

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

Version 3.0 Jun 5<sup>th</sup> 2024

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

## Contents

User guide - Setup Azure MFA with YubiKey for External Users.....	1
Prerequisites:.....	1
Part 1 of 2: Change Password and setup YubiKey .....	2
Part 2 of 2: Add an additional sign-in method to enable self-service password reset....	11
Support contact.....	12

## Prerequisites:

- 1) 'Basic IT Access' request must be approved in novoAccess
- 2) NN Initials and Password shared by your NN manager
- 3) Temporary access pass (TAP) received from your NN manager  
(NN manager needs to request this by calling NN Service desk

**The Temporary access pass is valid only for 24 hours and it is valid only 1 time, therefore it is important that you complete all the steps in one go. If you log out in between or the page times out, you will need to request your NN manager for new Temporary access pass (TAP) )**

**Please note that your Temporary access pass (TAP) and your NN password are 2 different entities. Temporary access pass (TAP) is a time-sensitive code that you use to setup your NN password and MFA (MS authenticator or Yubikey)**

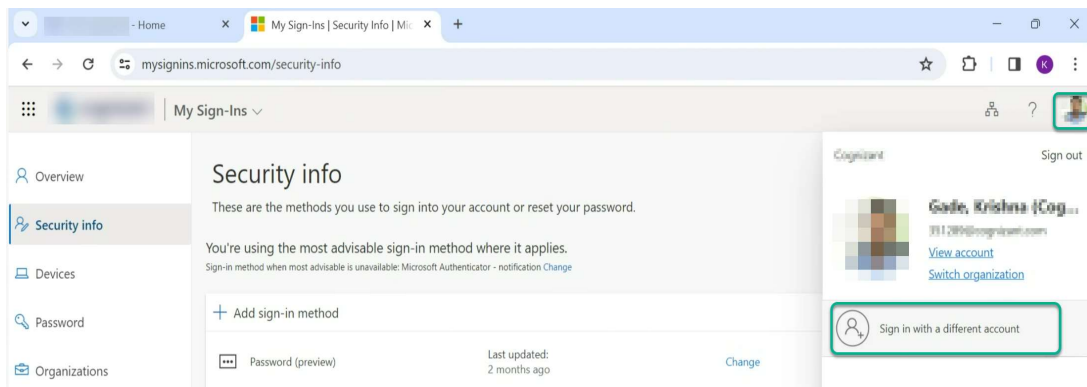
- 4) YubiKey received from your NN manager

## Part 1 of 2: Change Password and setup YubiKey

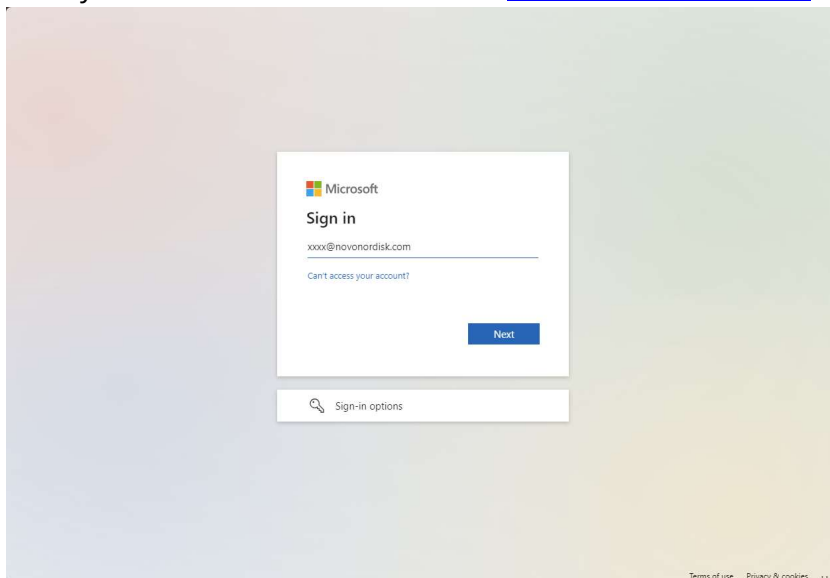
- 1) Open a browser on your company/personal PC or Mac in "InPrivate" (Edge) / "Private" (Safari) / "Incognito" (Chrome) mode and go to <https://mysignins.microsoft.com/security-info>

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

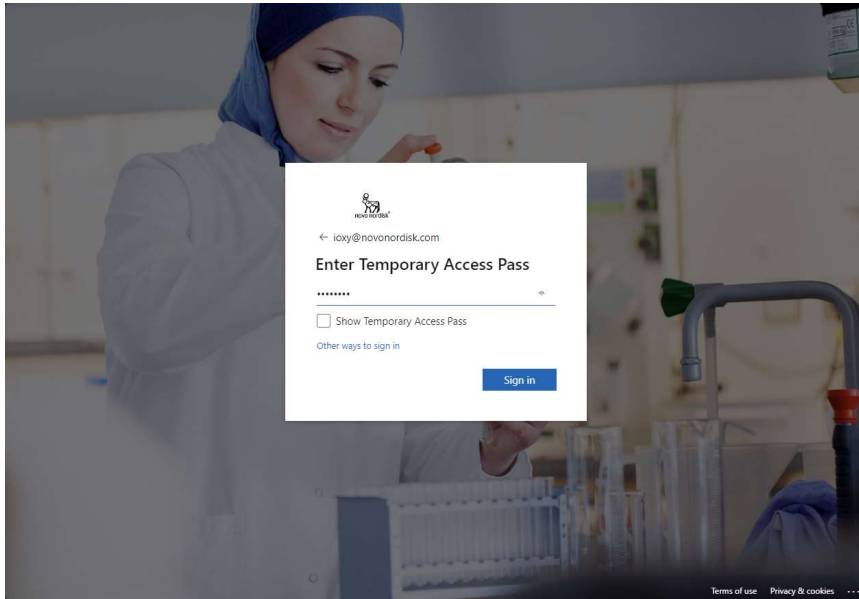
Click on your profile picture at right hand top, and select "Sign in with a different account"  
Then select "Sign in with a different account".



