ETHP COLLABORATE



ETHP Portal First Time Access Guide

(Microsoft Authenticator Registration)

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

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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

STEP 3: CLICK ON SEND CODE

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

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

You	ur single-use code
	 Microsoft account team www.microsoft.com From: account-security-noreply@accountprotection.microsoft.com To: pxample@org.ca
Hi e	example@org.ca
Wer	received your request for a single-use code to use with your Microsoft account.
Your	single-use code is: 241663
If you	u didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.
Than The I Priva Micro	nks, Microsoft account team acy Statement: <u>https://go.microsoft.com/fwlink/?LinkId=521839</u> osoft Corporation, One Microsoft Way, Redmond, WA 98052

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

Microsoft	
\leftarrow example@org.ca	
Enter code	
We emailed a code to example@ Please enter the code to sign in.	Dorg.ca
241663	
Other ways to sign in	
	Sign in

STEP 6: CLICK ACCEPT FOR REQUESTED PERMISSIONS.

De	rmissions requested by:
re	missions requested by.
vha	A Home HealthCare homehealthcare.onmicrosoft.com
By a	accepting, you allow this organization to:
\sim	Receive your profile data
\sim	Collect and log your activity
\sim	Use your profile data and activity data
You Hon you http Lear	should only accept if you trust VHA Home HealthCare. VHA he HealthCare has not provided links to their terms for to review. You can update these permissions at s://myaccount.microsoft.com/organizations. n more

STEP 7: CLICK NEXT TO REGISTER MULTIFACTOR AUTHENTICATION.



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

Micros	oft Authenticator
6	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

STEP 9: CHOOSE PHONE METHOD AND CLICK CONFIRM.

11101050	IT Autrie	nticator	
A	Start by	Choose a different method \times	
8	On your ph	Which method would you like to use?	ad now
	After you in	Choose a method $\qquad \lor$	choose "Next".
	I want to us	Authenticator app	
		Phone	Next

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

Phone	
You can prove who you are by a	inswering a call on your phone.
What phone number would you	like to use?
Canada (+1)	4161234507
Call me	
Can me	oly. Choosing Next means that you agree to the Terms of service and Priva
Message and data rates may ap	
Message and data rates may ap and cookies statement.	

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 ph continue.	none. Please answer it to
More information	
	Cancel
Please contact itsupport@ assistance	vha.ca if you need

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.

	r	keep your	account	secure	
Succes	s!				
Great job! Yo Default sign	u have successful	ly set up your secu	rity info. Choose *I	Done" to continue sig	ning in
S Phot +16	ne 476561207				
					Done

STEP 14: YOUR ETHP PORTAL HOME PAGE WILL LOAD.

