HIRC Vault Access How-To Guide

Welcome to the HIRC Vault ™. Using Microsoft Teams, members are able to share resiliency information simply and securely. Multifactor authentication is enforced for all users. Suppliers are encouraged to share artifacts pertaining to HIRC standards with customers.

1. **Invitation**
   - HIRC sends an invitation to each Member's work email.

2. **Accept Invitation**
   - Member clicks the link to accept the invitation.

3. **Verify Identity** (Multi Factor Authentication)
   - Member verifies their identity through the Microsoft authentication process.

4. **Access Granted**
   - Once the invitation is accepted and identity verified, Member gains access.

5. **Member Collaboration**
   - Member collaborates by sharing content simply and securely.

Step 1: Invitation Email
Click Accept Invitation

HIRC Connect invited you to access applications within their organization

MI	Microsoft Invitations on behalf of HIRC <invites@micros	☺ ↩ Reply	↩↩ Reply All	→ Forward		⋯
	To ○ ▓▓▓▓▓▓▓					Thu 6/13/2024 2:07 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

🚫 Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. **If you were not expecting this invitation, proceed with caution.**

Sender: HIRC Connect (connect@hircstrong.org)
Organization: HIRC
Domain: hircstrong.org

This message was provided by the sender and is not from Microsoft Corporation.

HC Message from HIRC Connect:
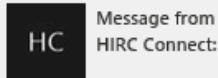
" Welcome to the HIRC Microsoft tenant. Access to the HIRC Vault coming soon.

The HIRC Vault will allow members to share resiliency information securely and easily via Microsoft Teams. Multifactor authenticiation is enforced for all users. Suppliers are encouraged to share artifacts pertaining to HIRC standards with customers. "

If you accept this invitation, you'll be sent to https://account.activedirectory.windowsazure.com/?tenantid=455c5b20-16db-4a46-88e1-6fc358eccf17&login_hint=▓▓▓▓▓▓▓

Accept invitation

This invitation email is from HIRC (hircstrong.org) and may include advertising content. **HIRC has not provided a link to their privacy statement for you to review.** Microsoft Corporation facilitated sending this email but did not validate the sender or the message.
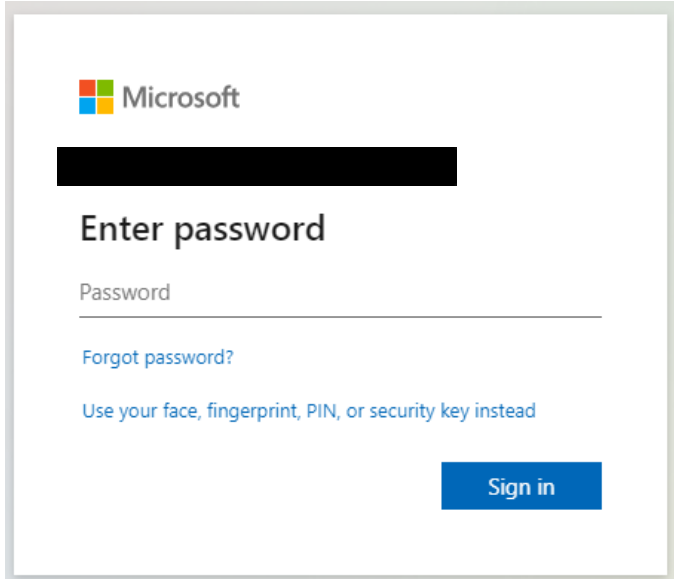
Microsoft respects your privacy. To learn more, please read the Microsoft Privacy Statement.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

■■ Microsoft

HIRC®

Step 2:

Enter password. Click Sign In
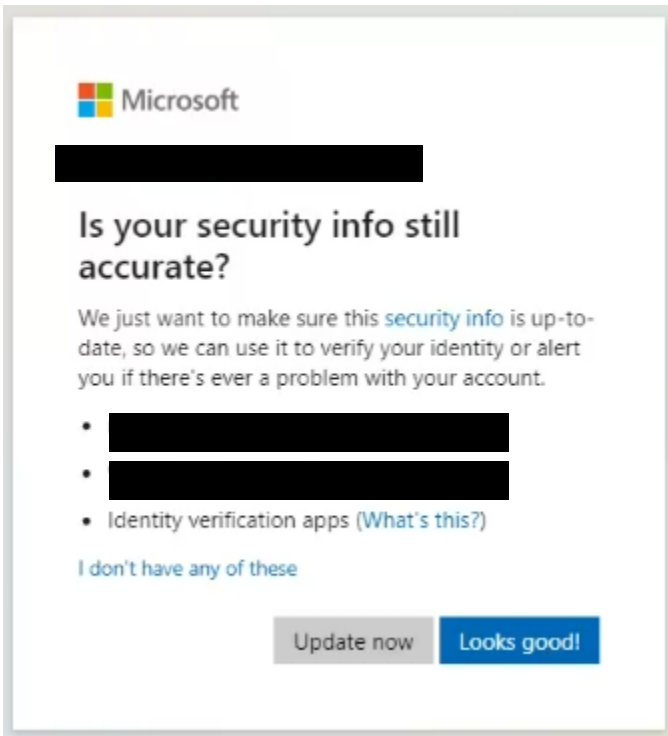
Step 3:

Click Looks good!

