

Windows Security Settings

UAN is recommending that UAN clients create a password for the UANUser account, and to activate one of the following Windows Hello Sign-in options:

- PIN (Personal Identification Number)
- Fingerprint Recognition

Before you can create a PIN or fingerprint recognition, a password will first need to be established for the UANUser account.

If you already have a password established for the UANUser account, or use a Microsoft Account (e.g. an Outlook.com email account), you can go directly to the **“How to set up sign in options for Microsoft Hello”** instructions within this document.

How to add a Windows Password:

Step 1: **Click the Start button** and open Settings.

Step 2: **Select Accounts** from the left sidebar.

Step 3: **Click on Sign-in options.**

Step 4: **Click on the Password section** to expand it.

Step 5: **Click the Add button.**

Step 6: **Type your new password**, confirm it, and add an optional password hint.

Step 7: **Click Next**, then click **Finish**.

How to set up sign in options for Microsoft Hello:

The following link is to a video that explains how to set up a PIN (personal identification number) and Fingerprint Recognition:

<https://www.youtube.com/watch?v=Zp9wo2sDOXc>

Please Note: UAN **does not** provide assistance or support the security key option which is detailed at the end of the video. Facial recognition requires a compatible camera which is also not provided by UAN.

For those who prefer the steps written out:

- Step 1: **Open the Start menu** , click **Settings** , and choose **Accounts** .
- Step 2: **Select Sign-in options** from the menu options.
- Step 3: **Click on PIN** (Windows Hello) to expand the menu.
- Step 4: **Click the Set up or Add button.**
- Step 5: **Enter your Microsoft account or local user password**, then click OK.
- Step 6: **Enter your new PIN** (numbers only or check the box for letters and symbols if preferred), then enter it a second time to confirm.

Please Note: If you only want to set up a PIN, stop at Step 6. If you want to set up Fingerprint Recognition, proceed with Steps 7, 8, 9, and 10.

Please Note: The UAN **Laptop** contains the fingerprint reader as a built-in device, however the UAN issued **Desktop** computer does not have a compatible fingerprint reader for use with Windows Hello. If you want to implement fingerprint recognition, your entity will need to purchase the required device(s).

Fingerprint Recognition:

- Step 7: **Click on Fingerprint recognition** (Windows Hello) and select Set up.
- Step 8: **Press Get started** and enter your PIN.
- Step 9: **Press your finger repeatedly on the fingerprint sensor**, lifting and changing angles slightly until the scan is complete.
- Step 10: **Click Close** when finished, or select Add another finger to register more fingers.