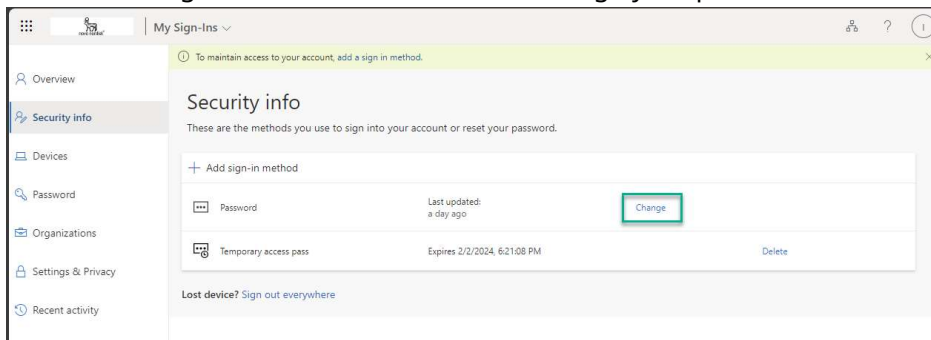
- 2) Enter your NN credentials in the format [XXXX@novonordisk.com](mailto:XXXX@novonordisk.com) and click next.



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

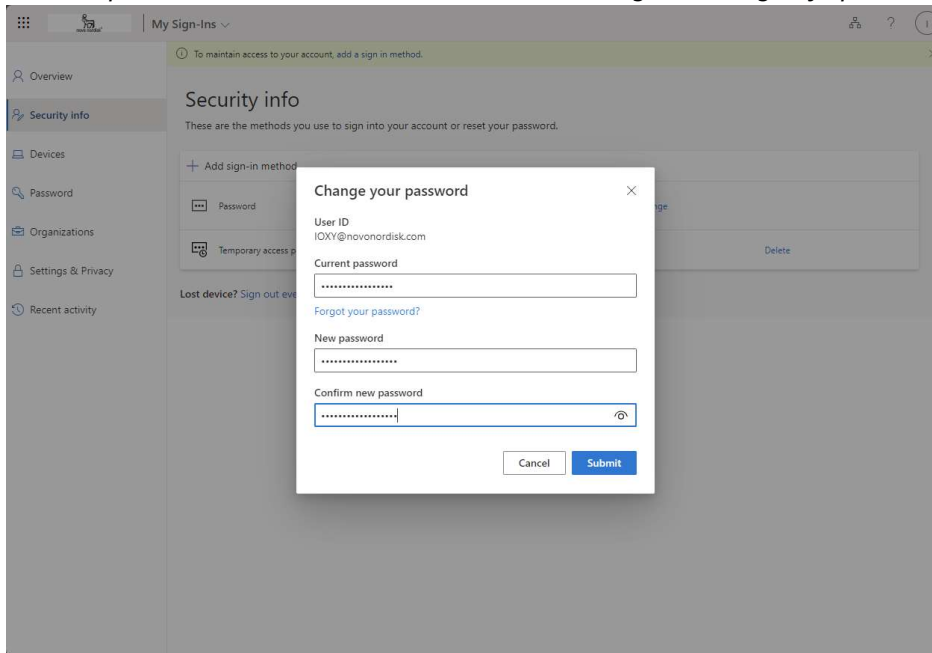


- 4) Click on 'Change' on the 'Password' line to change your password.

