ETHP COLLABORATE

ETHP Portal First Time Access Guide

(Microsoft Authenticator Registration)

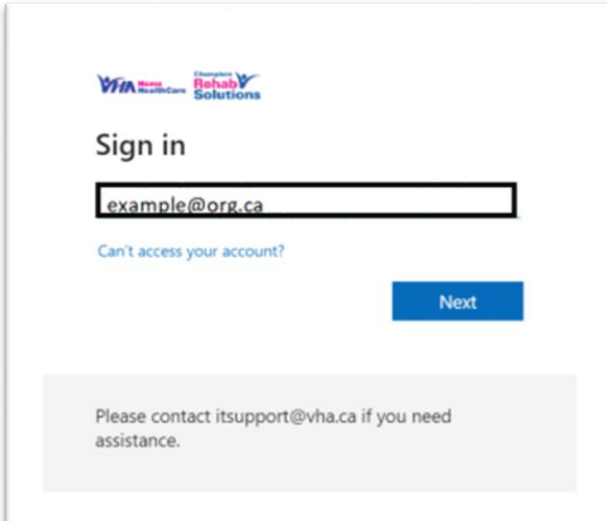### STEP 1: CLICK ON THE ETHP COLLABORATE LINK IN YOUR WELCOME EMAIL.

Dear ____

Welcome onboard! Your recent request for getting access to the 'ETHP Collaborate' Application is completed. You should now be able to access the application by clicking on the below link.
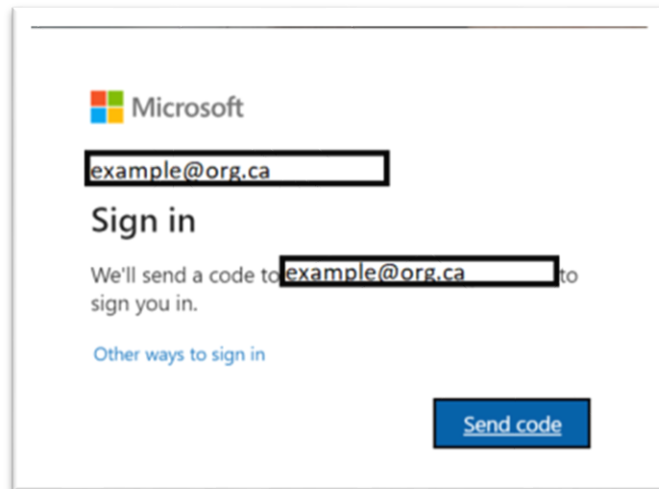
ETHP Collaborate App

Thanks,
This is an auto generated email from ETHP Collaborate App.
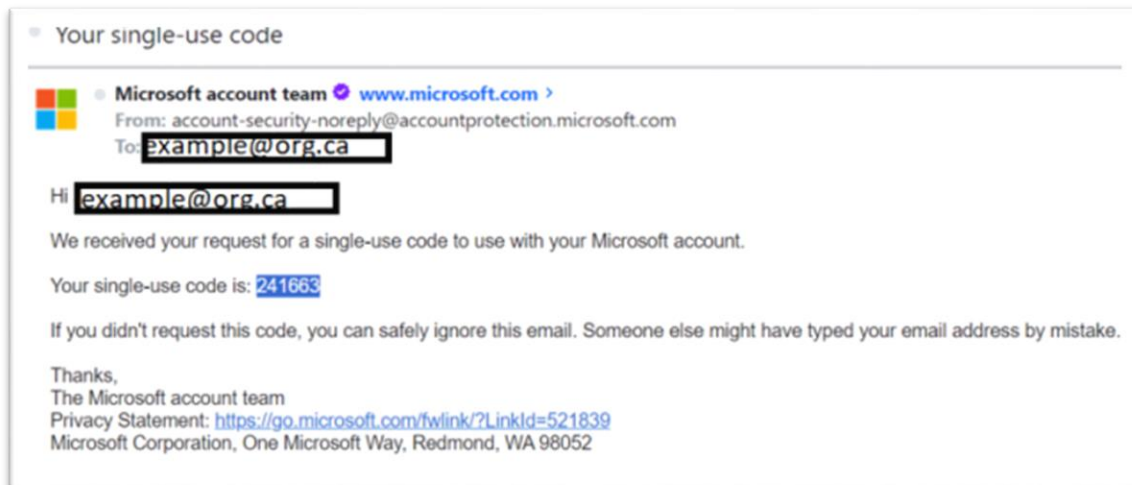
STEP 2: ENTER YOUR EMAIL ADDRESS AND CLICK NEXT.

