VOLVO

MFA INSTRUCTIONS FOR EXTERNAL USERS SMS

English

Chinese

Dutch

French

German

Italian

Japanese

Korean

Polish

Portuguese

Spanish

Swedish

Thai

Turkey

# MFA Instructions for External Users

The ResumID project is in full swing to deliver a more secure, efficient, and fast Identity and Access Management (IAM) solution. We have reached a point where we need active participation from our employees and affiliates to implement an additional security feature – MFA.

A good number of Volvo Group users use MFA already, but in order to increase the security of the identities of all our users, a registration of an MFA method will be necessary.

The purpose of this document is to help our users with this transition by providing a step-by-step guide to enable MFA for user accounts.

VOLVO

SETTING UP MFA EXTERNAL USERS

1. Please, log into your system (work laptop, work desktop)
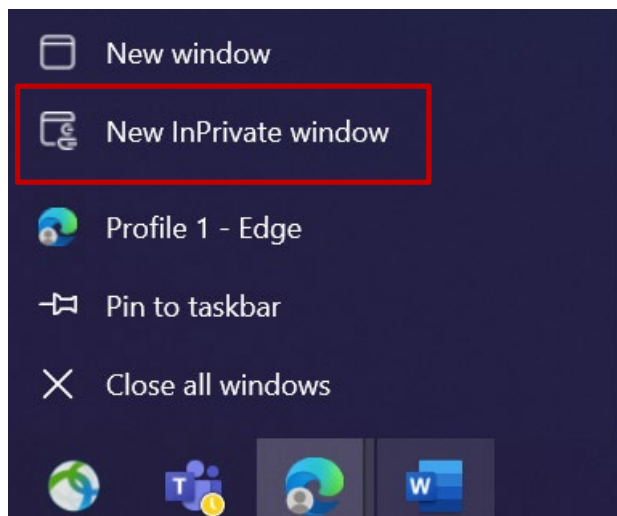
2. Close all browser windows and open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select "**New InPrivate Window**")

3. In the address field of the browser enter the URL: https://aka.ms/mysignins

VOLVO

4. Enter your Volvo User ID plus the extension "**@ext.volvogroup.com**" and click on "**Next**"

5. Enter the password by using the same password as you use, for example, the Trucks Portal
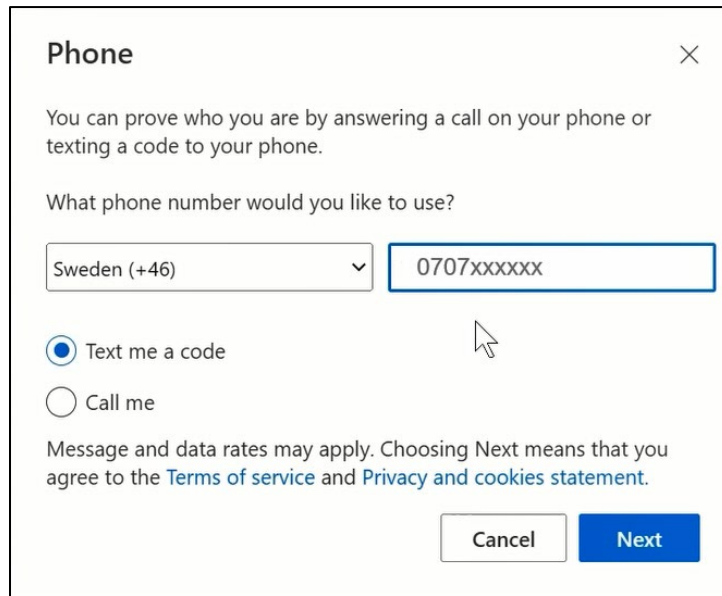
6. Click "**Sign in**"

    You will be forwarded to Microsoft's Security Info page
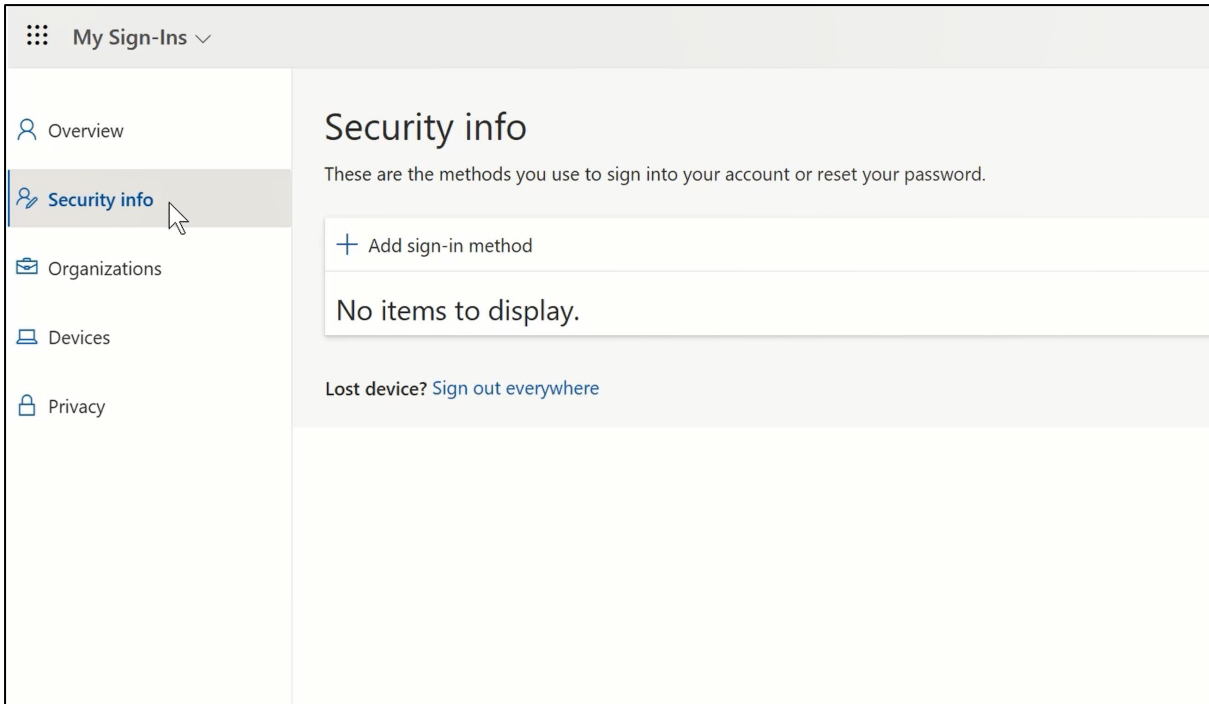
7.   On the next page click on "**+ Add sign-in method**"
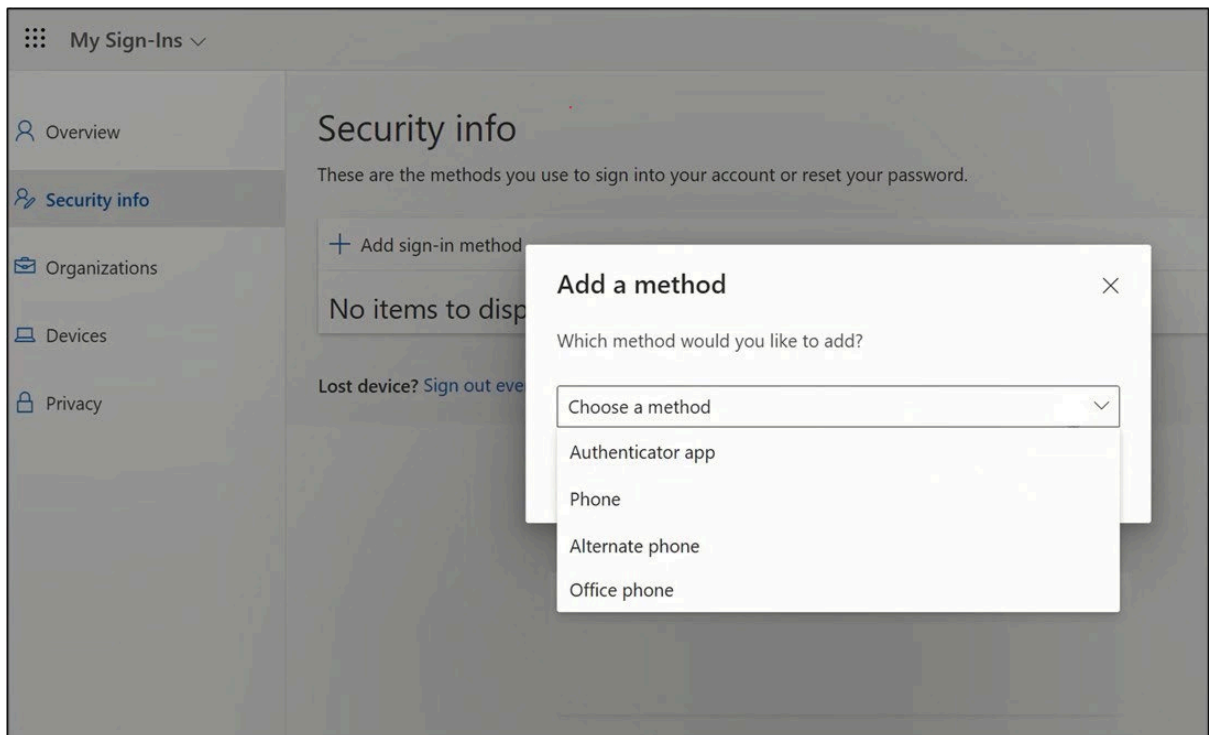
8.   In the pop-up, expand the dropdown-menu "**Choose a method**" and select "**Phone**" as your preferred MFA method

9. Enter your phone number by choosing your country code and using the specified formatting, select **"Text me a code"** and click on **"Next"**.
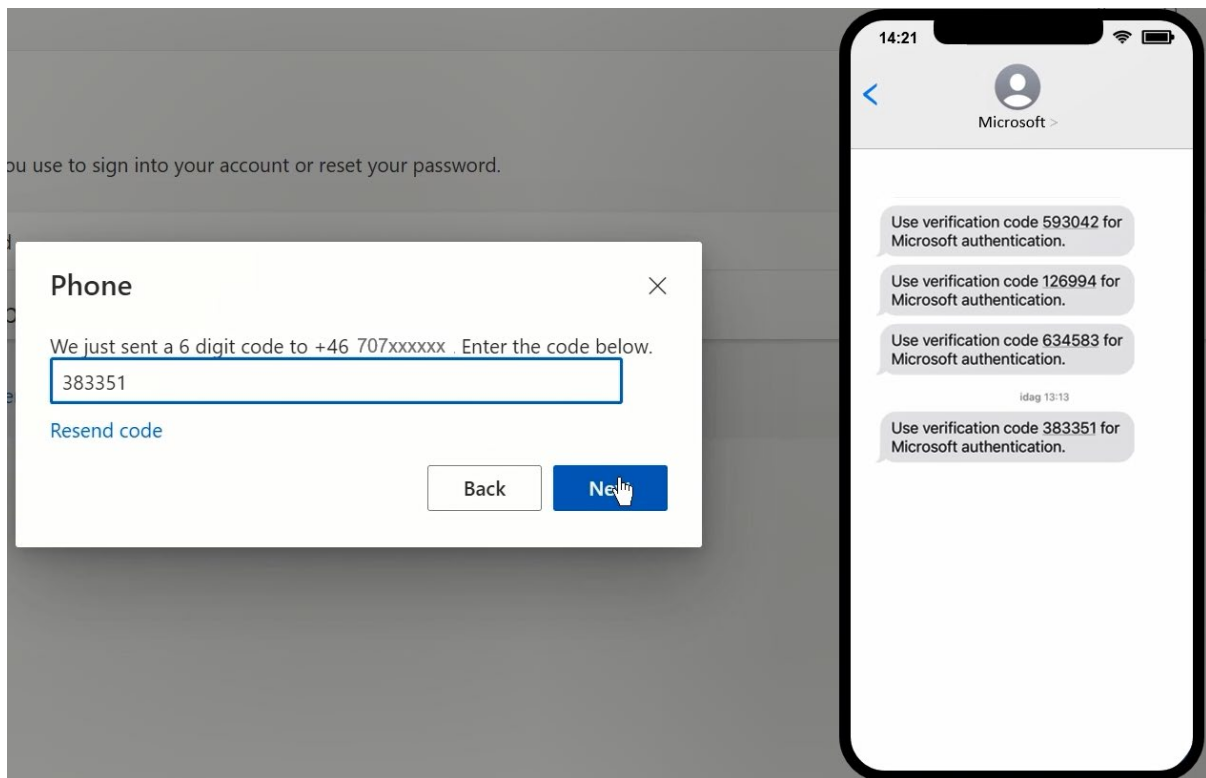
You will be sent a code by SMS to the phone number you specified to validate the phone number.

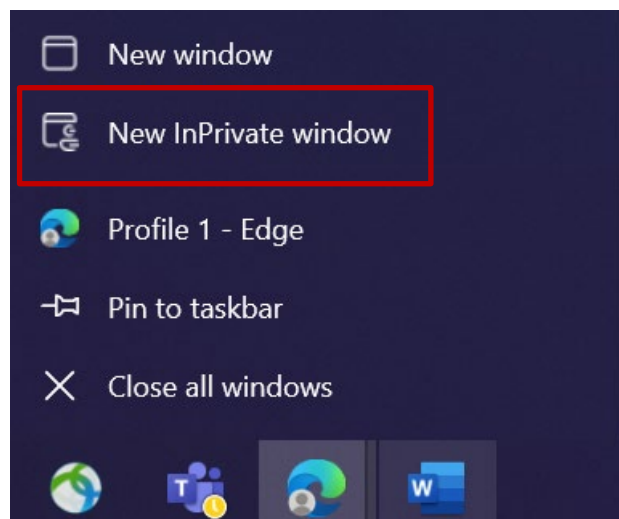10. Enter the code in the corresponding field

11. Click on **"Next"**
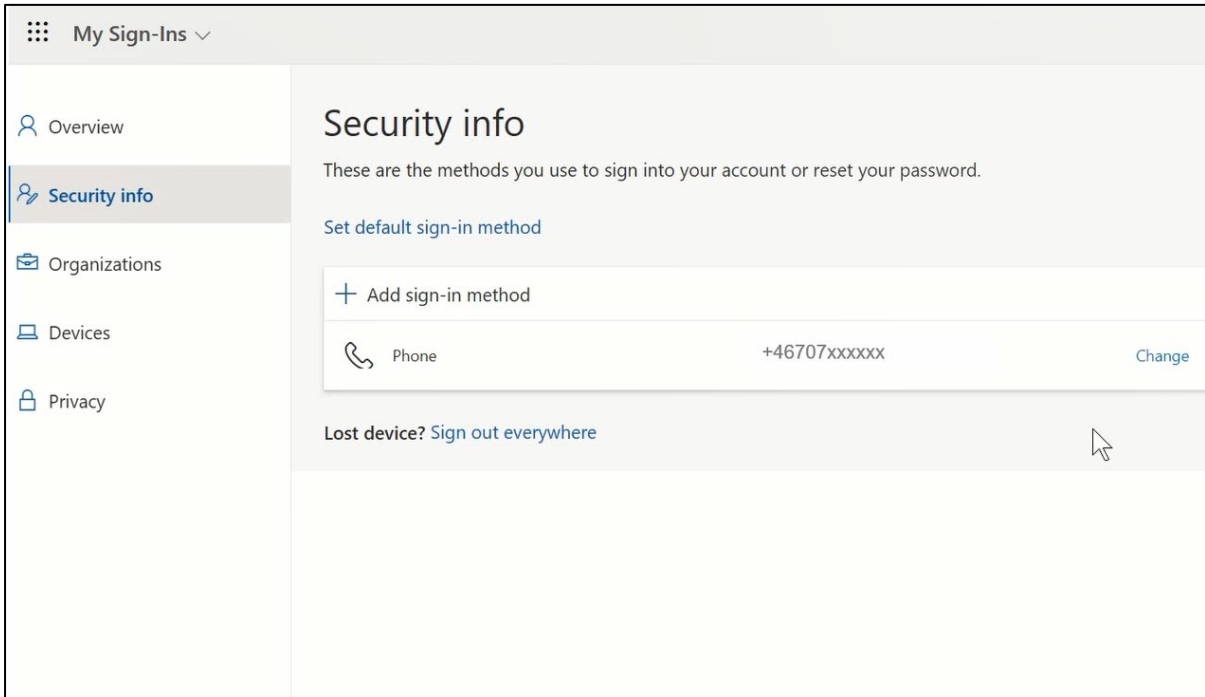
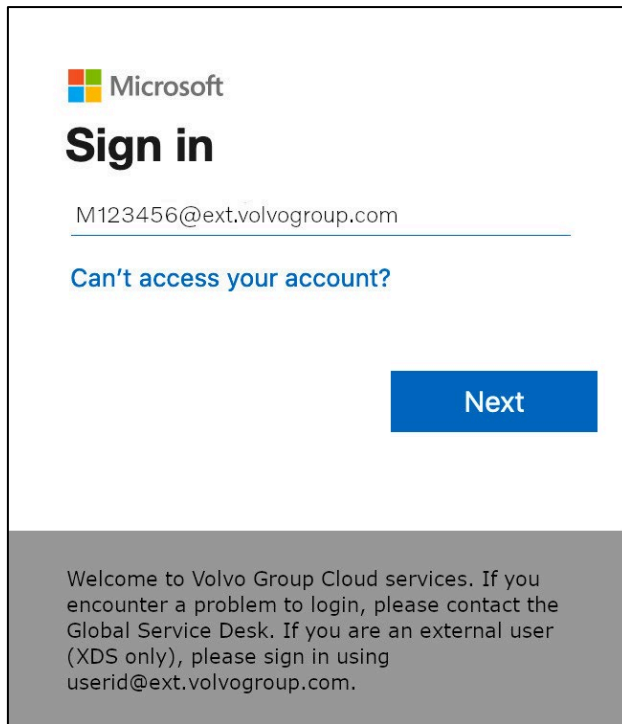Now you have enabled MFA by SMS to your user account

You are done.
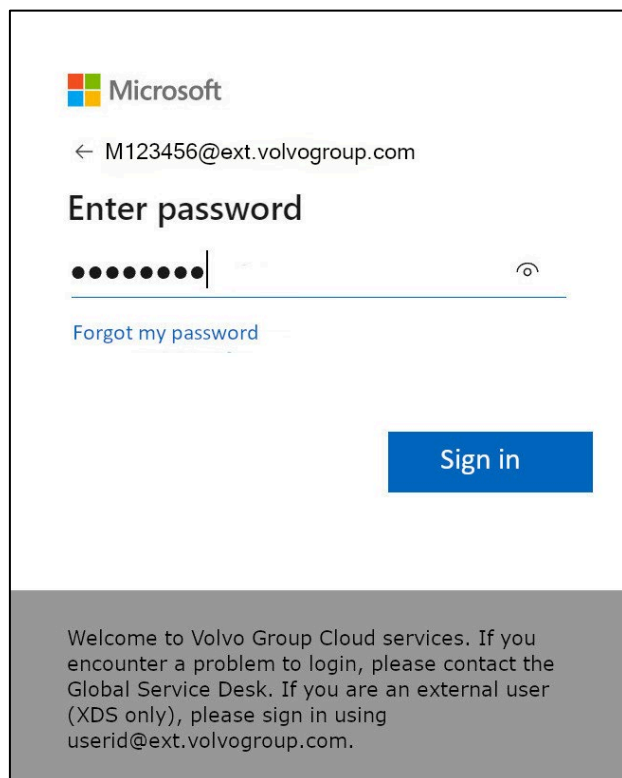
Let's test your
New MFA Method

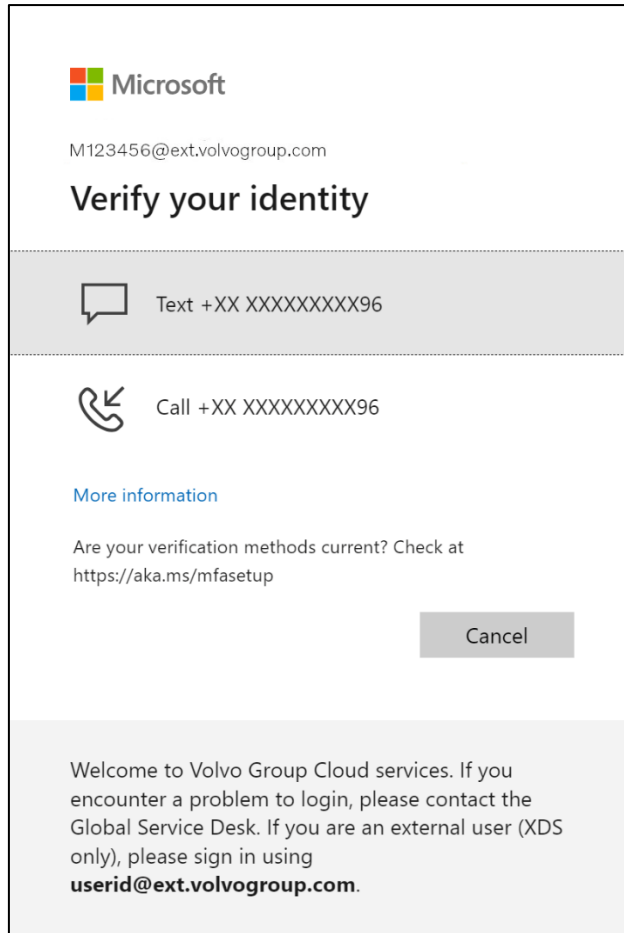1.   Log out of your account.