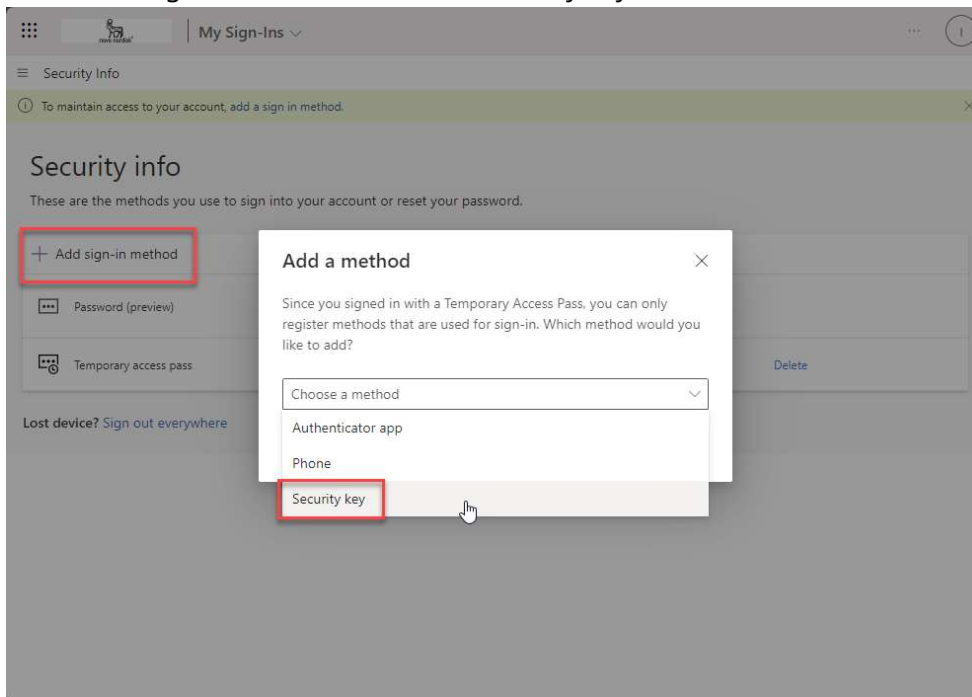


- 5) Please enter the password provided by your manager and then enter and confirm new password.

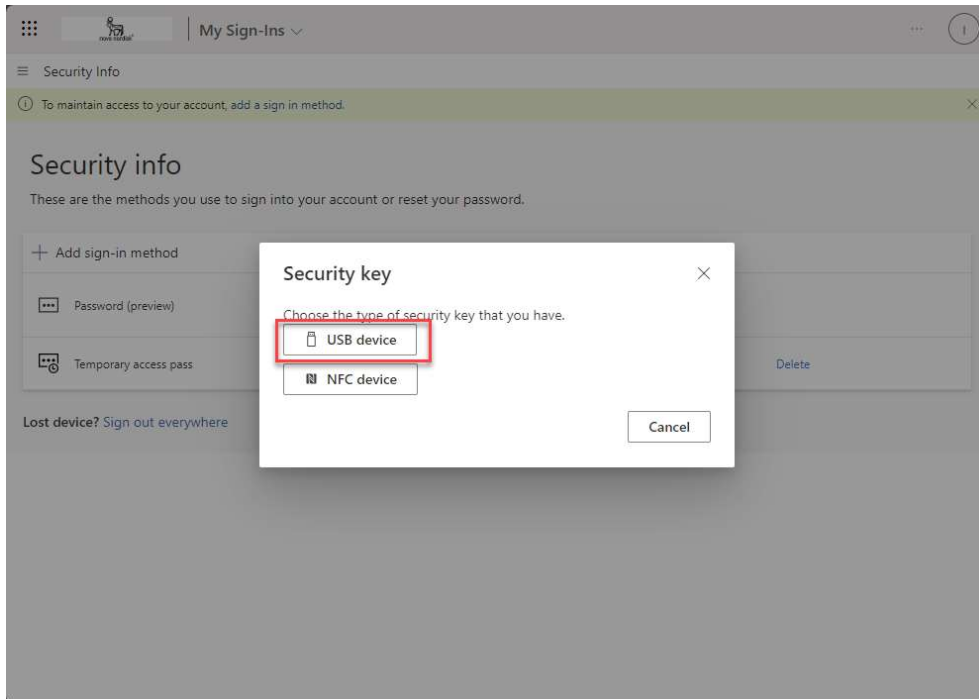
*The new password must be at least 14 characters long (including any spaces)*



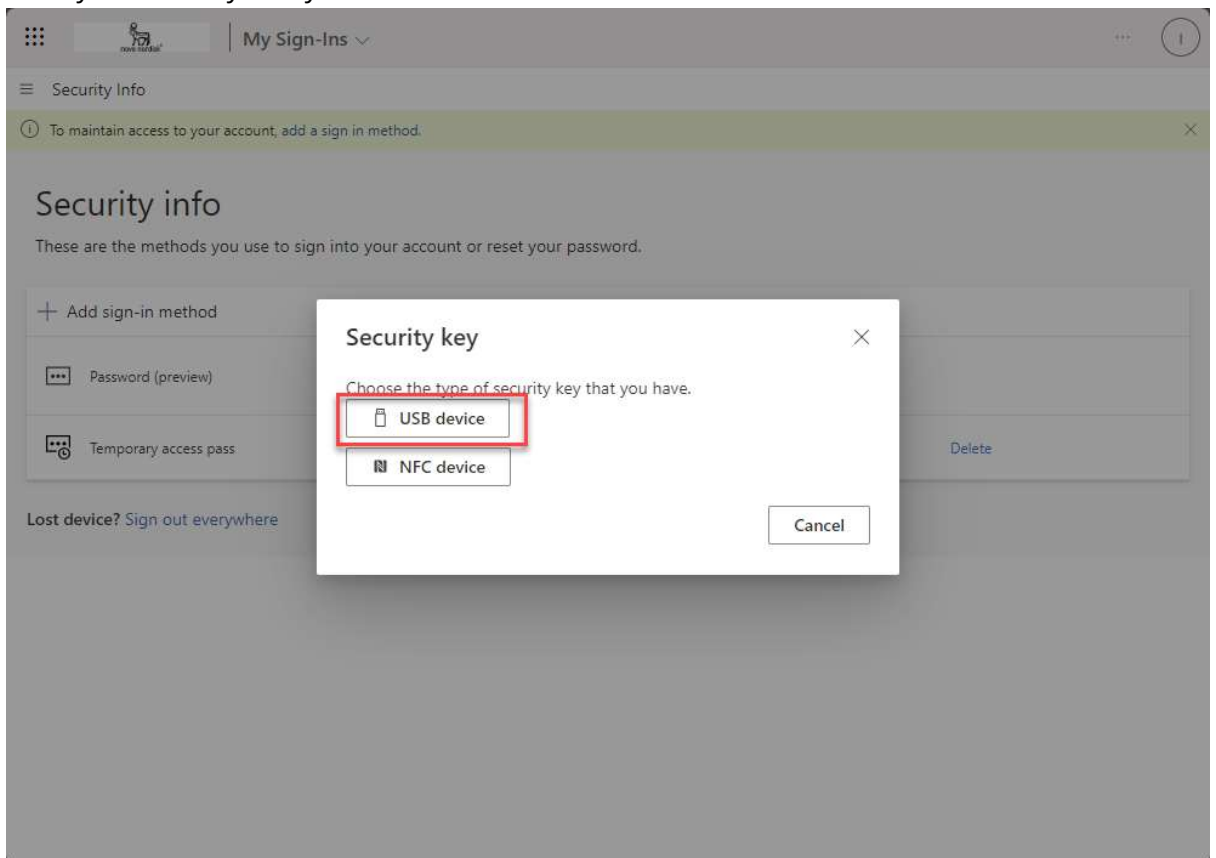
- 6) Select Add Sign in method and select 'Security key' and click 'Add'



