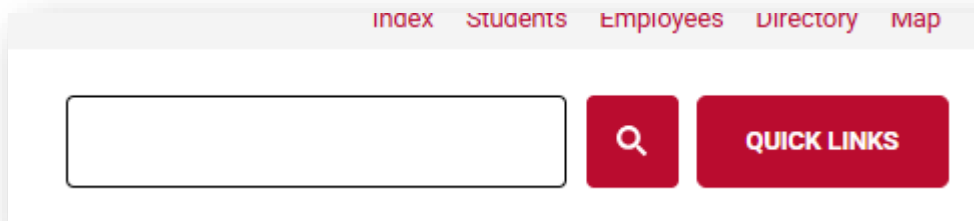
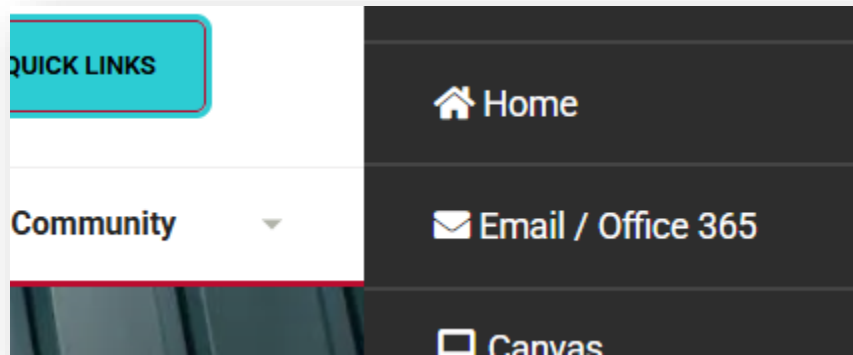


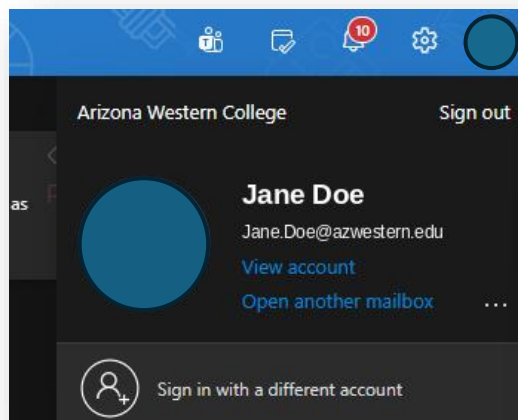
1. Navigate to azwestern.edu
2. Click on the **Quick Links** in the top right corner



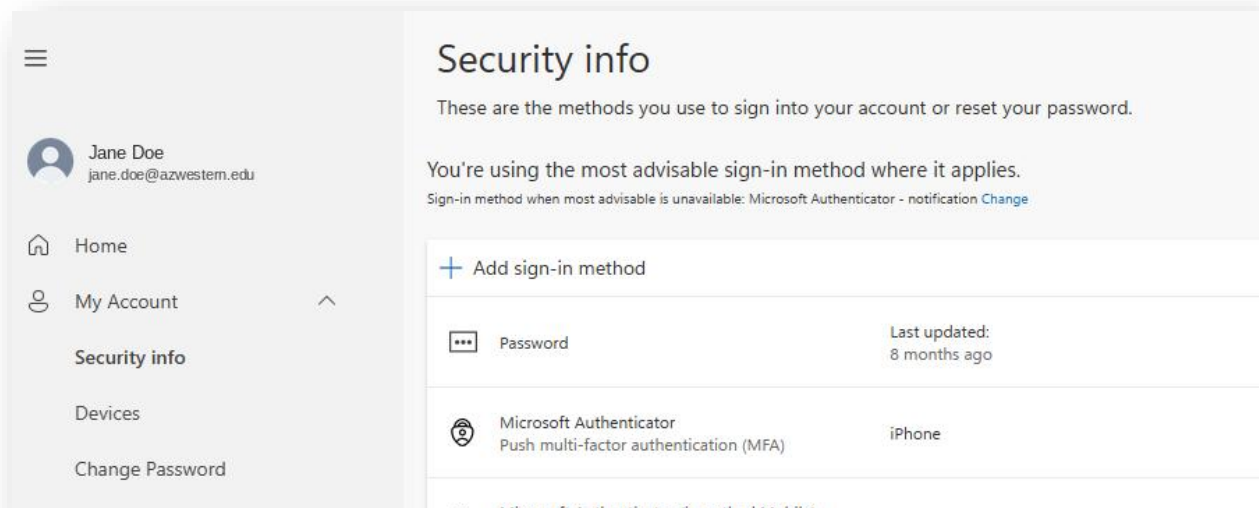
3. Click on the **Email/Office 365** in the menu that opens on the side



