



User Guide to setup the new eu-LISA authentication method for Extranet/LMS/ProjectPlace

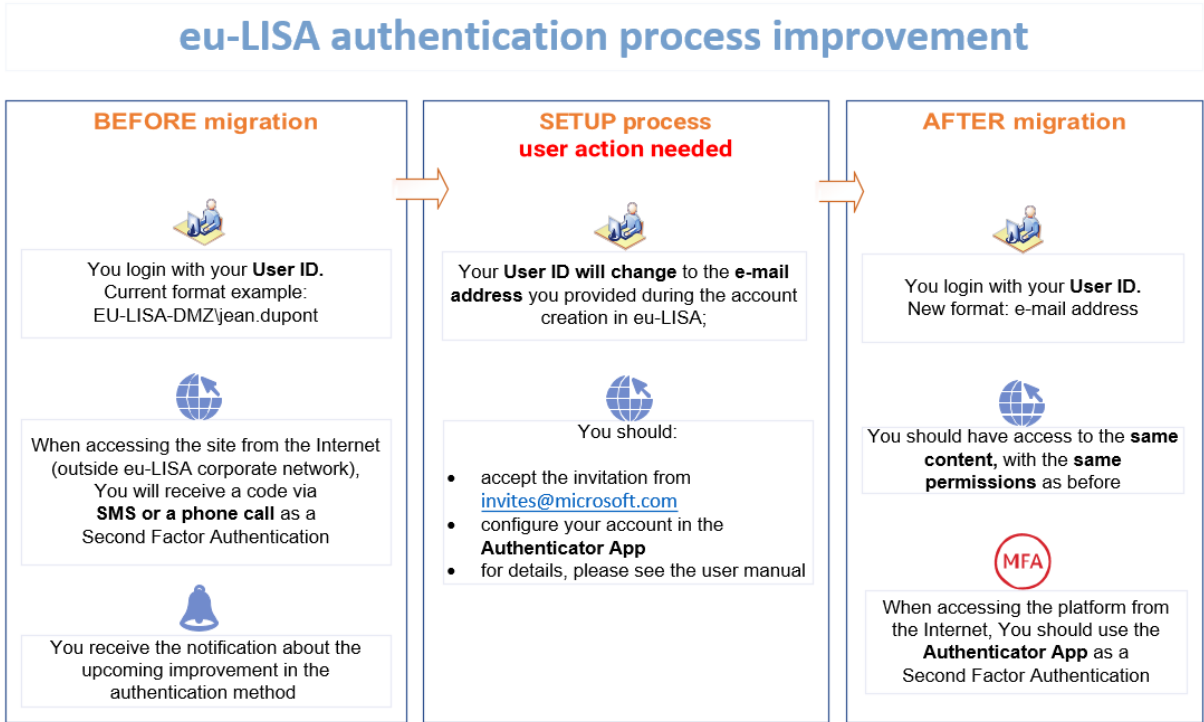
September 2024

Introduction

eu-LISA provides several collaborative services and as a user of those platforms you need an eu-LISA Extranet account configured with Multi-Factor Authentication (MFA), to ensure security and confidentiality for the platforms' access and content.

eu-LISA is in the process of migrating the authentication method of the external users to an improved and more secure solution.

This manual describes the initial set up and the new login procedure.



Initial setup steps

Please follow these steps (preferably using your laptop/desktop/tablet) to activate your new authentication method.

Step 1. Install the Microsoft Authenticator app on your mobile device. This is a prerequisite in order to proceed with the setup (step 10 below). If you already have the app, please proceed to Step 2.

To install the app, you can use the respective QR code with the direct link to Microsoft Authenticator depending on the device type you are using.