7) Select 'USB device'

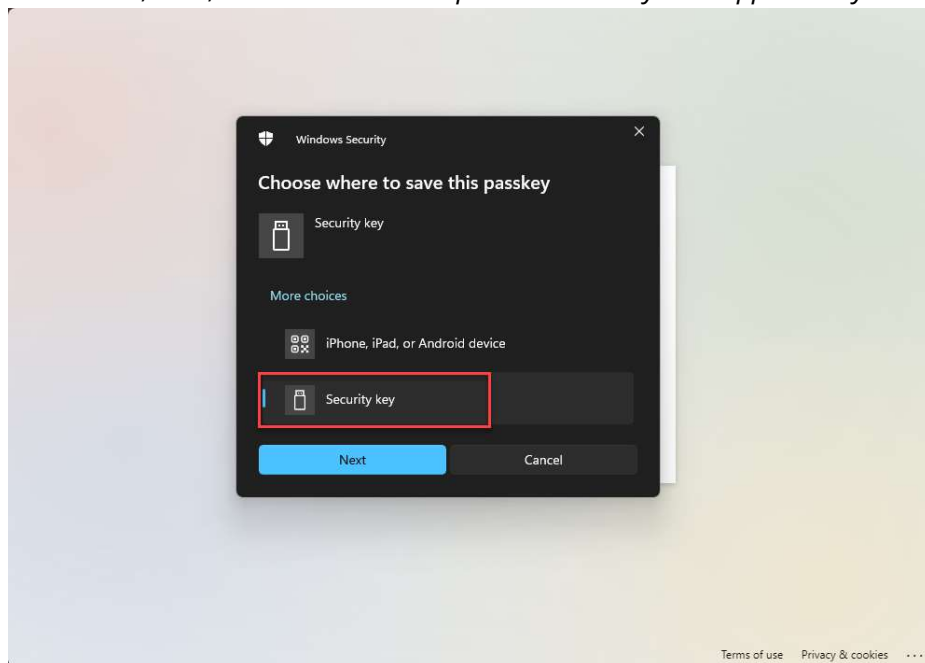


8) Have your YubiKey ready and click 'Next'