Sign in

example@org.ca

Can't access your account?

Next

Please contact itsupport@vha.ca if you need assistance.

STEP 3: CLICK ON SEND CODE

Microsoft

example@org.ca

Sign in

We'll send a code to example@org.ca to sign you in.
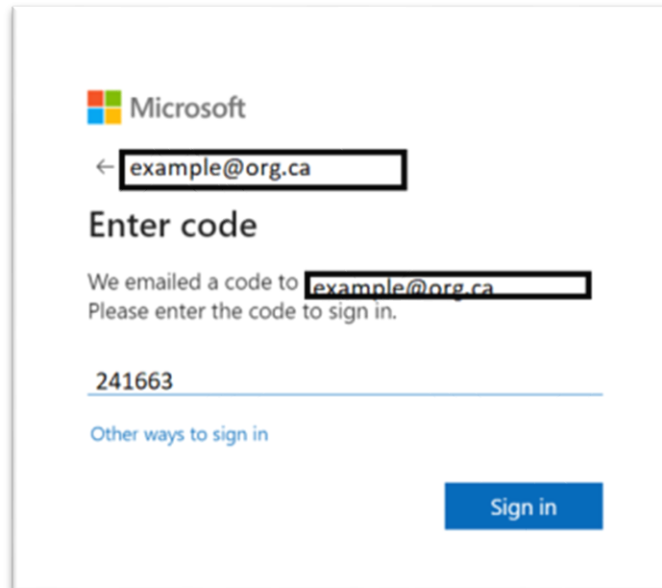
Other ways to sign in

Send code

STEP 4: CHECK YOUR EMAIL INBOX AND COPY THE SINGLE-USE CODE.

Your single-use code

Microsoft account team ✅ www.microsoft.com ›
From: account-security-noreply@accountprotection.microsoft.com
To: example@org.ca

Hi example@org.ca

We received your request for a single-use code to use with your Microsoft account.

Your single-use code is: 241663

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team
Privacy Statement: https://go.microsoft.com/fwlink/?LinkId=521839
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

STEP 5: ENTER/PASTE THE SINGLE-USE CODE AND CLICK SIGN IN

STEP 6: CLICK ACCEPT FOR REQUESTED PERMISSIONS.
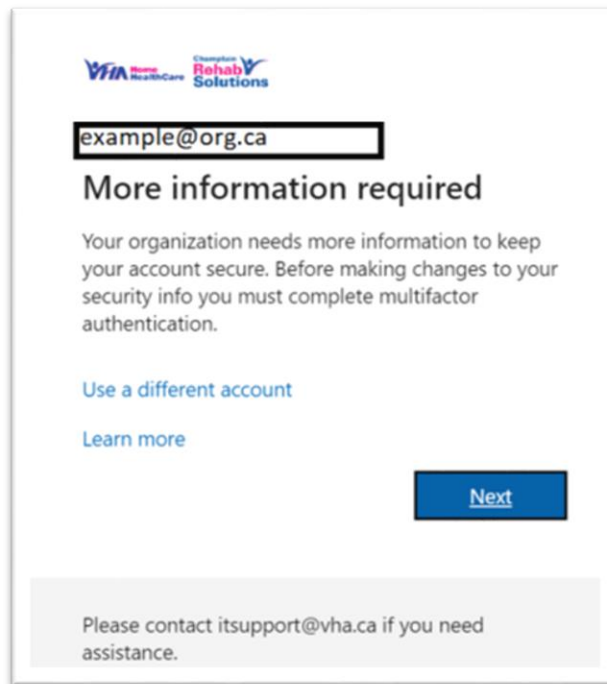
STEP 7: CLICK NEXT TO REGISTER MULTIFACTOR AUTHENTICATION.