Step 4:
Click Yes
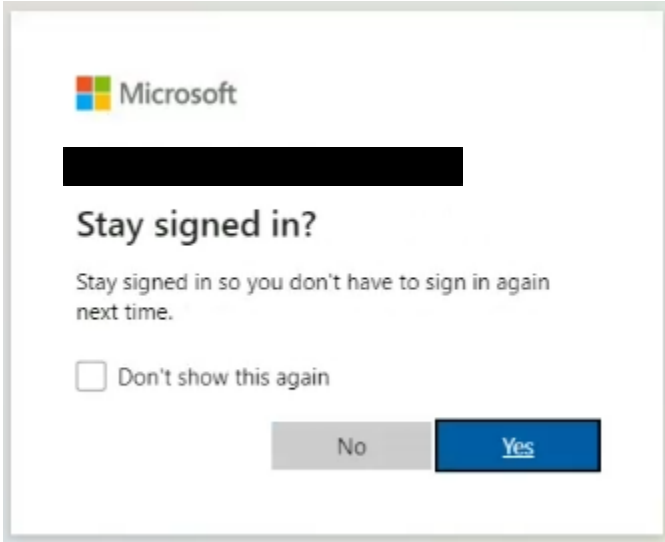
Step 5:
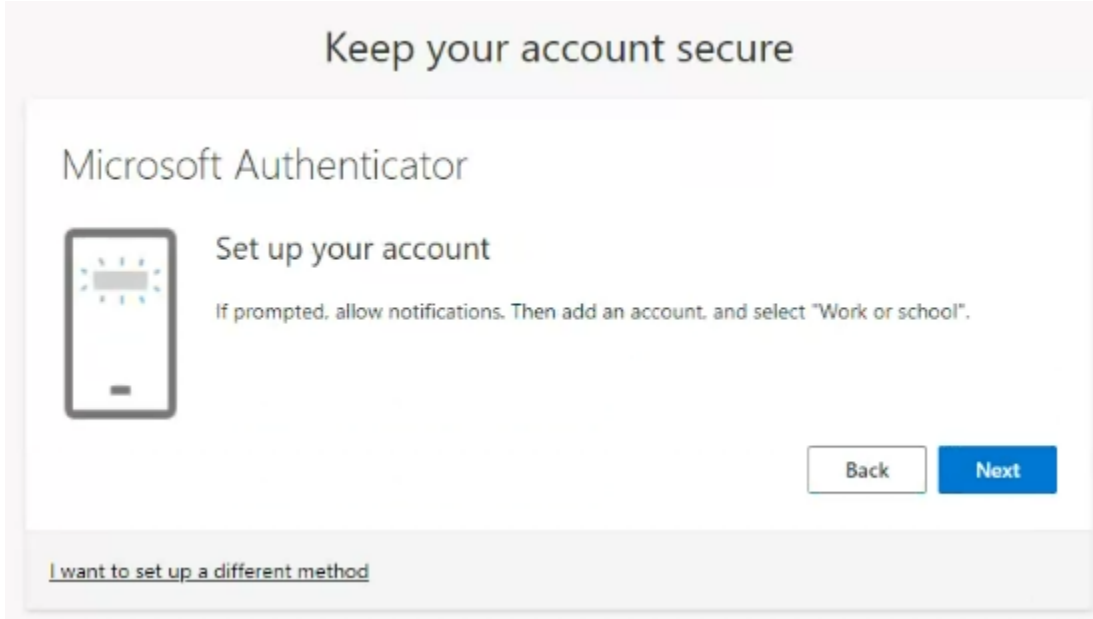Click Accept
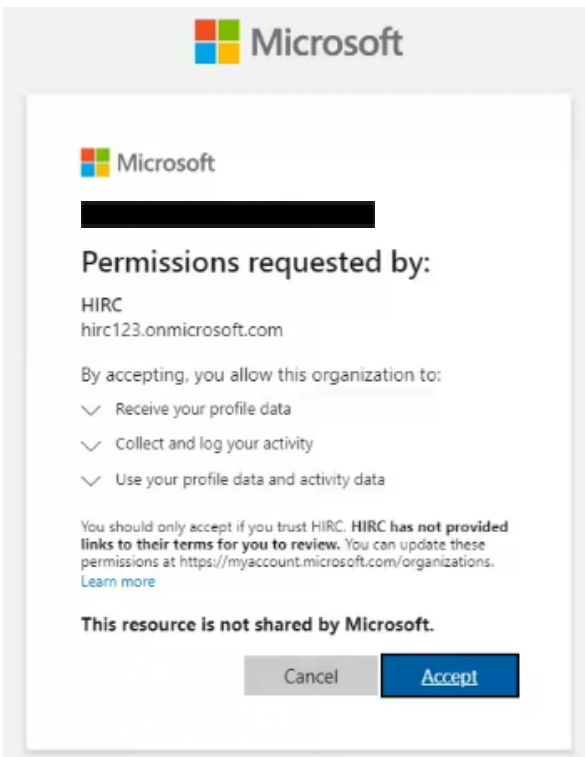
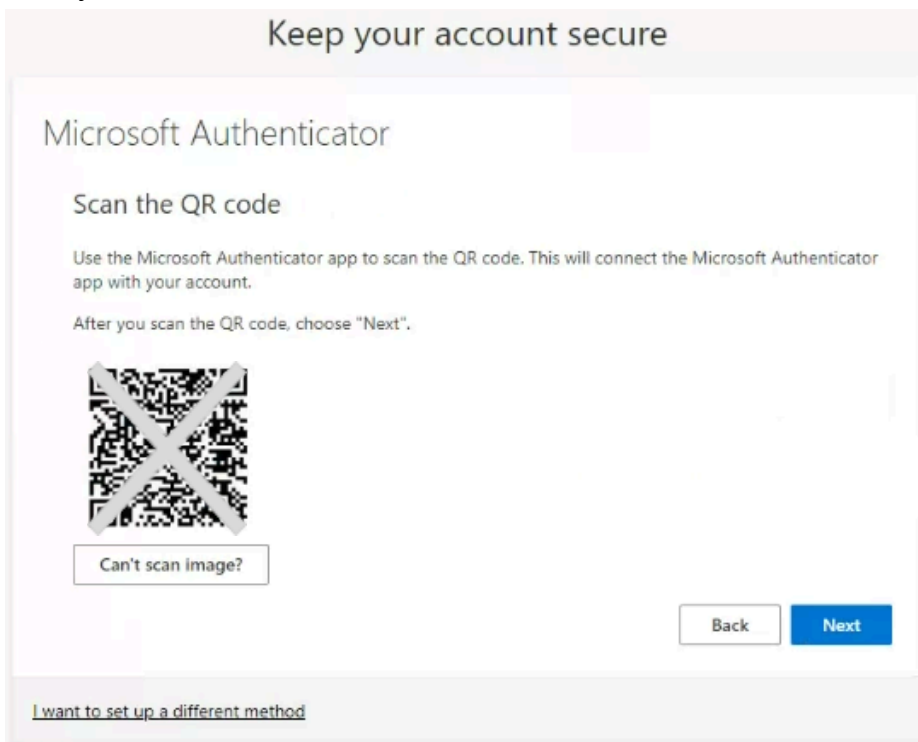**Step 6:**
