Lab – Operating System Login (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# Objectives

In this activity, you will explore and configure different types of operating system logins.

Part 1: Type of Authentications

Part 2: Single sign-on (SSO)

# Recommended Equipment

* A computing device

# Instructions

## Type of Authentications

You can manage how you sign into your devices. In this part, you will use a local-only Windows account.

* + - 1. Click **Start** > **Settings** > **Accounts** > **Sign-in options**.
      2. Review the sign-in options.

#### Question:

What are the available options?

Type your answers here.

Answers can vary depending on the availability of fingerprint reader or camera and the configured security policy. Some of the options are Windows Hello Face, Windows Hello Fingerprint, Windows Hello PIN, Security Key and Password.

In the following steps, you will configure different types of authentication methods.

### Password-login authentication

Password

* + - 1. Under the Sign-in options heading, click **Password**.
      2. Now you can change your password or update your security questions. If you desire to change your password, click **Change**. Enter your current password and click **Next**.
      3. Enter your new password and password hint. Click **Next**. Click **Finish** when asked to confirm that the password will be changed.

### Windows Hello authentication

Windows Hello is another way to log in to Windows devices. It can use a PIN, facial recognition, or fingerprint. Note that the PIN is required to set up fingerprint and facial recognition.

Windows Hello PIN

* + - 1. Select **Windows Hello PIN** to set up sign-in with a PIN.

**Note**: Windows 11: Select **PIN (Windows Hello)**.

* + - 1. Click **Add** or **Set up** to add a new PIN. Enter your password when prompted by the Windows Security pop-up window. In the Set up a PIN window, enter your new PIN. Click **OK** to continue.
      2. To change a PIN, click **Change**. Enter the current PIN and your new PIN. Click **OK** to continue.

Window Hello Fingerprint

Note: This option is only available if you have a fingerprint reader on your device.

* + - 1. Select **Windows Hello Fingerprint** to set up sign-in with a fingerprint.

**Note**: Windows 11: Select **Fingerprint recognition (Windows Hello)**.

* + - 1. Click **Set up**. Click **Get started**.
      2. Enter your PIN or password if prompted.
      3. Touch the fingerprint sensor as directed by Windows Hello Setup.

Windows Hello Face

Note: This option is only available if you have a compatible camera on your device.

* + - 1. Select **Windows Hello Face** to set up sign-in with a facial recognition.

**Note**: Windows 11: Select **Facial recognition (Windows Hello)**.

* + - 1. Click **Set up**. Click **Get started**.
      2. Enter your PIN or password if prompted.
      3. Make sure your face is centered in the frame and keep looking directly at your screen as directed by Windows Hello Setup.

## Single sign-on (SSO)

Single sign-on (SSO) allows a user to access multiple applications by authenticating once. For example, the user signs into Windows with a Microsoft account, and the user also gains access to OneDrive.

In this activity, you will create a new Microsoft account and access the documents in OneDrive using different methods. This account allows access to Microsoft’s cloud services and can synchronize desktop settings and user profile settings on multiple devices.

### Create an account.

In this step, you will create a new Microsoft account.

* + - 1. Navigate to <https://account.microsoft.com/account/outlook>.
      2. Click **Create account**.
      3. Create a username and use outlook.com. Click **Next**.
      4. Create a password and click **Next**.
      5. Provide answers to Microsoft services when prompted.
      6. Click **Next** to solve the puzzle to prove that you are not a robot.
      7. With the Microsoft account, you also have access to other services.

#### Questions:

List some of the available Microsoft services.

Type your answers here.

Answers will vary. Office. Outlook.com, OneDrive, Skype, or Xbox.

What is another example of services that allow single sign-on?

Type your answers here.

Answers will vary. Some of the examples are Google, LinkedIn, Twitter, and Facebook.

What are the advantages and disadvantages of single sign-on?

Type your answers here.

Answers will vary. Single sign-on allows users to access multiple applications with one username and password. The user only needs to remember one username and password so they are less likely to lose or write down their credentials. Unfortunately, when the users forget the credentials, they are locked out of multiple applications. Furthermore, unauthorized users can gain access to multiple applications with one set of user credentials.

### Log in to your Microsoft account from your PC.

In this step, you will add the newly created Microsoft to your PC.

* + - 1. Log in to your PC using your local user account.
      2. Click **Start** > **Settings** > **Accounts** > **Family & other users**.
      3. Click **Add someone else to this PC** and provide the email address that was created in the previous step.

**Note**: In Windows 11, click **Add account**.

* + - 1. Log in using the email address. Follow the steps on the screen to log into the PC with the SSO account.
      2. Open **File Explorer**. You will have access to OneDrive without logging in again. Review the existing folder in OneDrive.
      3. Add a new folder to your OneDrive.
      4. Using a web browser, log in to your Microsoft account.
      5. Click the Account manager for your account in the upper right corner. Click **My Microsoft account**.
      6. While you are in your Microsoft account, click the **App launcher** in the upper left corner. Select **OneDrive**. You should see the newly added folder or file.
      7. You can also access these files from other computers or web browsers.

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