example@org.ca

More information required

Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.
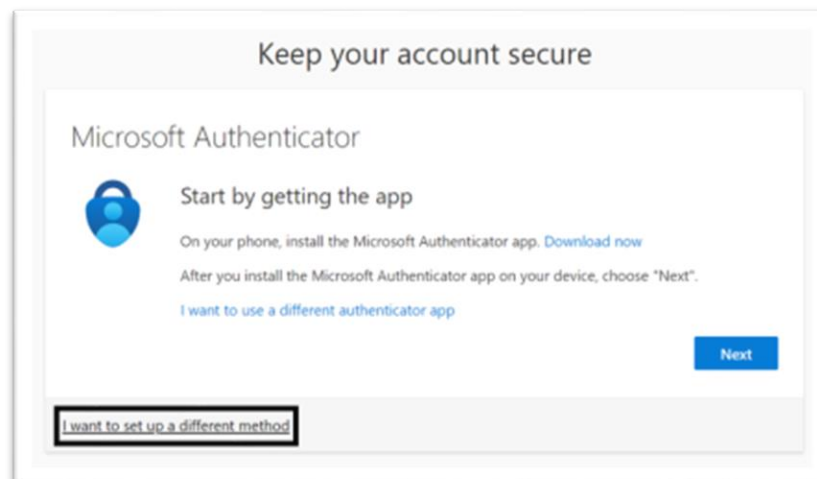
Use a different account

Learn more

Next

Please contact itsupport@vha.ca if you need assistance.

STEP 8: CLICK ON "I WANT TO SET UP A DIFFERENT METHOD".

Keep your account secure
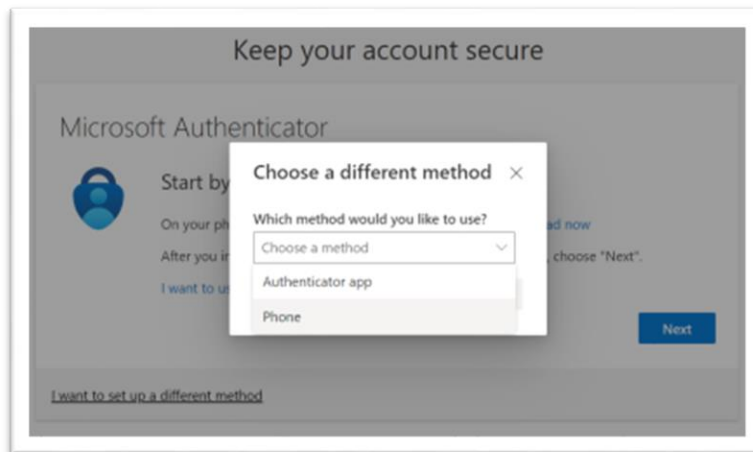
Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app
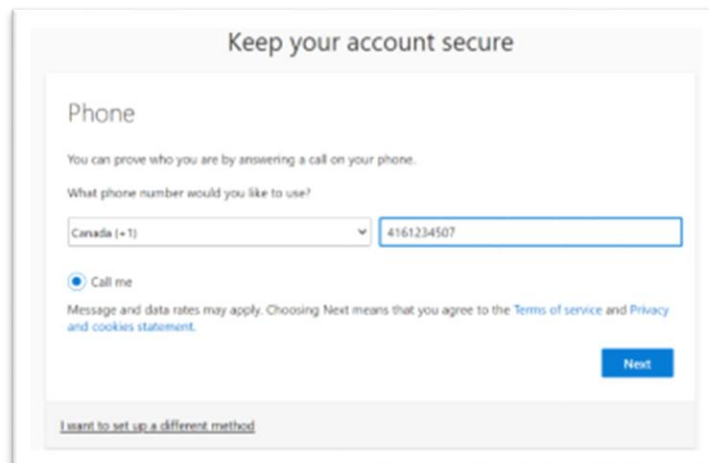
Next