2.   Ideally open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select "**New InPrivate Window**")

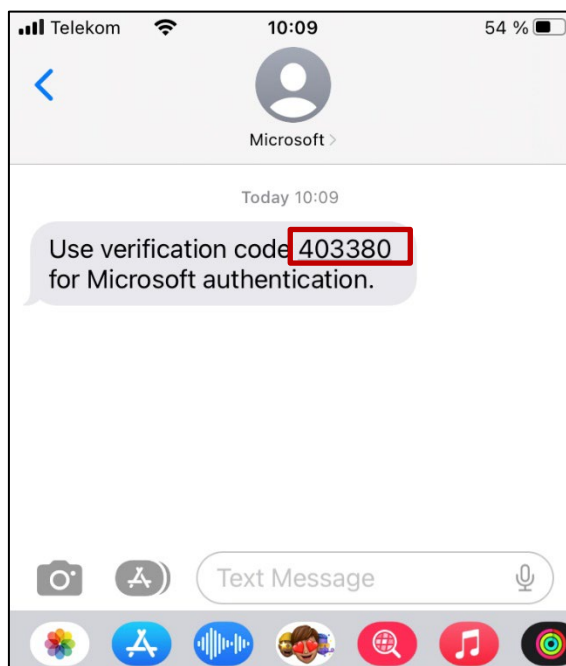3.   In the address field of the browser enter the URL : https://aka.ms/mysignins

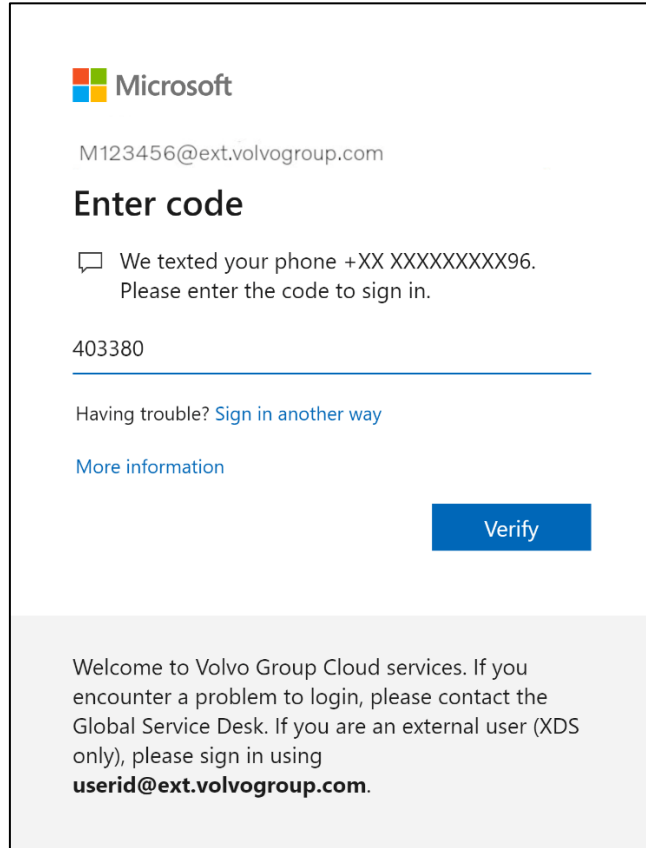4.   Enter your UPN into the sign in prompt and click "**Next**"


5.   Enter your password and click on "**Sign in**"

6. On the next screen, select **"Text +XXXXXXXXXXXXXX"** to receive a text message

7. Check the phone with the number you set up as your MFA method

8. Open the messages/SMS app of your phone.

9. In the text message from Microsoft you will find a 6-digit code.

10. Enter this code in the field of the browser window of your computer and click on "Verify"
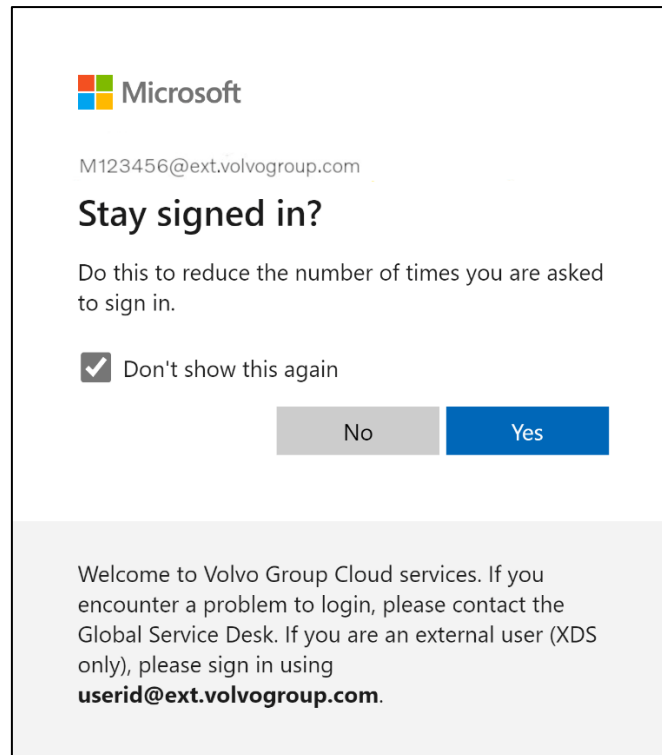
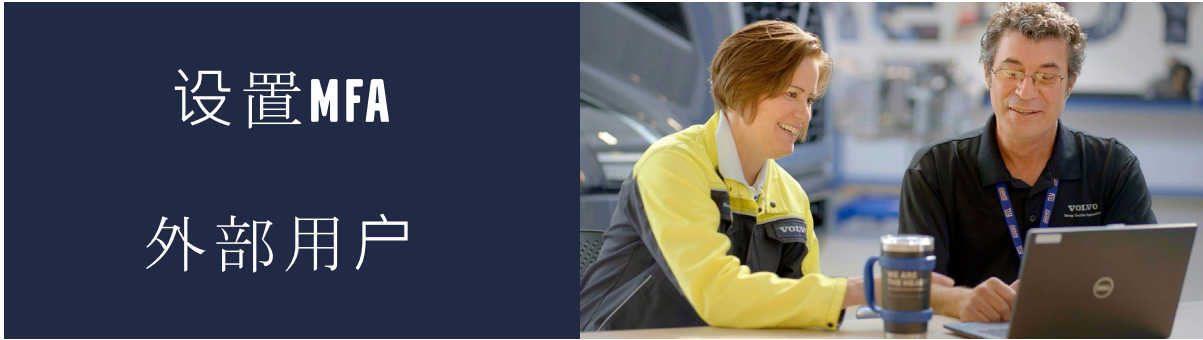11. Confirm the next pop-up by clicking on **"Yes"**

You have successfully logged into your account using your newly registered MFA method.
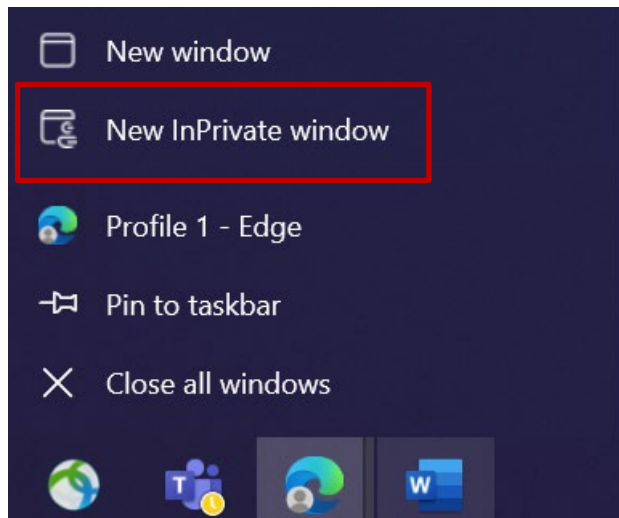
外部用户MFA说明

ResumID项目正在如火如荼地进行中，旨在提供一个更加安全、高效和快速的身份和访问管理（IAM）解决方案。我们需要我们的员工和分支机构积极参与，以实现额外的安全功能--MFA。

沃尔沃集团的许多用户已经使用MFA，但为了提高我们所有用户的身份安全，有必要注册MFA方法。

本文档旨在通过提供用户账户启用 MFA 的分步指南，帮助我们的用户完成这一过渡。

V O L V O

设置**MFA**

外部用户

1. 请登录您的系统（工作笔记本电脑、工作台式机）

2. 关闭所有浏览器窗口并打开一个新的私人/隐身浏览器会话（右键单击 Microsoft Edge浏览器图标并选择 "新建私人窗口）

3. 在浏览器地址栏中输入URL : https://aka.ms/mysignins

4. 输入您的沃尔沃用户ID和扩展名"**@ext.volvogroup.com**"，然后点击 "下一步"。

5. 使用与您使用的相同的密码输入密码，例如Trucks Portal。

6. 点击 "**登录**
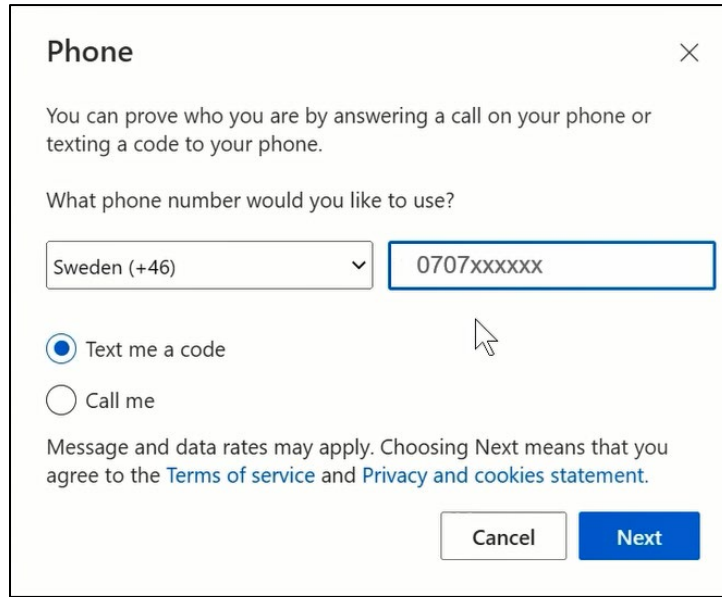
您将被转到微软的安全信息页面
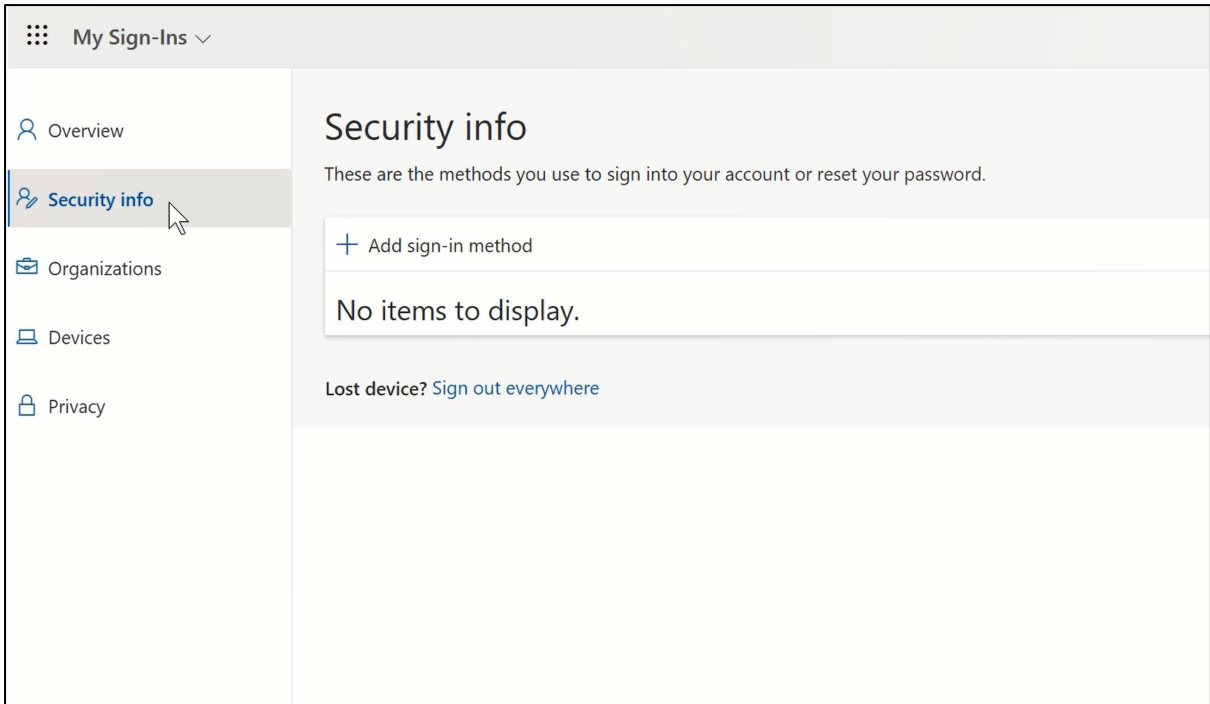
7. 在下一页点击 "**+添加登录方式**"
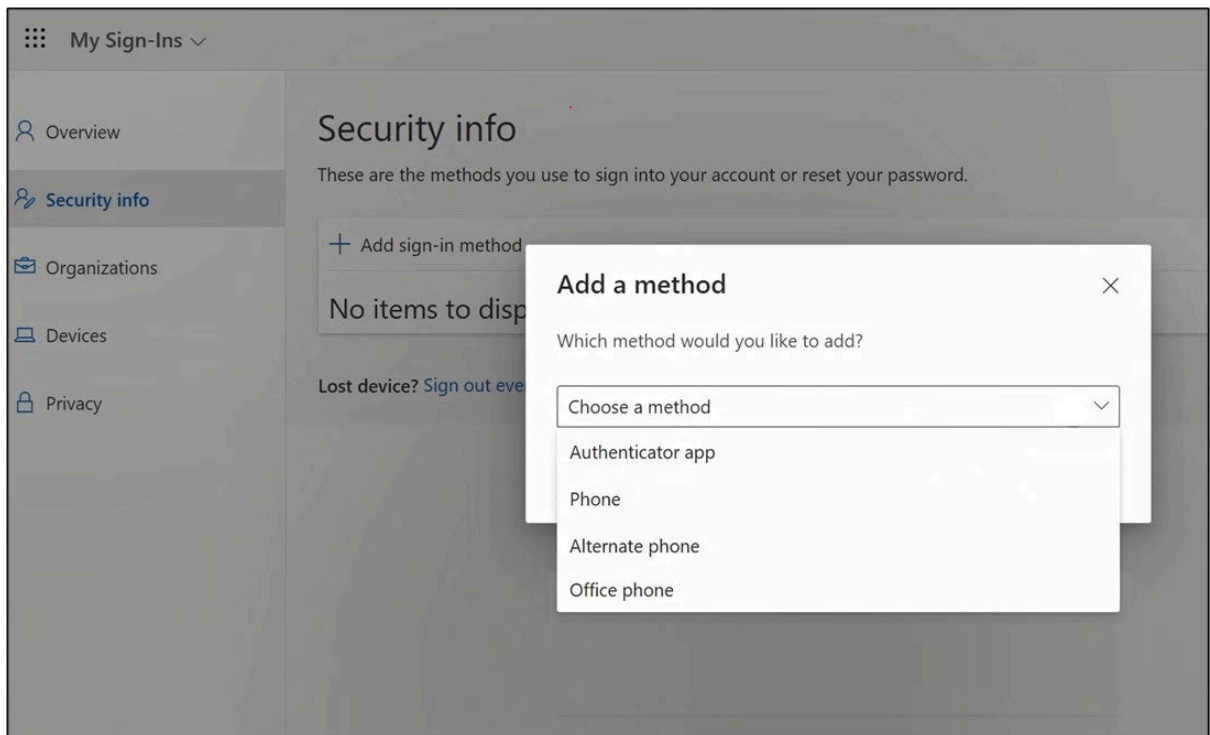
8. 在弹出窗口中，展开下拉菜单 "Choose a method"（**选择一种方法**），选择 "Phone"（**电话**）作为您首选的MFA方法。

9. 输入您的电话号码，选择国家代码并使用指定格式，选择 "**给我发短信代码** "并点击 "**下一步**"。
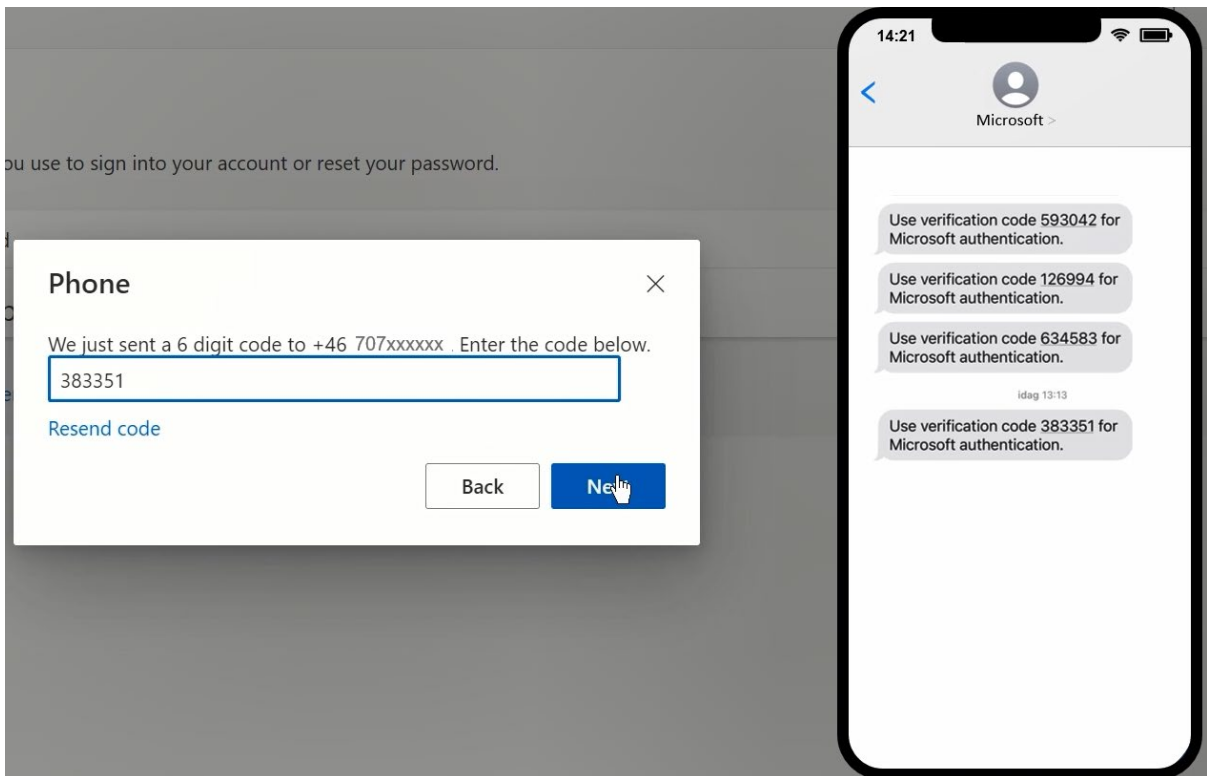
您将通过短信向您指定的电话号码发送验证码。

10. 在相应字段中输入代码

11. 点击 "下一步
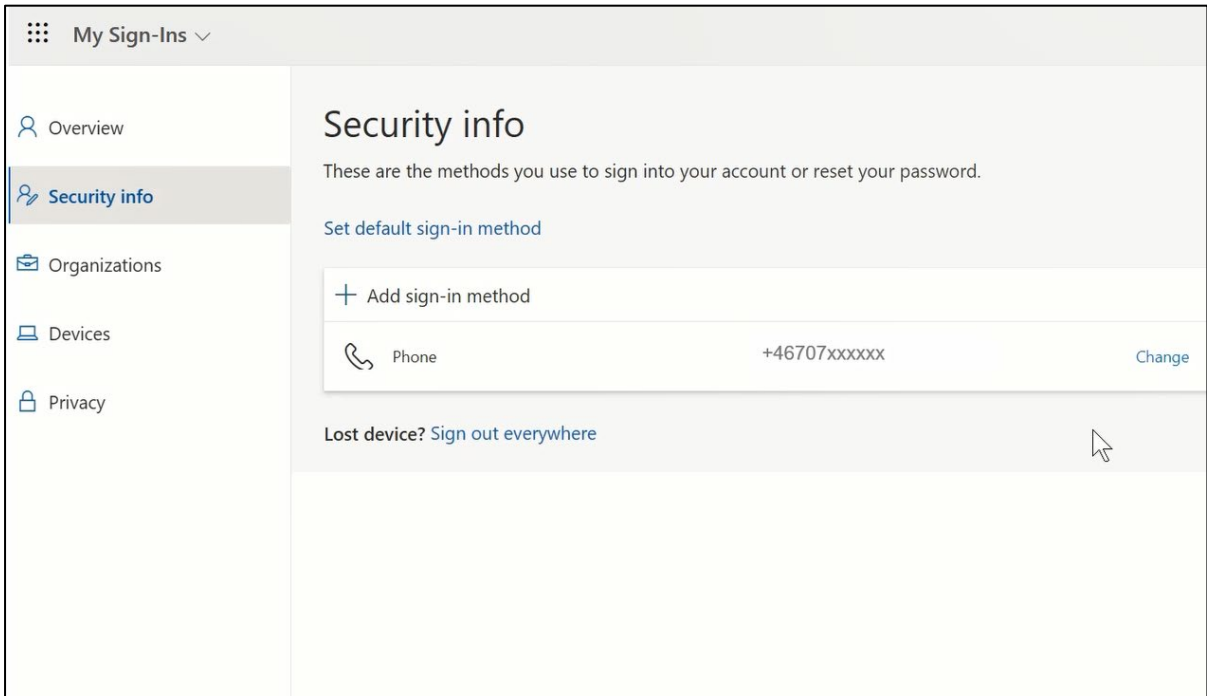
现在您已经通过短信为您的用户账户启用了MFA功能

您的任务完成了。

测试您的
新的MFA方法

1.　　退出您的帐户。
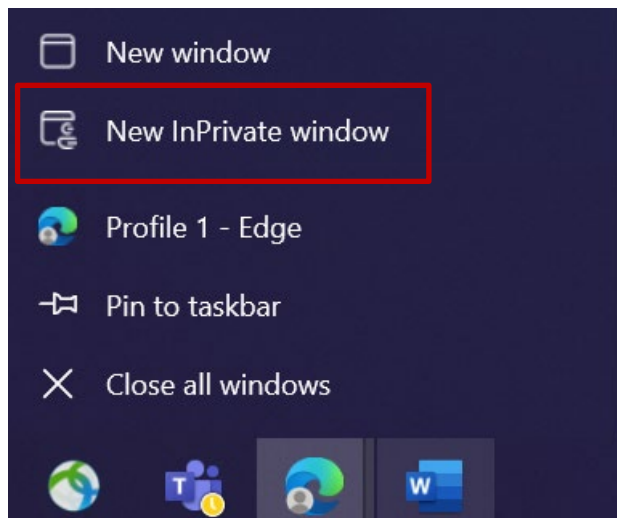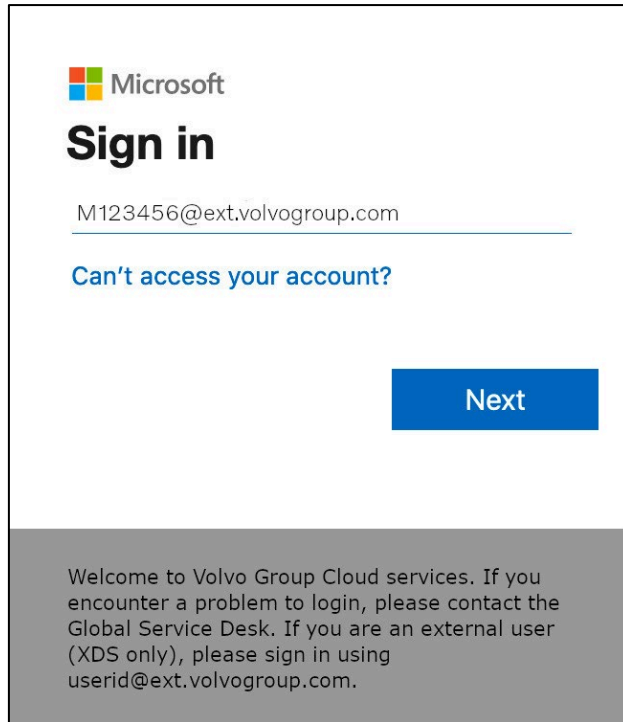

