



FOR SOCIETY

Sign in at Fontys: set up Windows Hello

Manual for employees

Versie 1.2



Introduction



A MORE CONVENIENT AND
SECURE WAY TO SIGN IN ON
WINDOWS DEVICES



THIS MANUAL DESCRIBES
HOW TO SET UP YOUR
SIGN-IN OPTIONS

Which sign-in options are available?



PIN



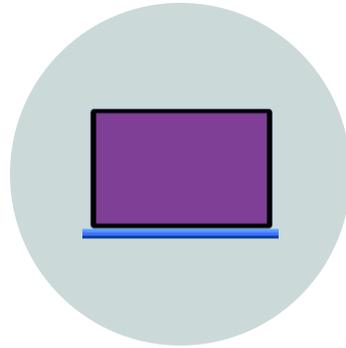
FINGERPRINT



FACIAL RECOGNITION

These options are optional and only possible on devices with a fingerprint scanner or a camera compatible with Windows Hello

What do you need?



YOUR WINDOWS 10
FONTYS LAPTOP

This manual has 2 sections

I. Navigation

Where to
manage your
sign-in
options?

II. Set up

- PIN
- fingerprint
- facial
recognition

Section I – Navigation to sign-in options



Sign-in options

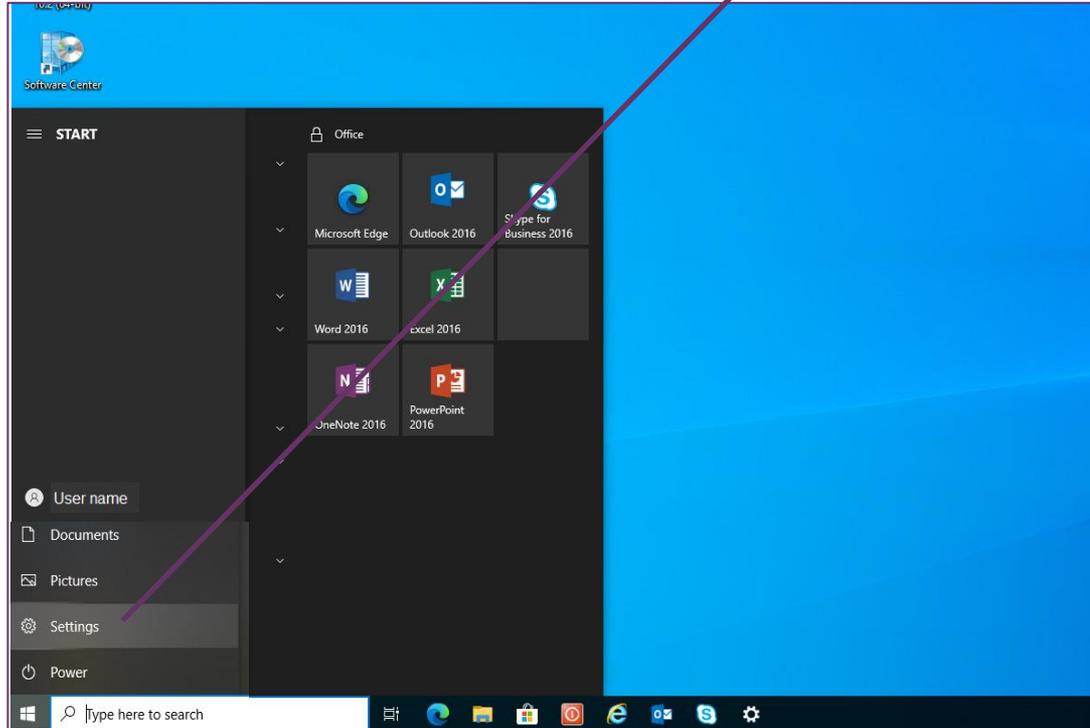
1. Select the Windows start icon



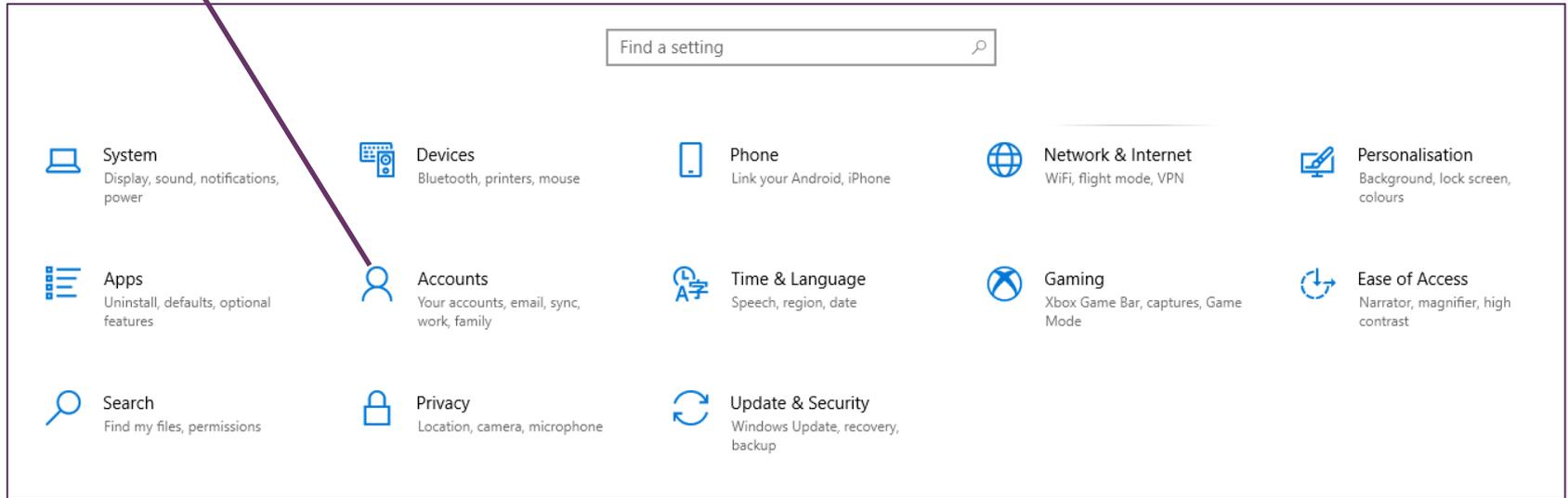
2. Select



Settings



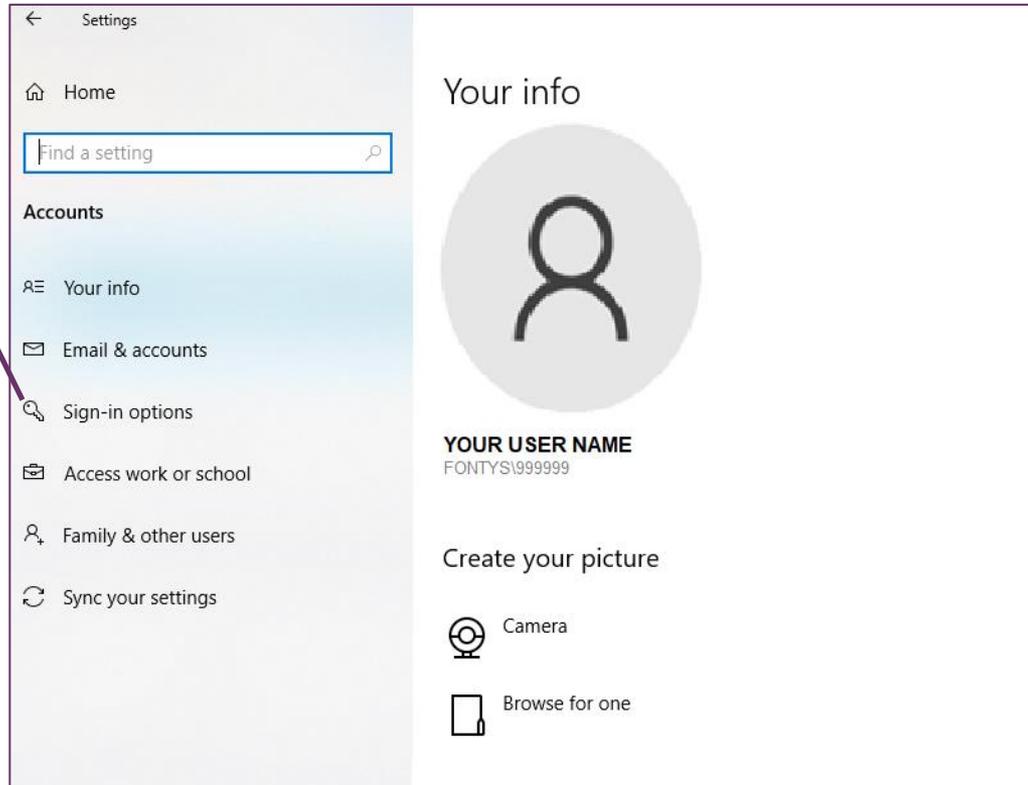
3. Select **Accounts**



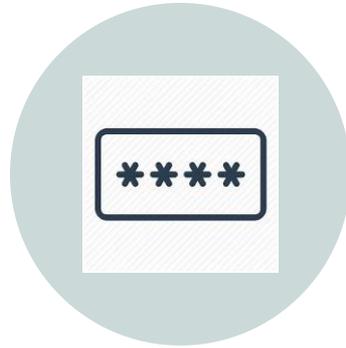
The screenshot shows the Windows Settings application interface. At the top, there is a search bar labeled "Find a setting". Below it, a grid of 15 settings categories is displayed, each with an icon, a title, and a brief description. A red arrow points from the "3. Select Accounts" header to the "Accounts" category in the grid.

