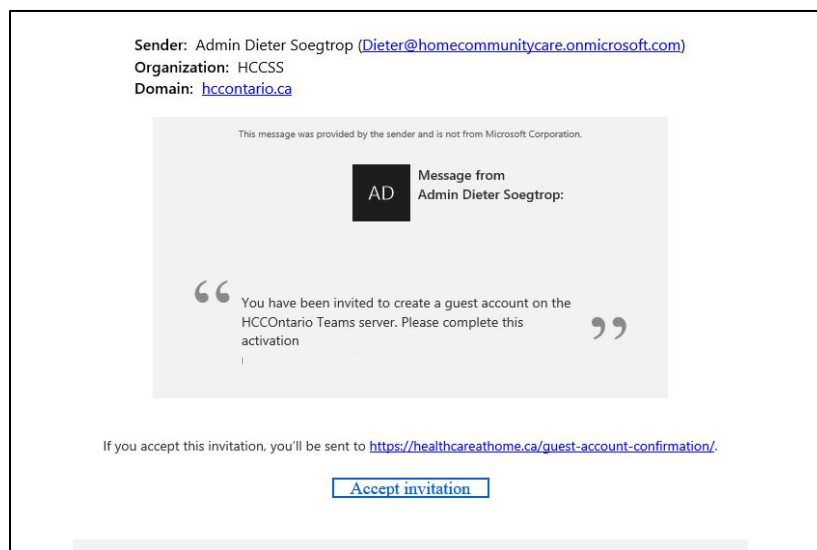


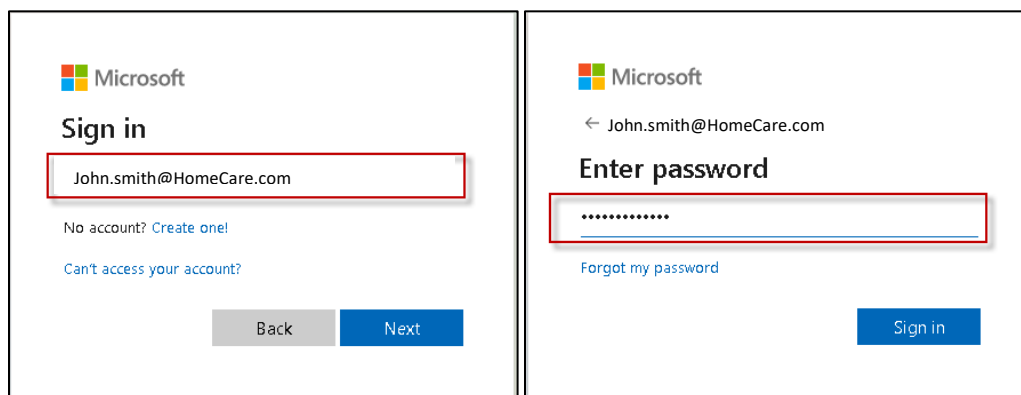
QUICK GUIDE: MICROSOFT GUEST ACCOUNT CREATION

When external users are added as a guest user to a Home and Community Care Support Services (HCCSS) SharePoint site, they are required to activate the account and set up multi-factor authentication MFA. This only needs to be done *once* per account.

1. You will receive an email similar to the one below. Click “Accept Invitation.” **Important: Check your Junk email folder if you are expecting this message and do not see it. **




2. Sign in if prompted by using your existing email account credentials. If your email address does not currently have a Microsoft account attached, please contact your local IT team for support to create one.



3. You will be prompted to accept the permissions statement. **Click Accept.**

Permission requested by:

 **HCCSS**
hccntario.ca

By accepting, you allow this organization to:

- ✓ **Receive your profile data**
Your profile data means your name, email address, and photo
- ✓ **Collect and log your activity**
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ **Use your profile data and activity data**
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust HCCSS. [Read HCCSS's privacy statement](#). You can update these permissions at <https://myaccount.microsoft.com/organizations> [Learn More](#)

This resource is not shared by Microsoft.


CancelAccept

4. If your account does not have multi-factor authentication (MFA) set up as part of your organization, please follow the on-screen instructions to set up MFA. Refer to [THIS](#) article for more details. If you use MFA as part of your usual login process, skip to step 6.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



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".