I want to set up a different method

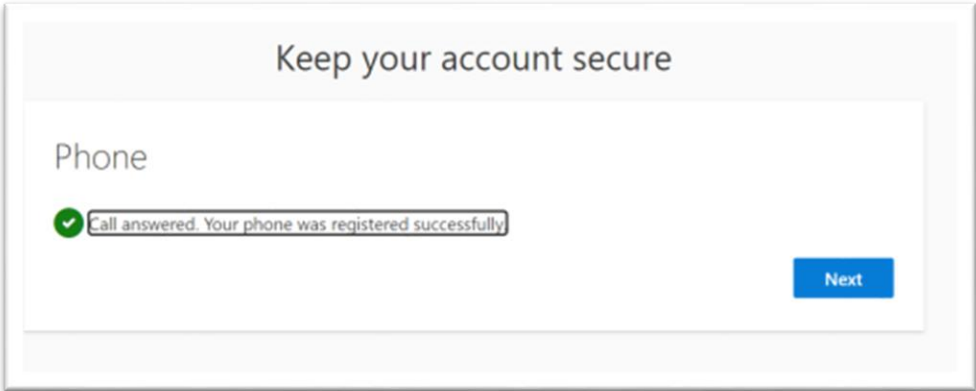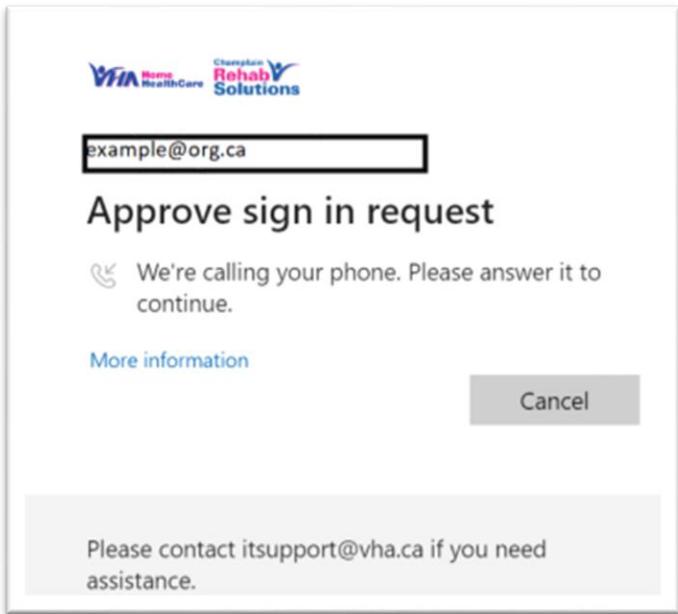## STEP 9: CHOOSE PHONE METHOD AND CLICK CONFIRM.

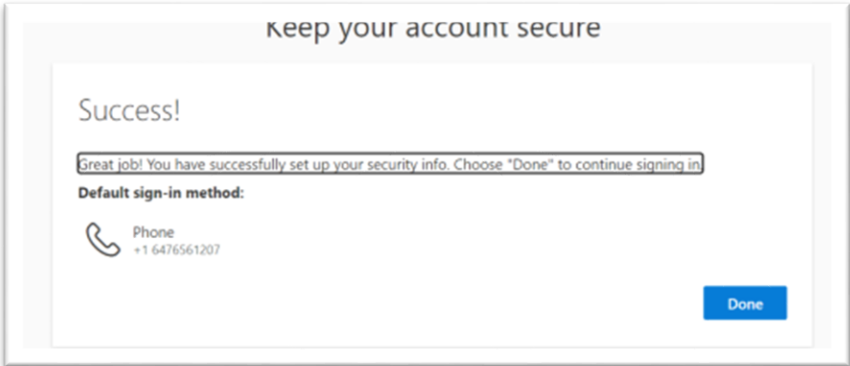## STEP 10: SELECT CANADA, ENTER YOUR MOBILE PHONE NUMBER AND CLICK NEXT.

STEP 11: ANSWER THE PHONE CALL AND PRESS "#" FOR APPROVAL.

STEP 12: SUCCESSFUL PHONE REGISTRATION MESSAGE WILL APPEAR. CLICK NEXT.

example@org.ca

Approve sign in request

We're calling your phone. Please answer it to continue.

More information

Cancel

Please contact itsupport@vha.ca if you need assistance.

Keep your account secure

Phone

✓ Call answered. Your phone was registered successfully

Next

STEP 13: ANOTHER CONFIRMATION MESSAGE FOR PHONE METHOD MFA REGISTRATION WILL APPEAR. CLICK DONE.

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in

Default sign-in method:

📞 Phone
+1 6476561207

Done

STEP 14: YOUR ETHP PORTAL HOME PAGE WILL LOAD.