Category	Icon	Description
System	Laptop	Display, sound, notifications, power
Devices	Keyboard and mouse	Bluetooth, printers, mouse
Phone	Smartphone	Link your Android, iPhone
Network & Internet	Globe	WiFi, flight mode, VPN
Personalisation	Monitor and pencil	Background, lock screen, colours
Apps	List of apps	Uninstall, defaults, optional features
Accounts	Person icon	Your accounts, email, sync, work, family
Time & Language	Speech and text	Speech, region, date
Gaming	Xbox controller	Xbox Game Bar, captures, Game Mode
Ease of Access	Person with magnifying glass	Narrator, magnifier, high contrast
Search	Magnifying glass	Find my files, permissions
Privacy	Lock	Location, camera, microphone
Update & Security	Refresh arrows	Windows Update, recovery, backup

4. Select **Sign-in options**



Section II – Set up a PIN



PIN

Setting up a PIN is mandatory in Windows Hello.

1. First select **Windows Hello PIN**

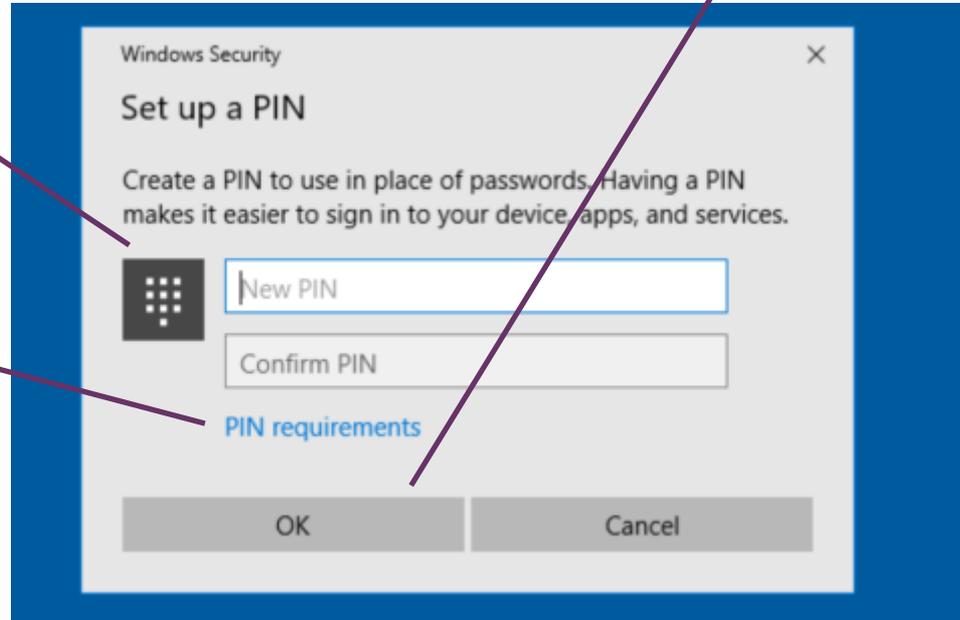
2. Select **Add**

The screenshot shows the Windows Settings application. On the left is a navigation pane with a search bar and several categories: Home, Accounts, Your info, Email & accounts, Sign-in options (highlighted with a blue bar), Access work or school, Family & other users, and Sync your settings. The main content area is titled 'Sign-in options' and contains the heading 'Manage how you sign in to your device'. Below this is the instruction 'Select a sign-in option to add, change or remove it.' There are three options listed: 'Windows Hello Face' (unavailable), 'Windows Hello Fingerprint' (unavailable), and 'Windows Hello PIN' (recommended). The 'Windows Hello PIN' option is highlighted with a grey background. Below it is a paragraph stating 'Your PIN is all set up to sign in to Windows, apps and services.' and a blue link 'Learn more'. At the bottom right of the main content area, there is a grey 'Add' button. A purple line connects the 'Add' button in the screenshot to the 'Add' button in the callout box on the right. Another purple line connects the 'Sign-in options' category in the navigation pane to the callout box on the left.