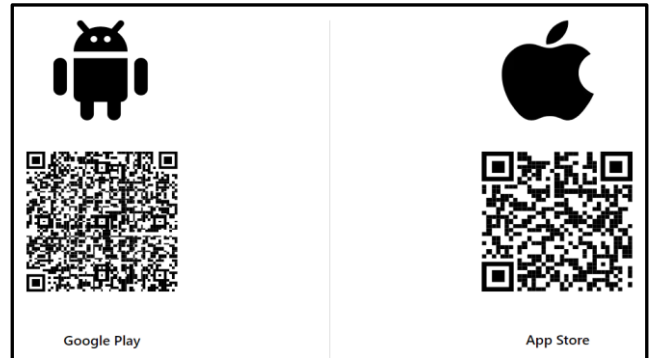
If you are using a Huawei device, please refer to the vendor's community page for instructions and details:

[HUAWEI Community](#)

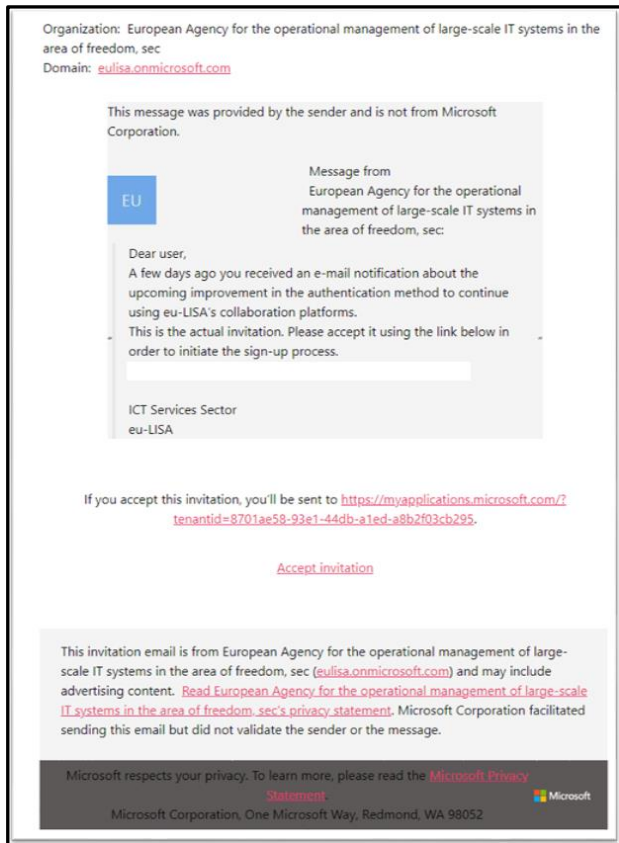
After installing the app on your mobile device, the icon



will appear on your device screen.



From: Microsoft Invitations on behalf of European Agency for the operational management of large-scale IT systems in the area of freedom, sec <invites@microsoft.com>
Subject: European Agency for the operational management of large-scale IT systems in the area of freedom, sec invited you to access applications within their organization



Step 2. You will receive an e-mail with a link to accept the invitation. The email will look like the example on the left.



Step 3. Open the email and click “Accept invitation”

[Accept invitation](#)

Link confirmation

You are about to open another browser tab and visit:
<https://login.microsoftonline.com/redeem?rd=https%3a%2f%2finvitations.microsoft.com%2fredeem%2f%3ftenant%3d8701ae58-93e1-44db-a1ed-a8b2f03cb295%26user%3d5e9bb9d9-b6a1-43f3-b535-bbb522aa9998%26ticket%3dfR%25252bBnAsDFwIVxxzdHYShelYqwzz93XKZN31BVk%25252fM%25252fVA%25253d%26ver%3d2.0>

Don't ask again

Cancel

Confirm

Step 4. If you see a “Link confirmation” screen, please click “Confirm”

Step 5. Click “Send code” in order to receive an email with the verification code. (The email address displayed on the image is only an example).

Microsoft

jean.dupont@domain.eu

Sign in

We'll send a code to jean.dupont@domain.eu to sign you in.