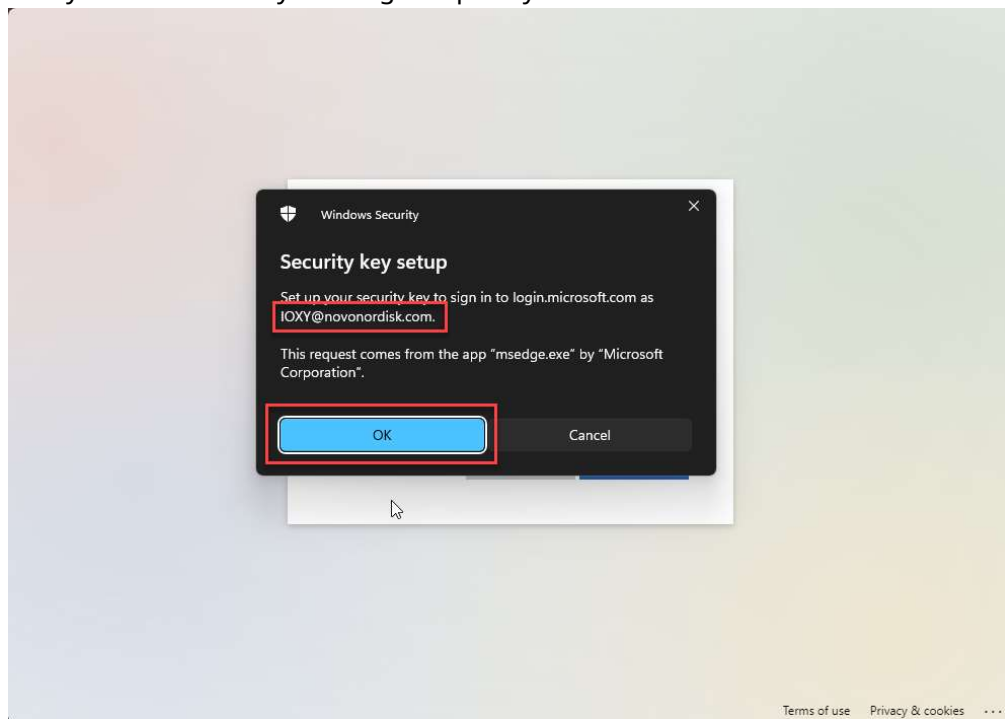


9) Select 'Security key' and click 'Next'

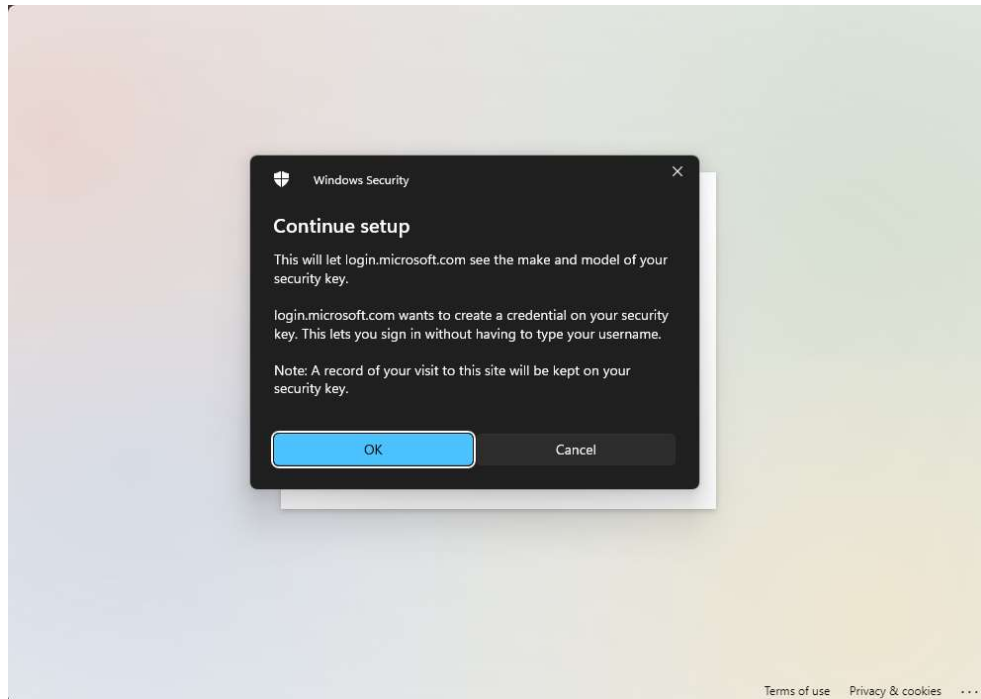
*The 'iPhone, iPad, or Android device' option is currently not supported by Novo Nordisk*



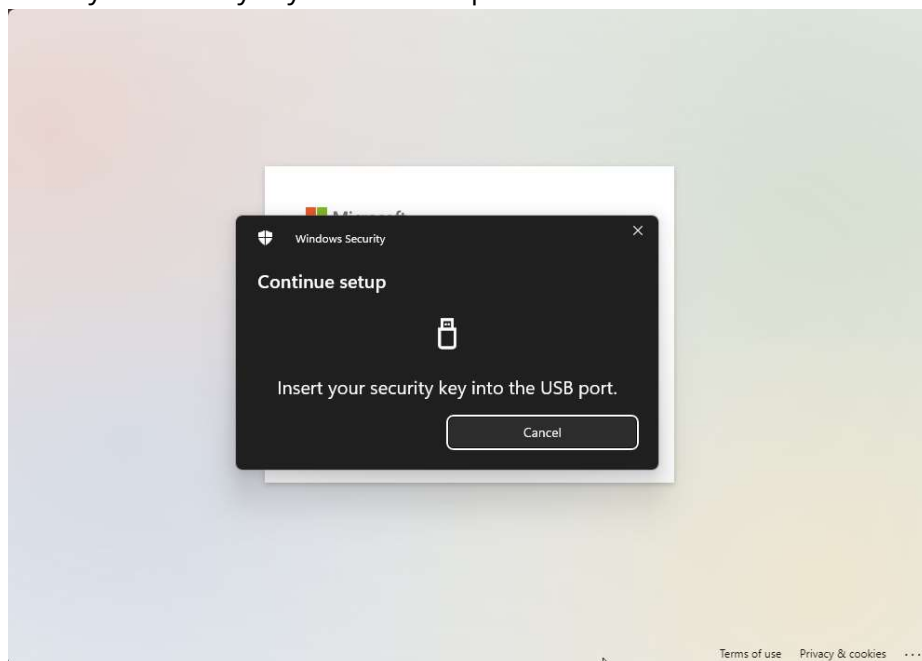
10) Verify that the security is being setup for your Novo Nordisk account and click 'OK'



