



Welcome to the HIRC Vault. Using Microsoft Teams, members are able to share resiliency information simply and securely.

- Follow this guide in order to ensure accurate setup and sharing.
- Upon completion of below steps, only your company can manage your content and access.
- HIRC Vault is designed to work only via the web version of Microsoft Teams.
- Supplier content remains the sole property of the supplier.

Table of Contents

Receive invite.....	2
Setup Microsoft Authenticator.....	4
Read and accept Terms of Use.....	6
Login.....	6
Request folder access.....	7

Security

- Hosted on Microsoft Teams
- Network communications in Teams are encrypted by default.
- Multi-factor authentication is enforced for all users.

Controls

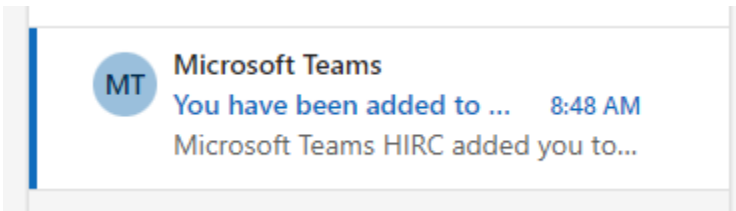
- Access restricted to member domains
- Only the supplier has access to manage content and sharing.
- All members are under a signed confidentiality agreement.
- Settings block competitive sharing and downloads.

[Terms of Use](#)