Send code

Your European Agency for the operational management of large-scale IT systems in the area of freedom, sec account verification code

From: European Agency for the operational management of large-scale IT systems in "the area of freedom, se...
To: [redacted]

European Agency for the operational management of large-scale IT systems in the area of freedom, sec

Account verification code

To access European Agency for the operational management of large-scale IT systems in the area of freedom, sec's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

If you didn't request a code, you can ignore this email.

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Step 6. You will receive an email like the one on the left containing an account verification code. Copy the code from the email body and paste it into the “Enter Code” field (see next step)

Step 7. Enter the code you received in your e-mail and click “Sign in”.

(The email address displayed on the image is only an example).

Microsoft

← jean.dupont@domain.eu

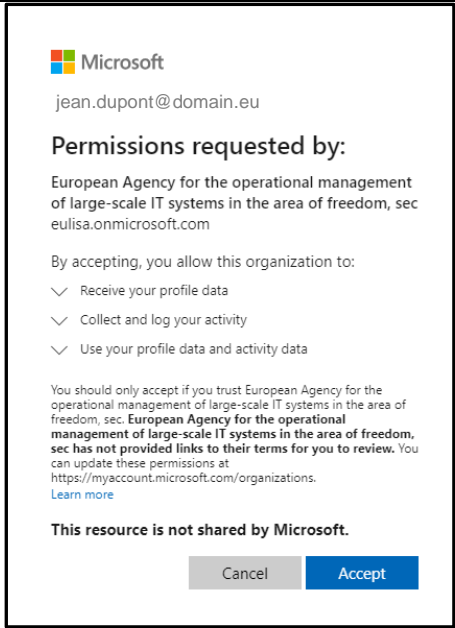
Enter code

We just sent a code to jean.dupont@domain.eu

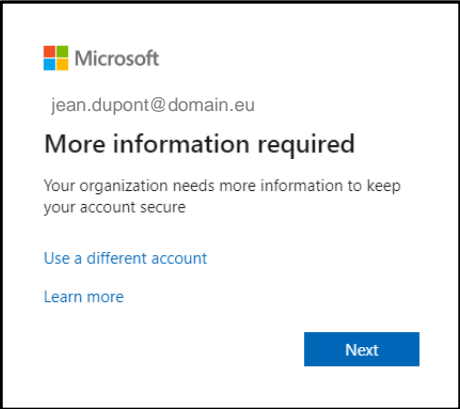
Enter code

Sign in

Step 8. Click “Accept” to allow eu-LISA to process the Request. (The email address displayed on the image is only an example).



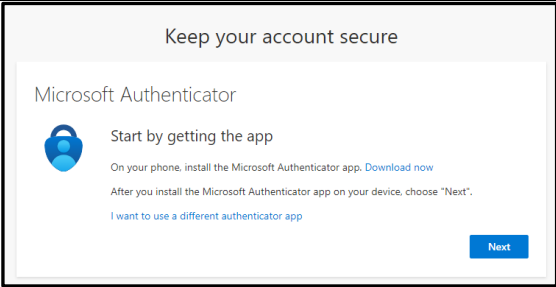
The screenshot shows a Microsoft permissions request dialog. At the top is the Microsoft logo and the email address 'jean.dupont@domain.eu'. Below this, it says 'Permissions requested by: European Agency for the operational management of large-scale IT systems in the area of freedom, sec eulisa.onmicrosoft.com'. A section titled 'By accepting, you allow this organization to:' lists three permissions: 'Receive your profile data', 'Collect and log your activity', and 'Use your profile data and activity data'. A warning message follows: 'You should only accept if you trust European Agency for the operational management of large-scale IT systems in the area of freedom, sec. European Agency for the operational management of large-scale IT systems in the area of freedom, sec has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more'. At the bottom, it states 'This resource is not shared by Microsoft.' and has two buttons: 'Cancel' and 'Accept'.