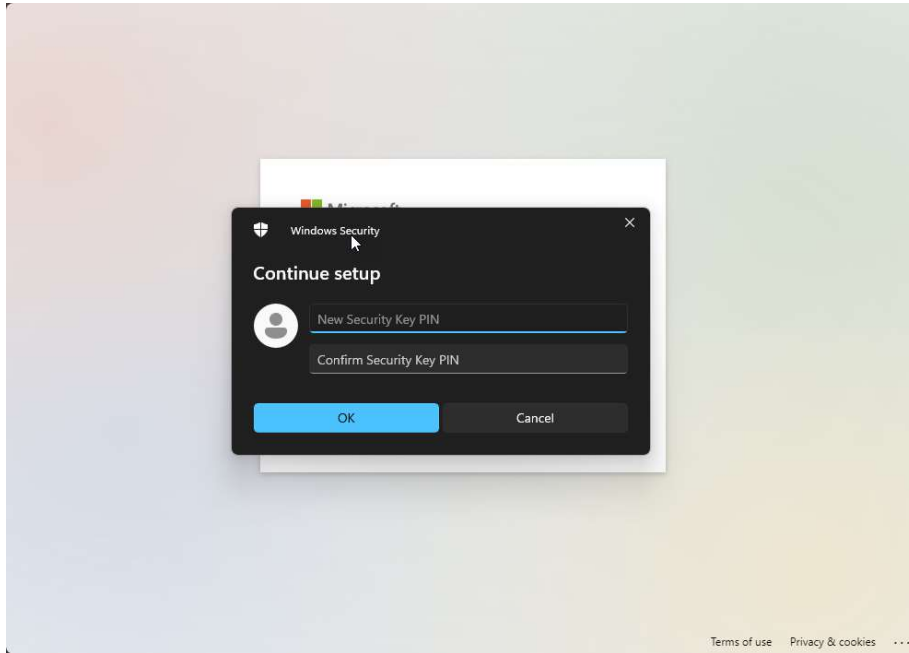
11) Read the information from Microsoft and click 'OK'



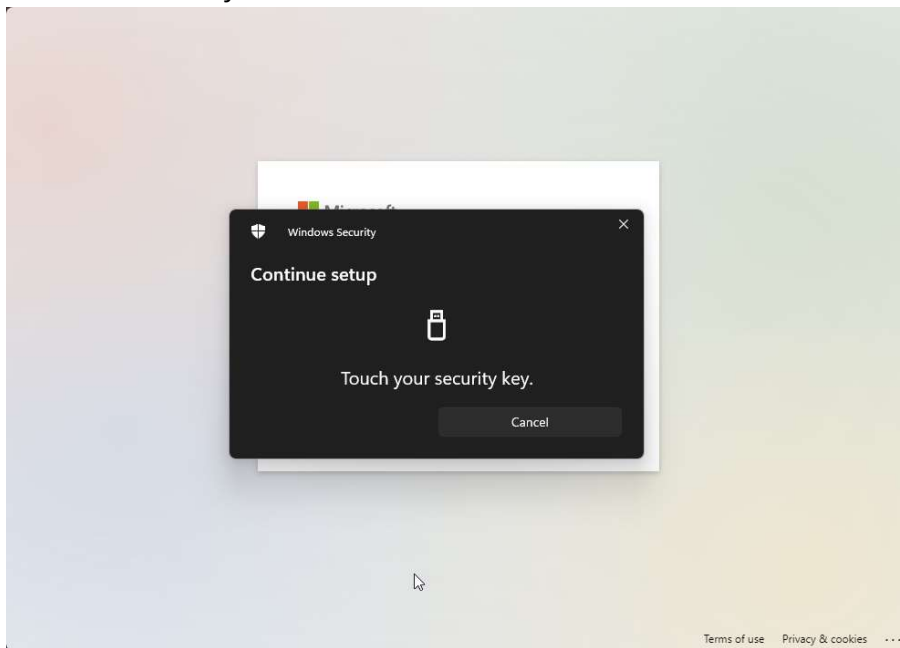
12) Insert your security key into the USB port