2.　　理想情况下，打开一个新的私人/隐身浏览器会话（右键单击Microsoft Edge浏览器图标并选择 "**新建私人窗口**）

3.　　在浏览器地址栏中输入URL： https://aka.ms/mysignins

4.   在登录提示中输入您的UPN，然后点击 "下一步"。
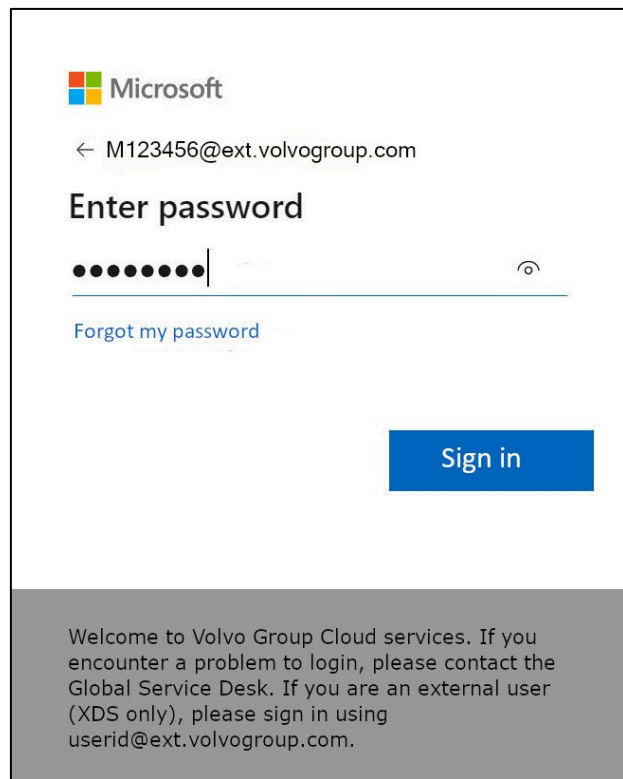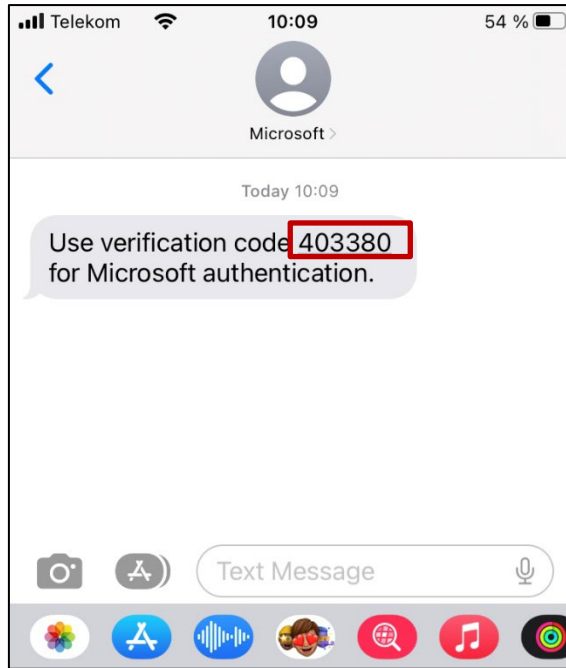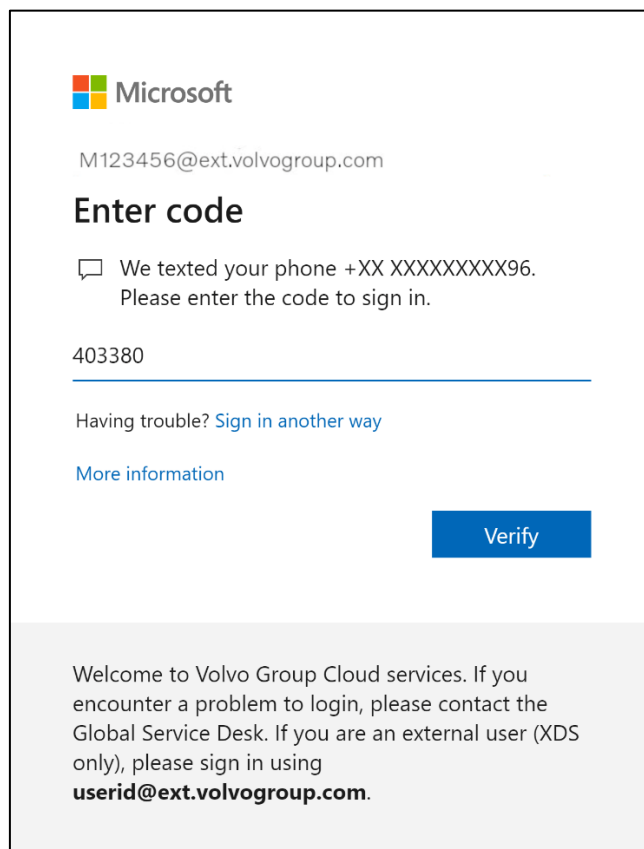

5.   输入您的密码并点击 "**登录**
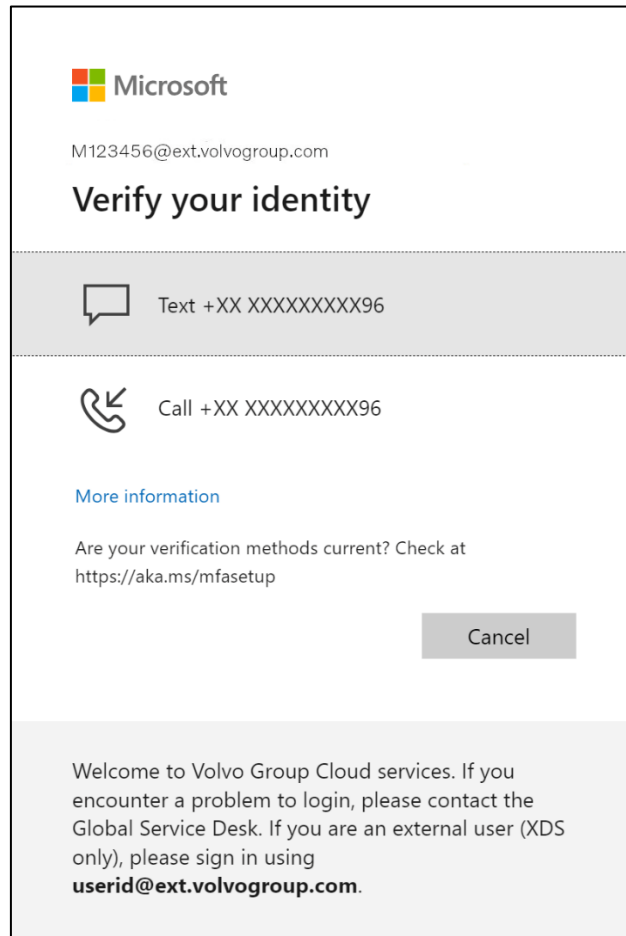
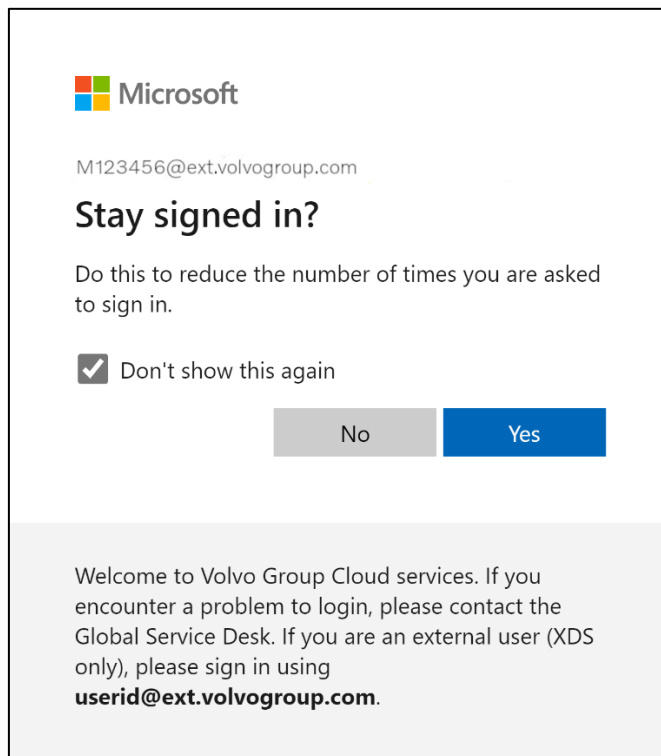6.   在下一个屏幕，选择 "**Text +XXXXXXXXX** "接收短信。

7.   用您设置为MFA方式的号码检查手机

8.　打开手机的信息/短信应用程序。

9.　在来自微软的短信中，您会发现一个6位数的代码。

10. 在计算机浏览器窗口中输入该代码，然后点击 **"验证"**。

11. 点击 "**是** "确认下一个弹出窗口

您已使用新注册的MFA方法成功登录您的账户。

MFA-instructies voor externe gebruikers

Het ResumID project is in volle gang om een veiligere, efficiëntere en snellere Identity and Access Management (IAM) oplossing te leveren. We hebben een punt bereikt waarop we actieve deelname nodig hebben van onze medewerkers en filialen om een extra beveiligingsfunctie te implementeren - MFA.

Een groot aantal gebruikers van Volvo Groep gebruikt al MFA, maar om de identiteit van al onze gebruikers beter te beveiligen, is registratie van een MFA-methode noodzakelijk.
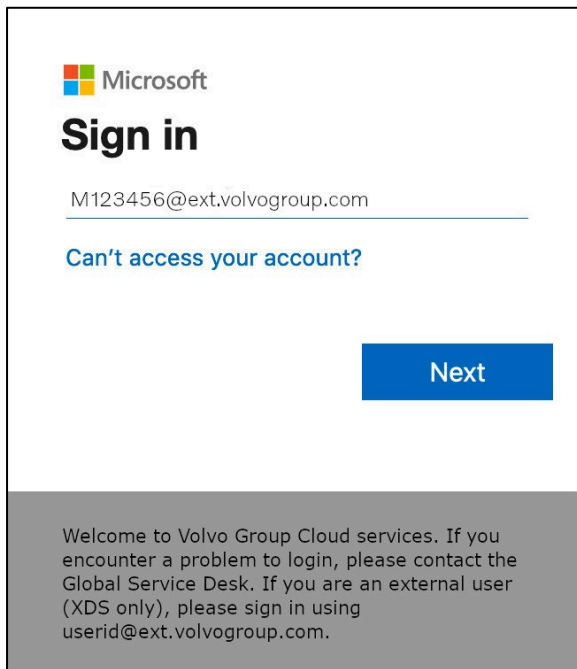
Het doel van dit document is om onze gebruikers te helpen met deze overgang door een stap-voor-stap handleiding te geven om MFA in te schakelen voor gebruikersaccounts.

MFA INSTELLEN

EXTERNE GEBRUIKERS

1.   Log in op je systeem (werklaptop, werkdesktop)
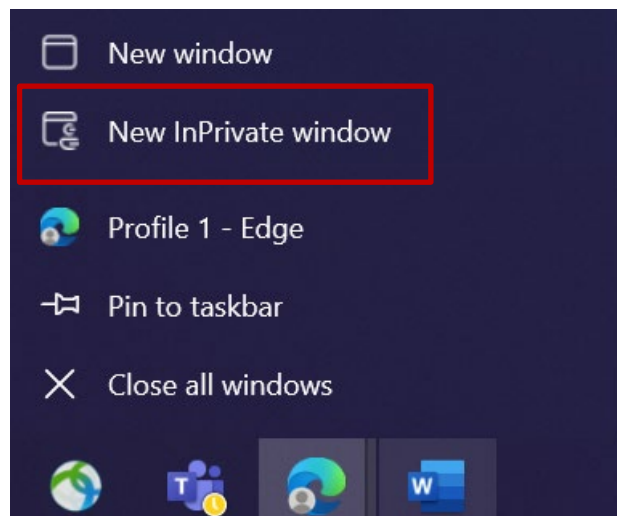
2.   Sluit alle browservensters en open een nieuwe privé/incognito browsersessie (klik met de rechtermuisknop op het browserpictogram van Microsoft Edge en selecteer "**Nieuw privévenster**")
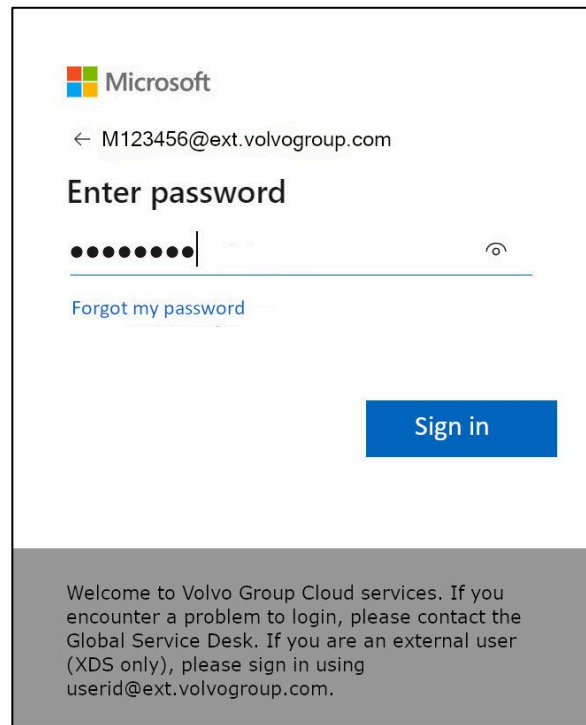
3.   Voer in het adresveld van de browser de URL in: https://aka.ms/mysignins

4. Voer uw Volvo gebruikers-ID in plus de extensie "**@ext.volvogroup.com**" en klik op "**Volgende**".

5. Voer het wachtwoord in met hetzelfde wachtwoord dat u gebruikt voor bijvoorbeeld het Trucks-portaal.

6. Klik op "**Aanmelden**".

    U wordt doorgestuurd naar de pagina Beveiligingsinfo van Microsoft
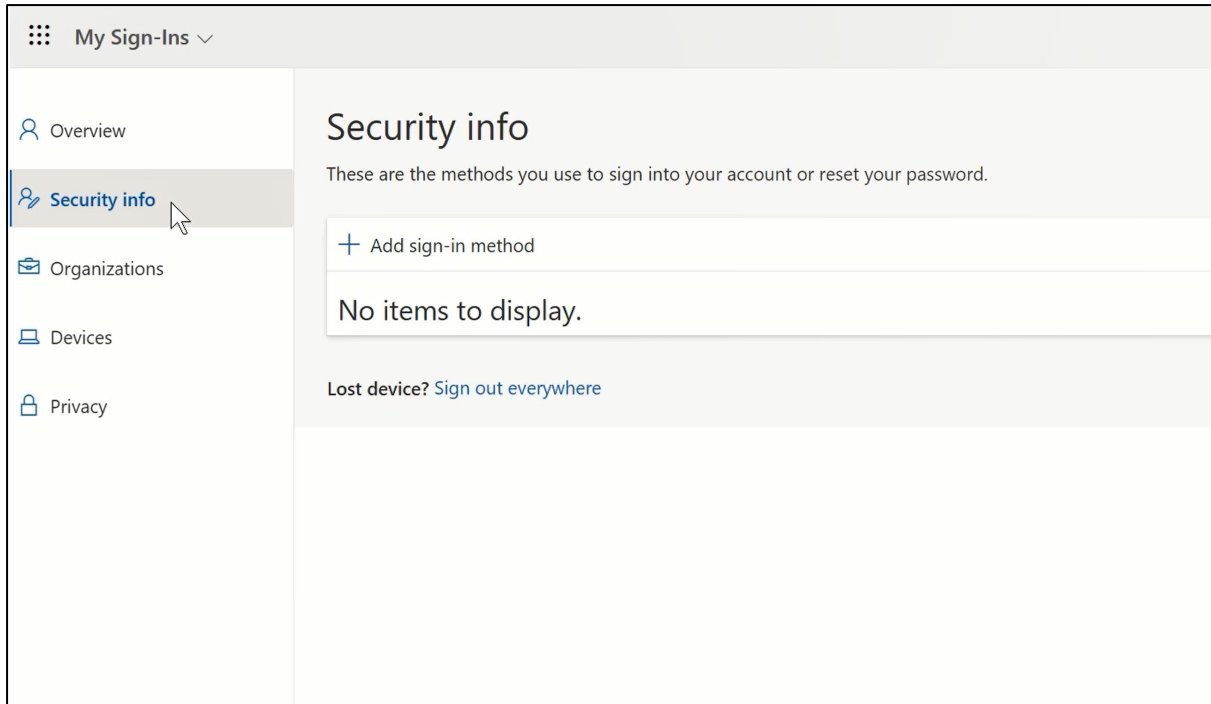
7. Klik op de volgende pagina op "**+ Aanmeldingsmethode toevoegen**".
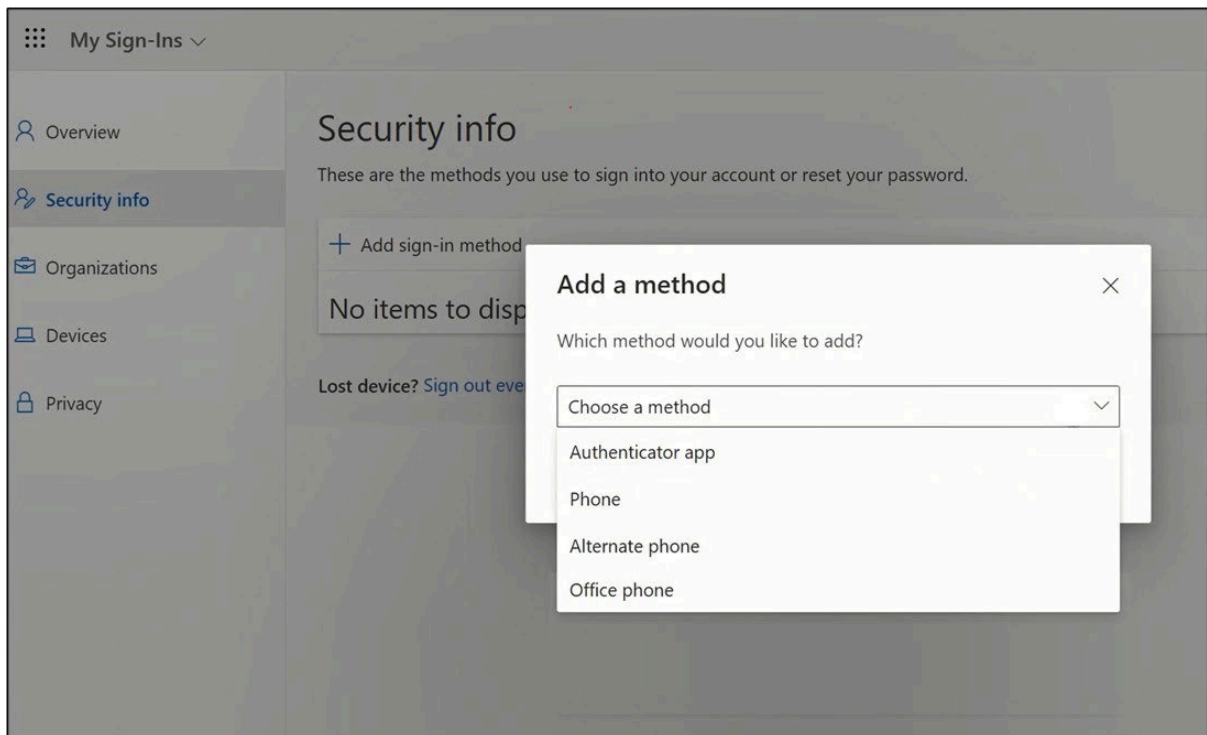
8. Vouw in het pop-upvenster het vervolgkeuzemenu "**Kies een methode**" uit en selecteer "**Telefoon**" als de gewenste MFA-methode

9. Voer je telefoonnummer in door je landcode te kiezen en de aangegeven opmaak te gebruiken, selecteer "**Sms me een code**" en klik op "**Volgende**".
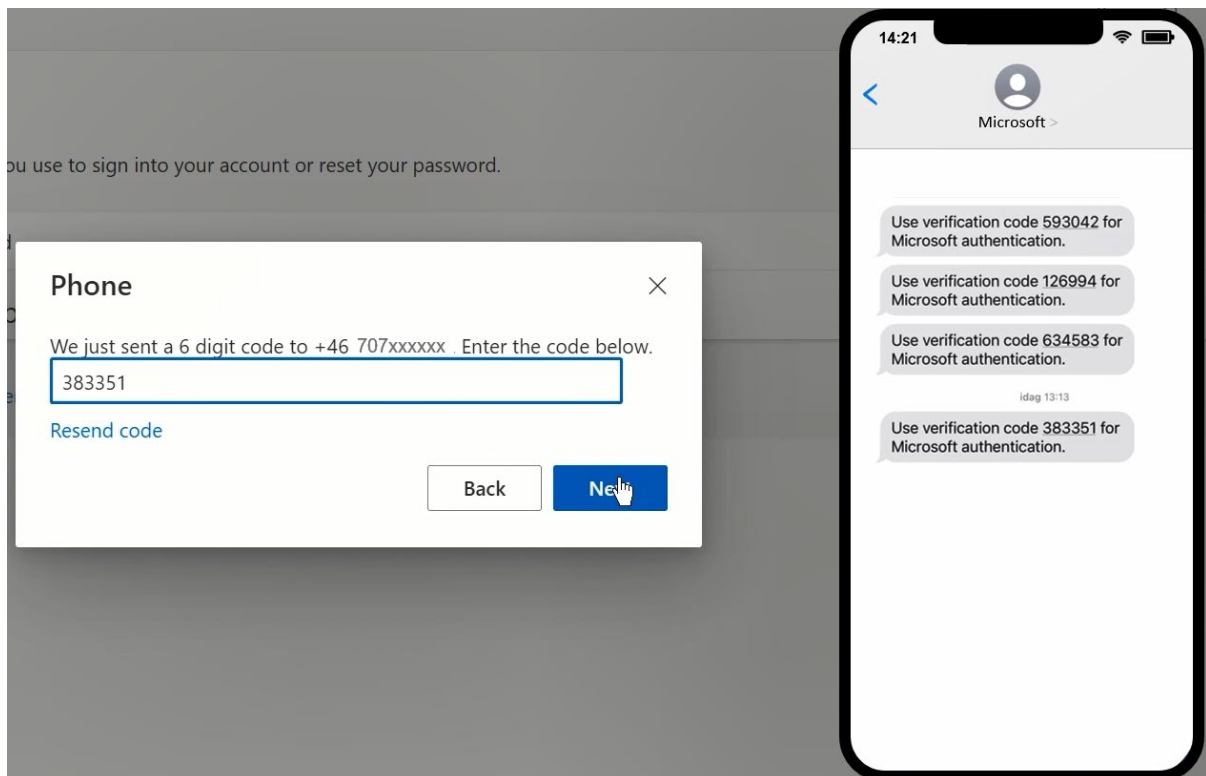
Je ontvangt een code per sms naar het telefoonnummer dat je hebt opgegeven om het telefoonnummer te valideren.

