Utilizing Token with Microsoft accounts (Non Domain accounts)

Introduction

The purpose of this document is to walk users through the process of setting up their Token Ring as a security key to allow for Passwordless or MFA Authentication when logging in to their account. This article is going to be for users who have already established credentials for their Token ring via the Token mobile application.

If you have not yet established your credentials to Token, please visit (https://www.tokenring.com/#how) where we have a detailed walkthrough outlining the set-up process.

Alternatively, if you would like to watch our video guide for this walkthrough, please visit (YouTube page).

Operating Systems

This written and video walkthrough was conducting using a Windows 11 Enterprise OS and has been confirmed to work with:

Windows 10 and newer (Enterprise and Home)
macOS 10.12 and newer
Linux (Ubuntu, CentOS, Pop!_OS, Redhat)

Required Peripherals

In order for Token to properly be utilized with Microsoft Services, you will need either a built-in or external NFC communication interface. For the purpose of this guide, we will be using a USB NFC Reader/Writer (Model ACR122U). However, this exact model is not required and utilizing an alternative NFC reader should not cause any issues.

   a. *Please note that when utilizing an external USB NFC Reader/ Writer, you may have to update manufacturer software per their instructions if you are experiencing difficulties with your NFC reader after initial use.*
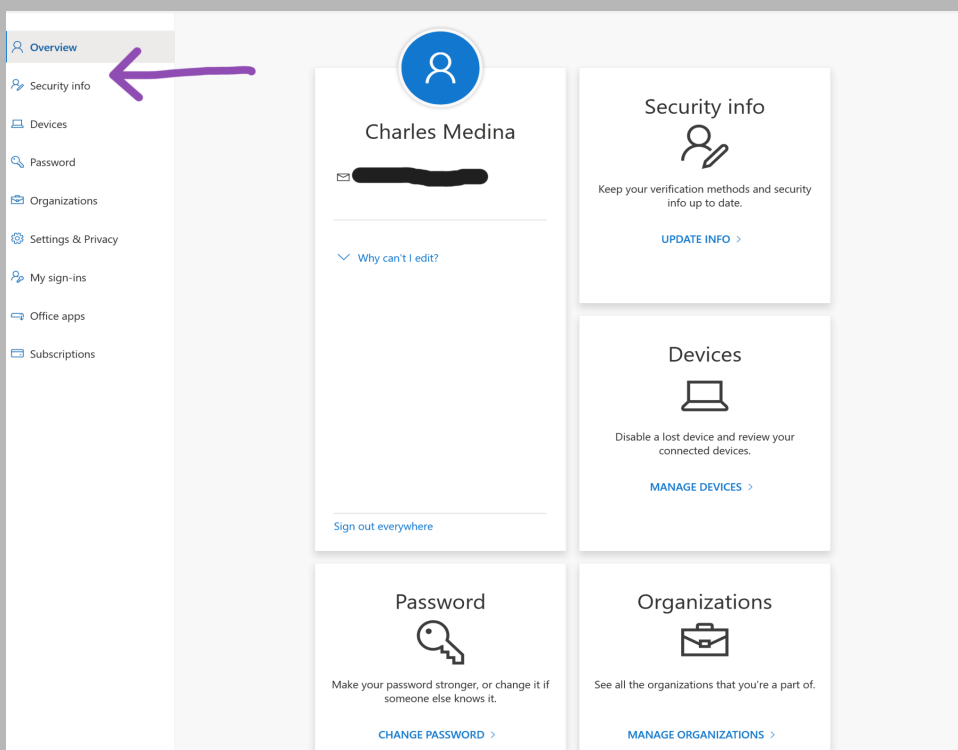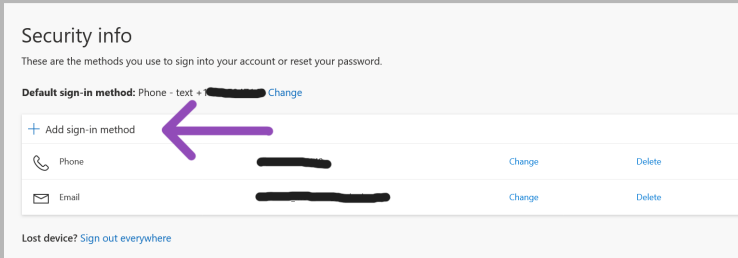
Getting Started!

Navigate to your Microsoft account page by visiting "https://myaccount.microsoft.com/".