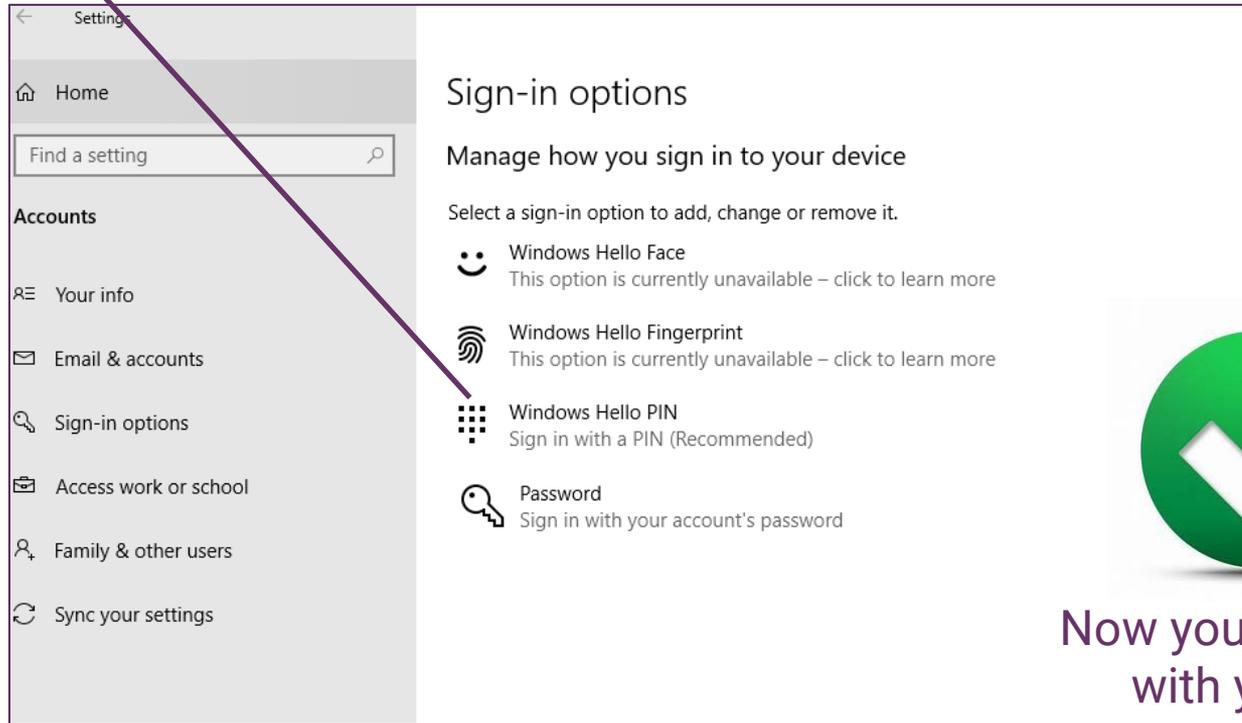
3. Choose your PIN and enter it twice

4. Select 

- ciphers only
- minimum length: 6
- maximum length: 8



5. Your PIN has been set up



The screenshot shows the Windows Settings application. On the left is a navigation pane with a search bar and categories: Home, Accounts, Your info, Email & accounts, Sign-in options, Access work or school, Family & other users, and Sync your settings. The 'Sign-in options' category is selected. The main content area is titled 'Sign-in options' and 'Manage how you sign in to your device'. It includes the instruction 'Select a sign-in option to add, change or remove it.' and four options: 'Windows Hello Face' (unavailable), 'Windows Hello Fingerprint' (unavailable), 'Windows Hello PIN' (recommended), and 'Password'. A purple arrow points from the title box to the 'Windows Hello PIN' option.

Settings

Home

Find a setting

Accounts

Your info

Email & accounts

Sign-in options

Access work or school

Family & other users

Sync your settings

Sign-in options

Manage how you sign in to your device

Select a sign-in option to add, change or remove it.

- Windows Hello Face
This option is currently unavailable – click to learn more
- Windows Hello Fingerprint
This option is currently unavailable – click to learn more
- Windows Hello PIN
Sign in with a PIN (Recommended)
- Password
Sign in with your account's password



Now you can sign in
with your PIN!

Section II – Set up fingerprint



FINGERPRINT

You can choose for setting up this sign-in option.

It is only possible on devices with a fingerprint scanner.
The menu informs you on the availability of this option.

[Click here to skip this option](#)

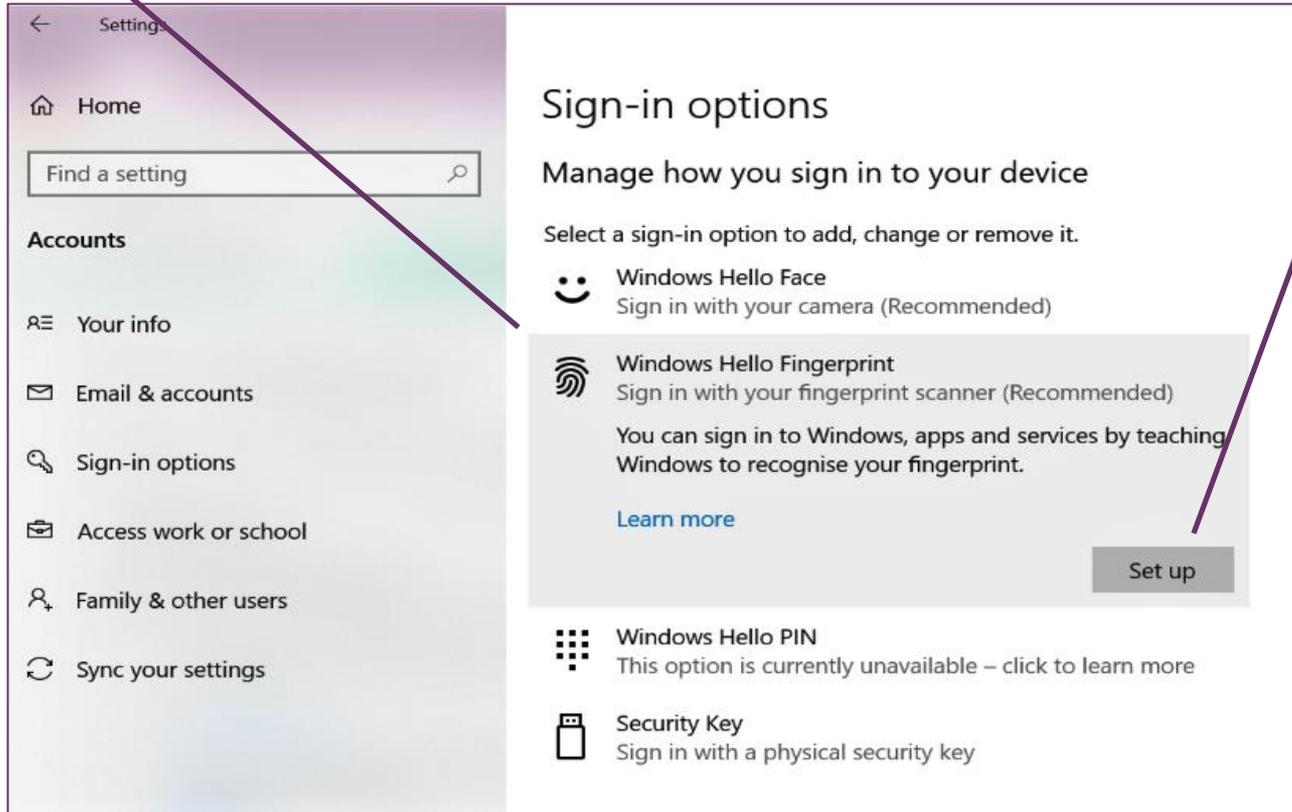
Where to find the fingerprint scanner?