10. Voer de code in het overeenkomstige veld in

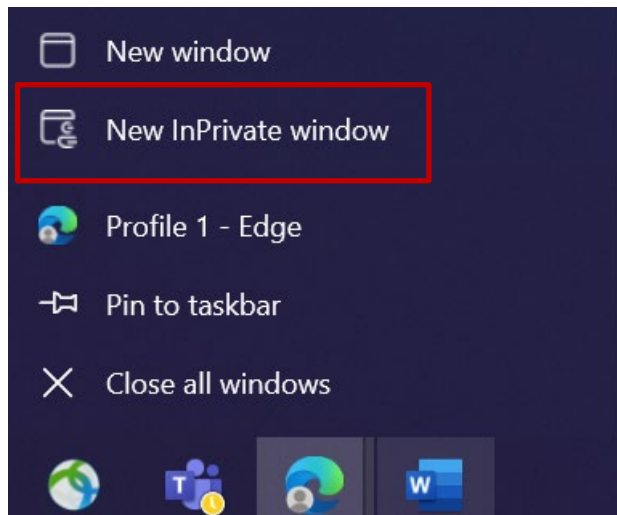**11.** Klik op "**Volgende**".
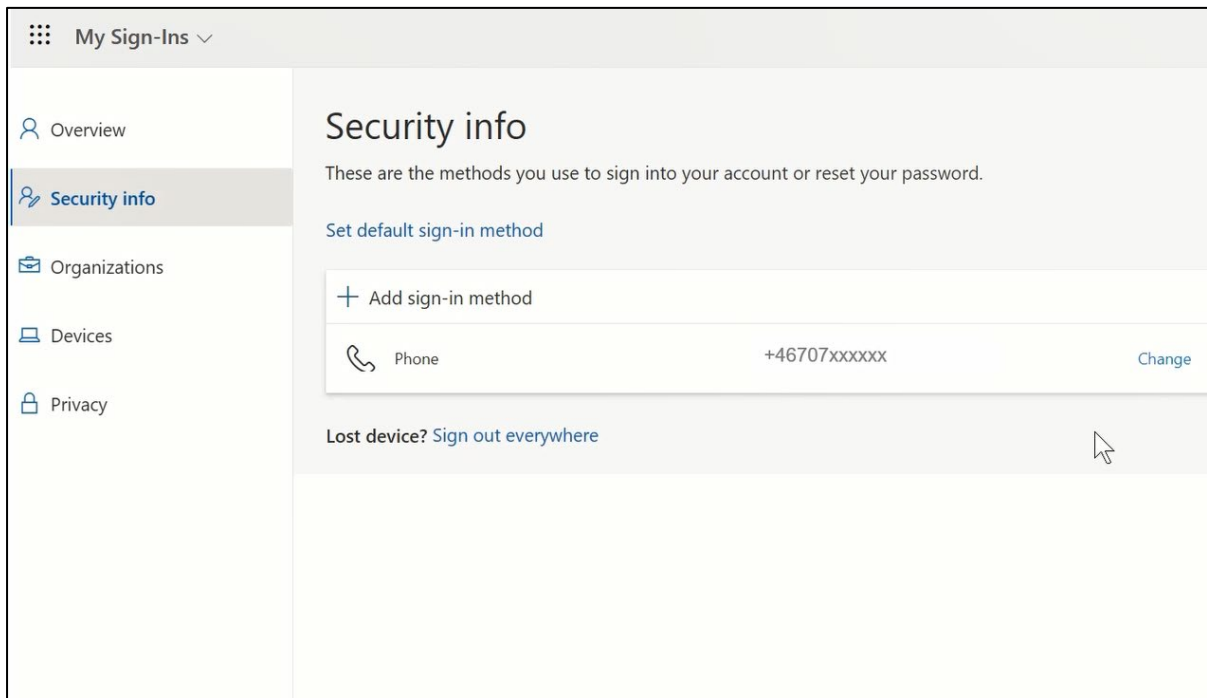
Nu heb je MFA per sms ingeschakeld voor je gebruikersaccount
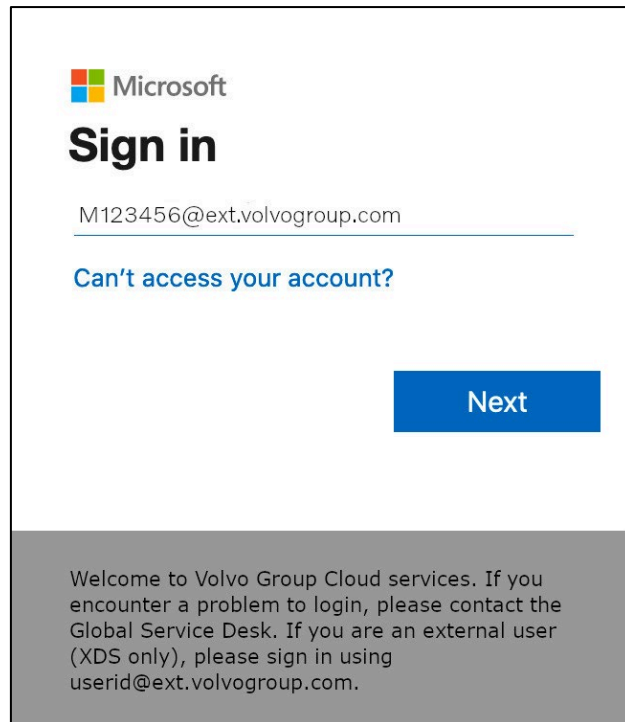
Je bent klaar.

Laten we je testen
Nieuwe MFA-methode

1.   Log uit bij je account.

2.   Open idealiter een nieuwe privé/incognito browsersessie (klik met de rechtermuisknop op het browserpictogram van Microsoft Edge en selecteer "**Nieuw privévenster**")

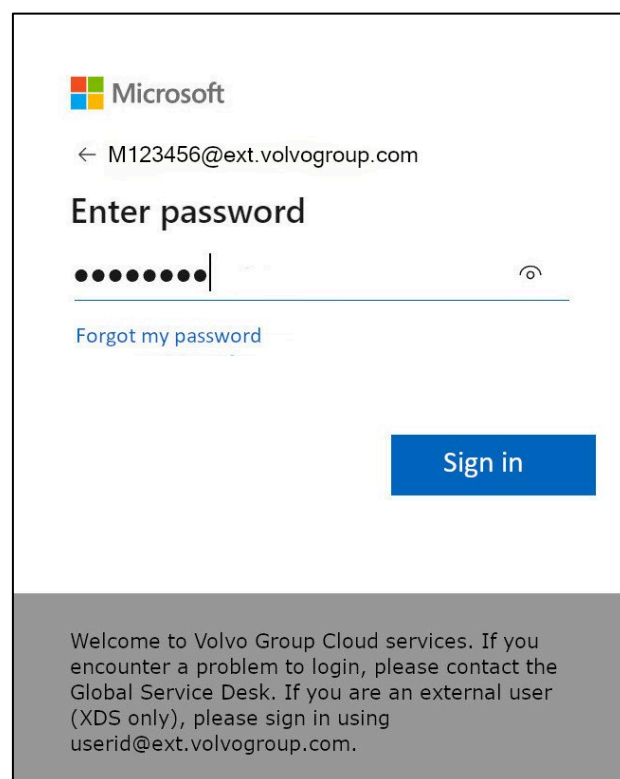3.   Voer in het adresveld van de browser de URL in: https://aka.ms/mysignins

4. Voer uw UPN in bij de aanmeldprompt en klik op "**Volgende**".

5. Voer je wachtwoord in en klik op "**Aanmelden**".
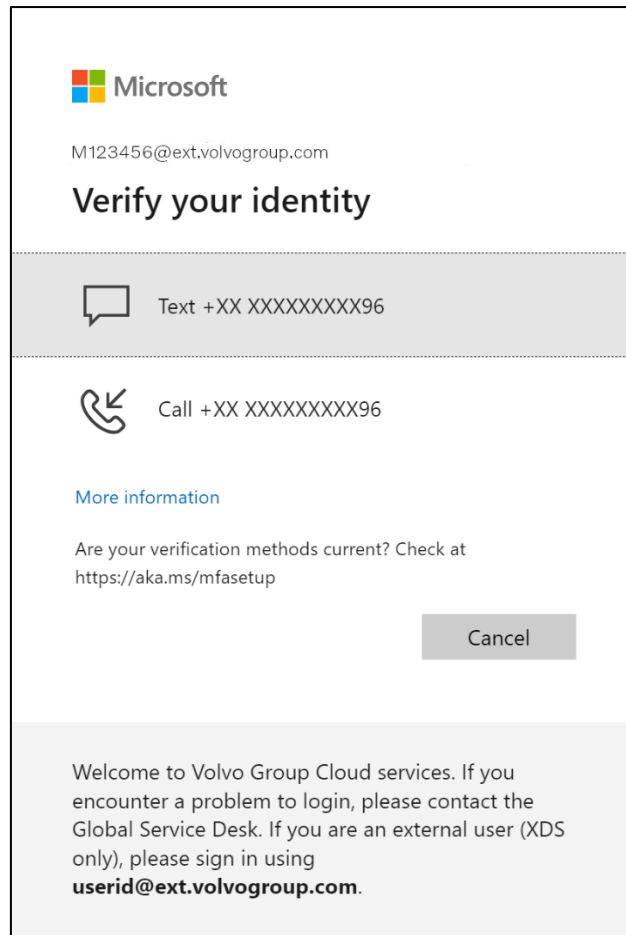
6. Selecteer op het volgende scherm "**Tekst +XXXXXXXXXXX**" om een sms te ontvangen.

7. Controleer de telefoon met het nummer dat je hebt ingesteld als MFA-methode
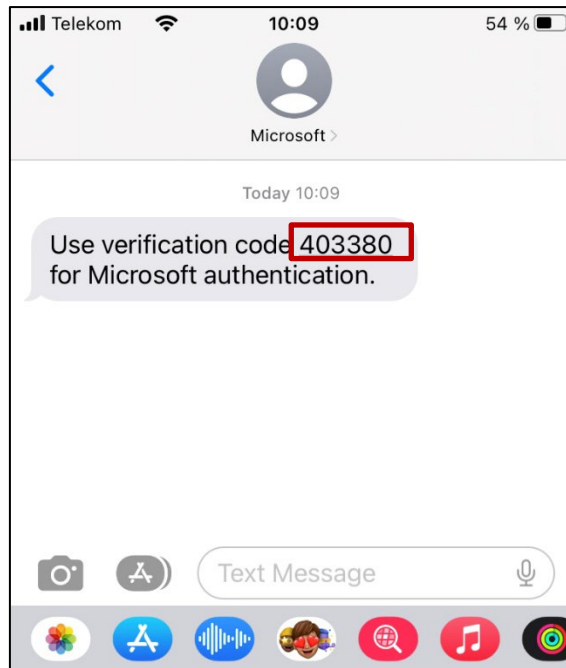
8. Open de app Berichten/SMS van je telefoon.

9. In de sms van Microsoft vind je een code van 6 cijfers.
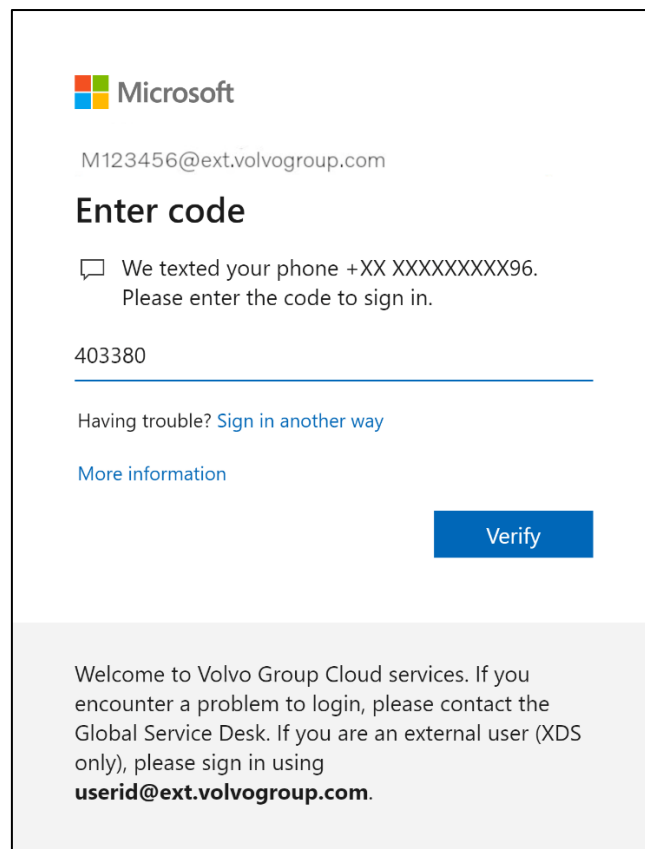
10. Voer deze code in het veld van het browservenster van je computer in en klik op "**Verifiëren**".
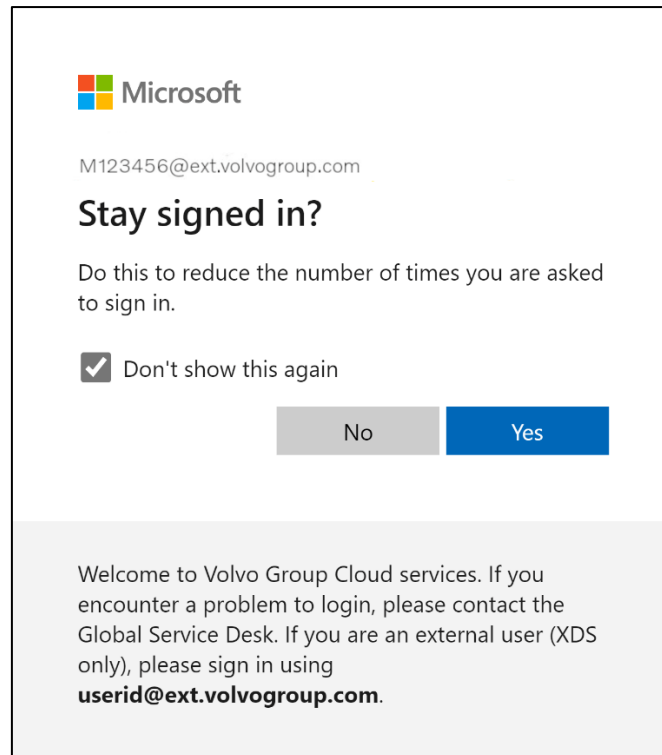
11. Bevestig de volgende pop-up door op "**Ja**" te klikken

Je hebt je met succes aangemeld bij je account met je nieuw geregistreerde MFA-methode.

Instructions sur le MFA pour les utilisateurs externes

Le projet ResumID bat son plein pour offrir une solution de gestion des identités et des accès (IAM) plus sûre, plus efficace et plus rapide. Nous avons atteint un point où nous avons besoin de la participation active de nos employés et affiliés pour mettre en œuvre une fonctionnalité de sécurité supplémentaire - MFA.

Un grand nombre d'utilisateurs du groupe Volvo utilisent déjà la méthode MFA, mais afin d'accroître la sécurité des identités de tous nos utilisateurs, l'enregistrement d'une méthode MFA sera nécessaire.

L'objectif de ce document est d'aider nos utilisateurs à effectuer cette transition en leur fournissant un guide étape par étape pour activer l'AFM pour les comptes d'utilisateurs.

VOLVO

MISE EN PLACE DU MFA
UTILISATEURS EXTERNES

1. Veuillez vous connecter à votre système (ordinateur portable ou de bureau).
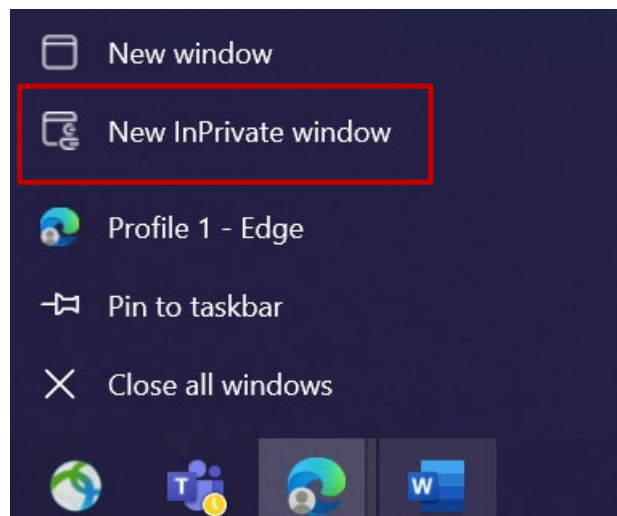
2. Fermez toutes les fenêtres du navigateur et ouvrez une nouvelle session de navigation privée/incognito (cliquez avec le bouton droit de la souris sur l'icône du navigateur Microsoft Edge et sélectionnez "**Nouvelle fenêtre privée**").

3. Dans le champ d'adresse du navigateur, entrez l'URL :
https://aka.ms/mysignins

VOLVO

Microsoft

Sign in

M123456@ext.volvogroup.com

Can't access your account?

Next

Welcome to Volvo Group Cloud services. If you encounter a problem to login, please contact the Global Service Desk. If you are an external user (XDS only), please sign in using userid@ext.volvogroup.com.

Microsoft

← M123456@ext.volvogroup.com

Enter password

••••••••

Forgot my password

Sign in

Welcome to Volvo Group Cloud services. If you encounter a problem to login, please contact the Global Service Desk. If you are an external user (XDS only), please sign in using userid@ext.volvogroup.com.

4. Saisissez votre nom d'utilisateur Volvo ainsi que l'extension "@ext.volvogroup.com" et cliquez sur "Suivant".

5. Saisissez le mot de passe en utilisant le même mot de passe que celui que vous utilisez, par exemple, pour le portail Trucks.

6. Cliquez sur "S'identifier"

    Vous serez redirigé vers la page d'information sur la sécurité de Microsoft.
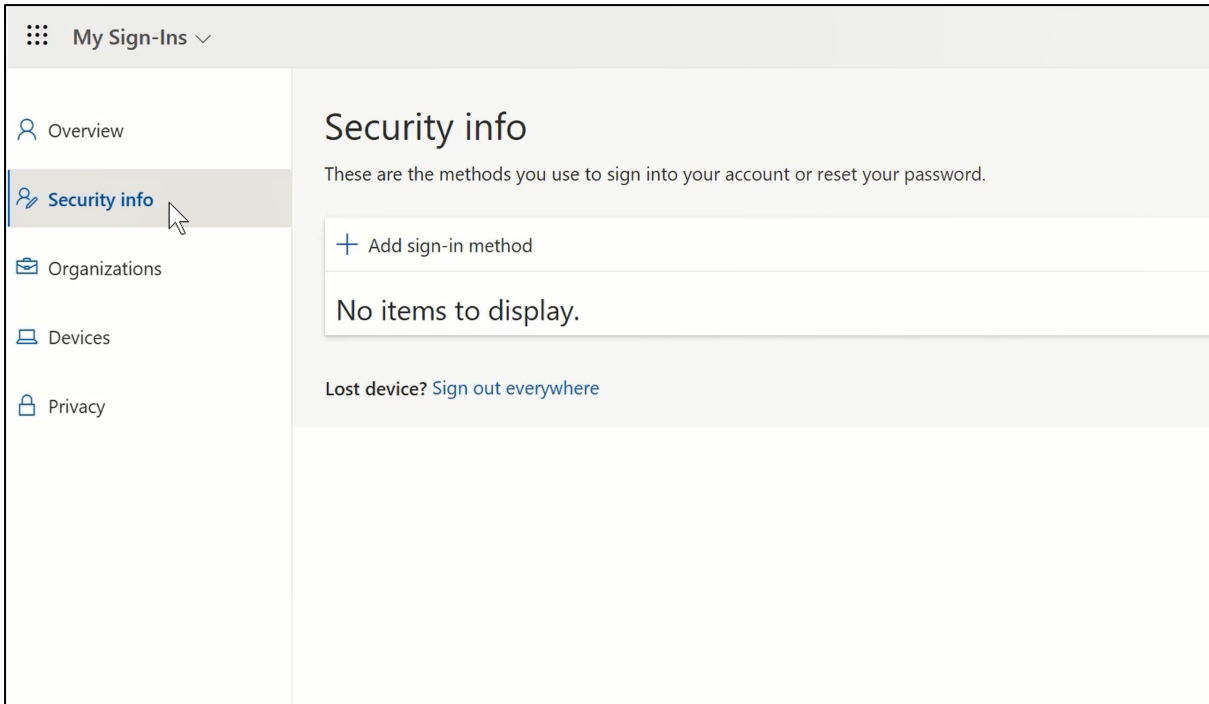
7. Sur la page suivante, cliquez sur "**+ Ajouter une méthode de connexion**"
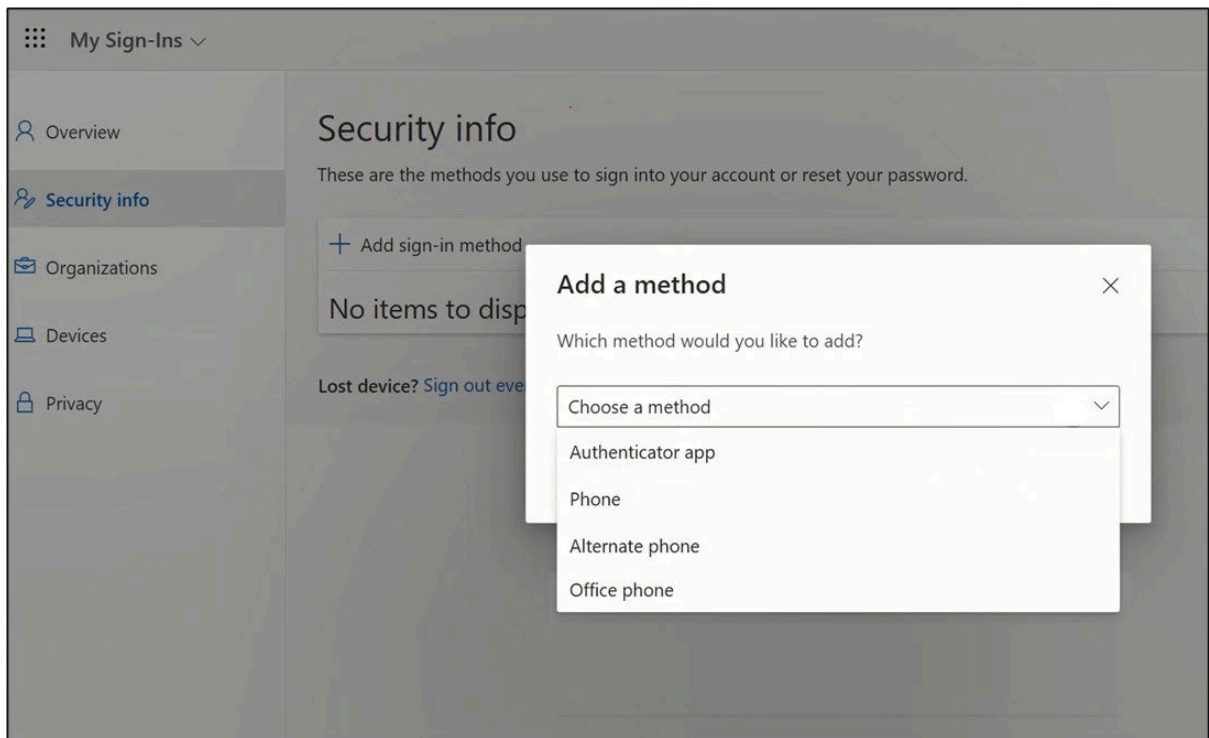
8. Dans la fenêtre contextuelle, développez le menu déroulant "**Choose a method**" et sélectionnez "**Phone**" comme méthode d'AMF préférée.
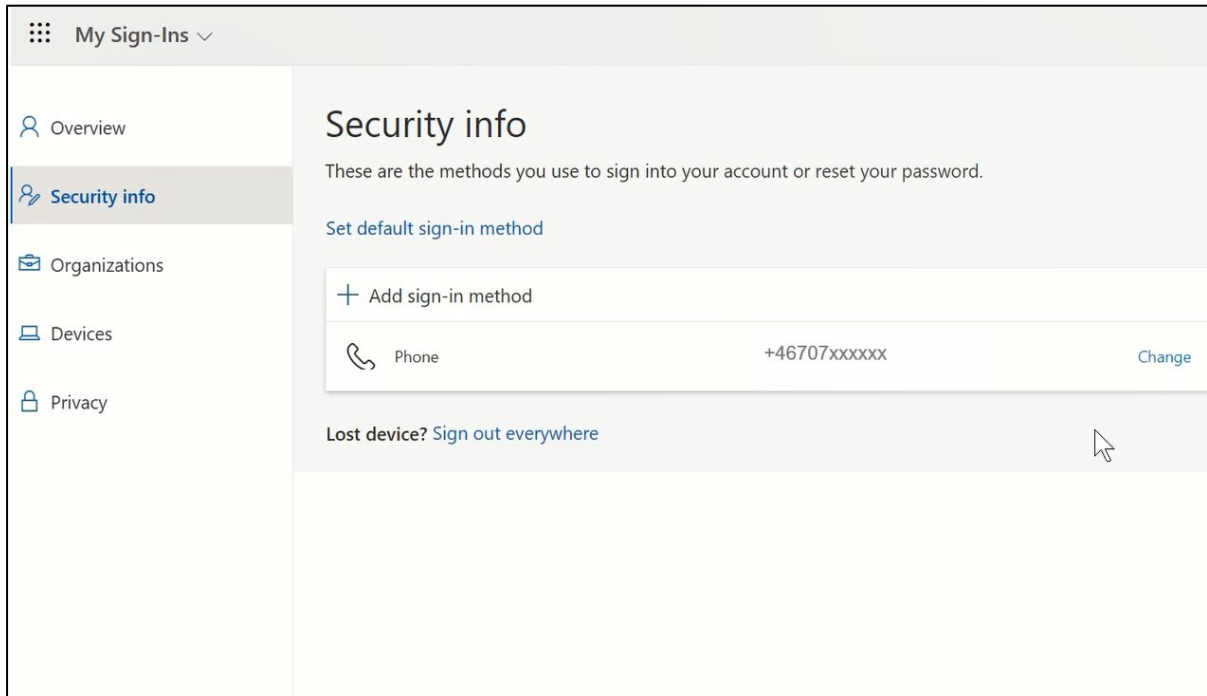
9.   Saisissez votre numéro de téléphone en choisissant l'indicatif de votre pays et en utilisant le formatage spécifié, sélectionnez "**Envoyez-moi un code par SMS**" et cliquez sur "**Suivant**".
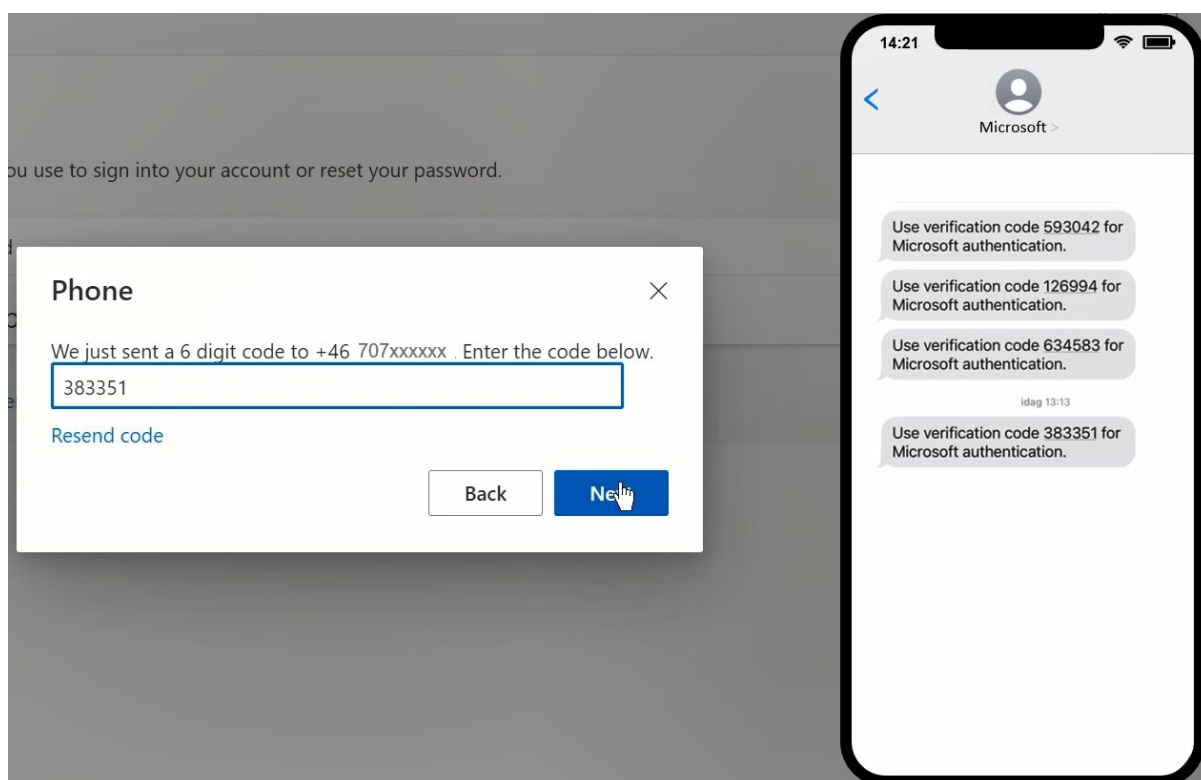
Vous recevrez un code par SMS au numéro de téléphone que vous avez indiqué pour valider le numéro de téléphone.