➢ *Please note that this link is going to navigate you to a sign-in page that is associated with Domains that do not belong to Microsoft (Google, FastMail, Proton, ETC). If you are following this guide and either yourself or your organization uses a Microsoft domain, please navigate to https://account.microsoft.com/account?lang=en-us and follow the instructions outlined in "[Utilizing Token with your Microsoft account (Domain accounts)"](#).*

➢ *Additionally, note that the link located on the first step may be different from what is provided. If this is the case, please visit with your Administrator, and they will be able to provide you with the correct URL destination.*
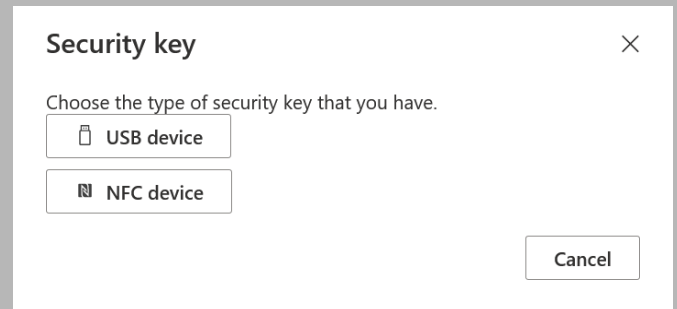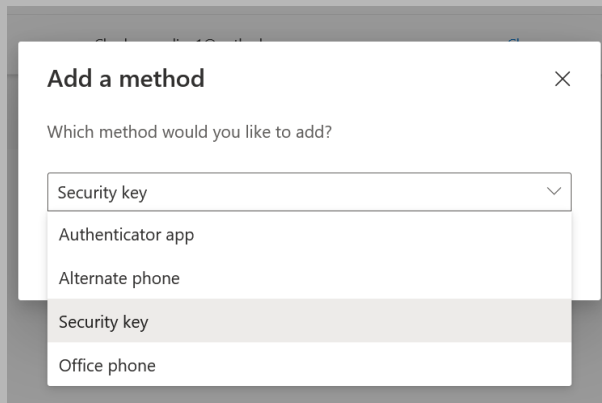
Once you have signed in, navigate your pointer to the left pane and select "Security Info". This will direct you to your account security dashboard.

➢ *Please note that if you have not already established at least one Multi-Factor Authentication method, you will need to create one before you can establish your security key. Please reference the "[Two-Step Verification](#)" support page.*

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text + ▓▓▓▓▓ Change

\+ Add sign-in method ⬅️

📞 Phone   ▓▓▓▓▓▓   Change   Delete

✉️ Email   ▓▓▓▓▓▓   Change   Delete
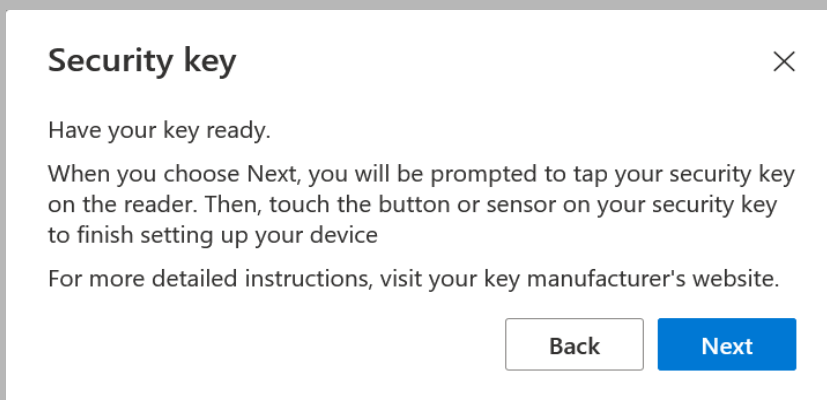
Lost device? Sign out everywhere

Adding your Token Ring as a sign-in method can be achieved by navigating to the "+ Add Sign-in method". You will be presented with a drop-down allowing you to select "Security Key" as a method to add. Please select the NFC option.

Add a method

✕

Which method would you like to add?

Security key ⌄

Authenticator app

Alternate phone

Security key

Office phone

Security key

✕

Choose the type of security key that you have.