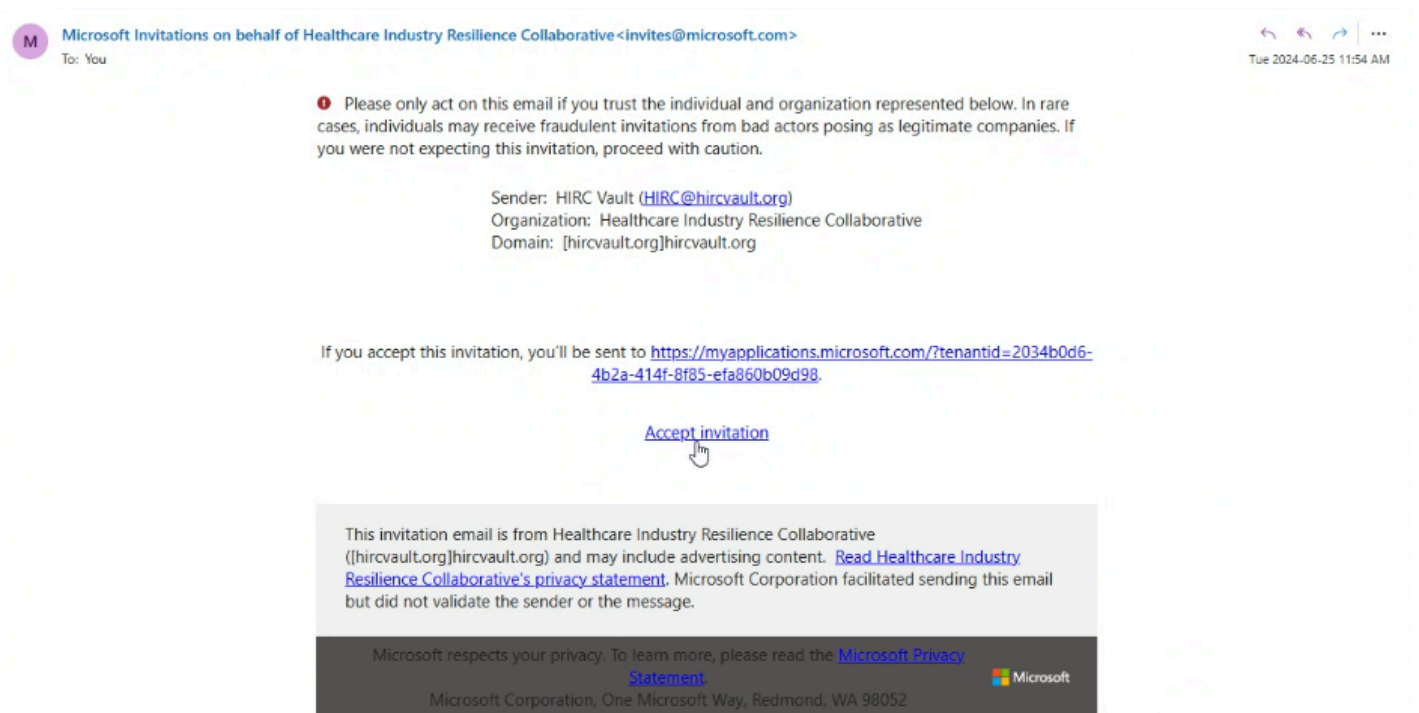


Receive invite

1. Open the email

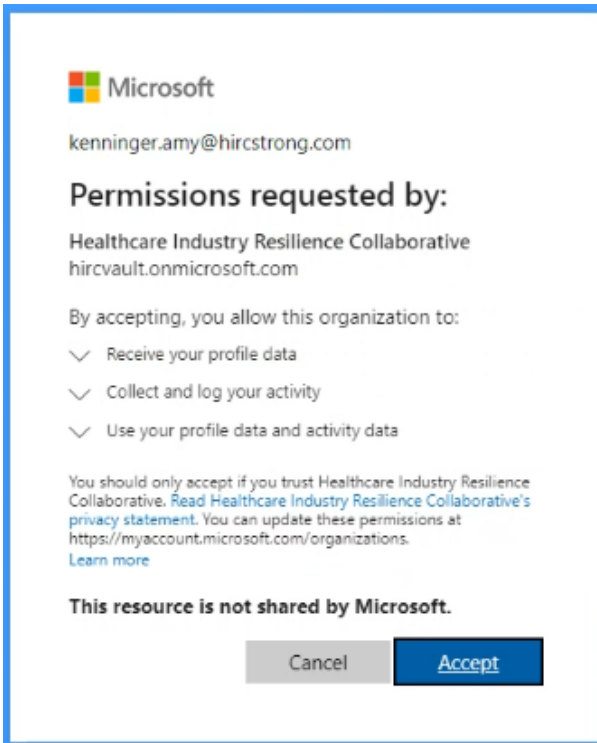


2. Click Accept Invitation

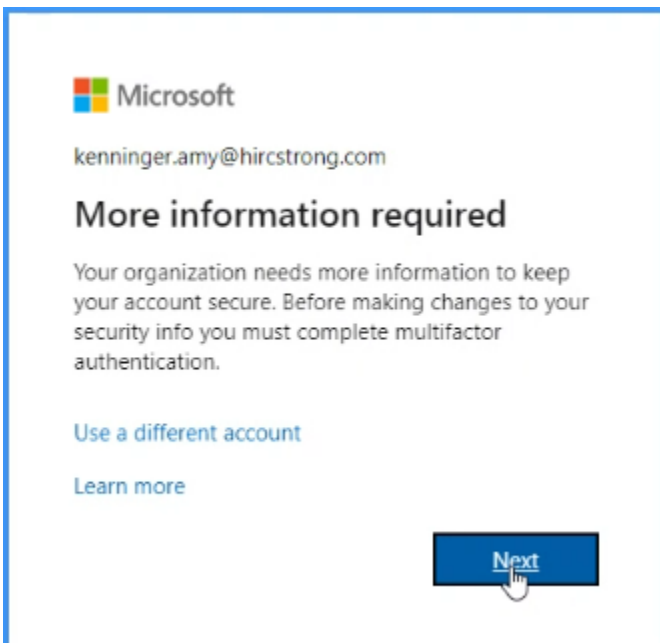




3. Click Accept

A screenshot of a Microsoft permissions dialog box. At the top left is the Microsoft logo. Below it is the email address 'kenninger.amy@hircstrong.com'. The main heading is 'Permissions requested by:' followed by 'Healthcare Industry Resilience Collaborative' and 'hircvault.onmicrosoft.com'. A sub-heading reads 'By accepting, you allow this organization to:' followed by three checked items: 'Receive your profile data', 'Collect and log your activity', and 'Use your profile data and activity data'. Below this is a paragraph of text: 'You should only accept if you trust Healthcare Industry Resilience Collaborative. Read Healthcare Industry Resilience Collaborative's privacy statement. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more'. At the bottom, there is a note: 'This resource is not shared by Microsoft.' and two buttons: 'Cancel' and 'Accept'.