10.   Saisir le code dans le champ correspondant

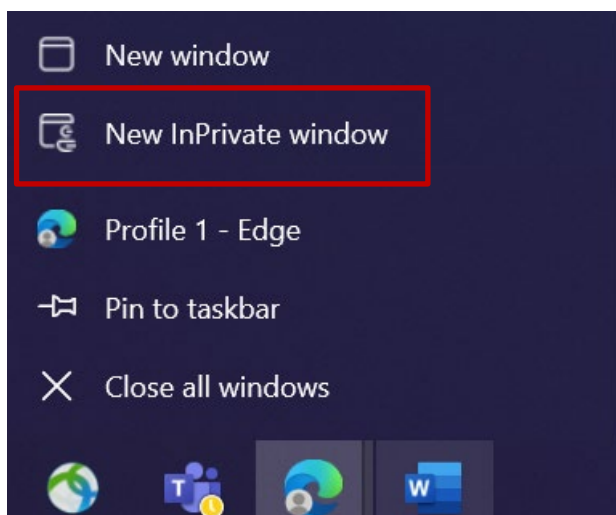11.   Cliquez sur "**Suivant**"

Vous avez maintenant activé l'AFM par SMS pour votre compte d'utilisateur.

Vous avez terminé.

Testons votre Nouvelle méthode de MFA

1. Déconnectez-vous de votre compte.

2. Idéalement, ouvrez une nouvelle session de navigation privée/incognito (cliquez avec le bouton droit de la souris sur l'icône du navigateur Microsoft Edge et sélectionnez "**Nouvelle fenêtre privée**").

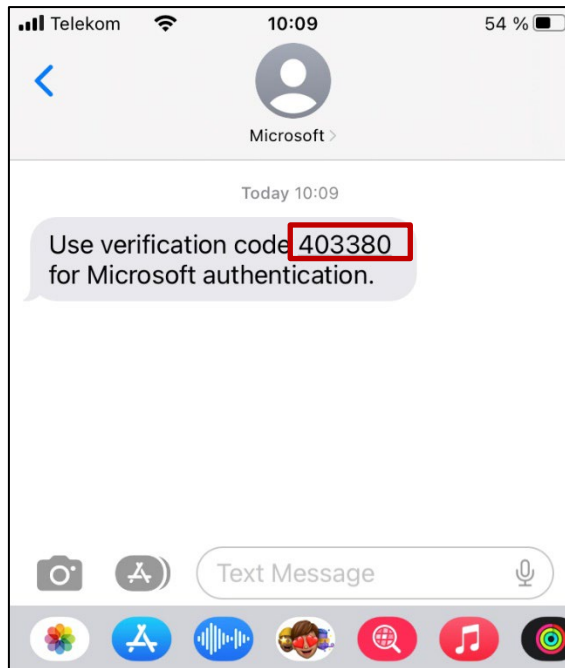3. Dans le champ d'adresse du navigateur, entrez l'URL : https://aka.ms/mysignins
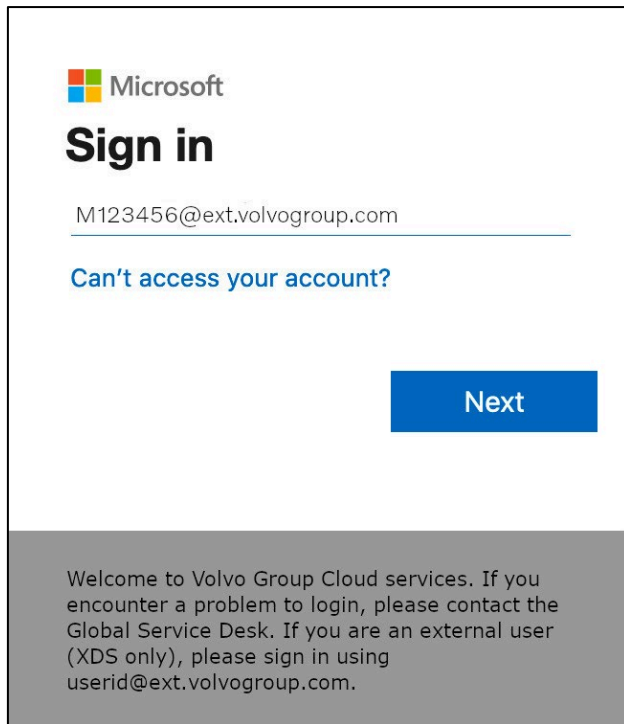
4. Saisissez votre UPN dans l'invite de connexion et cliquez sur "**Suivant**".
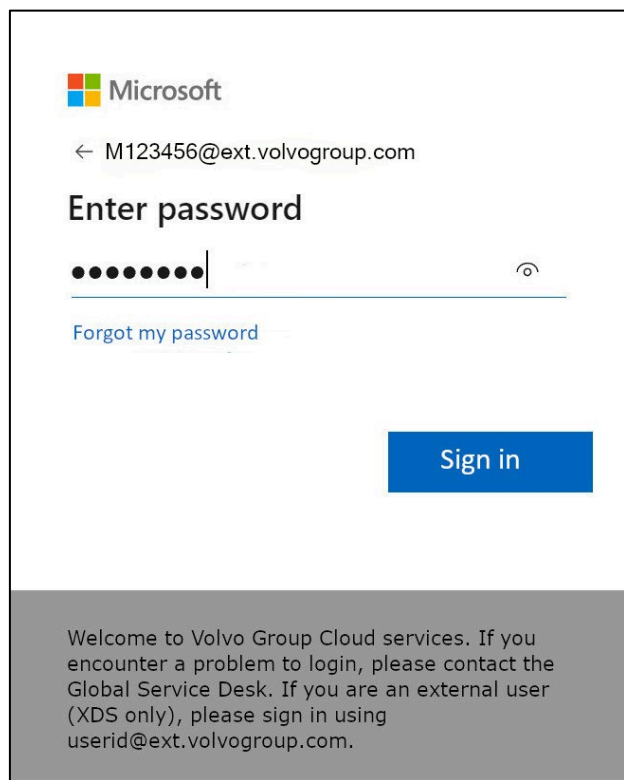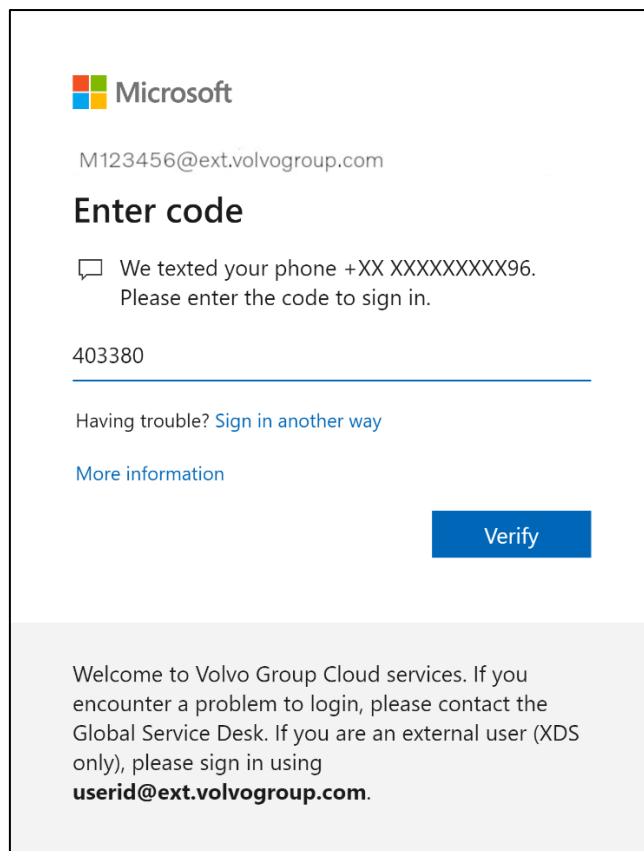

5. Entrez votre mot de passe et cliquez sur "**Sign in**"
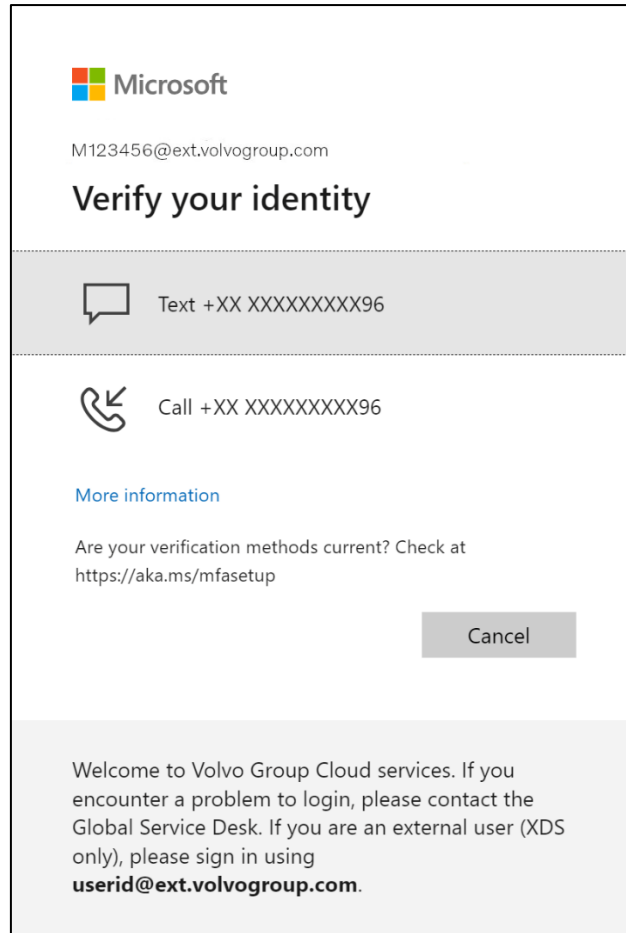
6. Sur l'écran suivant, sélectionnez "**Texto +XXXXXXXXXXX**" pour recevoir un message texte.

7. Vérifier le téléphone avec le numéro que vous avez configuré comme méthode MFA

8. Ouvrez l'application Messages/SMS de votre téléphone.

9. Dans le message de Microsoft, vous trouverez un code à 6 chiffres.

10. Saisissez ce code dans le champ de la fenêtre du navigateur de votre ordinateur et cliquez sur "**Vérifier**"
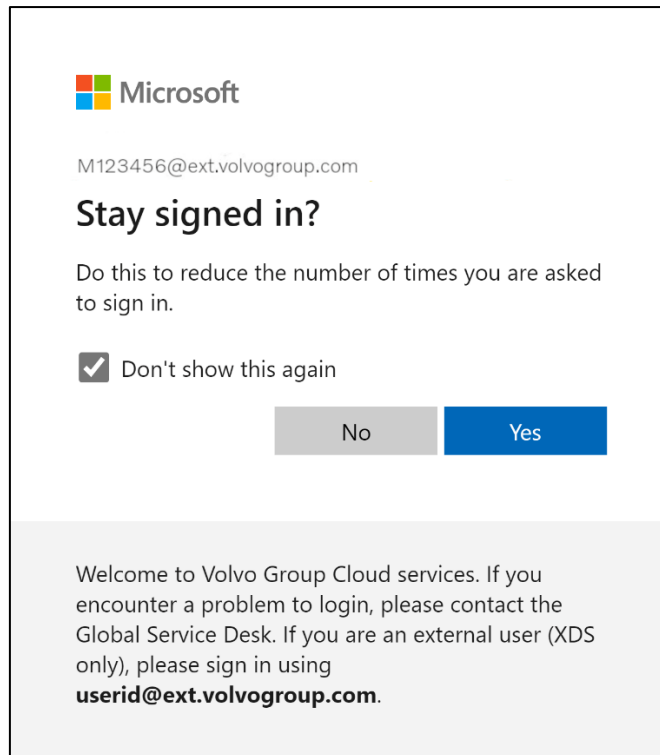
11. Confirmez la fenêtre pop-up suivante en cliquant sur "**Oui**"

Vous vous êtes connecté avec succès à votre compte en utilisant la méthode MFA que vous venez d'enregistrer.

MFA-Anweisungen für externe Benutzer

Das ResumID-Projekt ist in vollem Gange, um eine sicherere, effizientere und schnellere Lösung für das Identitäts- und Zugangsmanagement (IAM) bereitzustellen. Wir haben einen Punkt erreicht, an dem wir die aktive Beteiligung unserer Mitarbeiter und Partner benötigen, um eine zusätzliche Sicherheitsfunktion zu implementieren - MFA.

Eine große Anzahl von Nutzern der Volvo-Gruppe verwendet bereits MFA, aber um die Sicherheit der Identitäten aller unserer Nutzer zu erhöhen, wird eine Registrierung einer MFA-Methode erforderlich sein.

Dieses Dokument soll unseren Benutzern bei dieser Umstellung helfen, indem es eine schrittweise Anleitung zur Aktivierung von MFA für Benutzerkonten enthält.

EINRICHTUNG VON MFA EXTERNE BENUTZER

1. Bitte melden Sie sich bei Ihrem System an (Arbeitslaptop, Arbeitsdesktop)

New window

New InPrivate window

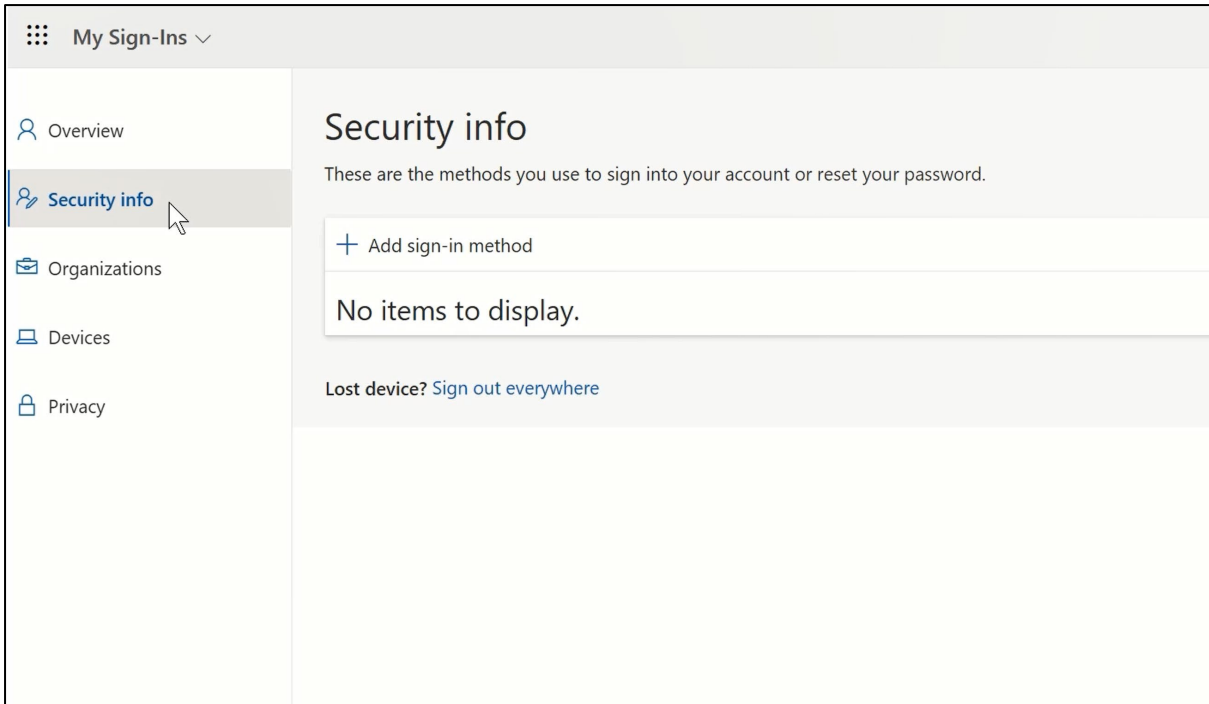Profile 1 - Edge

Pin to taskbar

Close all windows
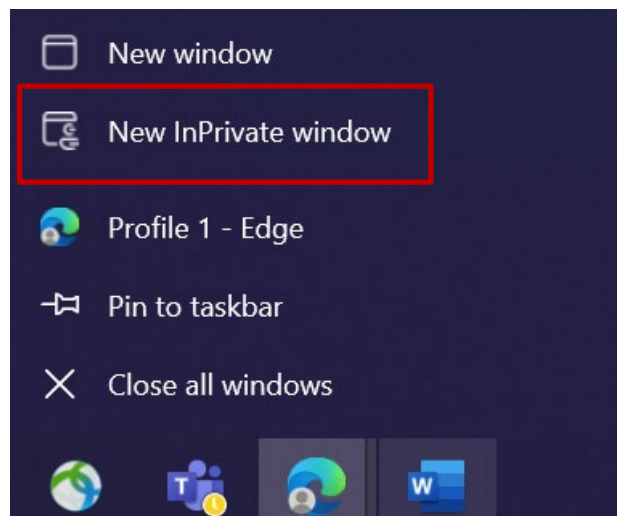
2. Schließen Sie alle Browserfenster und öffnen Sie eine neue private/inkognito Browsersitzung (klicken Sie mit der rechten Maustaste auf das Browsersymbol von Microsoft Edge und wählen Sie "Neues InPrivat-Fenster")

3. Geben Sie in das Adressfeld des Browsers die URL ein: https://aka.ms/mysignins

4. Geben Sie Ihre Volvo-Benutzer-ID und die Erweiterung
    "**@ext.volvogroup.com**" ein und klicken Sie auf "**Weiter**".