On most devices on the right side of the keyboard



1. Select Windows Hello Fingerprint

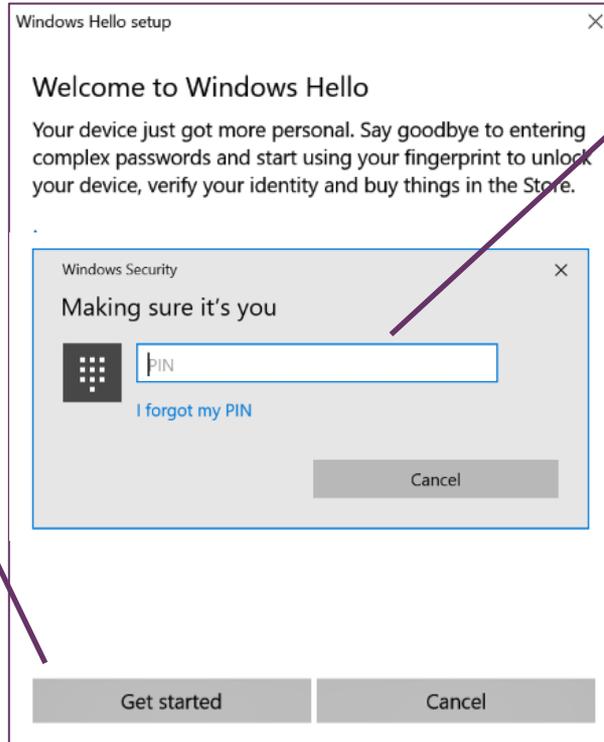
2. Select **Set up**



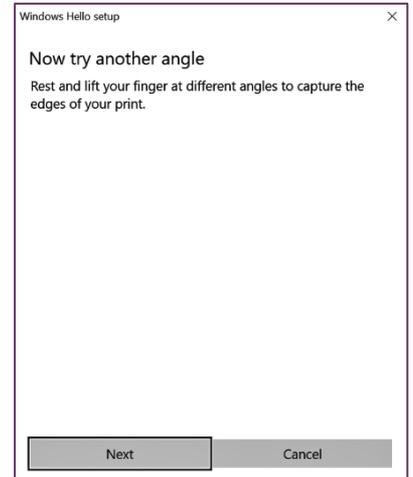
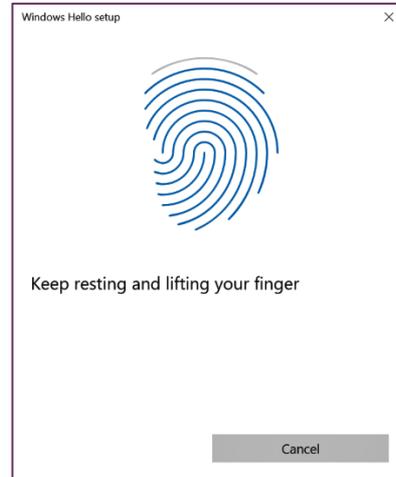
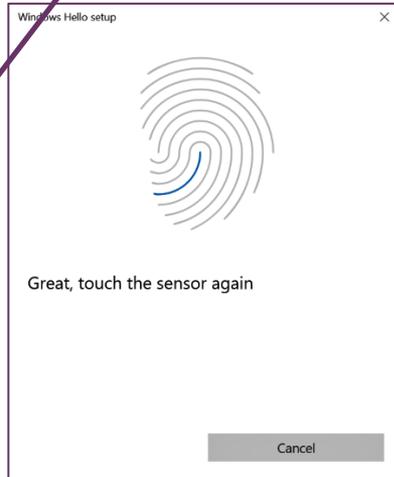
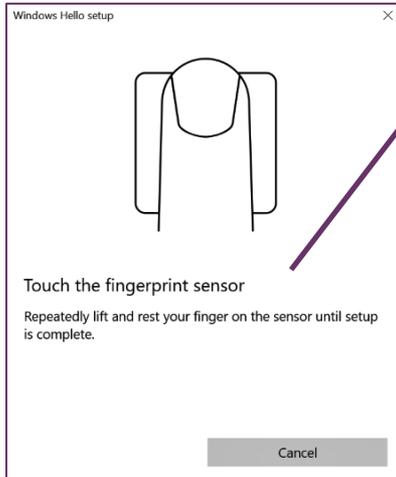
3. Select