🔲 USB device

📶 NFC device

Cancel

➤ *Note: Before you can establish a security key for your account, you must first sign in with your previously established Multi-factor authentication method. For this guide, I have chosen to sign in with my mobile number on file.*

➤ *Note: Both on Windows 10 and Windows 11, you may be redirected back to your "Overview" tab within your account after you have signed in using your Multi-factor authentication method. If this is the case, please navigate back to the "Security Info" section, where you will be prompted to select your security key type.*

You will now be prompted to have your security key handy and ready to scan over your NFC communication interface. Ensure that your Token Ring is authenticated and secure on your finger.
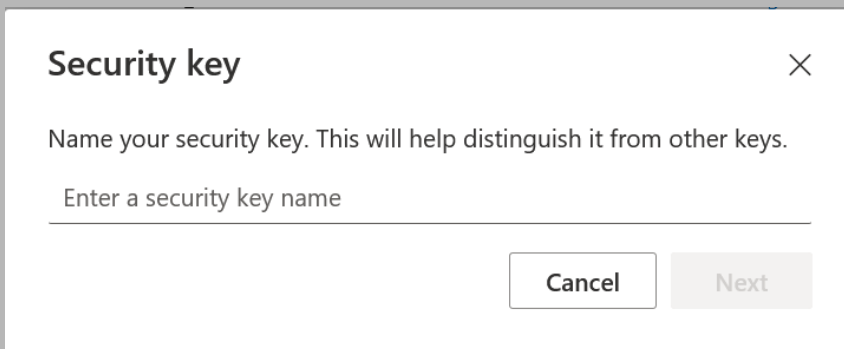
Security key

✕

Have your key ready.

When you choose Next, you will be prompted to tap your security key on the reader. Then, touch the button or sensor on your security key to finish setting up your device

For more detailed instructions, visit your key manufacturer's website.

Back   Next

a. Please select "OK" to both the security key set-up verification prompts. You will then see a pop-up which is asking you to use your security key with your NFC communication interface.

Now, you're ready to establish the Token ring as your security key. Simply "Double Knock" the ring on a sturdy surface to enable communication (You will know this has been done when your ring illuminates with a solid Purple light) and hold over your NFC communication interface until the login prompt resolves (2-3 seconds for initial set-up).

➢ *Please note that your reader may illuminate green and make an audible "beep", however, this does not mean that the transaction has been completed fully. Please wait until the Microsoft prompt resolves completely before removing your Ring from the NFC reader.*

After your first successful NFC transaction, you will be asked to create a pin for your credential, and then you will be prompted for another transaction to establish Token as the security key.

Once the NFC prompt has been resolved, you will be asked to name your security key.

a. We would recommend naming your key something unique, in the case you've established multiple security keys for your account.

Congratulations! You have now successfully set up your Token Ring as a security key within your account!

➢ *Note: Under the Security info tab, you will now be able to see your Ring as a form of Authentication.*

➢ *Note: The default sign-in method is going to be the first Multi-Factor authentication you established before setting up your security key. If you would like to set your Token Ring as the default, please navigate*
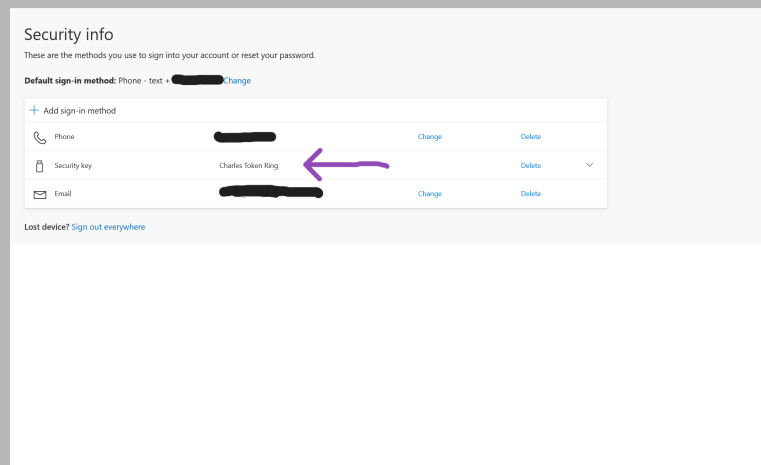
to the "Change" button located next to the default sign-in method and select your established Token Ring.

➢ *Please note that the default sign-in method is going to be the first Multi-Factor authentication you established before setting up your security key. If you would like to set your Token Ring as the default, please navigate to the "Change" button located next to the default sign-in method and select your established Token Ring.*

➢ *If, for whatever reason, your experience has deviated from the above of you are simply having trouble getting your Token Ring set-up with your account, please see the bottom of this guide for some quick troubleshooting steps or feel free to email charles@tokenring.com, and we can get you up and running.*