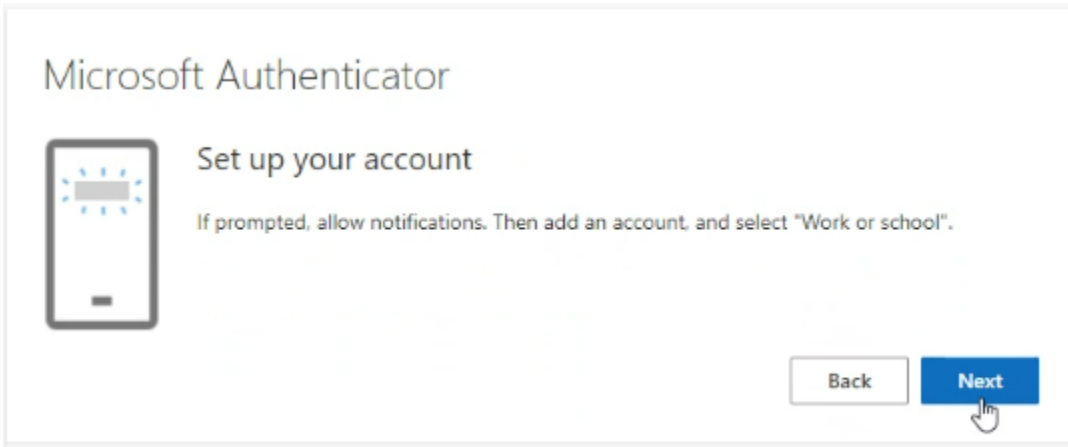
4. Click Next

A screenshot of a Microsoft dialog box titled 'More information required'. It features the Microsoft logo and the email address 'kenninger.amy@hircstrong.com'. The main heading is 'More information required'. The text below reads: 'Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.' There are two links: 'Use a different account' and 'Learn more'. At the bottom right, there is a blue button labeled 'Next' with a mouse cursor pointing at it.