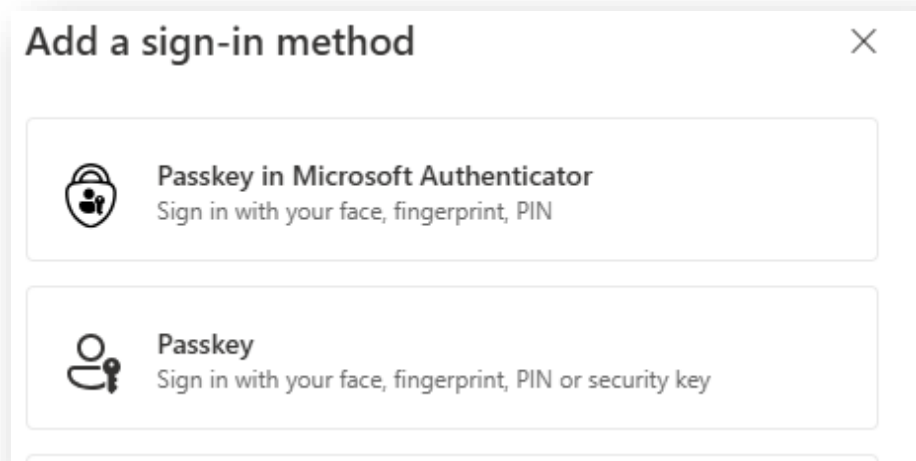
4. Sign in with your AWC email address. For students, it may be first.last@stu.azwestern.edu OR netID@toro.azwestern.edu. For employees, it will be first.last@azwestern.edu.
5. In the top right corner, click on your **profile icon** and click on **View Account**.



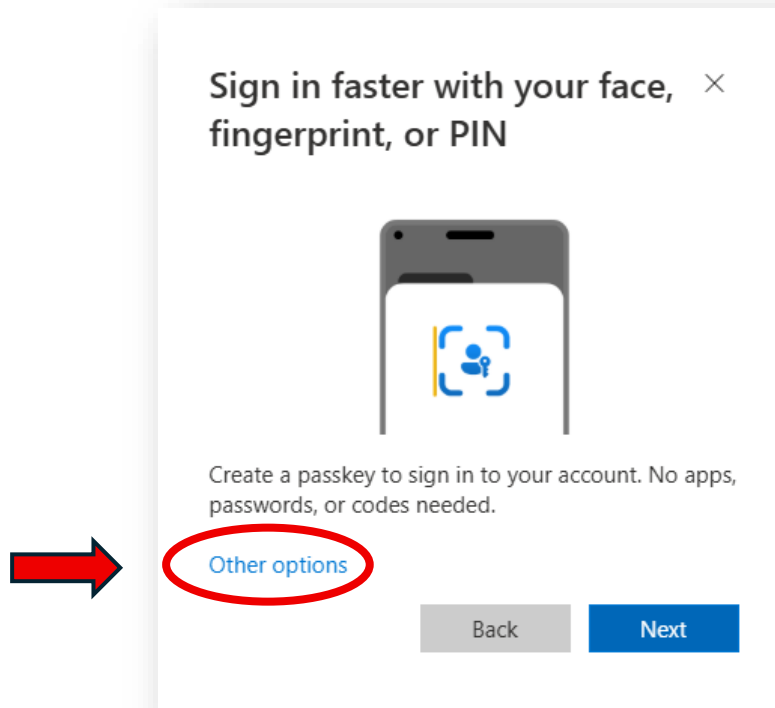
6. In the Lefthand Menu, under **My Account**, select **Security Info**.
 - a. From here you can review all your sign-in methods and add/remove



