

Getting started with Entra ID



Basic things to *know*

Background *Collabor8 Hello* as the identity provider and 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 identity, regardless of where they are or what device they use.

Services that will migrate

Phase 1 – end of January – Virtual Inventory, EqHub and Loop

Phase 2 – end of April onwards – other Collabor8 services

➔ How to get access?

Step 1 If your company is **already registered** to Collabor8 services – contact your Company Application Super User or [Support](#).

or

If your company is **new** to Collabor8 services – contact [Support](#). They will help to onboard your company and set up the Company Super User(s).

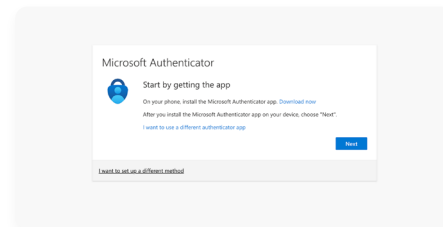
Step 2 Your own Company Super User(s) or Support will add the new user(s) to the service. Alternatively, [Support](#) may assist with this step, on request.

Step 3 You will receive an email invitation for further creating an account. Please click "Accept invitation". This first time you attempt to access a Collabor8 service, you will be requested to set up your multi-factor authentication (MFA)

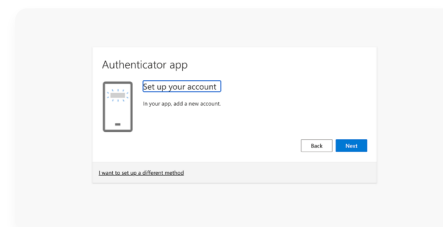
Step 4 Depending on your corporate internal rules, you may need to enter your email and the confirmation info (password, code, etc.) and then proceed with the two-factor authorization. You will be able to do it either via Microsoft Authenticator or your phone (SMS).

Step 5.1 Via Microsoft Authenticator

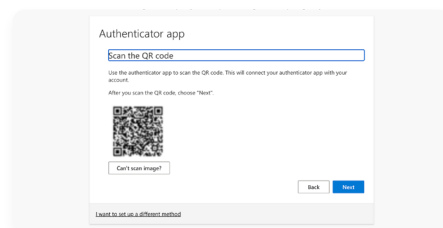
To use Microsoft Authenticator, you will need to download it to your phone if you do not already have it. Then click Next to continue the process.



Set up your account using the Authenticator app on your phone. Please click "+" to add it.

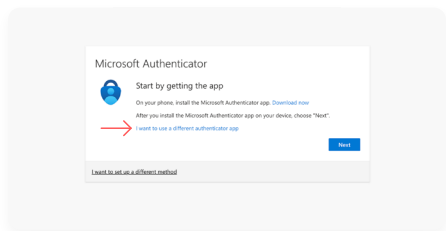


Click "Scan a QR code" on your app and scan the QR code that appears on your PC.

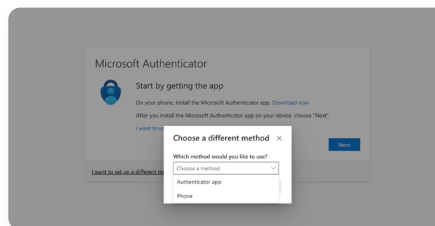


Step 5.2 Via SMS

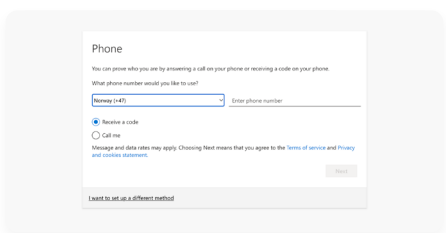
Alternatively, you can choose to use SMS as your two-factor authentication method. To do so, please follow the next steps:



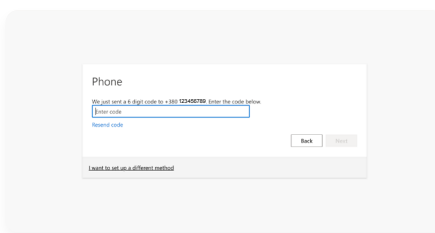
1. Select "I want to set up a different method"



2. Select "Phone" as your method



3. Add your country and phone number

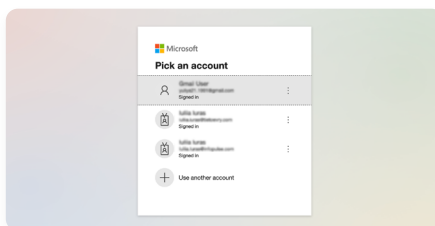


4. Enter the code that you receive on your phone and click Next.

➔ How to log in?

To log in, 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 choose the needed account (if you have one).
4. Enter your password.
5. Go through two-factor authentication (via Microsoft Authenticator or SMS).



Note: Steps 4 and 5 depend on your provider's internal rules.

? FAQ

Who will be affected?

All current registered users of Collabor8 services will be migrated, unless otherwise requested.

Will I be notified?

At the time of a user's migration, the user will receive a notification (invitation) to Collabor8's Microsoft Entra ID tenant.

As an existing Hello Administrator, will my role be carried over?

Hello Administrators will not be able to impact Entra ID and/or our applications (EqHub, Virtual inventory, Loop during Phase 1).

Who will handle user access for my company for my various applications/services?

Your company's defined Company Super User(s) for each service will retain permissions to append and amend users for your company. Alternatively, [Support](#) for the relevant service(s) may assist in this process, on request.



For more questions and answers see our dedicated [FAQ](#)