Get started

4. Enter your PIN



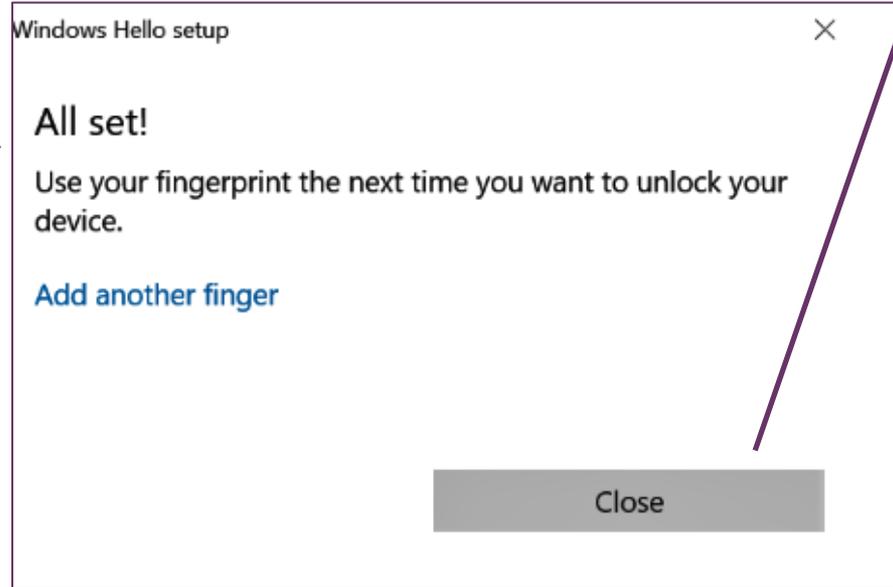
5. Follow the instructions on the screen to scan your fingerprint



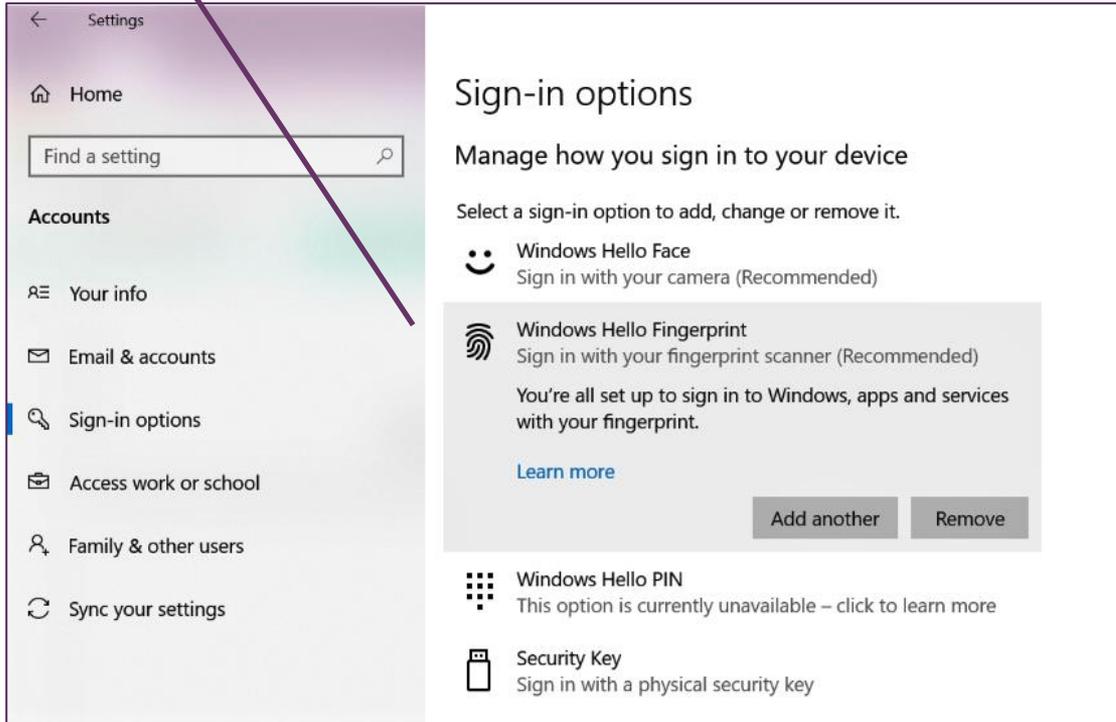
6. Your fingerprint has been scanned

7. Select

Close



8. Your fingerprint has been scanned



Now you can sign in by using your finger!