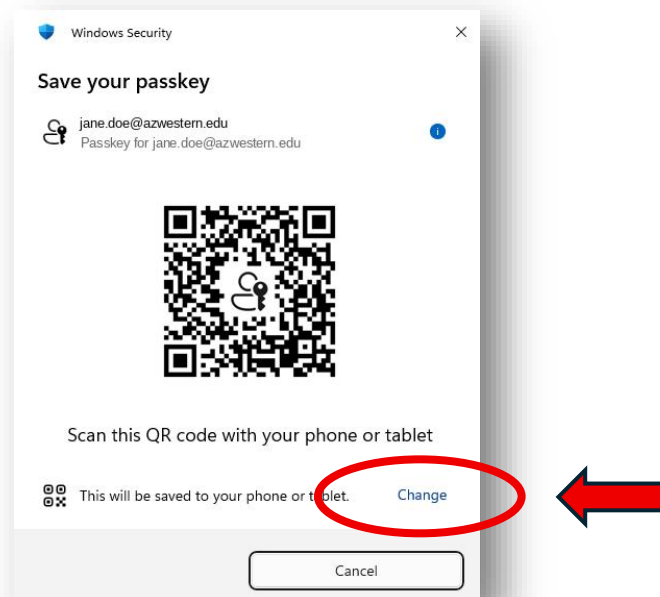
7. To add the YubiKey, select **Add a sign-in method** and at the next prompt select **Passkey**.



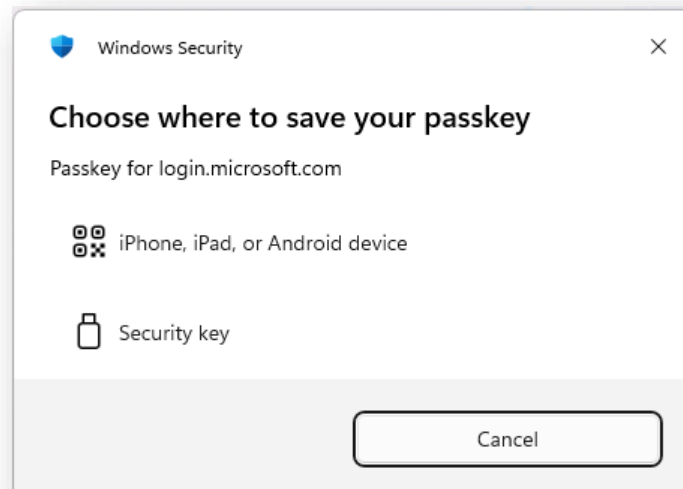
8. At the next prompt, select **Other options** and click **Next**.



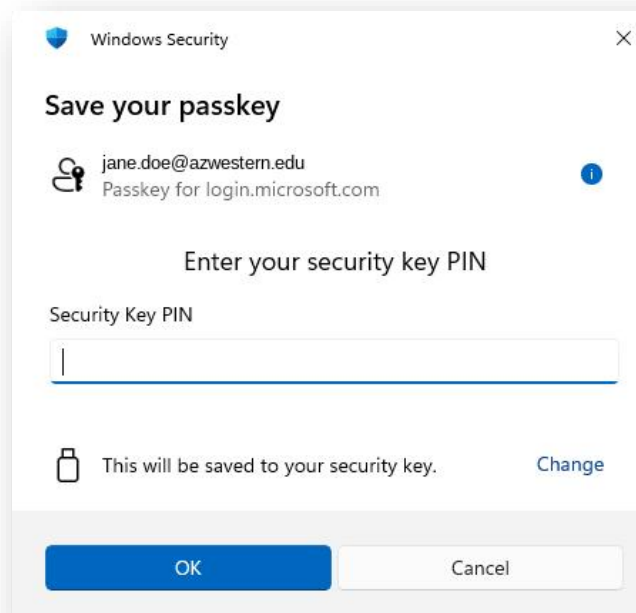
9. At the Save your passkey prompt, click **Change**



10. Choose where to save your passkey, select **Security Key**



11. At the Save your passkey prompt, enter your **PIN** that you decide on. It can be four to six digits and should be something you can remember as you will be prompted for this PIN when authenticating. Select **OK** once entered.



12. After you enter your PIN, you'll be prompted to touch your key.
a. Typically, the key will flash or blink indicating this.

13. Give your passkey a name and select **Next**.

Let's name your passkey



Give your passkey a name to help you identify it later.

Next

14. You are now complete and can utilize your YubiKey to authenticate.