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

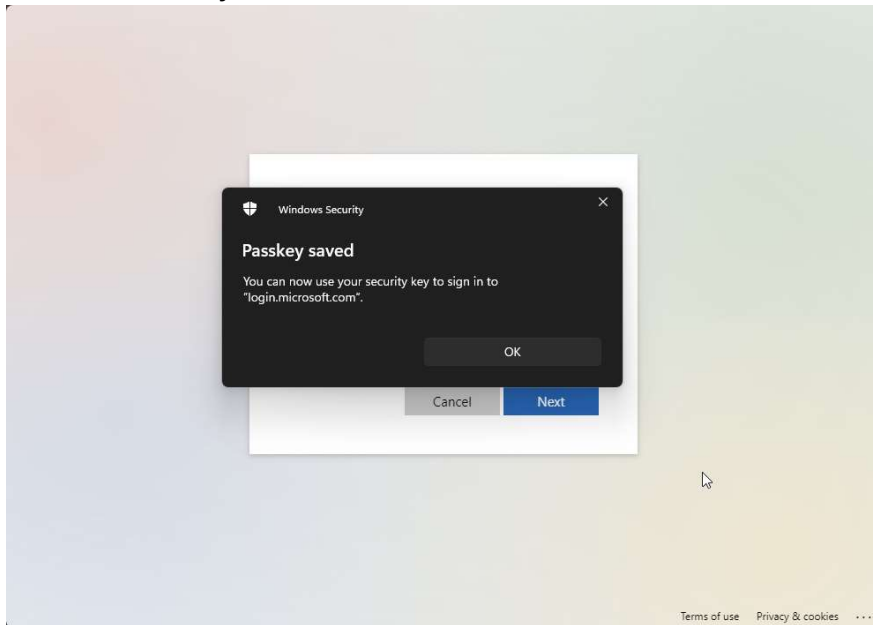


14) Touch the YubiKey

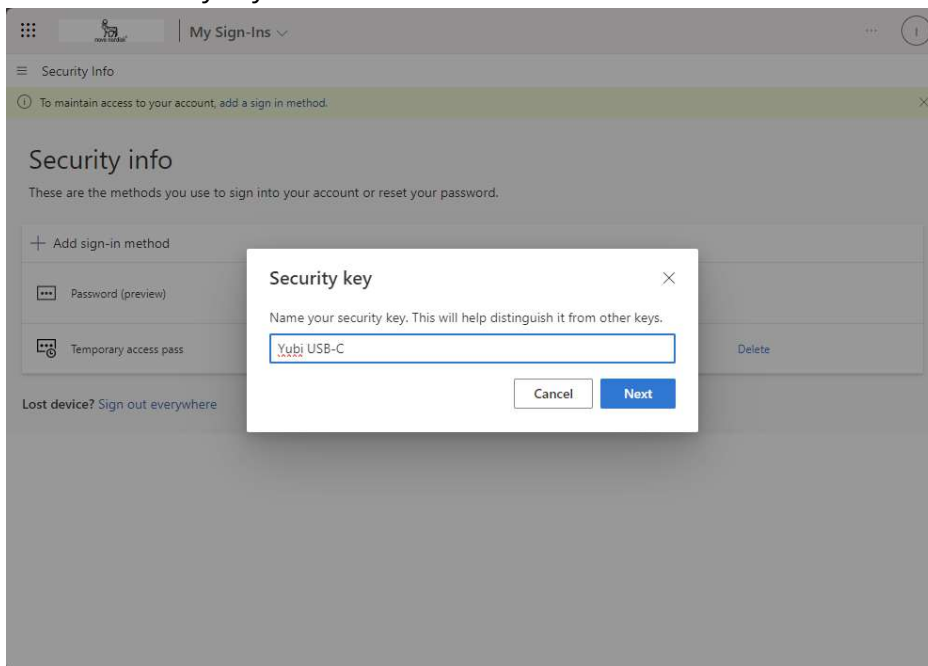




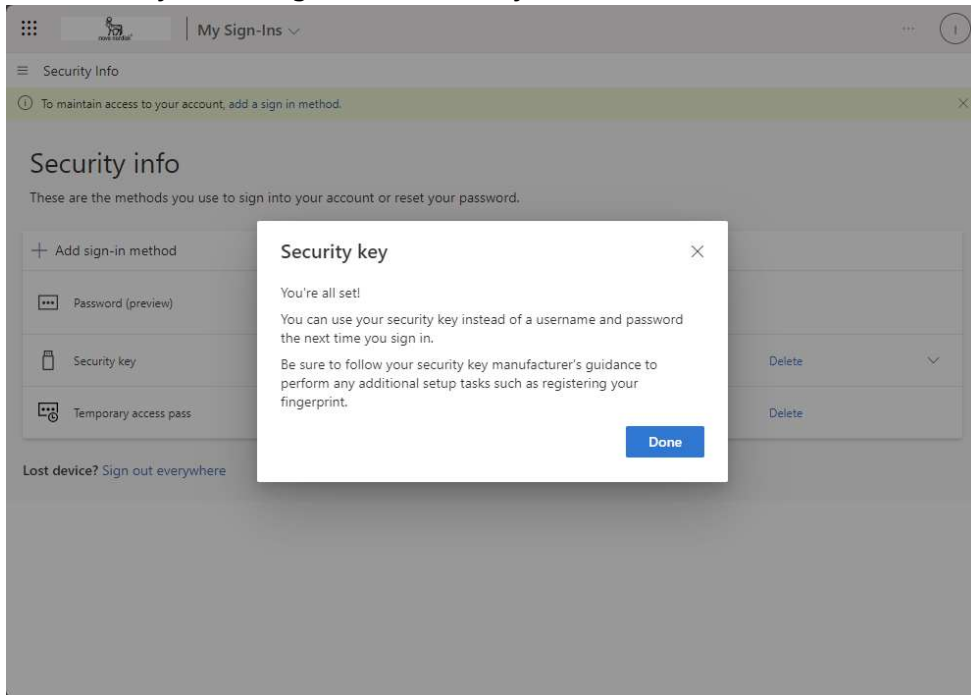
15) When the Passkey is saved click 'OK'