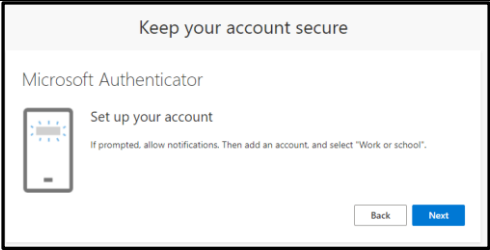
The screenshot shows a Microsoft dialog titled 'More information required'. It features the Microsoft logo and the email address 'jean.dupont@domain.eu'. The text reads: 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is located at the bottom right.

Step 9. Click “Next” to start the setup of the authentication method. (The email address displayed on the image is only an example).

Step 10. Make sure you have the Microsoft Authenticator app installed (see Step 1) and click “Next”



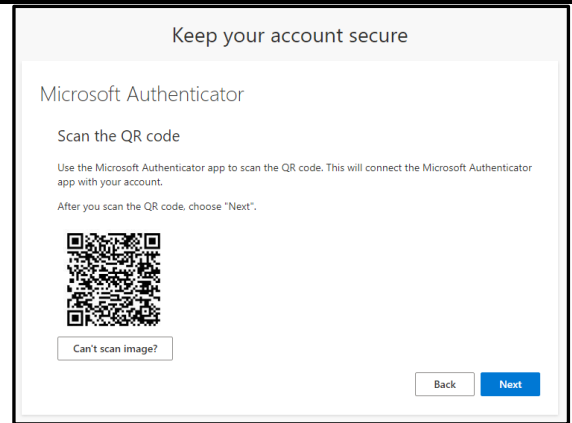
The screenshot shows the Microsoft Authenticator setup screen. The title is 'Keep your account secure'. Below it is the Microsoft Authenticator logo and the text 'Start by getting the app'. There are two lines of instructions: 'On your phone, install the Microsoft Authenticator app. Download now' and 'After you install the Microsoft Authenticator app on your device, choose "Next"'. A link 'I want to use a different authenticator app' is at the bottom left. A blue 'Next' button is at the bottom right.



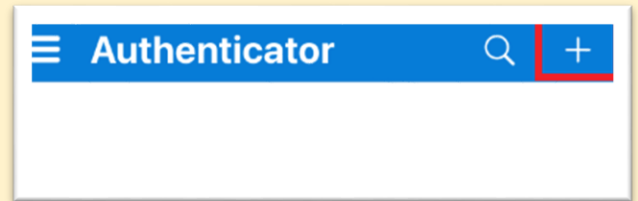
The screenshot shows the Microsoft Authenticator 'Set up your account' screen. It features the Microsoft Authenticator logo and the text 'Set up your account'. Below this is a smaller image of the app on a phone and the instruction: 'If prompted, allow notifications. Then add an account, and select "Work or school"'. At the bottom, there are 'Back' and 'Next' buttons.

Step 11. Proceed with setting up your account by clicking “Next”

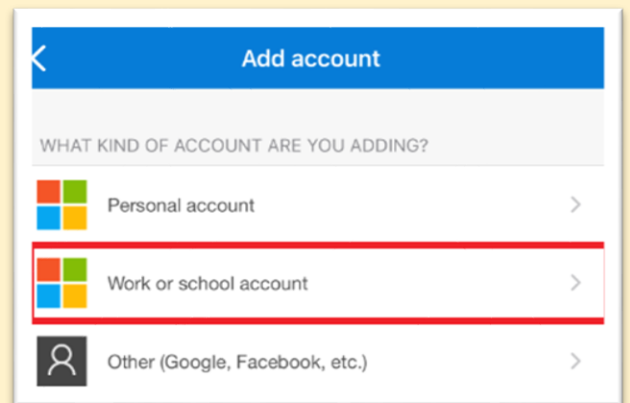
Step 12. Open the Microsoft Authenticator app on your mobile device and follow the sub-steps below (do not click “Next” yet)



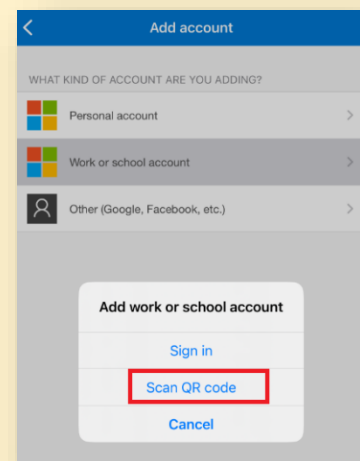
Step 12.1 Continue on your phone by selecting the “+” icon on the top right corner