Click Next
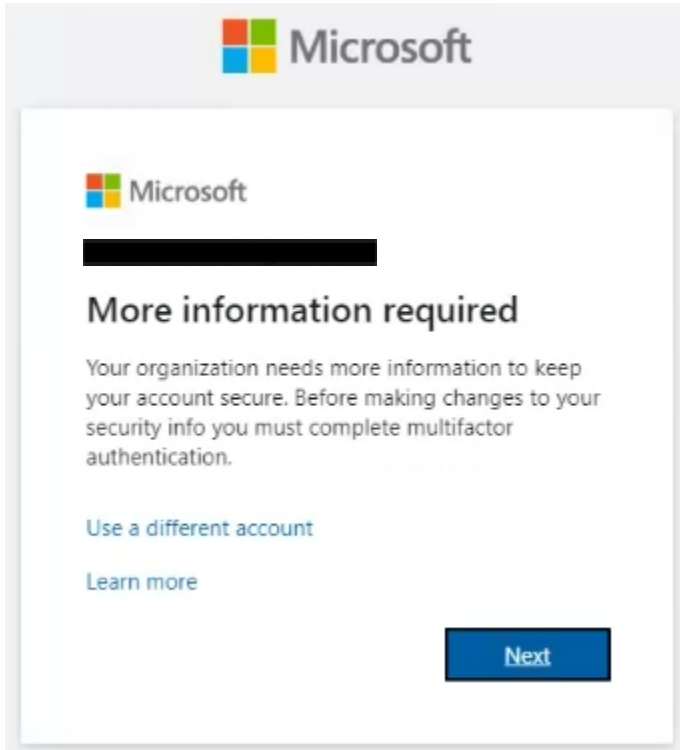
Step 7:
Click Next
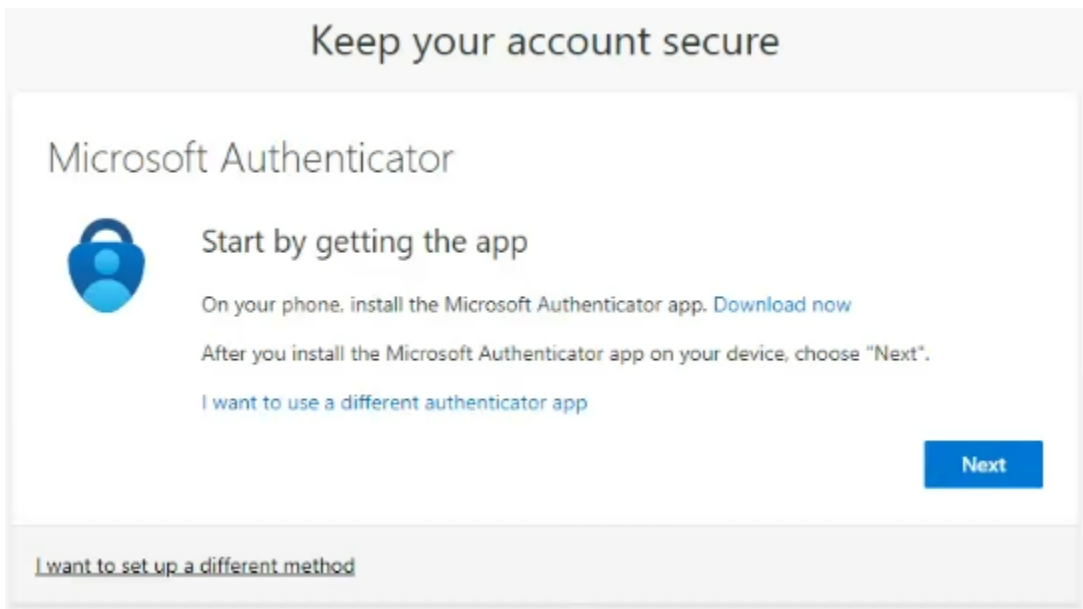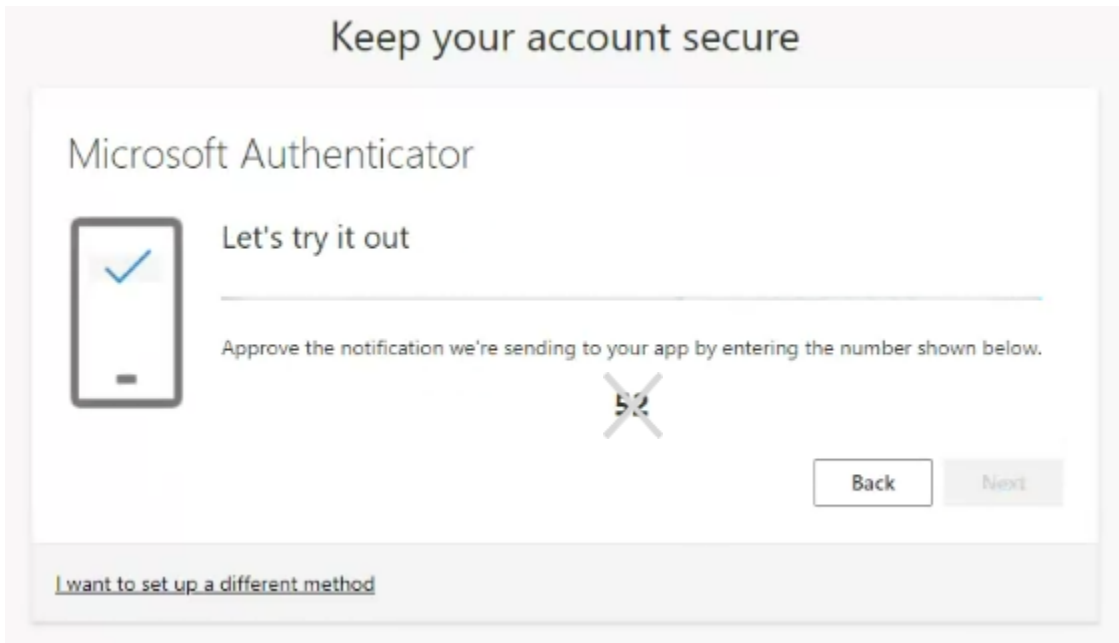
Step 8:
Click Next