Section II – Set up facial recognition



FACIAL RECOGNITION

You can choose for setting up this sign-in option.

It is only possible on devices with a camera compatible with Windows Hello Face.
The menu informs you on the availability of this option.

[Click here to skip this option](#)

1. Select Windows Hello Face

2. Select

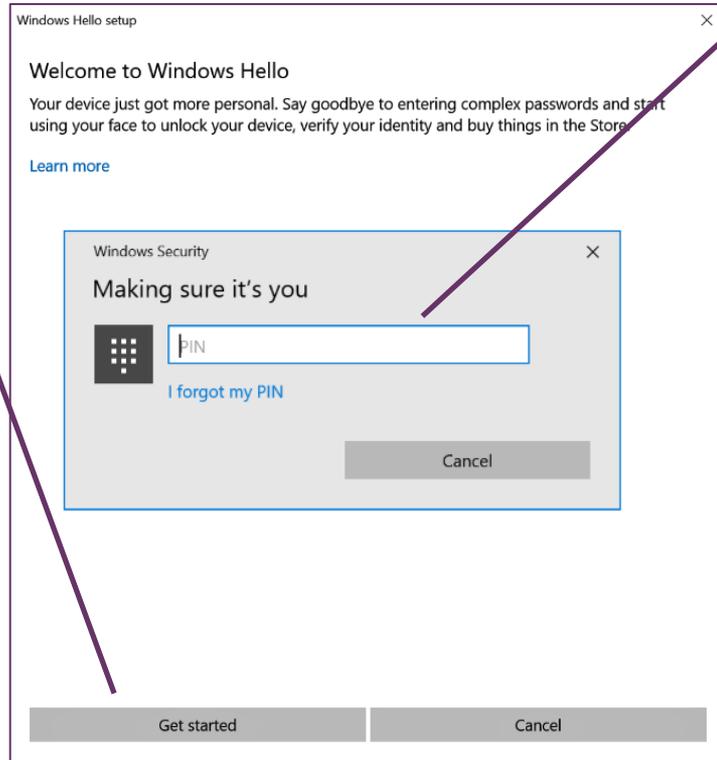
Set up

The screenshot shows the Windows Settings application. On the left is a navigation pane with a search bar and categories: Accounts, Your info, Email & accounts, Sign-in options (highlighted with a blue bar), Access work or school, Family & other users, and Sync your settings. The main content area is titled 'Sign-in options' and contains the text 'Manage how you sign in to your device' and 'Select a sign-in option to add, change or remove it.' Below this are four options: 'Windows Hello Face' (with a smiley face icon and a 'Set up' button), 'Windows Hello Fingerprint' (with a fingerprint icon), 'Windows Hello PIN' (with a PIN icon and a note that it's unavailable), and 'Security Key' (with a key icon).