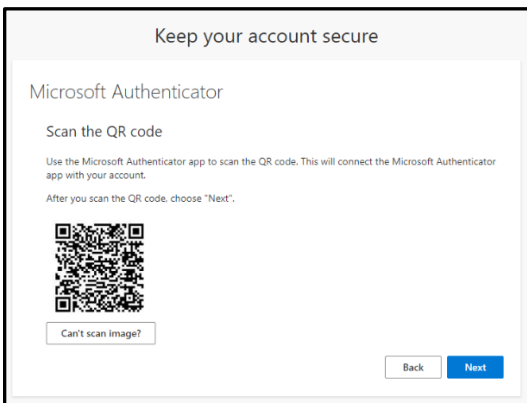
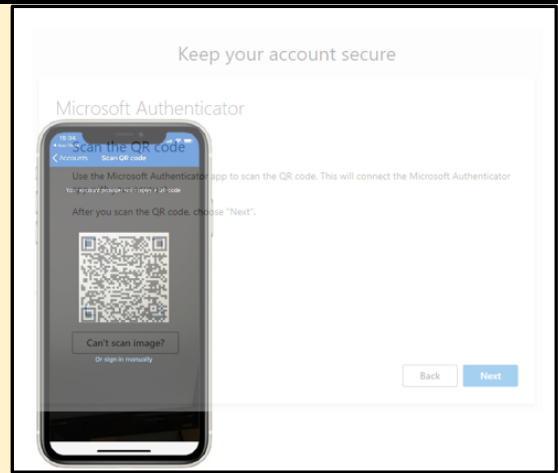
Step 12.2 In the “Add account” section, choose “Work or school account”



Step 12.3 Choose “Scan QR code”

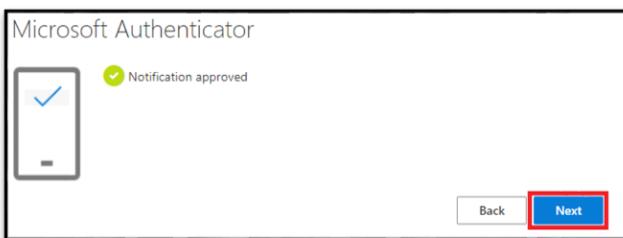
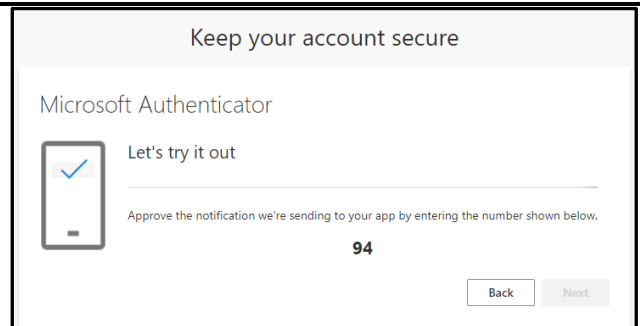


Step 12.4 With your mobile device scan the QR code shown on the computer screen. You will see the new account added to your Microsoft Authenticator app.



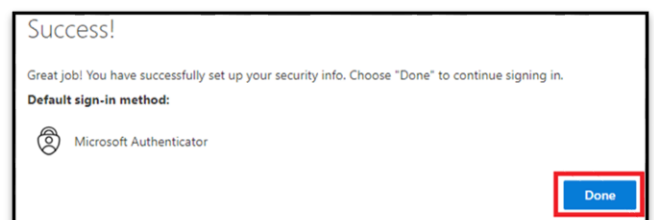
Step 13. On your computer click “Next”