Step 9:
Using the Microsoft Authenticator app, scan the QR code with your device.
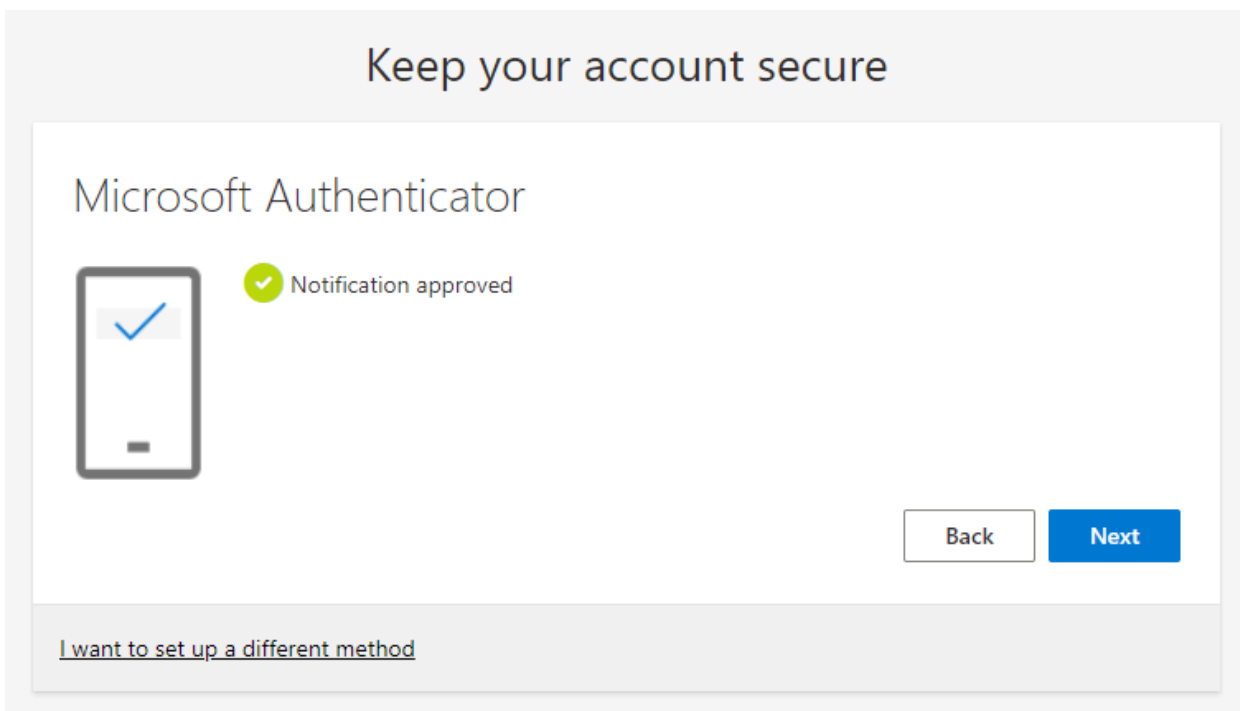After you scan the QR code, click Next