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

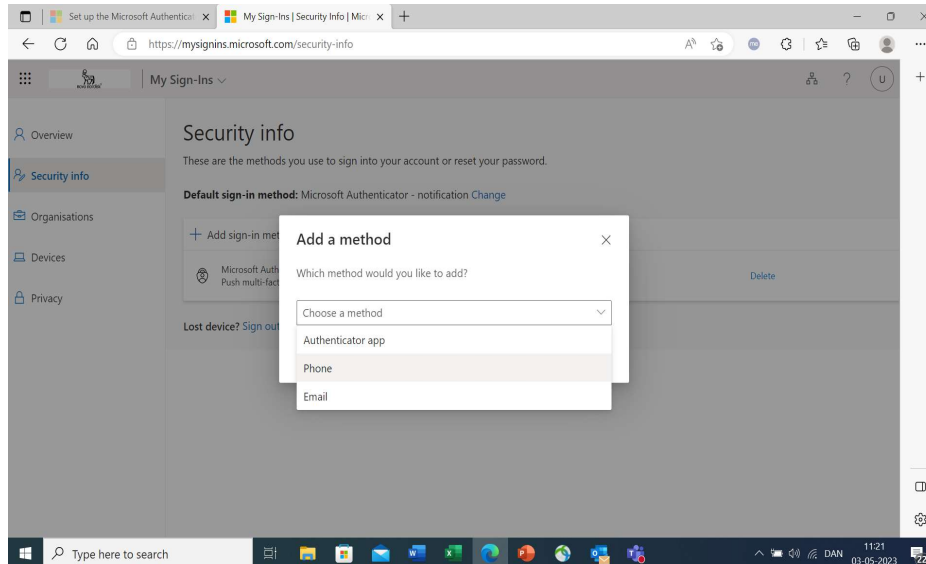


## 17) Your YubiKey is now registered and ready for use

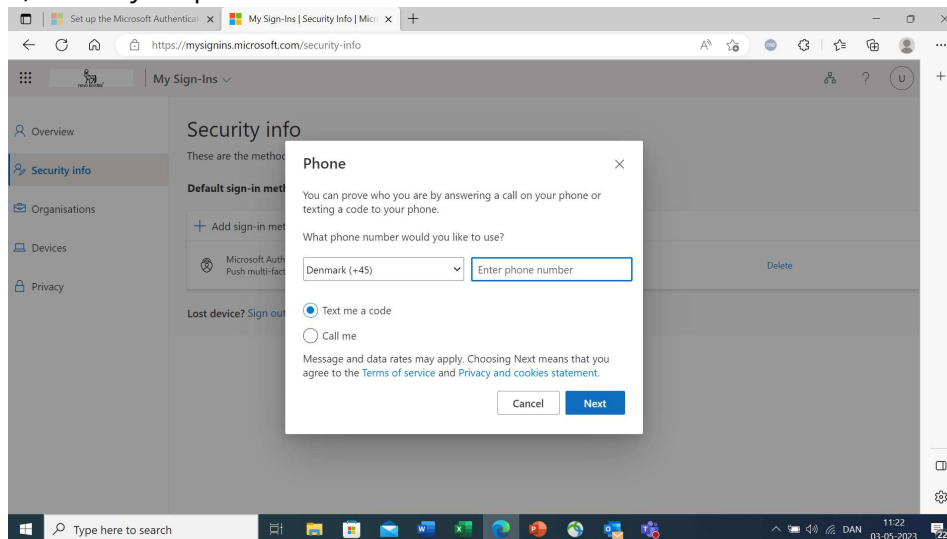


## Part 2 of 2: Add an additional sign-in method to enable self-service password reset

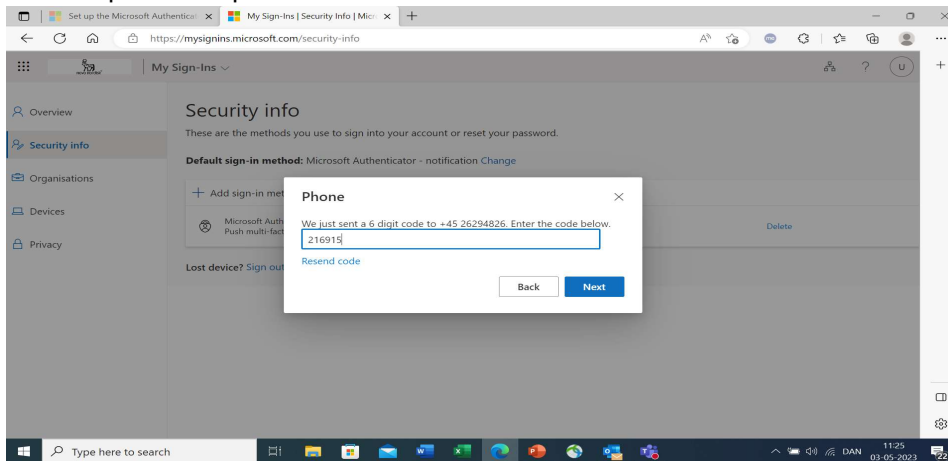
1) Click 'Add sign-in method' and choose 'Phone'



2) Enter your phone number and make sure that 'Send me a text' is chosen. Click 'Next'



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



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

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

<https://novonordisk.sharepoint.com/sites/ITHUB/SitePages/Clouddesktopaccess.aspx#new-cloud-desktop-access-guide>

## Support contact

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

### Phone:

Please contact service desk via phone +45 4442 6000

### USA contact:

Field Sales: 18666336686

Home Office: 18669873939

### India Contact:

0008004402200

### Mail:

itsupport@novonordisk.com