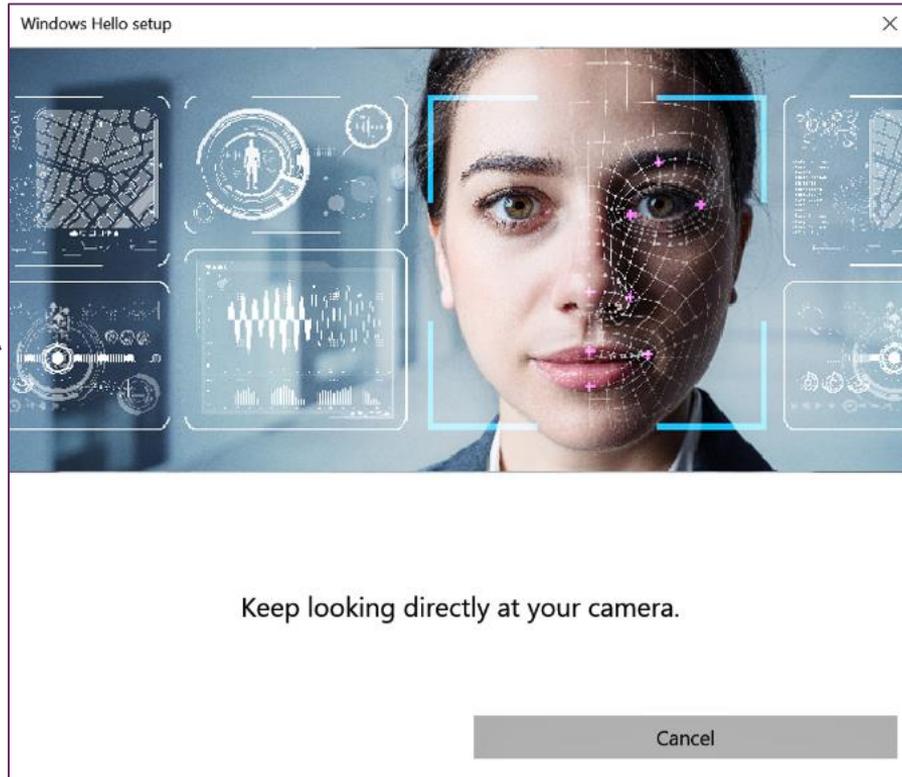
3. Select

Get started

4. Enter your PIN



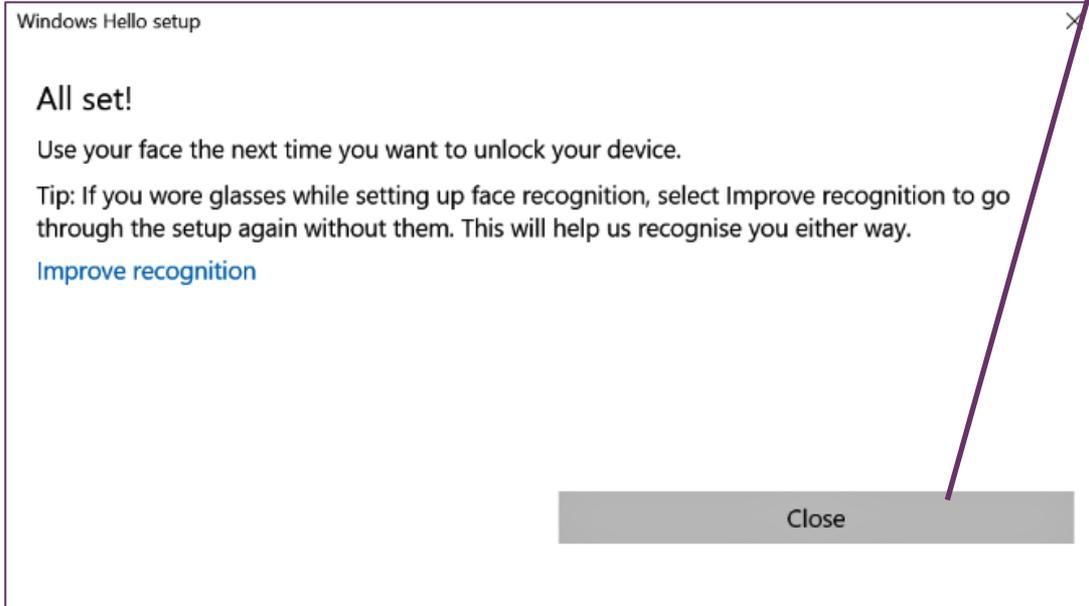
5. Look directly at the camera



6. Facial recognition has been set up

7. Select

Close



8. Facial recognition has been set up

Sign-in options

Manage how you sign in to your device

Select a sign-in option to add, change or remove it.

 Windows Hello Face
Sign in with your camera (Recommended)

You're all set up to sign in to Windows, apps and services with your face.

[Learn more](#)
Automatically dismiss the lock screen if Windows recognises your face.

On

[Improve recognition](#) [Remove](#)

 Windows Hello Fingerprint
Sign in with your fingerprint scanner (Recommended)

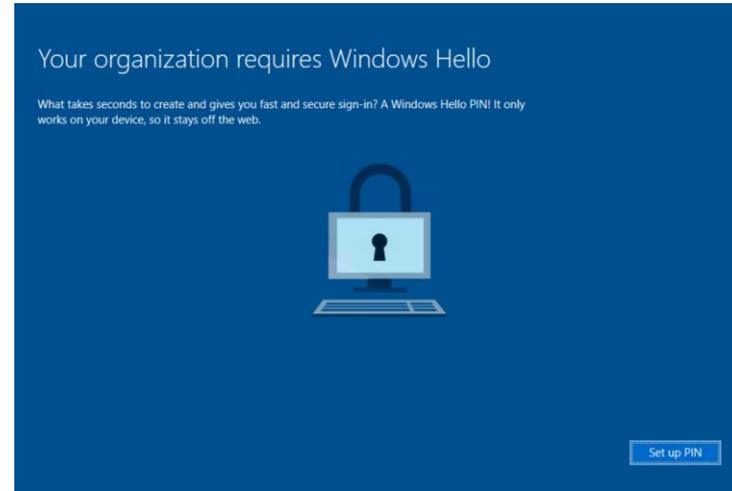
 Windows Hello PIN
This option is currently unavailable – click to learn more



Now you can sign in with facial recognition

You have completed the set up!

- Now you can sign in using the options you have set up
- Soon you will receive an email announcing the activation of multifactor authentication
- After activation:
 - your device will show a blue screen after sign in
 - the system checks if your PIN complies to the requirements
 - the system will request a one time verification by Authenticator-app or by verification code via text message





> FOR SOCIETY

**Only a password
is no longer
sufficient!**



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