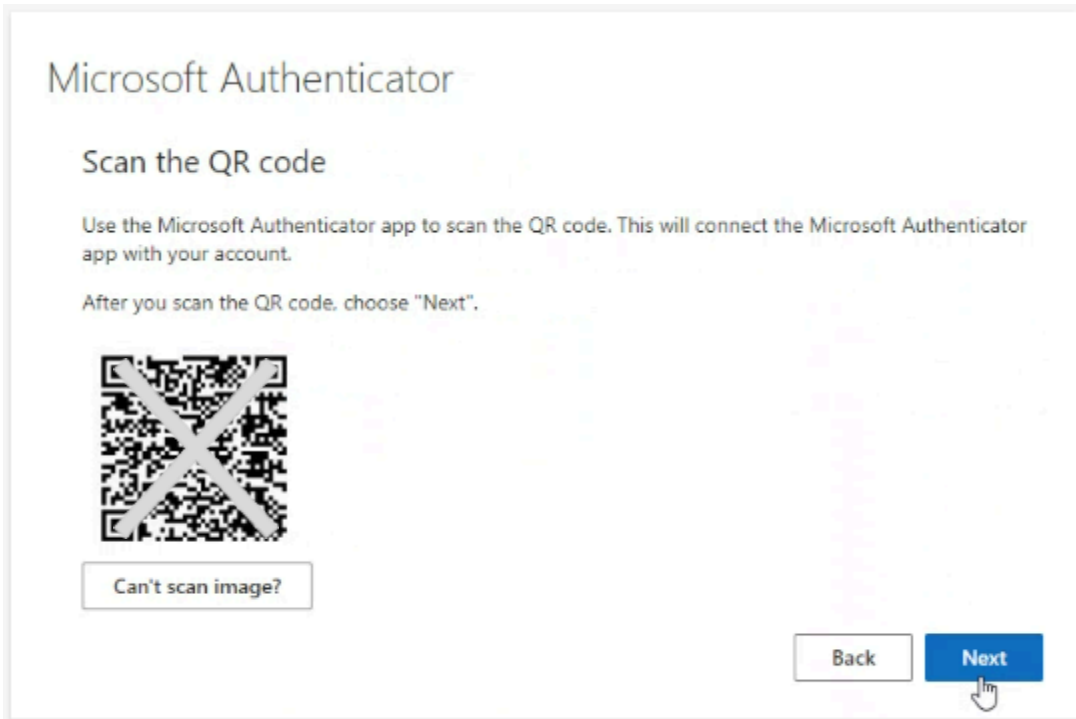


Setup Microsoft Authenticator

1. Click Next

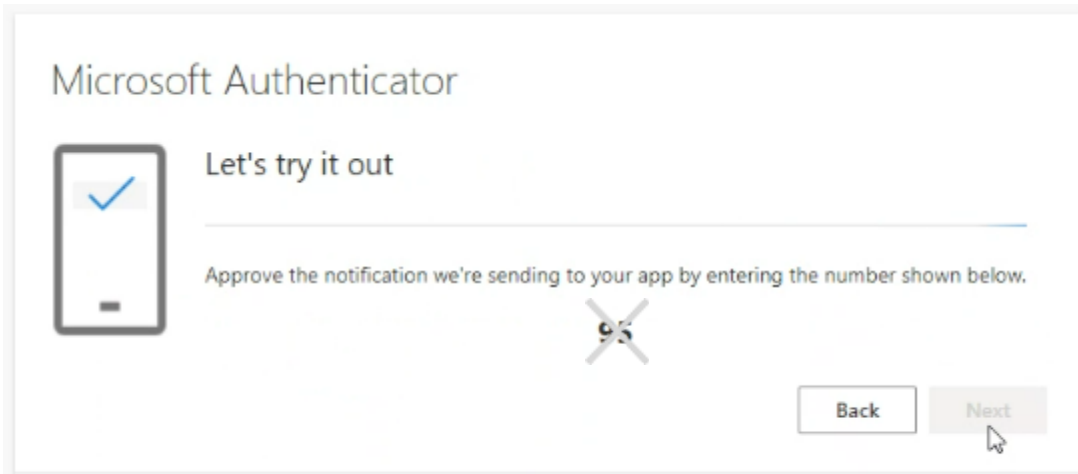


2. Scan the QR code with your device.