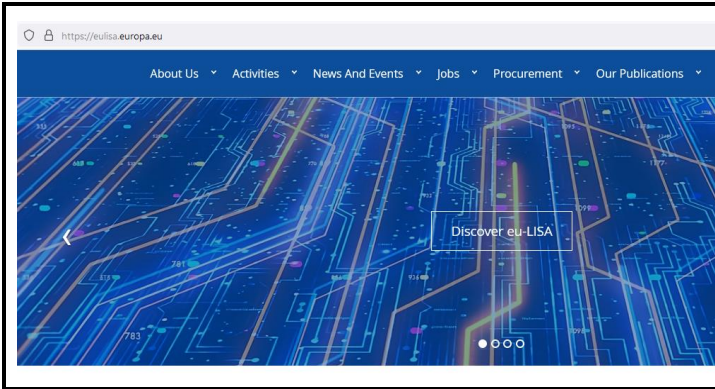
Step 14. For confirmation, enter the code that you see on your computer screen, into the app on your mobile device.



Step 15. After successful authentication, click “Next” and “Done”

Step 16. Choose “Done” to continue signing in.





Step 17. The public site of eu-LISA is displayed

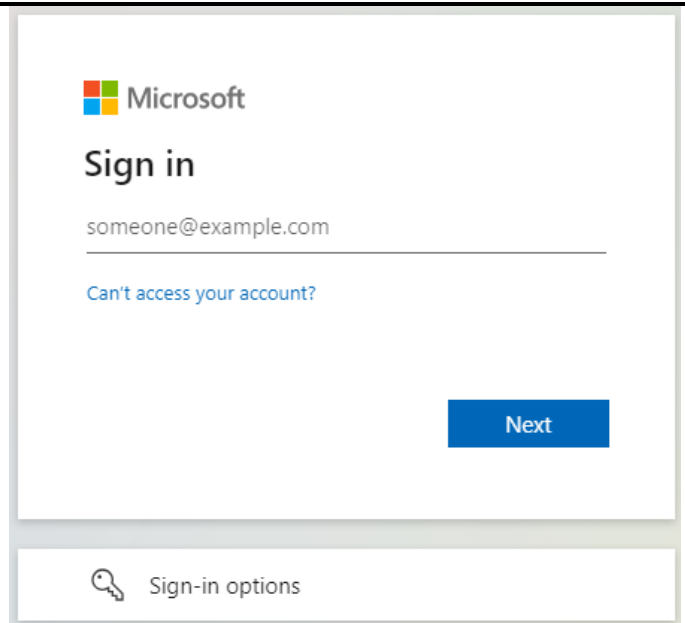
You have now successfully activated your eu-LISA account with the new authentication method and you will not need to take all these steps again.

Regular login process

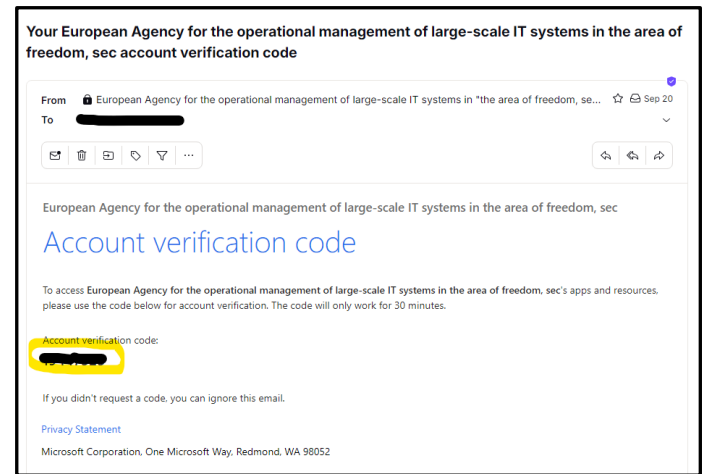
Each time you login to the eu-LISA Collaboration Platform you will need to perform the following steps:

<p>Step 1. Open the eu-LISA collaboration platform you are using (Extranet, LMS, ProjectPlace)</p>	<p>Type the address or use one of the links you have stored in your browser bookmarks</p>
<p>In case you are trying to access Extranet and get the prompt on the right, select "NewAzureMFA" to proceed, otherwise go to Step 2</p>	<p>The screenshot shows a 'Sign In' header for a SharePoint site. Below the header, it says 'Select the credentials you want to use to logon to this SharePoint site:'. There is a dropdown menu with a downward arrow. The dropdown is open, showing two options: 'Windows Authentication' and 'NewAzureMFA', with 'NewAzureMFA' highlighted in a dark grey box.</p>

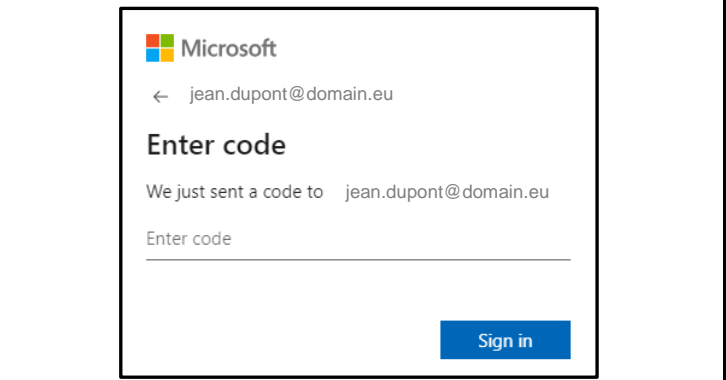
Step 2. You are redirected to the Microsoft Sign in screen where you should enter your email address registered in eu-LISA and click Next

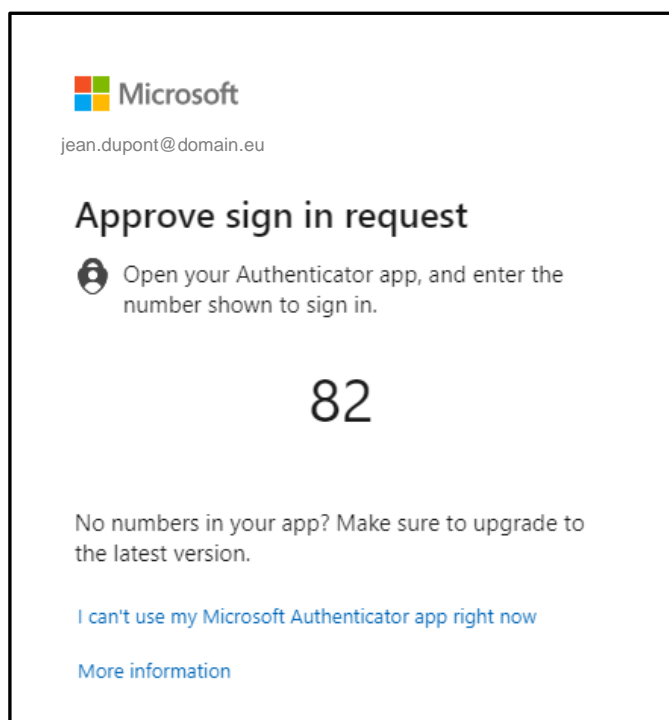


Step 3. You will receive an email like the one on the right containing an account verification code. Copy the code from the email body and paste it into the "Enter Code" field (see next step)



Step 4. Enter the code you received in your e-mail and click "Sign in".
(The email address displayed on the image is only an example).



<p>Step 5. On your mobile device you will get a notification from the Authenticator App to approve the sign in by entering the two-digit number you see on the screen.</p> <p>(The email address and the two-digit code displayed on the image are only examples).</p>	
<p>Step 6. Open the Authenticator App on your mobile device and enter the numeric code.</p>	<p>You will be redirected to the eu-LISA Collaboration Platform of your choice</p>

Further information and support

If you have any questions regarding the new authentication method or trouble to access the tool, please contact your eu-LISA SPOC (Single Point of Contact).