5. Geben Sie das Kennwort ein, indem Sie dasselbe Kennwort verwenden, das
    Sie z. B. für das Trucks-Portal verwenden.

6. Klicken Sie auf "**Anmelden**".

   *Sie werden auf die Sicherheitsinformationsseite von Microsoft weitergeleitet*

7. Auf der nächsten Seite klicken Sie auf "**+ Anmeldemethode hinzufügen**".
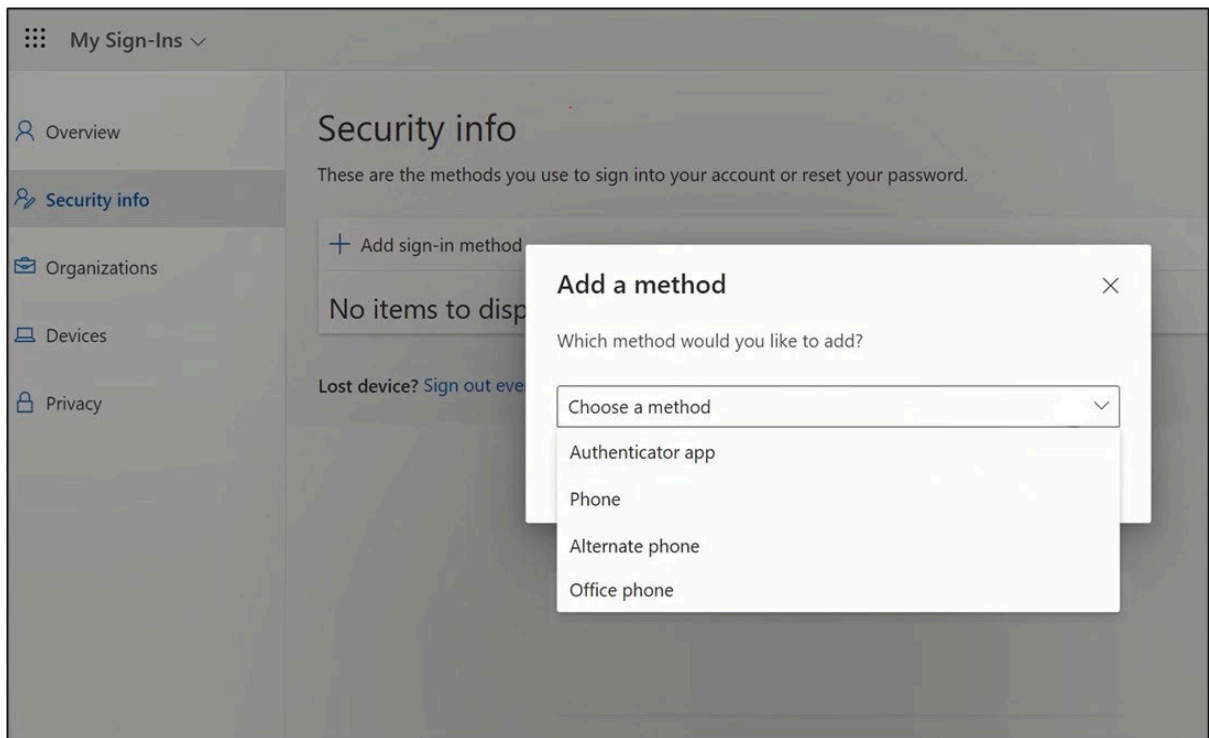

8. Erweitern Sie im Pop-up das Dropdown-Menü "**Methode wählen**" und wählen Sie "**Telefon**" als bevorzugte MFA-Methode

9. Geben Sie Ihre Telefonnummer ein, indem Sie Ihre Landesvorwahl wählen und die angegebene Formatierung verwenden, wählen Sie "**Text me a code**" und klicken Sie auf "**Next**".
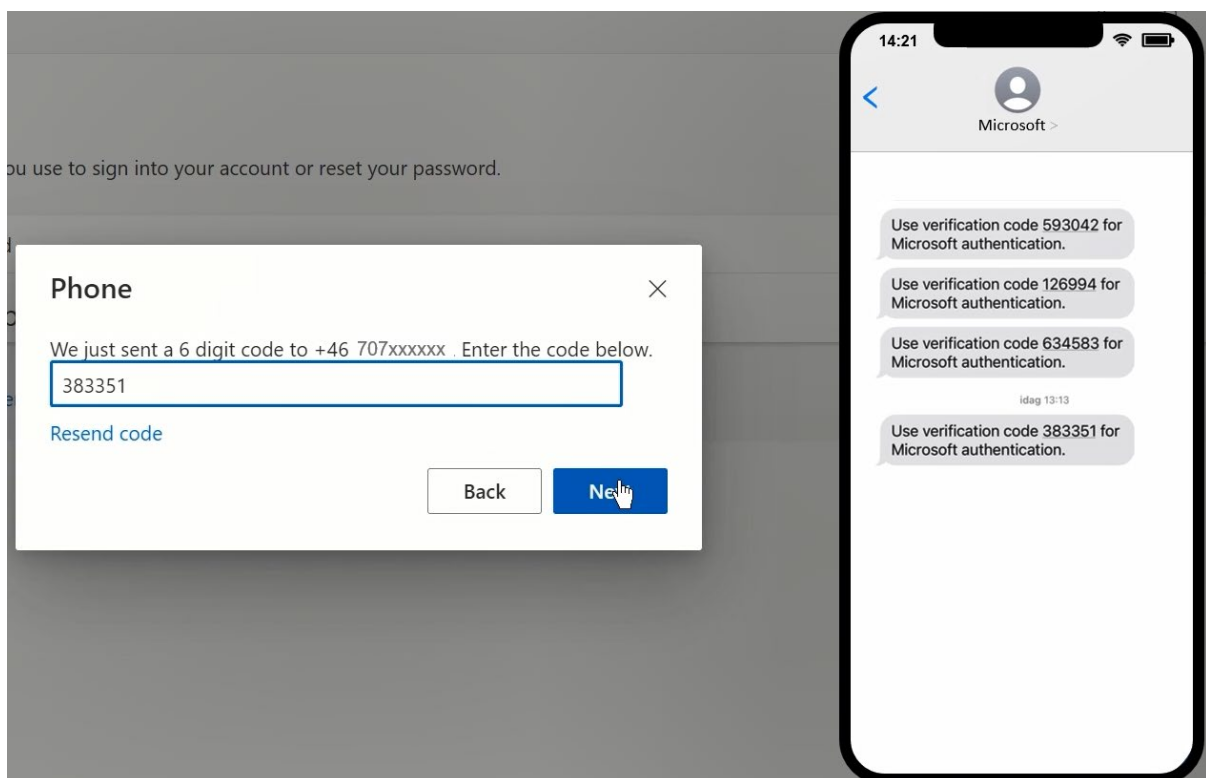
Sie erhalten einen Code per SMS an die von Ihnen angegebene Telefonnummer, um die Rufnummer zu bestätigen.

10. Geben Sie den Code in das entsprechende Feld ein
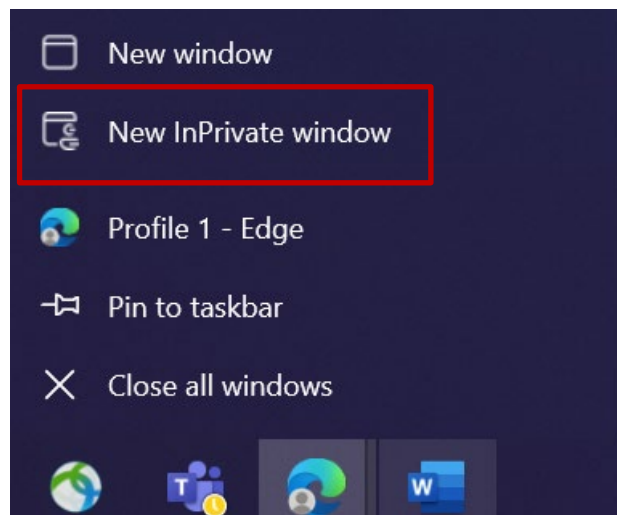
11. Klicken Sie auf "**Weiter**".
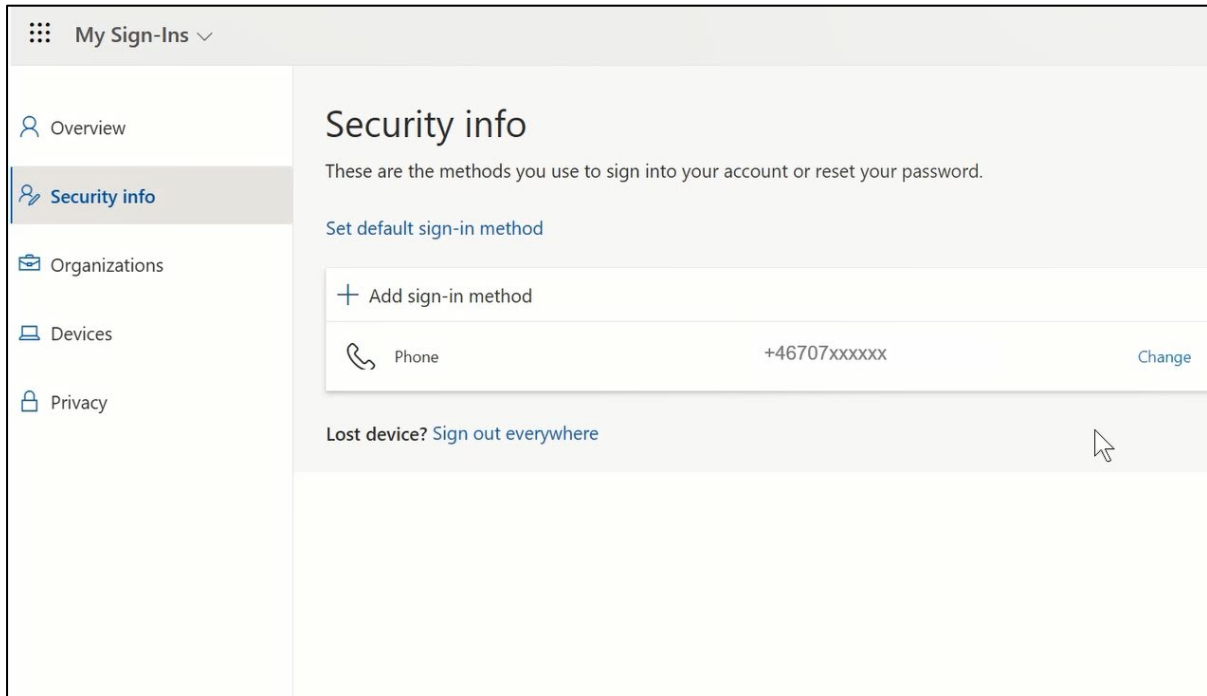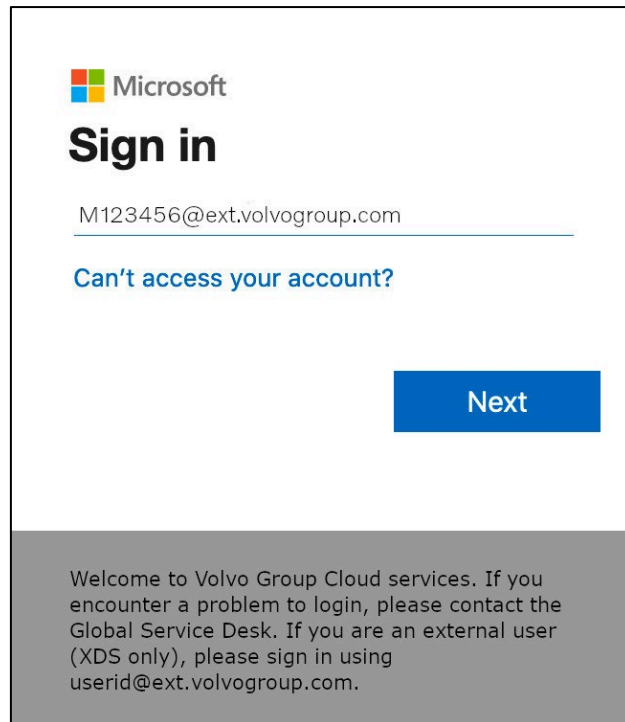
Jetzt haben Sie MFA per SMS für Ihr Benutzerkonto aktiviert

Sie sind fertig.

VOLVO

Testen wir Ihr Neue MFA-Methode

1. Melden Sie sich von Ihrem Konto ab.

2. Idealerweise öffnen Sie eine neue private/inkognito Browsersitzung (klicken Sie mit der rechten Maustaste auf das Microsoft Edge Browsersymbol und wählen Sie "**Neues InPrivat-Fenster**")

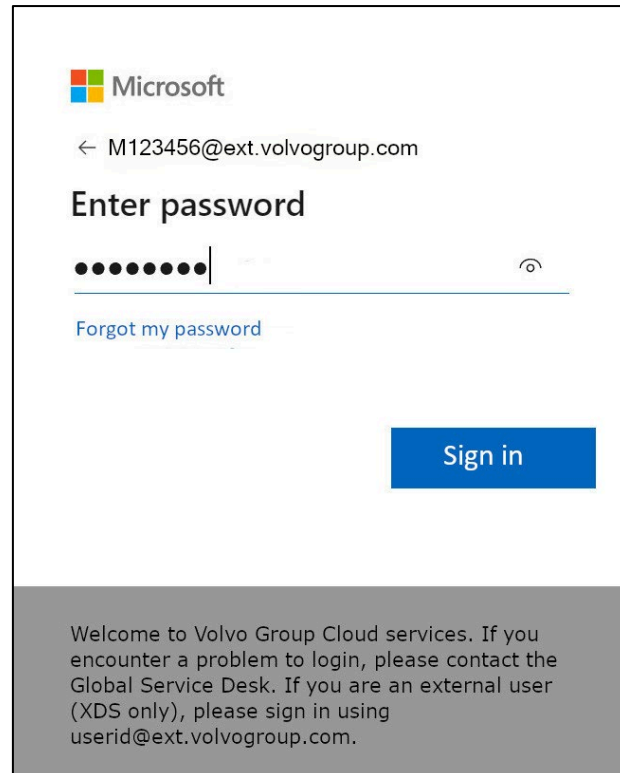3. Geben Sie in das Adressfeld des Browsers die URL ein: https://aka.ms/mysignins

4.   Geben Sie Ihren UPN in die Eingabeaufforderung für die Anmeldung ein und klicken Sie auf "**Weiter**".
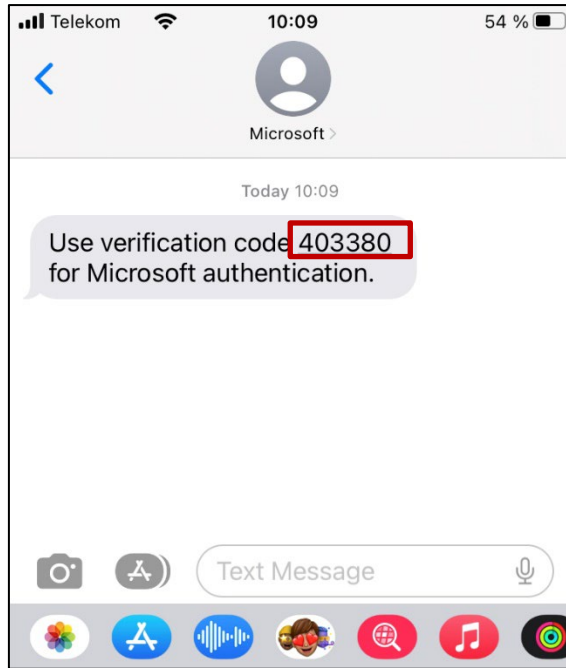
5.   Geben Sie Ihr Passwort ein und klicken Sie auf "**Anmelden**".
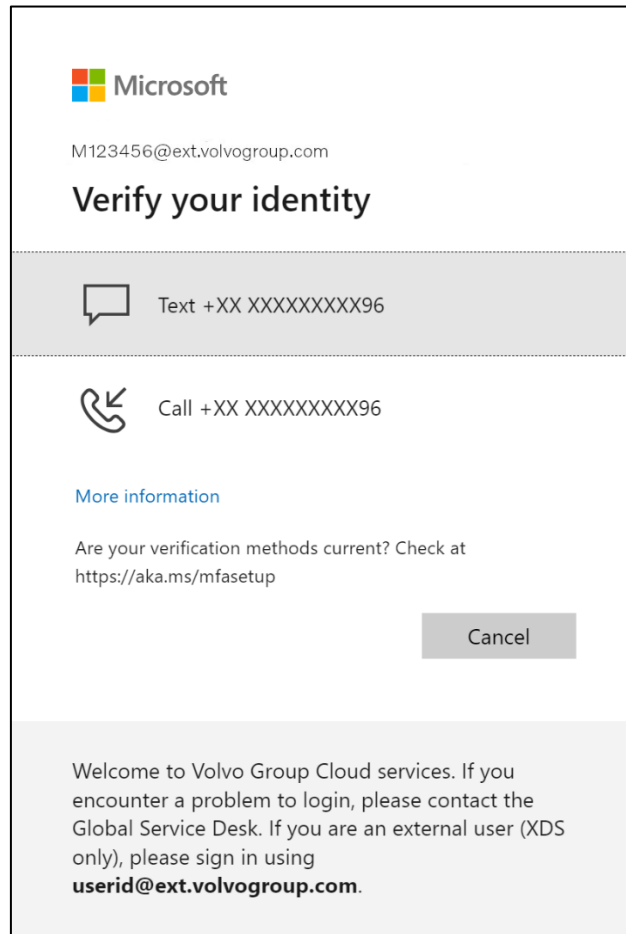
6. Wählen Sie auf dem nächsten Bildschirm "**Text +XXXXXXXXXXXXXXXX**", um eine Textnachricht zu erhalten

7. Überprüfen Sie das Telefon mit der Nummer, die Sie als Ihre MFA-Methode eingerichtet haben

8. Öffnen Sie die Nachrichten/SMS-App auf Ihrem Telefon.

9. In der Textnachricht von Microsoft finden Sie einen 6-stelligen Code.
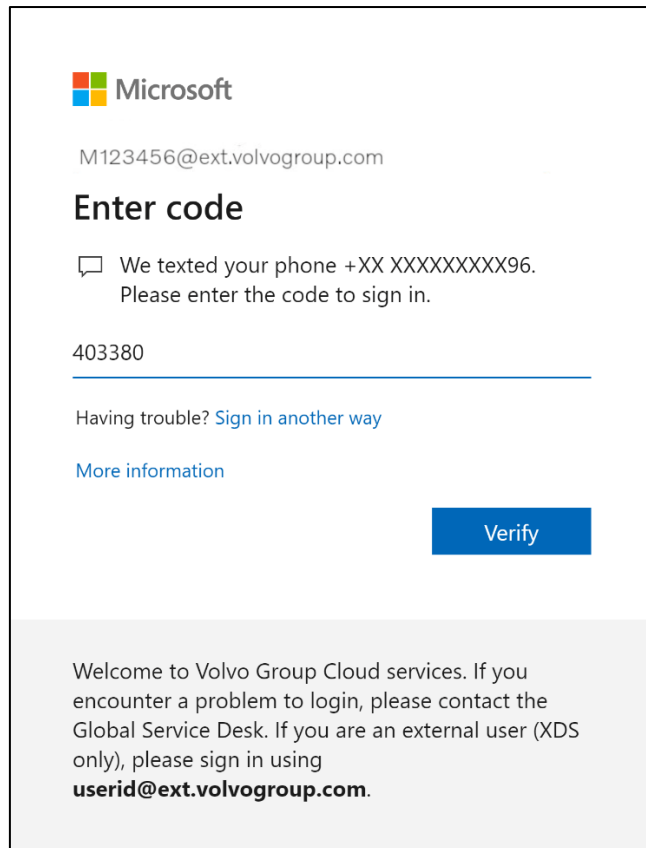
10. Geben Sie diesen Code in das Feld des Browserfensters Ihres Computers ein und klicken Sie auf "Überprüfen".
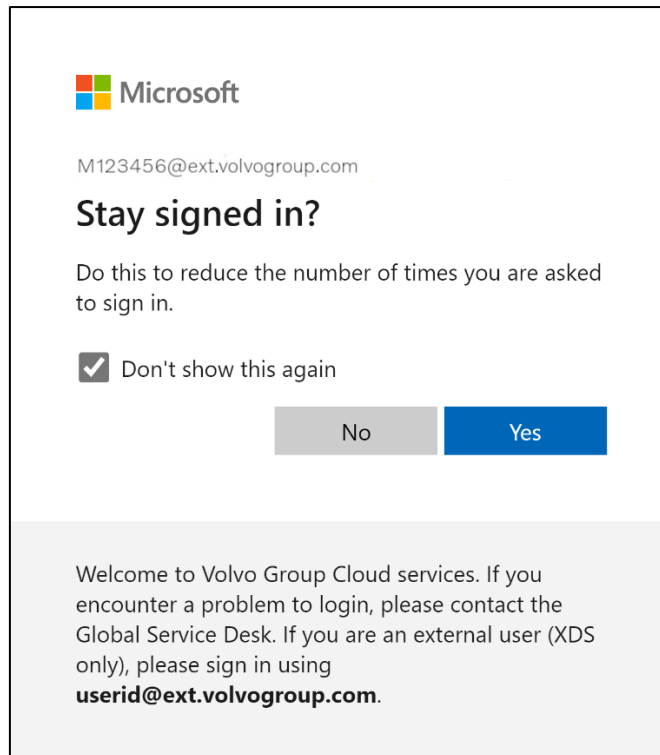
11. Bestätigen Sie das nächste Pop-up mit **"Ja"**.

Sie haben sich mit Ihrer neu registrierten MFA-Methode erfolgreich bei Ihrem Konto angemeldet.

Istruzioni MFA per gli utenti esterni

Il progetto ResumID è in pieno svolgimento per offrire una soluzione di Identity and Access Management (IAM) più sicura, efficiente e veloce. Siamo arrivati a un punto in cui abbiamo bisogno della partecipazione attiva dei nostri dipendenti e affiliati per implementare un'ulteriore funzione di sicurezza: l'MFA.

Un buon numero di utenti di Volvo Group utilizza già l'MFA, ma per aumentare la sicurezza delle identità di tutti i nostri utenti sarà necessario registrare un metodo MFA.

Lo scopo di questo documento è quello di aiutare i nostri utenti in questa transizione, fornendo una guida passo passo per abilitare l'MFA per gli account utente.

IMPOSTAZIONE DI MFA UTENTI ESTERNI

1. Accedere al proprio sistema (laptop o desktop di lavoro)
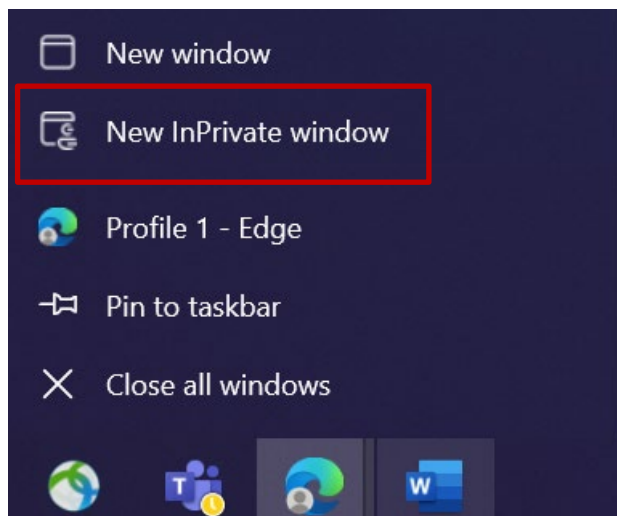
2. Chiudete tutte le finestre del browser e aprite una nuova sessione privata/in incognito (fate clic con il pulsante destro del mouse sull'icona del browser Microsoft Edge e selezionate "**Nuova finestra privata**").

3. Nel campo dell'indirizzo del browser inserire l'URL: https://aka.ms/mysignins

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4. Inserite il vostro ID utente Volvo e l'estensione "**@ext.volvogroup.com**" e cliccate su "**Avanti**".