3. After you scan the QR code, click Next

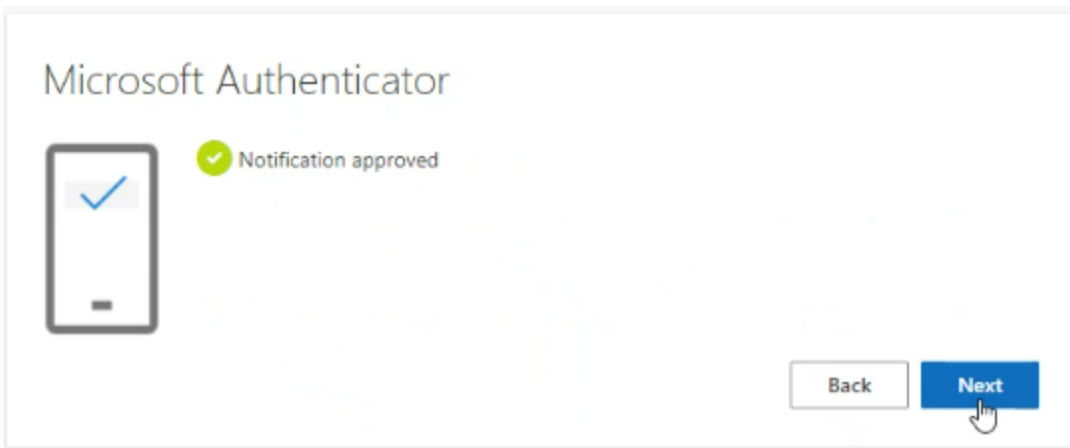




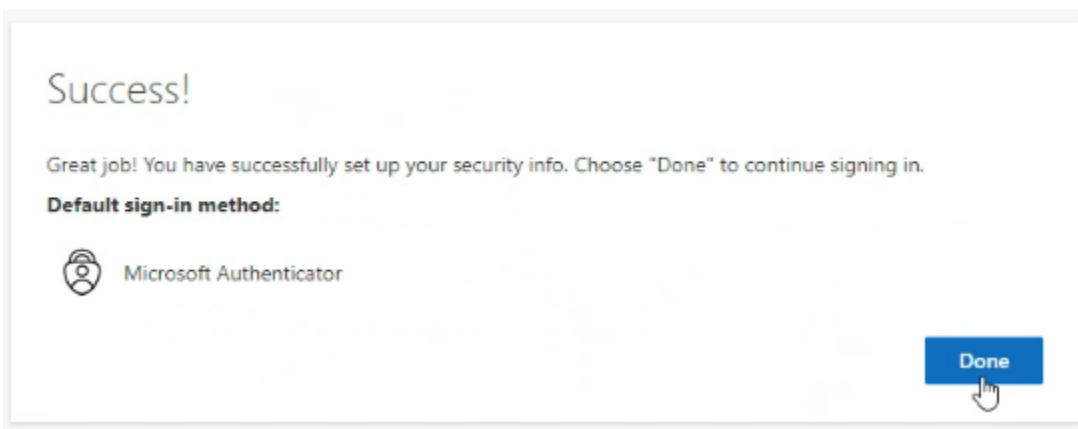
4. Enter the 2 digit code on your screen into your Microsoft Authenticator app.



