# Getting started with Entra ID





Collabor8 Hello as the identity provider and Background authentication mechanism in the collabor8 portfolio is being replaced by a standard Microsoft identity and access functionality called Entra ID, formerly **Azure Active Directory** 

Entra ID is Microsoft's cloud product that enables users to enter any application or resource with their own company ID.

# Activate two factor authentication

The following steps is related to the transition from Collabor8 Hello to Entra ID and applies if you already have a user in a Collabor8 service.

Depending on your corporate internal IT setup, you may need to enter your e-mail and credentials including twofactor authorization. This is normally done through Microsoft Authenticator or SMS.

#### Alt 1: **Microsoft Authenticator**

If you don't already have Microsoft Authenticator, you will need to download it to your phone. Then click Next to continue the process.

0	
	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

Set up your account using the Authenticator app on you phone, by selecting "+" to add it in the app.

Authenticator app	Back Next
I want to set up a different method	



Click "Scan a QR code" on your app and scan the QR code that appears on your PC.

Scan the QR code			
Use the authenticator app t account.	o scan the QR code. 1	his will connect your	authenticator app with your
After you scan the QR code	, choose "Next".		
Can't scan image?			
			Back

#### Alt2: Via SMS

Aternatively, it is possible to select to use SMS as your two-factor authentication method. To do so, please follow the next steps:



### 1. Select "I want to set up a different method"



### 2. Select "Phone"

ou can prove who you are	y answering a call on your phone or receiving a code on your phone.
What phone number would	you like to use?
Norway (+47)	<ul> <li>Enter phone number</li> </ul>
Receive a code	
Call me	ands: Chossing Next means that we areas to the Terms of service and Privacy
Call me	apply Choosing Next means that you agree to the Terms of service and Privacy

3. Add your country code and phone number

Phone				
Ne just sent a 6 digit cod jEnter code	e to +380 123456789	Enter the code below.		
lesend code			Back	Next
			BOCK	Next

4. Enter the code that you receive on you phone and click Next

## How to log in?

To log inn, please follow the next steps:

- 1. Navigate to the login page of the needed service
- 2. You will be redirected to the Microsoft login page
- 3. Enter your email address or choos the correct account
- 4. Go through two-factor authentication (via Microsoft Authenticator or SMS)

Note: Depending on your local IT setup some abbreviations from this guide may occur.