5. Inserire la password utilizzando la stessa password che si utilizza, ad esempio, per il portale Trucks.

6. Fare clic su "**Accedi**".

   Verrete indirizzati alla pagina delle informazioni sulla sicurezza di Microsoft.
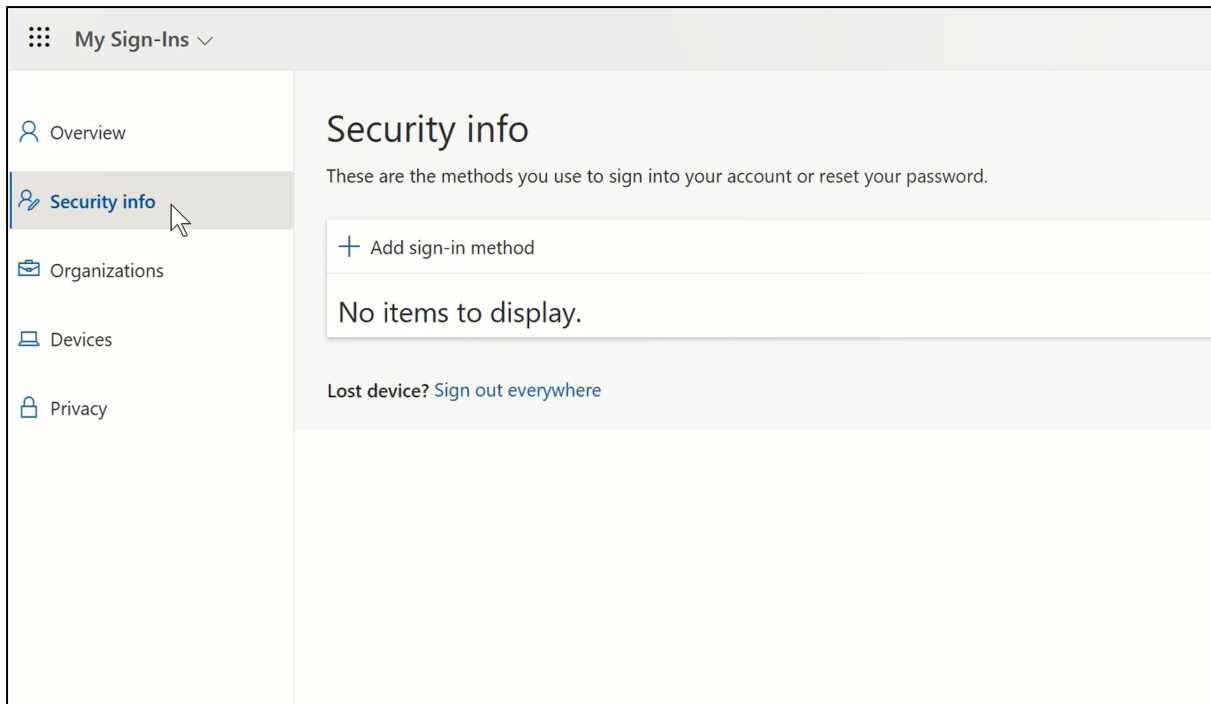
7. Nella pagina successiva, fare clic su "**+ Aggiungi metodo di accesso**".
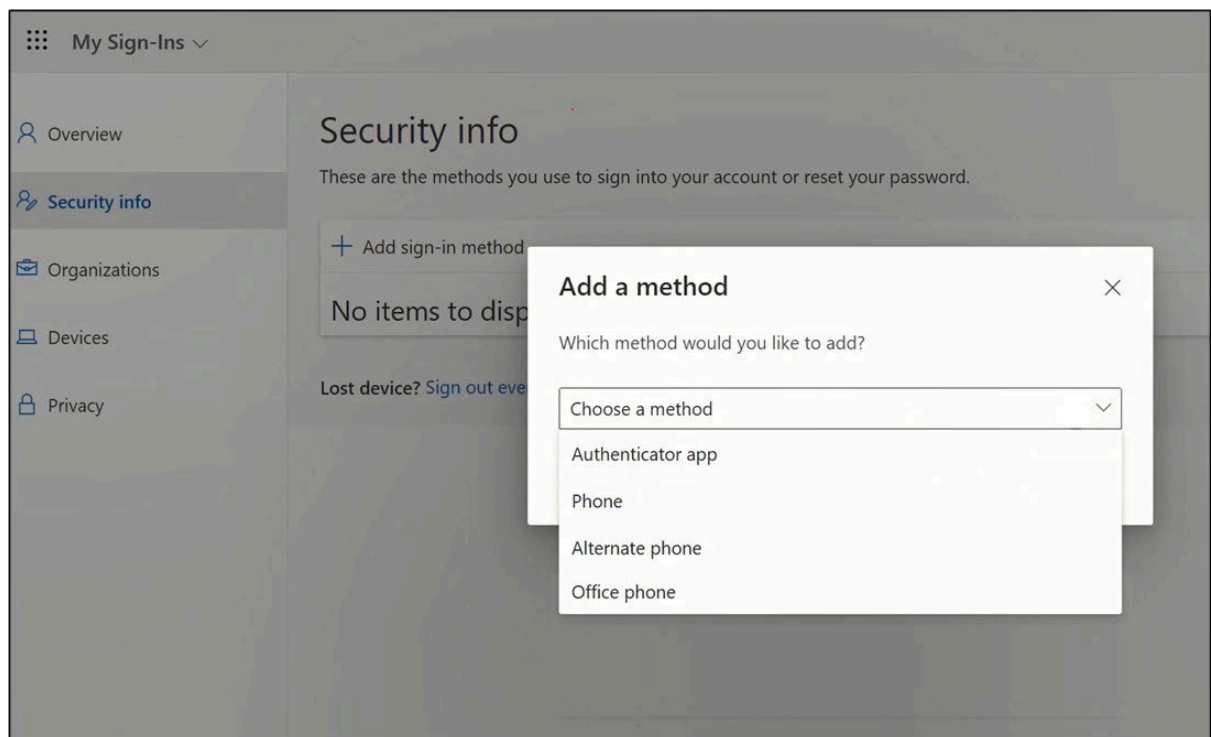
8. Nel pop-up, espandere il menu a tendina "**Scegliere un metodo**" e selezionare "**Telefono**" come metodo MFA preferito.

9. Inserite il vostro numero di telefono scegliendo il prefisso del Paese e utilizzando la formattazione specificata, selezionate "**Inviami un codice**" e cliccate su "**Avanti**".
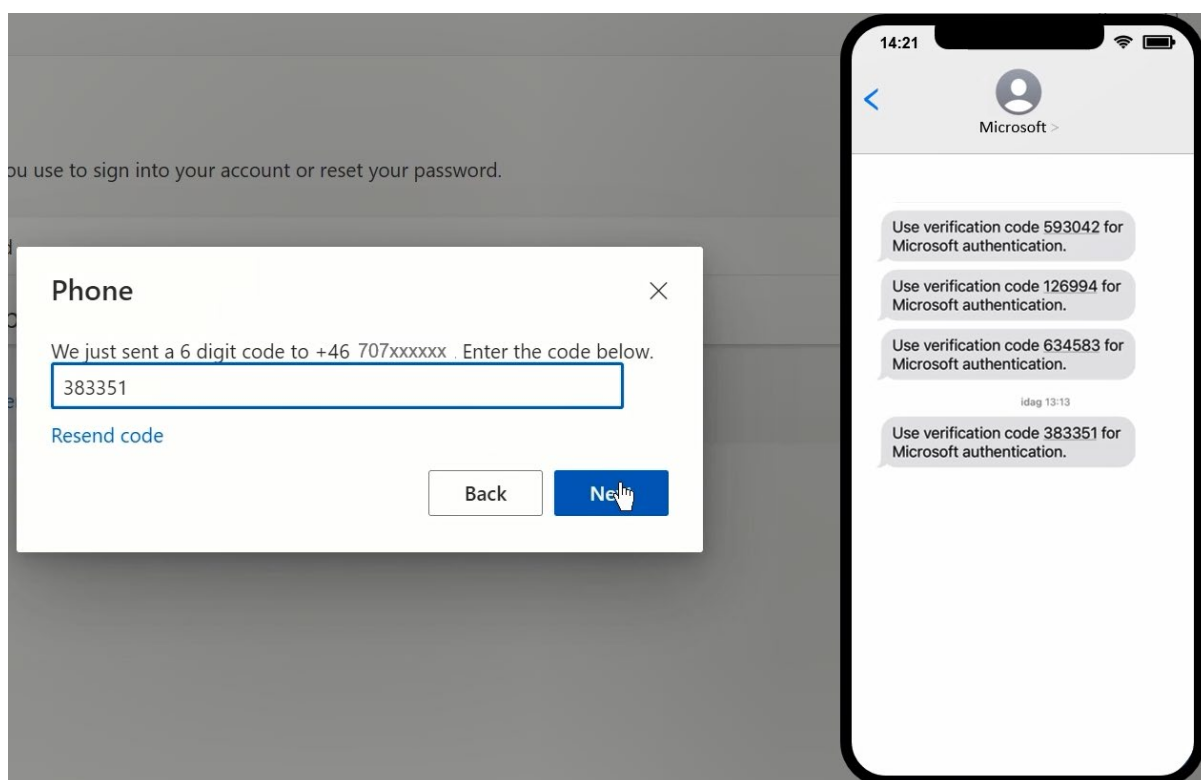
Verrà inviato un codice via SMS al numero di telefono specificato per convalidare il numero di telefono.

10. Inserire il codice nel campo corrispondente

11. Fare clic su "**Avanti**".
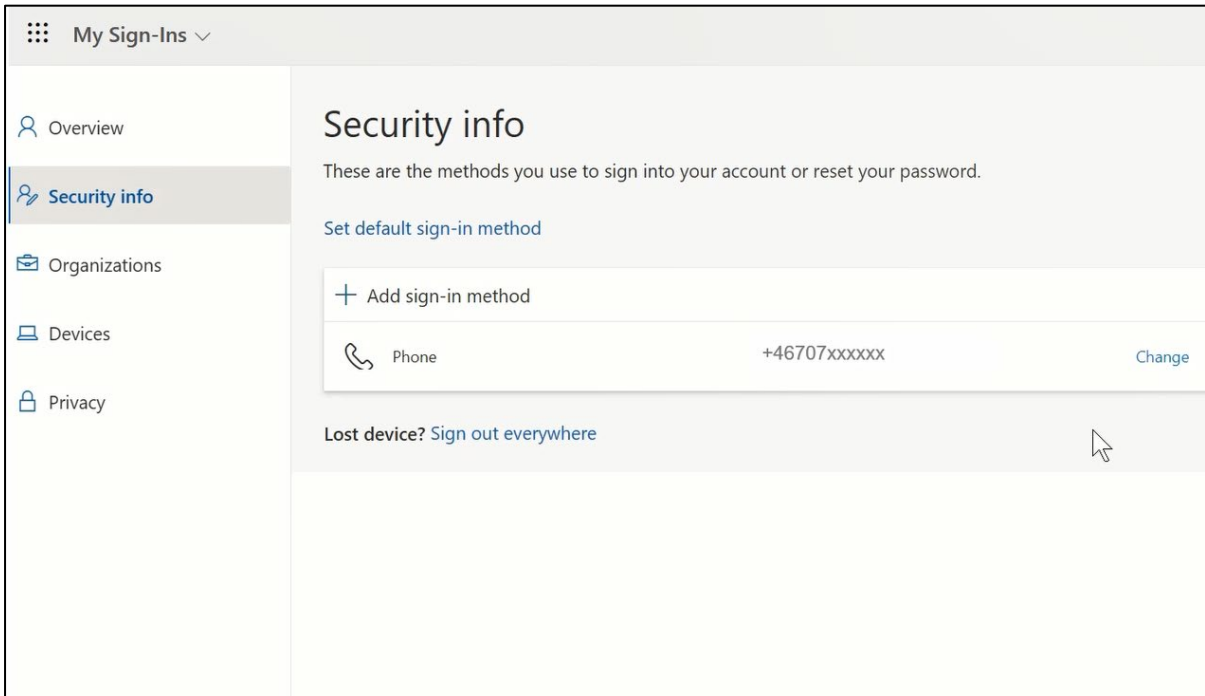
Ora è stata attivata l'MFA via SMS per l'account utente.

Avete finito.

Mettiamo alla prova il vostro
Nuovo metodo MFA

1.   Uscire dal proprio account.
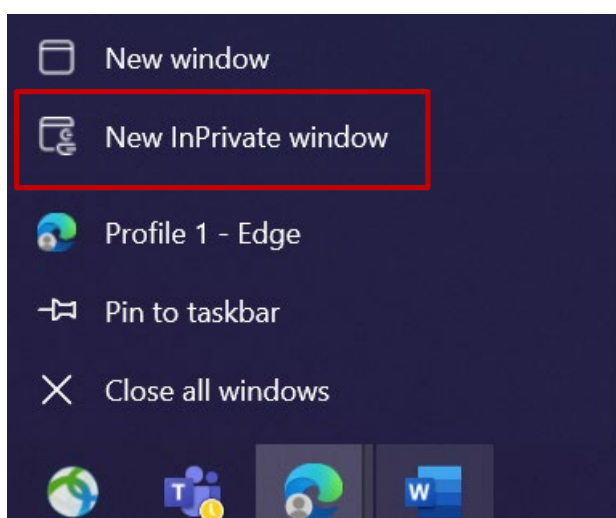
2.   Idealmente, aprire una nuova sessione privata/incognito del browser (fare clic con il pulsante destro del mouse sull'icona del browser Microsoft Edge e selezionare "**Nuova finestra privata**").

3.   Nel campo dell'indirizzo del browser, inserire l'URL:
https://aka.ms/mysignins

4.   Inserite il vostro UPN nella richiesta di accesso e fate clic su "**Avanti**".
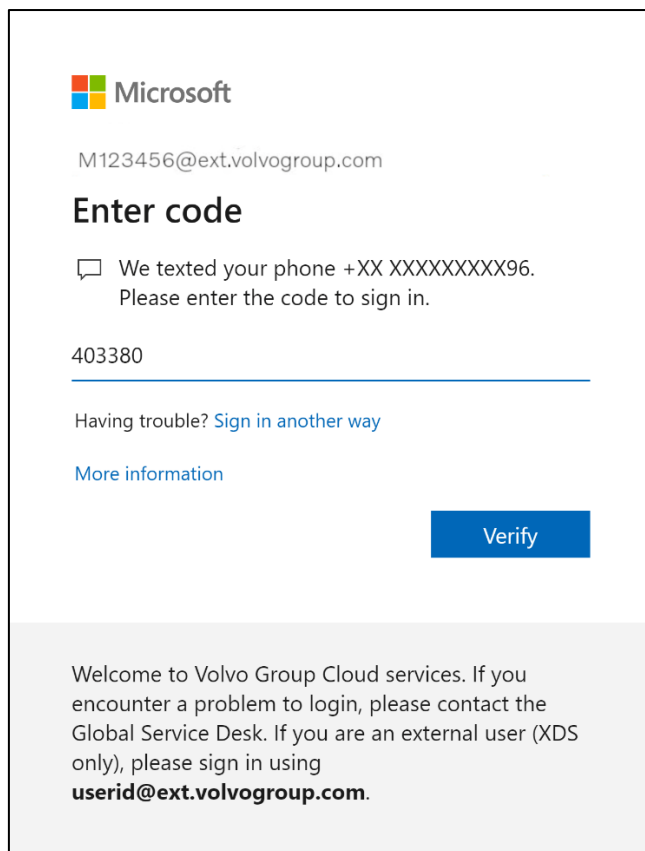

5.   Inserite la vostra password e cliccate su "**Accedi**".
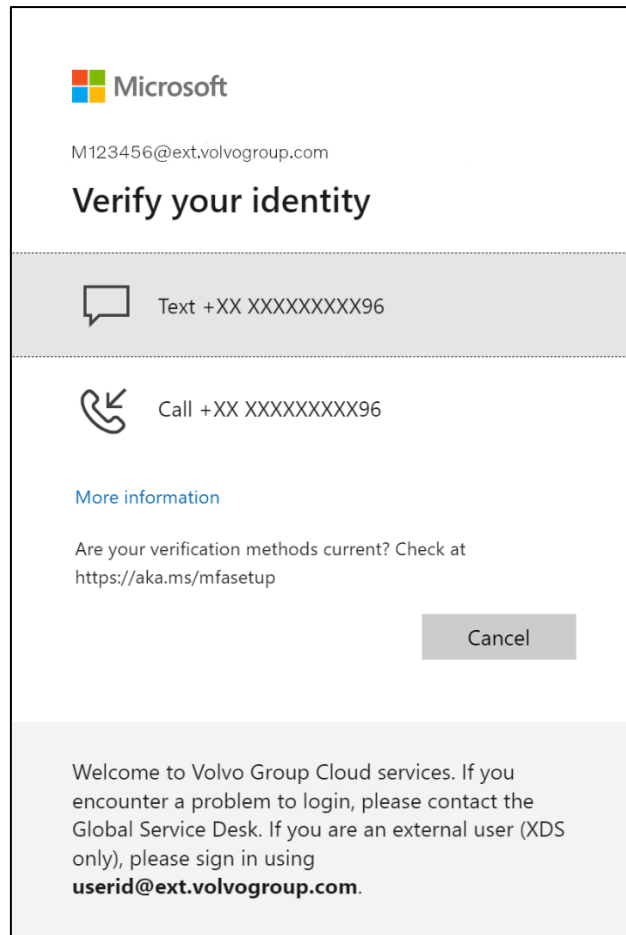
6. Nella schermata successiva, selezionare "**SMS +XXXXXXXXXXXX**" per ricevere un messaggio di testo.

7. Controllare il telefono con il numero impostato come metodo MFA
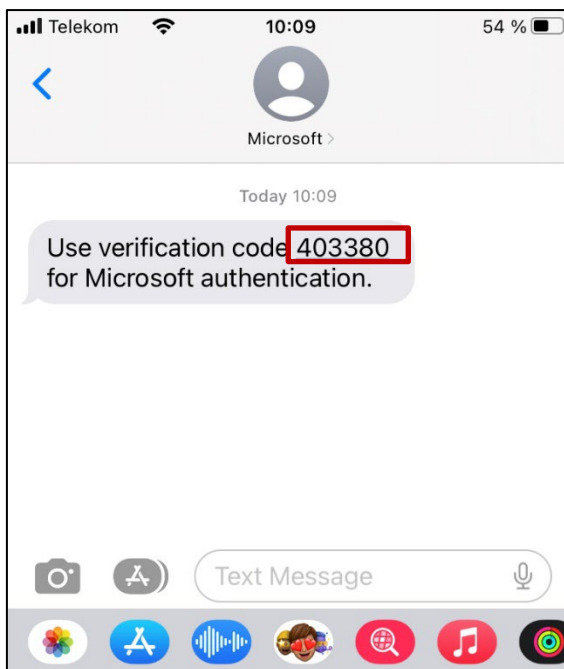
8. Aprire l'applicazione Messaggi/SMS del telefono.

9. Nel messaggio di testo di Microsoft troverete un codice di 6 cifre.

10. Inserite questo codice nel campo della finestra del browser del vostro computer e fate clic su "**Verifica**".
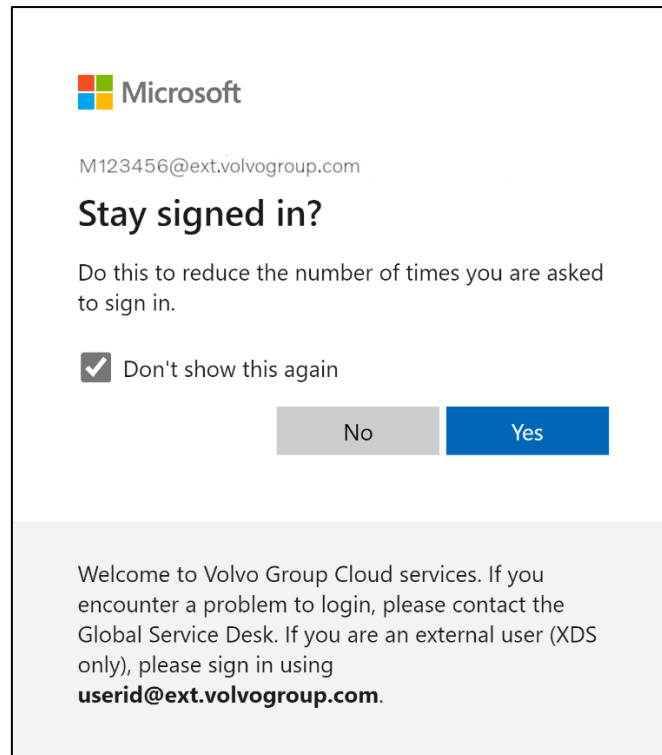
11. Confermare il pop-up successivo facendo clic su "Sì".

L'accesso al proprio account è avvenuto con successo utilizzando il metodo MFA appena registrato.

社外ユーザーのためのMFA手順

ResumIDプロジェクトは、より安全で効率的かつ迅速なアイデンティティ・アクセス管理（IAM）ソリューションを提供するために本格的に始動しています。私たちは、追加のセキュリティ機能であるMFAを実装するために、従業員や関連会社の積極的な参加が必要な段階に達しました。

すでに多くのボルボグループユーザーがMFAを利用していますが、全ユーザーのIDのセキュリティを高めるためには、MFA方式の登録が必要となります。

このドキュメントの目的は、ユーザーアカウントのMFAを有効にするためのステップバイステップのガイドを提供することによって、この移行でユーザーを支援することです。

VOLVO

MFAの設定
外部ユーザー

1. 　システムにログインしてください。
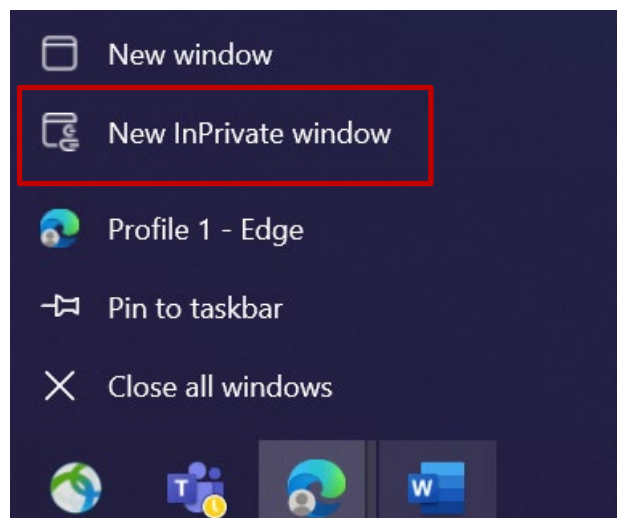
2. 　すべてのブラウザウィンドウを閉じ、新しいプライベート/インコグニートブ
　　ラウザセッションを開きます（Microsoft Edgeブラウザアイコンを右クリッ
　　クし、「**新しいプライベートウィンドウ**」を選択します）。

