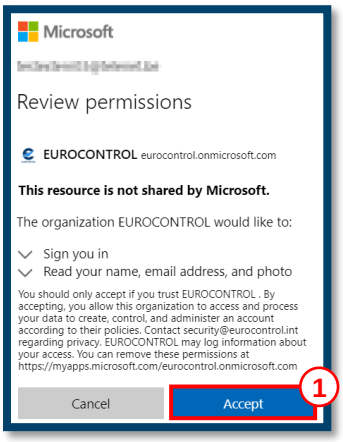
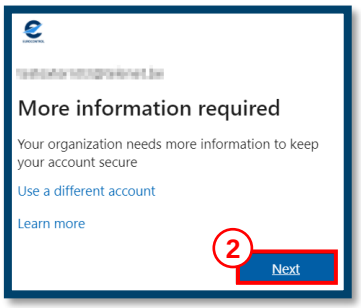
How to register MFA

Important: we recommend using a company account with an active Microsoft subscription. If that's not possible, a personal Microsoft account will suffice. Don't have a Microsoft account? No problem! You can easily create one here. Plus, you have the option to use a different email address as an alias.

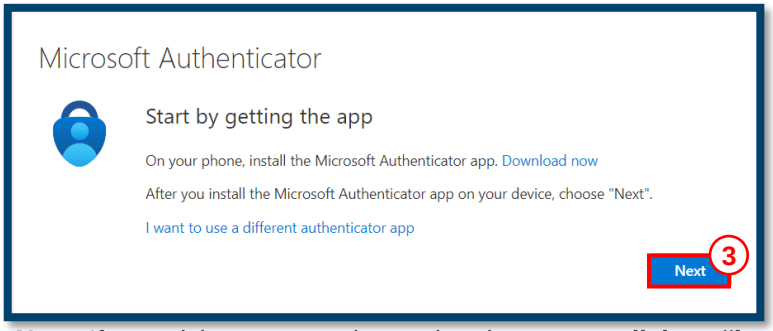
1. First-Time Sign-In: If you're new to the EUROCONTROL collaboration platform, please **click** "**Accept**". By doing so, you grant us the necessary permissions to register your account in our system.





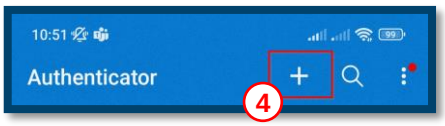
2. Next step: You will be prompted to provide additional security information. Please **click** "**Next**" to proceed.

3. Recommended: For MFA registration, **we suggest using** the **Microsoft Authenticator app**. If it's not yet installed, please download it from your app store. Once installed and configured, return to your web browser session and **click** "**Next**". You'll then see a QR code to continue the setup.

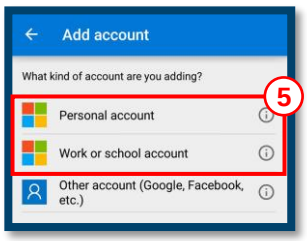


***Note**: If you wish to use another authenticator app, **click** on **"I want to use a different authenticator app"** and follow the instructions of the vendor.*

4. To add a new profile, **open the app** and **tap the "+" icon**.

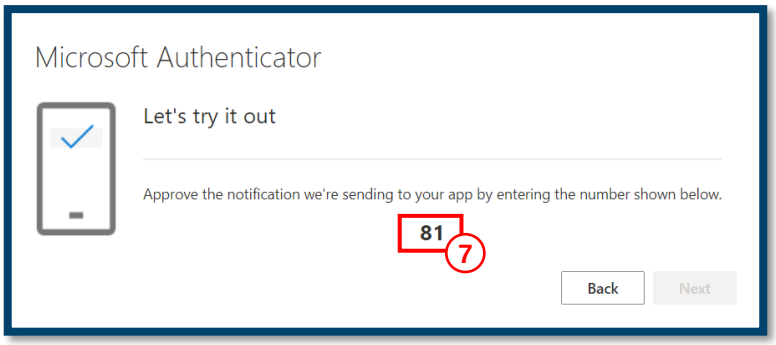


5. Account selection: If you're using a **company account, select "Work or School Account"**. For **all other accounts, choose "Personal Account"**.

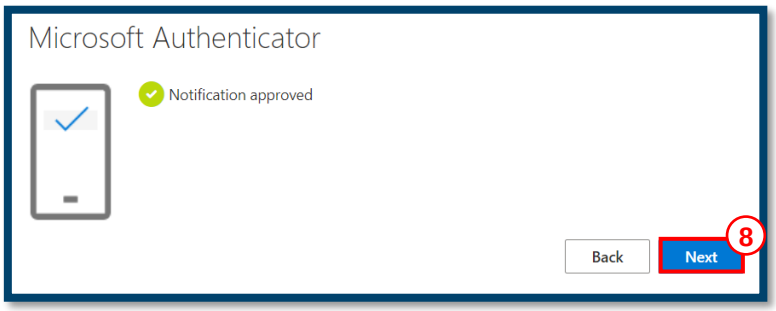


6. QR Code Scan: **Choose** the **option** to **scan a QR code** and **scan** the **code displayed** in your web browser. Once the account is added to your app, **click** "**Next**".

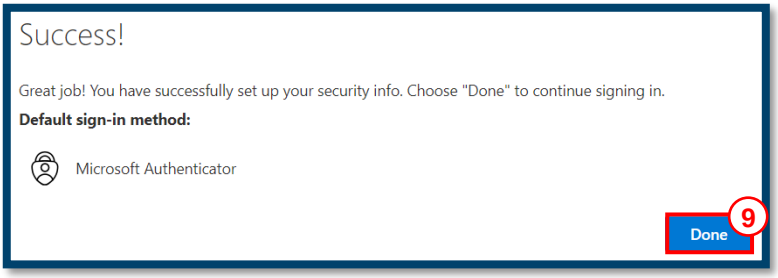
7. Configuration Test: A test will begin shortly. Please **check the prompt** on your smartphone's authenticator app and **enter the displayed number** into your web browser.



8. Successful Verification: **After approving** the **prompt** in your authenticator app and correctly entering the number, you'll be directed to the next screen. Please **click** "**Next**" to continue.



9. MFA Configuration Complete: **Click** "**Done**" to finalize the setup. You will then be redirected to our collaboration platform.



NOTE: If you're not forwarded to the expected location (Team/SharePoint site). You can find the SharePoint site in the Mysites overview on our landing page and if you have been invited to Teams, you can ask your contactperson to provide you with the link of the Team or find it by switching to your EUROCONTROL guest account in Microsoft Teams.