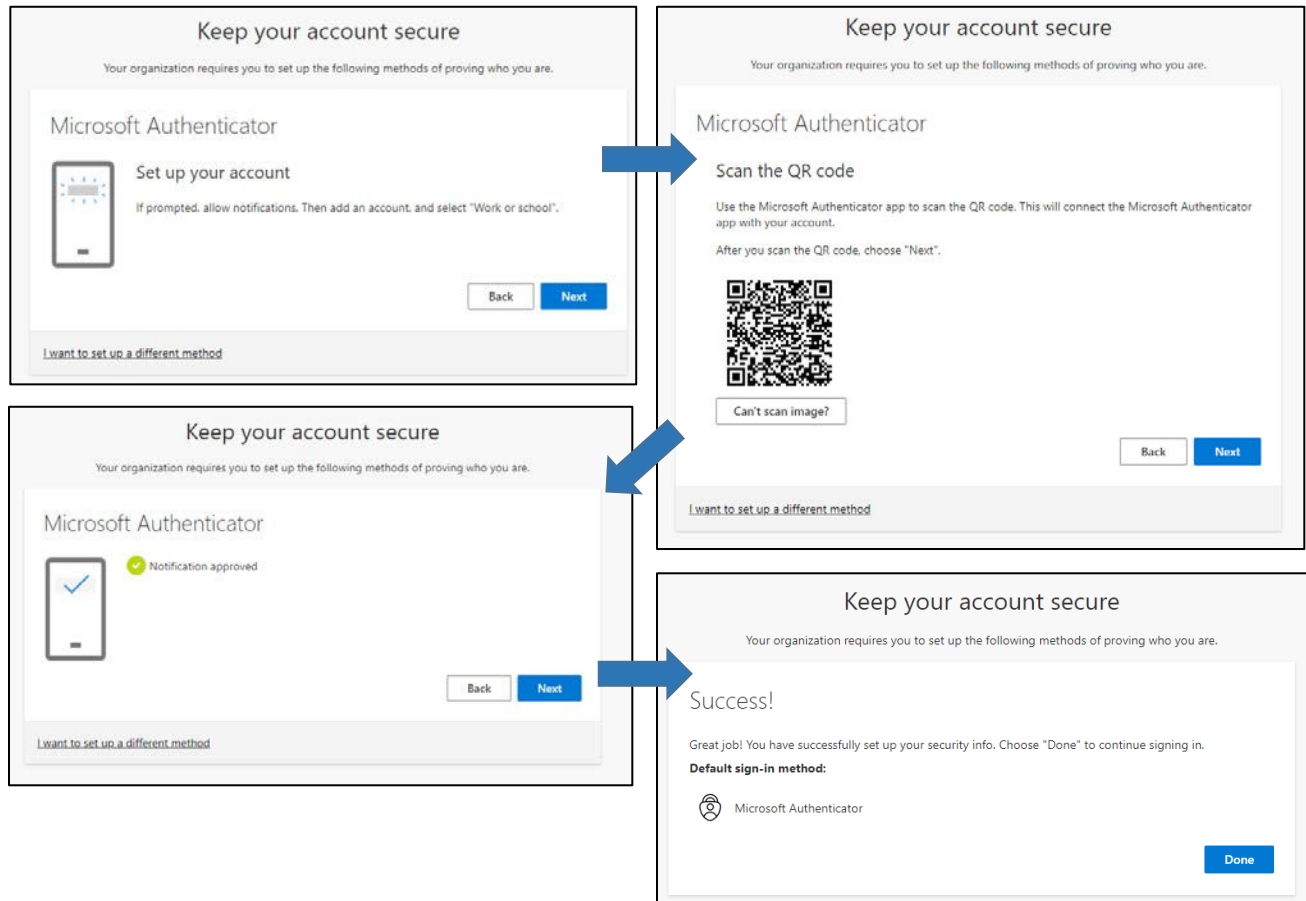
[I want to use a different authenticator app](#)

[I want to set up a different method](#)

Next

It is recommended that you use the [Microsoft Authenticator app](#) on your mobile phone for MFA, however, if you would like to use another method such as text message, **click "I want to set up a different method"** and follow the screen prompts. This document assumes you will use the Authenticator app.

5. Follow the on-screen steps to configure the Microsoft Authenticator app.



6. Once you have logged into your guest account, you will be directed to the screen below. This indicates that your set up is complete. Note the direction on the screen for Toronto Central users is for internal staff only. **You may close the browser window.**

The screenshot shows the "Guest Account Confirmation" page on the Home and Community Care Support Services website. The header includes navigation links: "Find Your Local Branch", "Careers", "Other Languages?", and "Partners". Below the header, there are two columns of text: "HOME AND COMMUNITY CARE SUPPORT SERVICES" and "SERVICES DE SOUTIEN À DOMICILE ET EN MILIEU COMMUNAUTAIRE". A search bar is located on the right side of the header. The main content area features the title "Guest Account Confirmation" in a large, bold font. Below the title, there is a message: "A guest account has successfully been created for you." followed by instructions for Toronto Central users: "Toronto Central Users, please [click here to complete your Guest Account set up](#) and Kudos Board Registration." and "You will receive a separate notification that you have been added to a Team when the owner adds your account to the specific group." The page ends with "Thank you."