5. Click Next

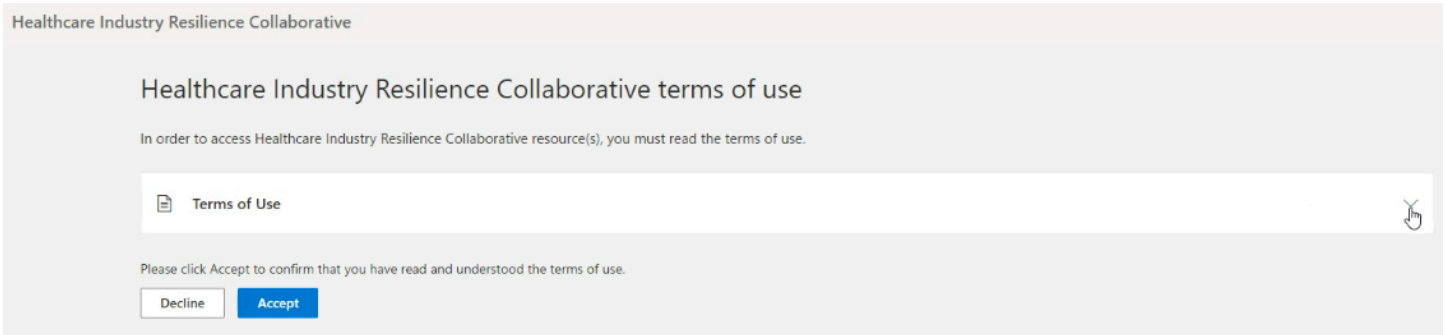


6. Click Done



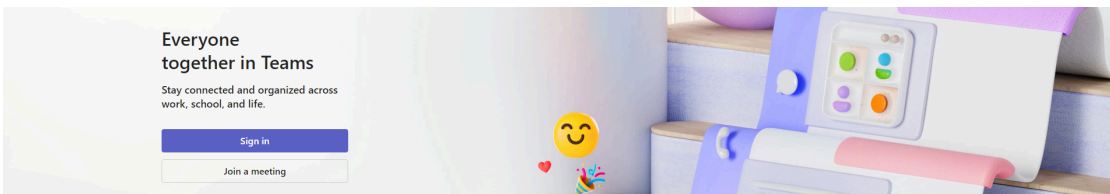


Read and accept Terms of Use

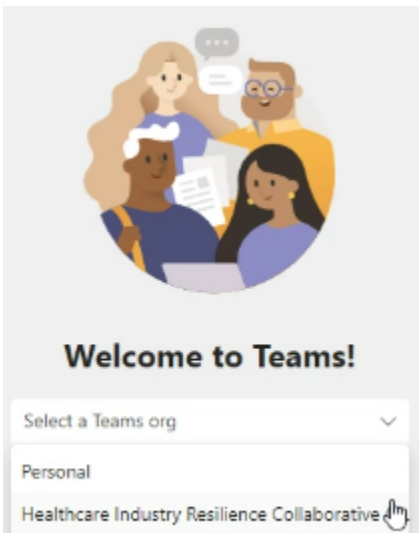


Login

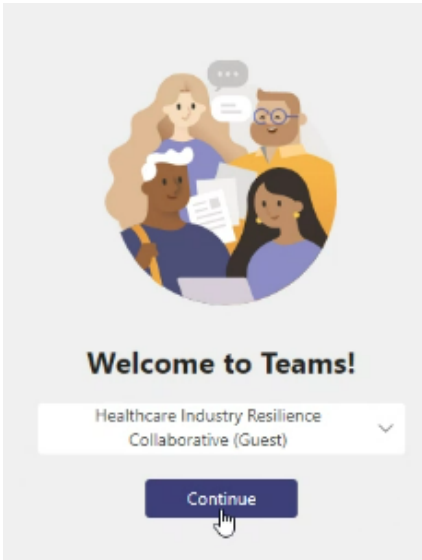
1. Open a new tab in your web browser and navigate to [Microsoft Teams Sign In](#)
2. Click Sign in



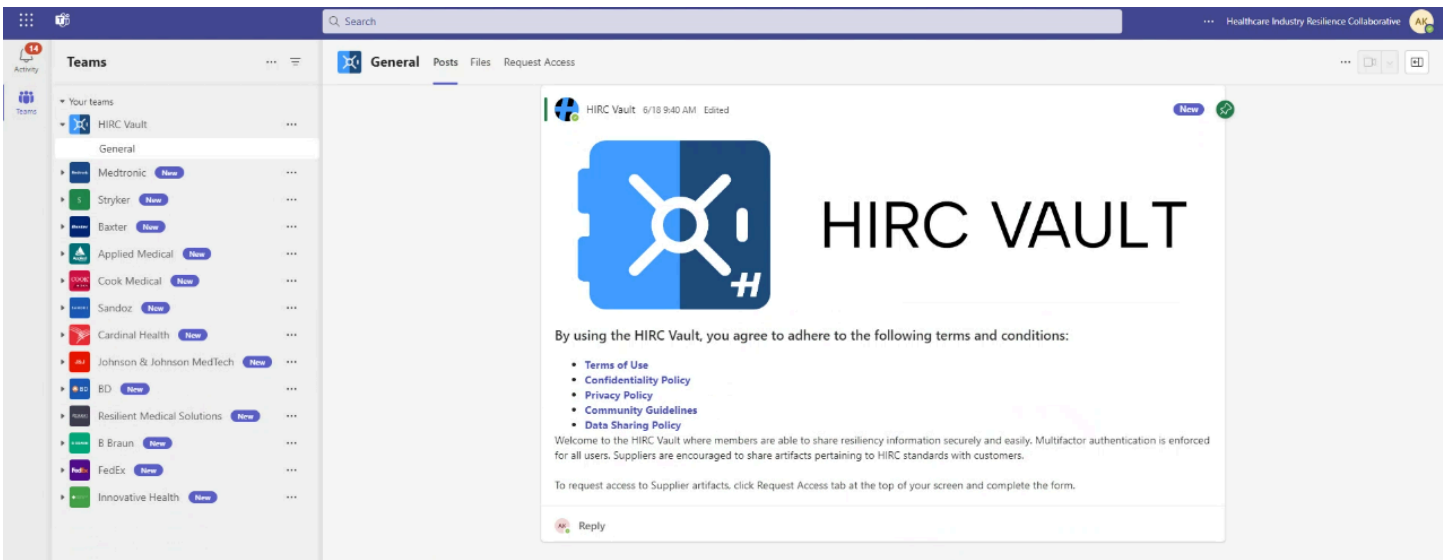
3. Select the dropdown and click Healthcare Industry Resilience Collaborative



4. Click Continue

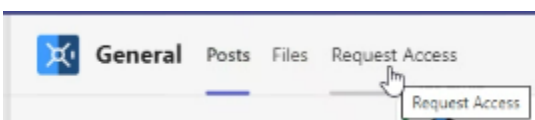


5. Welcome to HIRC Vault



Request folder access

1. Click Request Access
2. Complete the form and Submit





Note:

If you see the below within a Supplier Teams site, this indicates that no content has been shared with you.

- To request access, complete Step 15 above.

