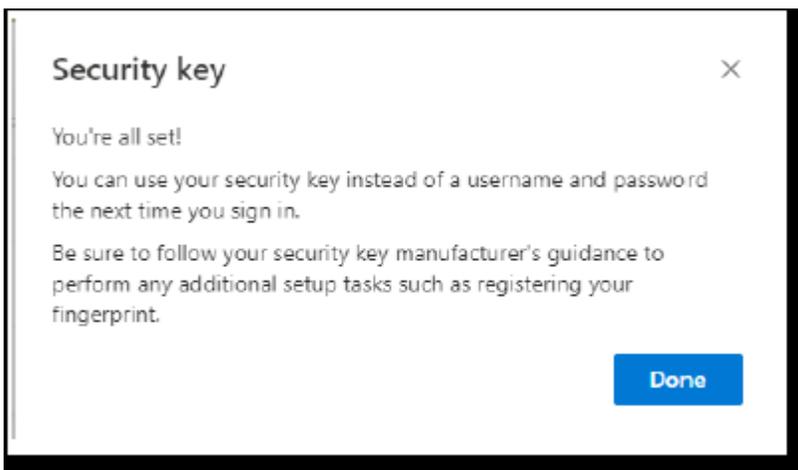
20. When you see the screen below, touch the fingerprint reader on the FIDO2 security key with the same finger you touched it with earlier in Step 7.



21. Enter a name for this security key. This name will be used to distinguish this key in your list of MFA methods. Click Next.



22. Click Done on the screen below.

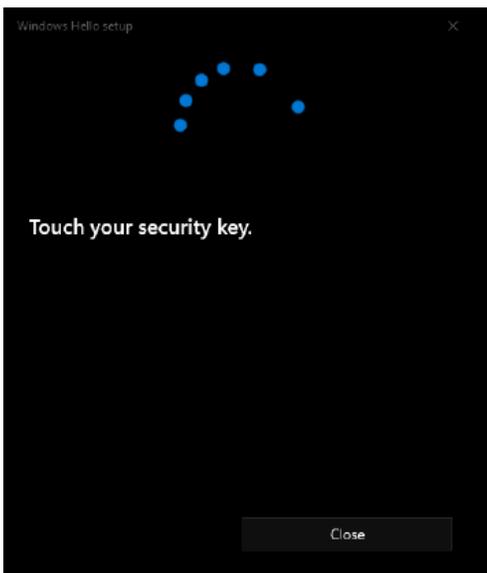


The FIDO2 security key should now show up in your list of authentication methods. For assistance enrolling or using a FIDO2 security key, please contact SaskBuilds and Procurement's ITD Service Desk at 306-787-5000.

Resetting a FIDO2 Security Key

FIDO2 security keys can be re-used by another user. To do so, the currently enrolled user must reset the security key to factory settings.

1. Before beginning enrollment, ensure you have your FIDO2 security key handy.
2. Plug the FIDO2 security key into your computer.
3. On the bottom of your screen, click the Search bar. Search for the Settings app, and click it to open it.
4. In the Settings app, on the left side click Accounts.
5. In the Accounts section, click Sign-in options.
6. In the Sign-in options section, click Security key.
7. In the Security key section, click Manage. You will see a screen like the one below. Touch the fingerprint reader on the FIDO2 key that's plugged into your computer.



8. On the screen below, click Reset under Reset Security Key.



9. On the screen below, click Proceed.



10. Enter your PIN and then touch the FIDO2 security key twice when prompted to do so. The FIDO2 security key will now be reset to factory settings.

For assistance, please contact SaskBuilds and Procurement's ITD Service Desk at 306-787-5000. Note that while the ITD Service Desk can provide assistance in the reset process, ITD is not capable of resetting the FIDO2 security key. Only the currently enrolled user can reset the security key to factory settings.

Lost or Stolen FIDO2 Security Key

In the event your FIDO2 security key is lost or stolen, please contact SaskBuilds and Procurement's ITD Service Desk at 306-787-5000 for assistance.