Step 10:

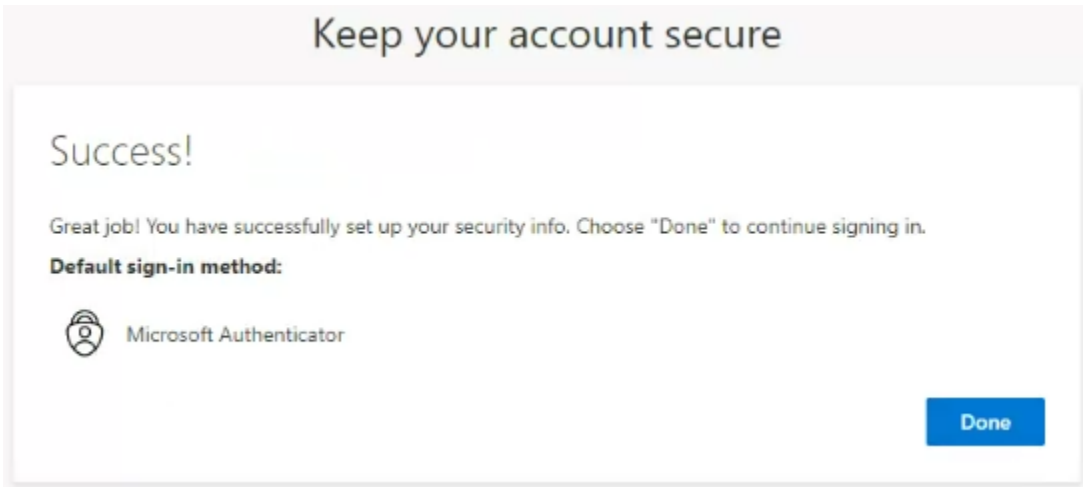Enter the 2 digit code on your screen into your Microsoft Authenticator app.
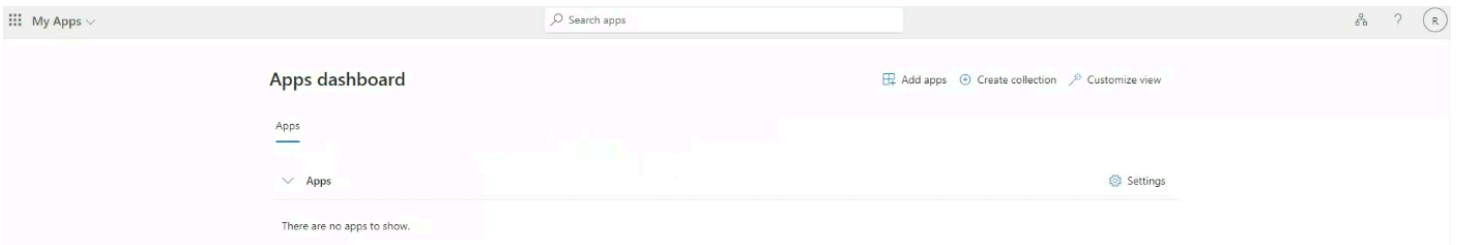

Step 11:

Click Next

Step 12:
Click Done

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Microsoft Authenticator

Done

Welcome to the HIRC Microsoft Tenant! Your screen should look like this:

My Apps ∨   Search apps

Apps dashboard   Add apps   Create collection   Customize view

Apps

∨ Apps   Settings

There are no apps to show.

Step 13:
Click My Apps
Then click My Groups from the dropdown menu

My Apps ∨

✓ My Apps

My Account
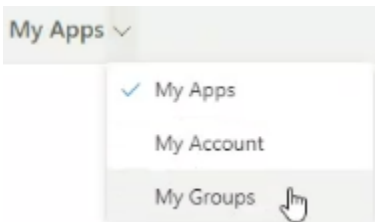
My Groups

Step 14:

Click Groups I am in (1)

Step 15:

Click HIRC Vault

Step 16:
Click Teams

Step 17:
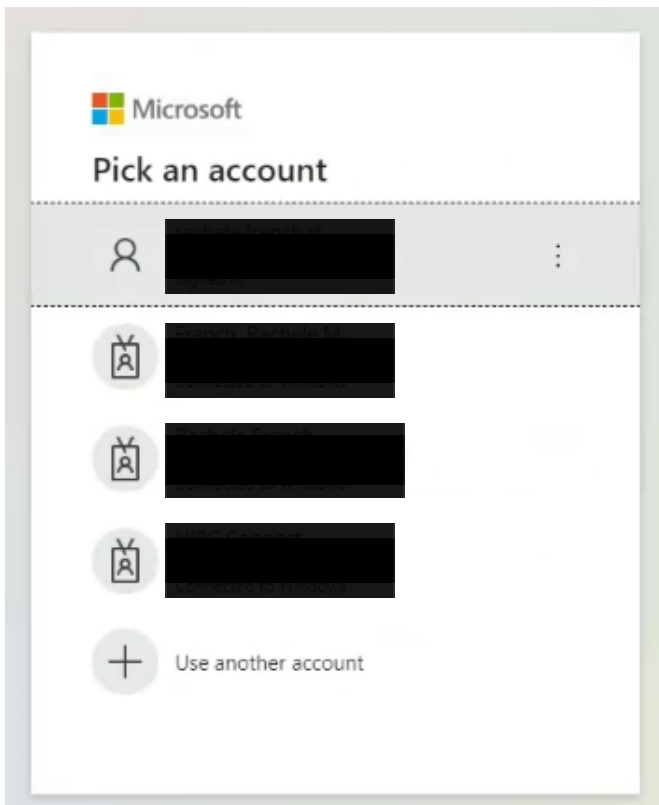Click Cancel

Step 18:

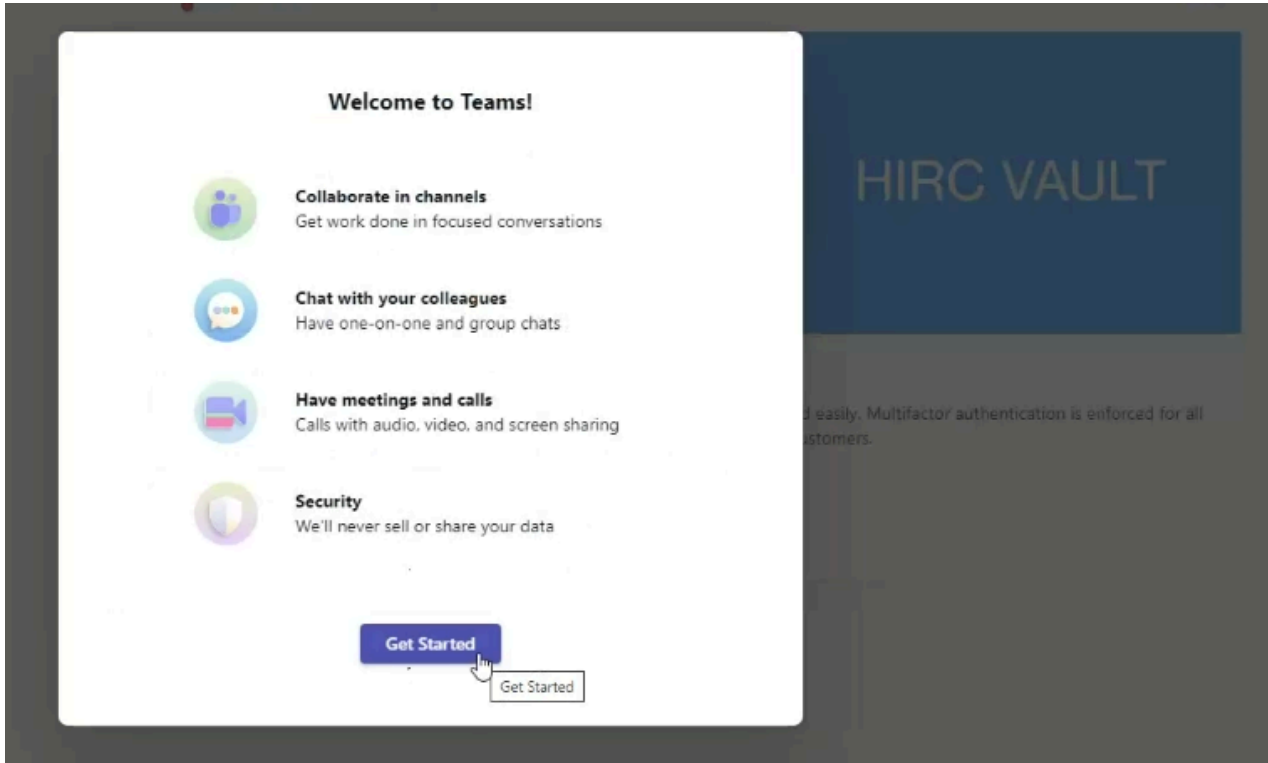Click Use the web app instead
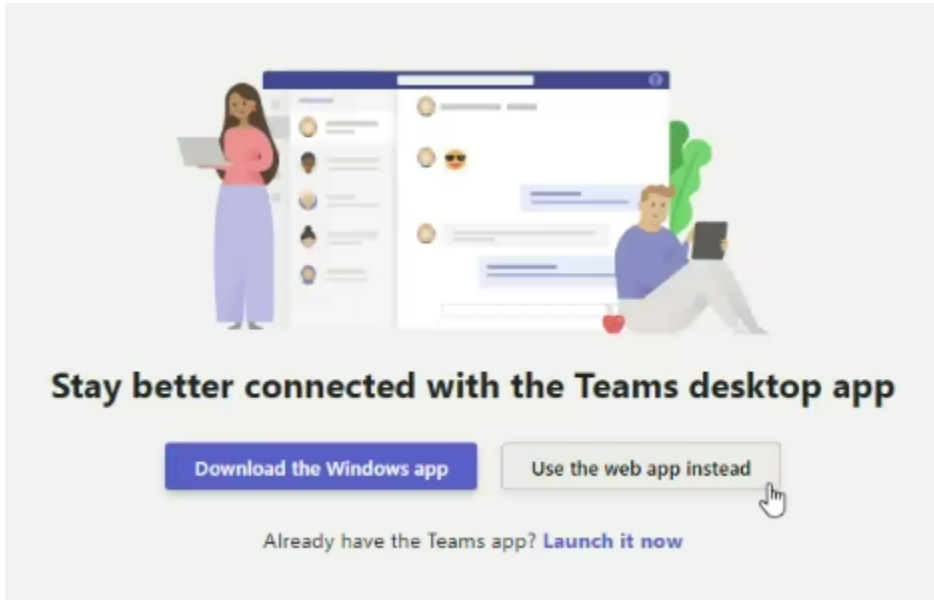
Step 19:

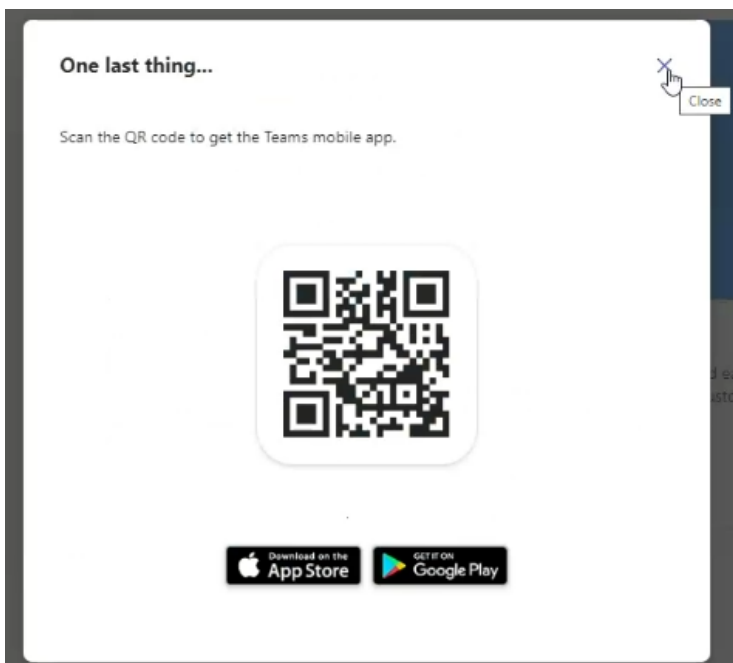Click the email address that received the original invite

Step 20:
Click Get Started

Step 21:
Click the × to close

Step 22:

Welcome to the HIRC Vault! Additional content and file sharing coming soon.