3. 　ブラウザのアドレス・フィールドにURLを入力： https://aka.ms/mysignins

4. ボルボのユーザーIDと拡張子"**@ext.volvogroup.com** "を入力し、"**Next** "をクリックします。

5. 例えば、Trucks Portalで使用しているパスワードと同じものを使用してパスワードを入力します。

6. **サインイン**」をクリック

   マイクロソフトのセキュリティ情報ページが表示されます。
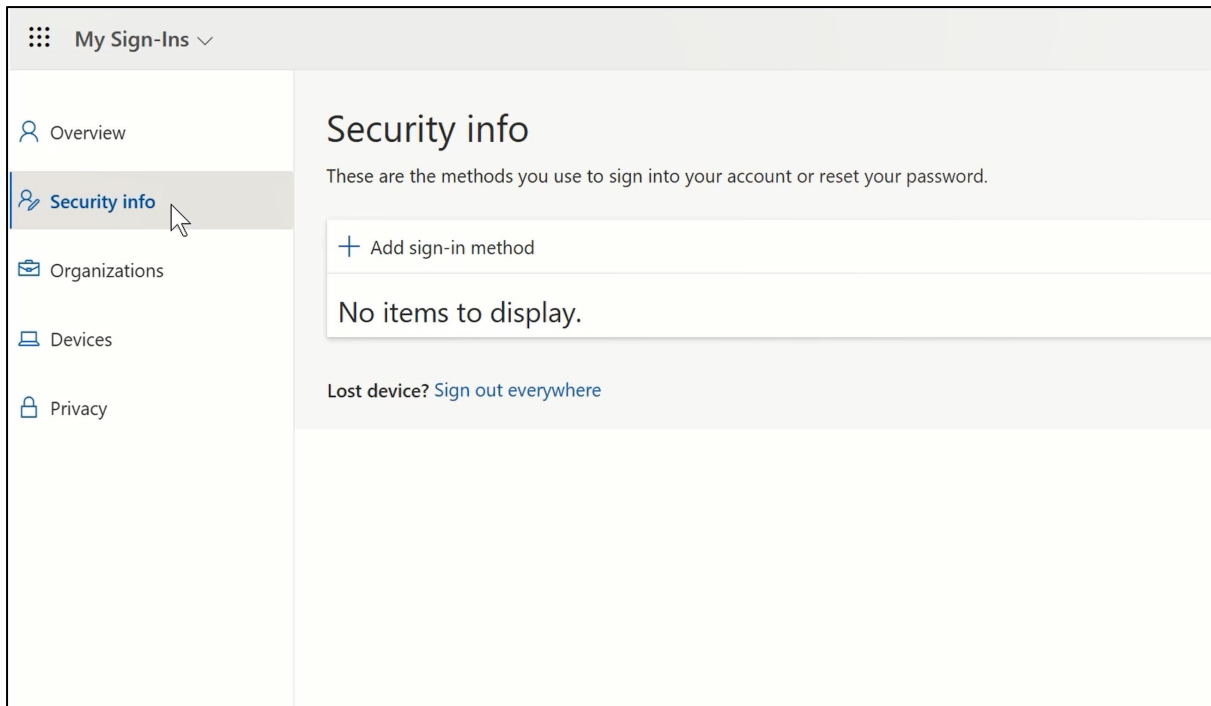
7. 次のページで "+サインイン方法の追加 "をクリックする。
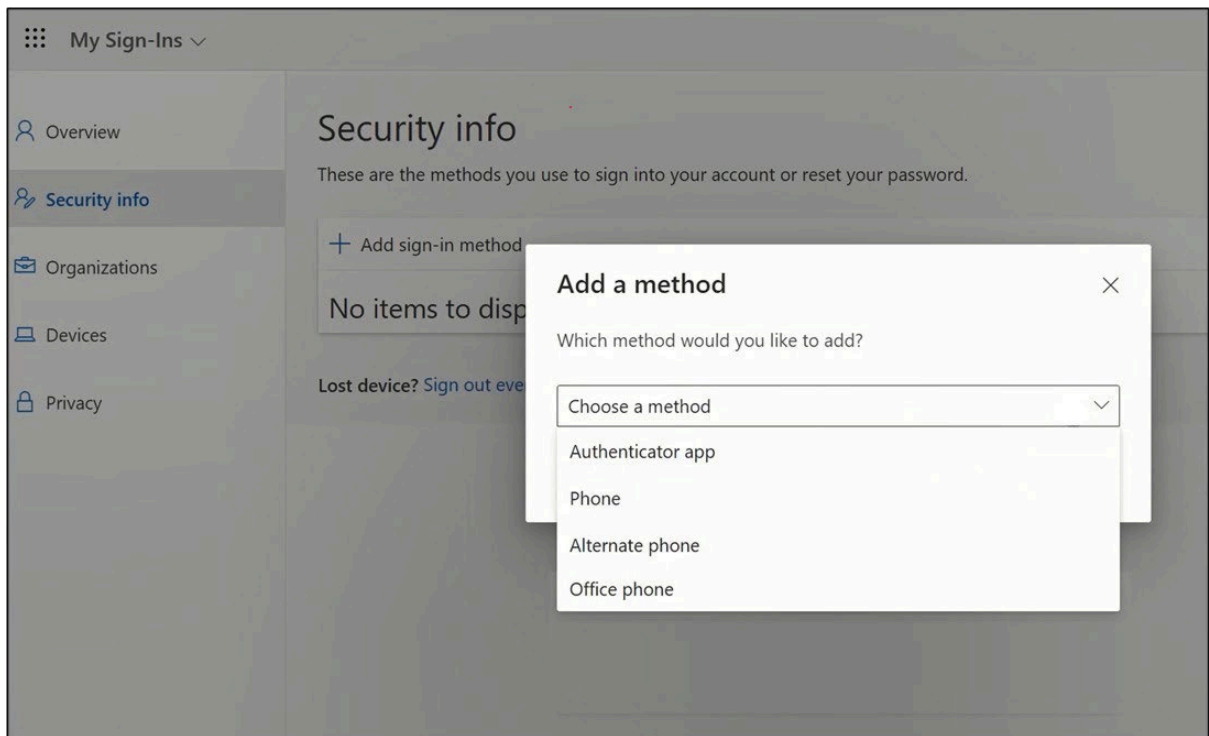
8. ポップアップで、ドロップダウンメニュー「Choose a method（方法を選択）」を展開し、希望するMFA方法として「Phone（電話）」を選択する。

9. 国番号を選択し、指定された書式を使用して電話番号を入力し、"コードをテキストで送信 "を選択して "次へ "をクリックします。
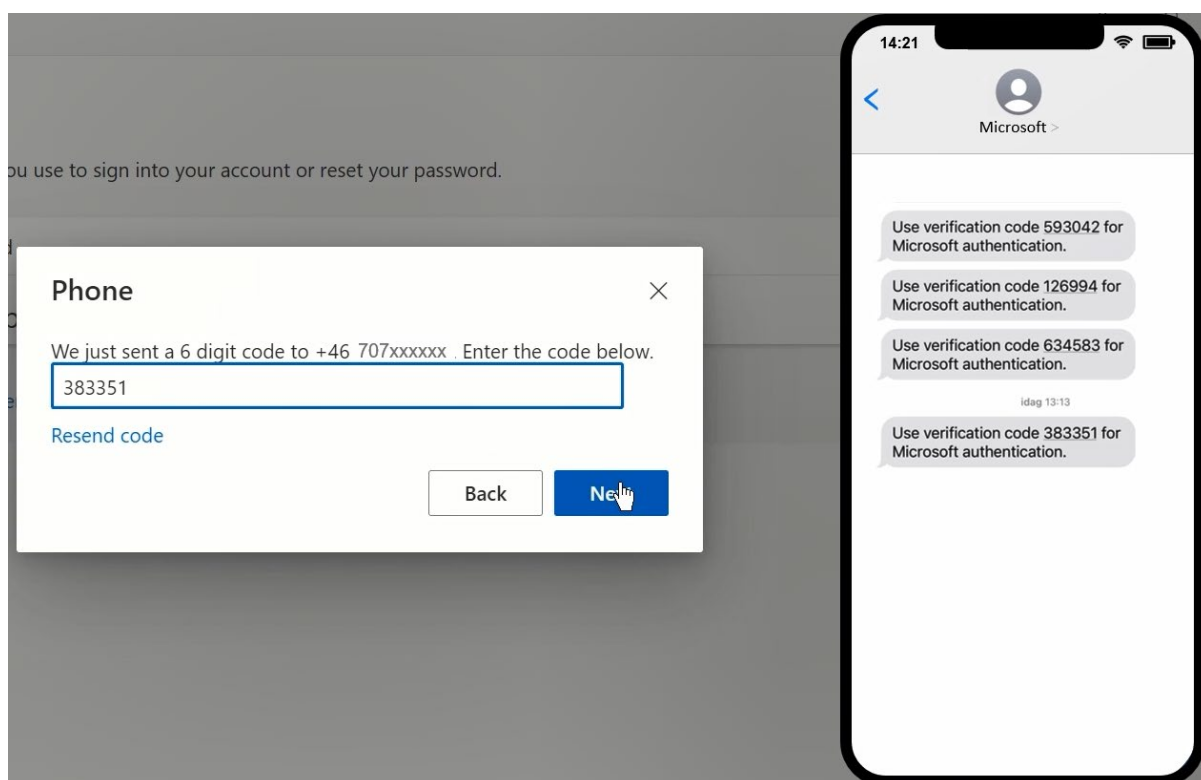
電話番号認証のため、ご指定の電話番号にSMS でコードが送信されます。
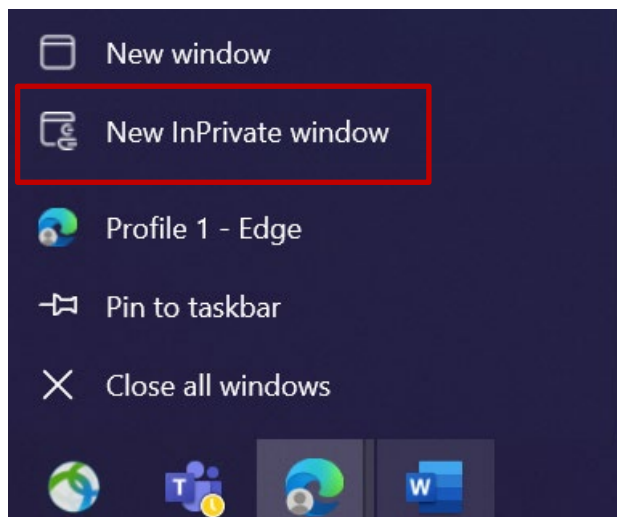
10. 対応するフィールドにコードを入力してください。

11. 次へ」をクリック
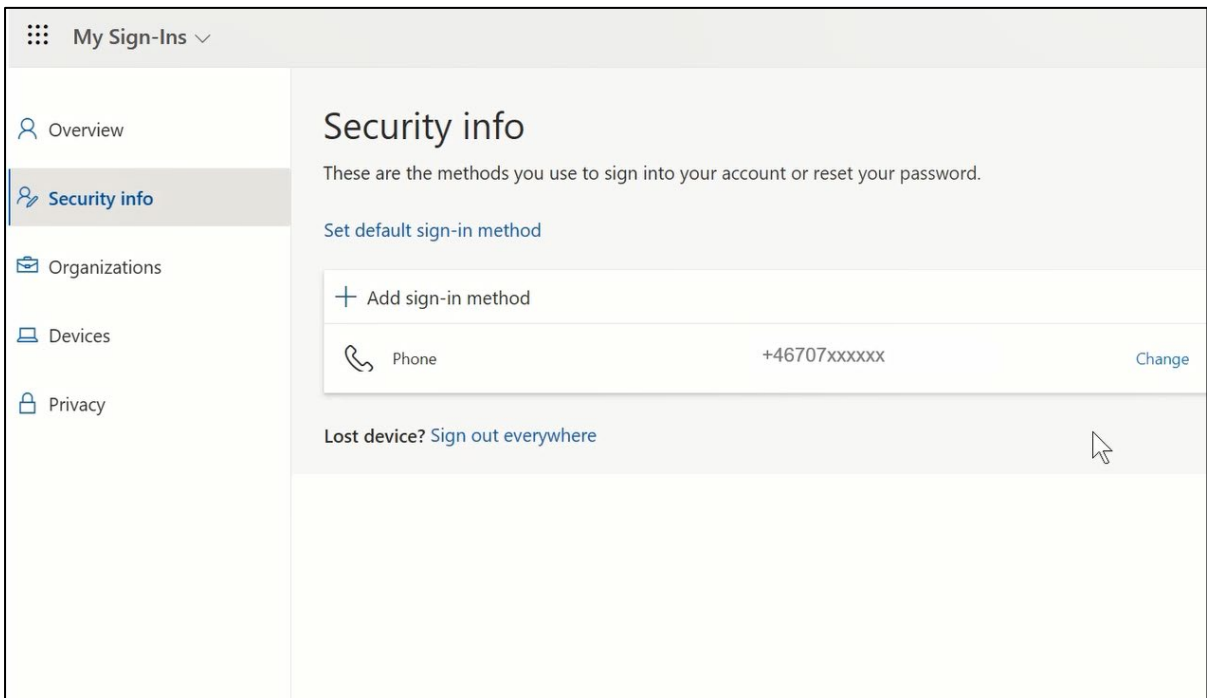
これで、ユーザーアカウントでSMSによるMFAが有効になりました。

これで終わりだ。

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テストしてみよう
新しいMFA方式

1.   アカウントからログアウトする。

2.   新しいプライベート/インコグニートブラウザセッションを開くのが理想的です（Microsoft Edgeブラウザのアイコンを右クリックし、「**新しいプライベートウィンドウ**」を選択します）。

3.   ブラウザのアドレス・フィールドにURL：https://aka.ms/mysignins を入力する。

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4. サインインプロンプトにUPNを入力し、"**Next** "をクリックします。

5. パスワードを入力し、"**Sign in** "をクリックします。
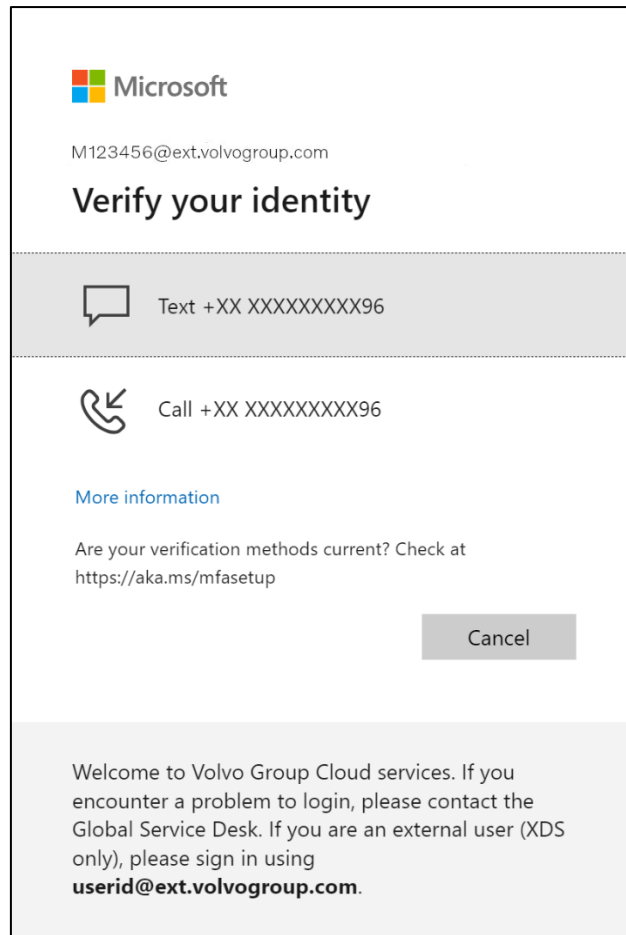
6. 次の画面で「**テキスト+XXXXXXXXXXXX**」を選択し、テキストメッセージを
受信する。
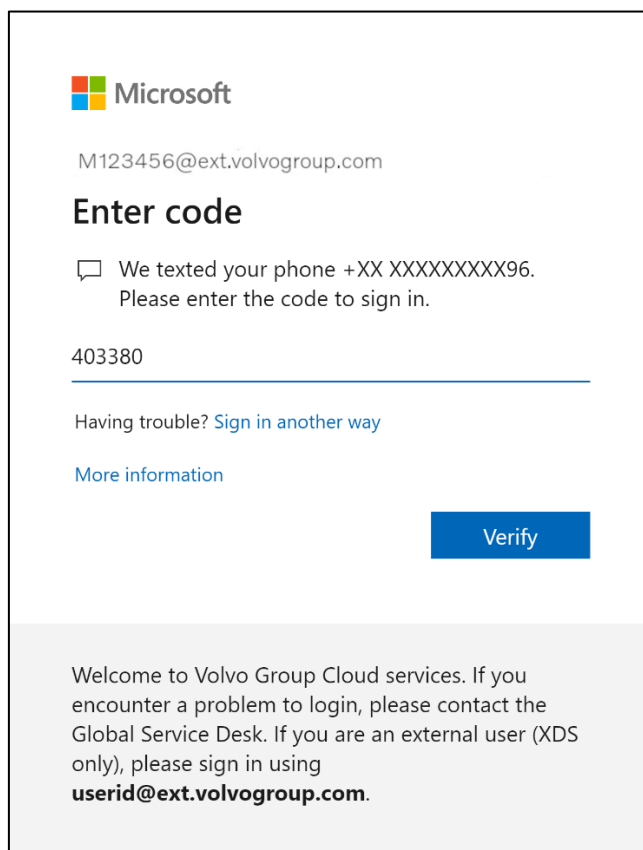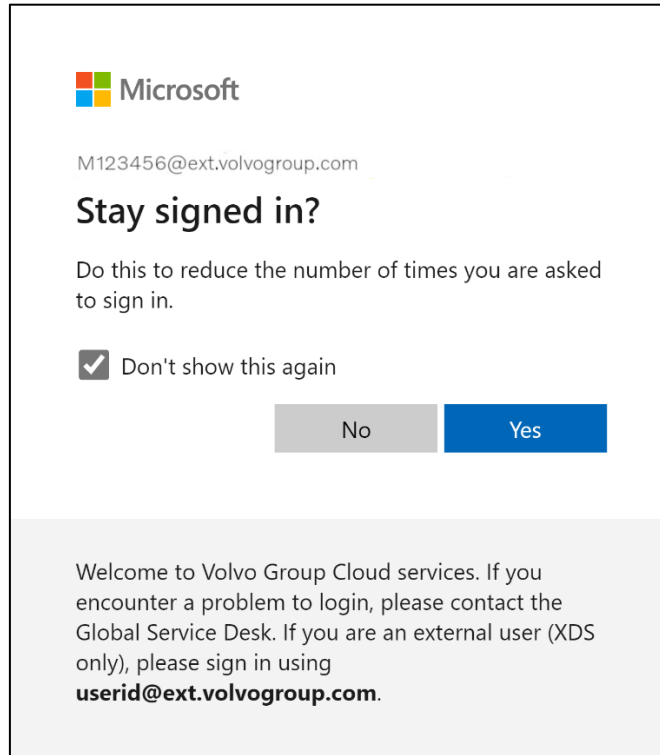
7. MFA方式として設定した番号の電話をチェックする
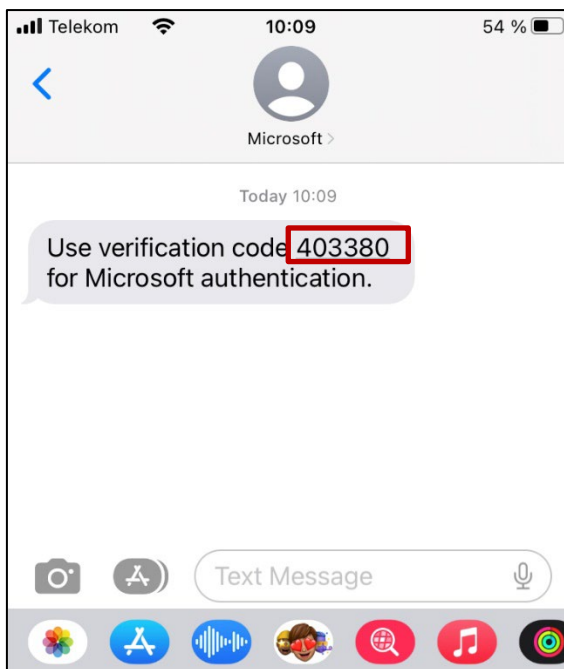
8. 携帯電話のメッセージ/SMSアプリを開きます。

9. マイクロソフトからのテキストメッセージには、6桁のコードが記載されています。

10. コンピュータのブラウザ・ウィンドウのフィールドにこのコードを入力し、"Verify "をクリックする。

11. はい」をクリックして次のポップアップを確認します。

新しく登録したMFA方式でアカウントにログインできました。

외부 사용자를 위한 MFA 지침

보다 안전하고 효율적이며 빠른 ID 및 액세스 관리(IAM) 솔루션을 제공하기 위한 ResumID 프로젝트가 한창 진행 중입니다. 추가 보안 기능인 MFA를 구현하기 위해 직원과 계열사의 적극적인 참여가 필요한 시점에 도달했습니다.

볼보 그룹 사용자 중 상당수가 이미 MFA를 사용하고 있지만, 모든 사용자의 신원 보안을 강화하기 위해서는 MFA 방법을 등록해야 합니다.
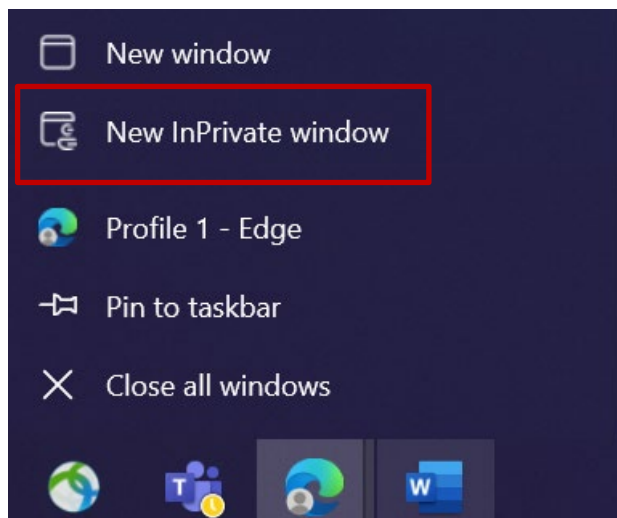
이 문서의 목적은 사용자 계정에 MFA를 사용하도록 설정하는 단계별 가이드를 제공함으로써 사용자들이 이러한 전환을 원활하게 진행할 수 있도록 돕는 것입니다.

VOLVO
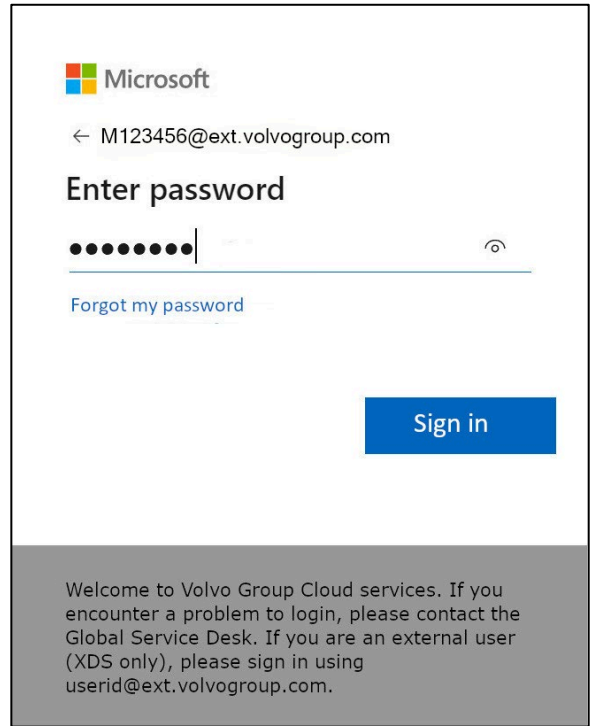

MFA 설정

외부 사용자

1. 시스템에 로그인하세요(업무용 노트북, 업무용 데스크톱).

2. 모든 브라우저 창을 닫고 새 비공개/시크릿 브라우저 세션을 엽니다(Microsoft Edge 브라우저 아이콘을 마우스 오른쪽 버튼으로 클릭하고 "**새 비공개 창"을 선택합니다**).

3. 브라우저의 주소 필드에 URL(https://aka.ms/mysignins)을 입력합니다.
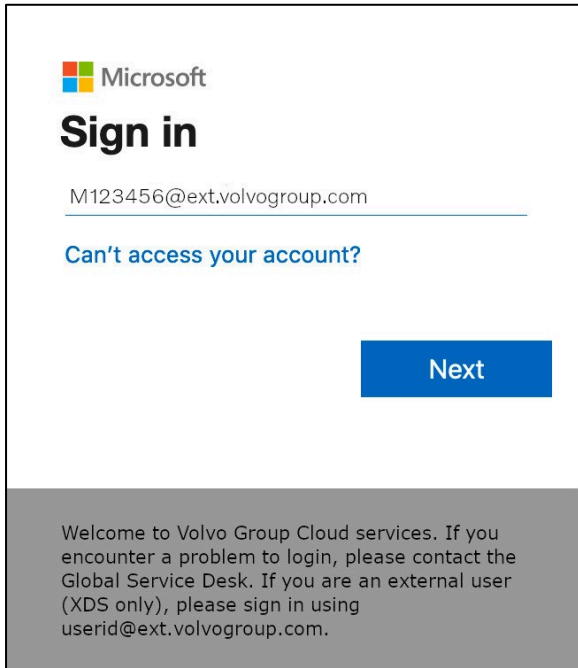
4. 볼보 사용자 ID와 확장자 "@ext.volvogroup.com"을 입력하고 "**다음**"을 클릭합니다.

5. 예를 들어 트럭 포털에서 사용하는 것과 동일한 비밀번호를 사용하여 비밀번호를 입력합니다.

6. "**로그인**"을 클릭합니다.

   Microsoft의 보안 정보 페이지로 이동합니다.
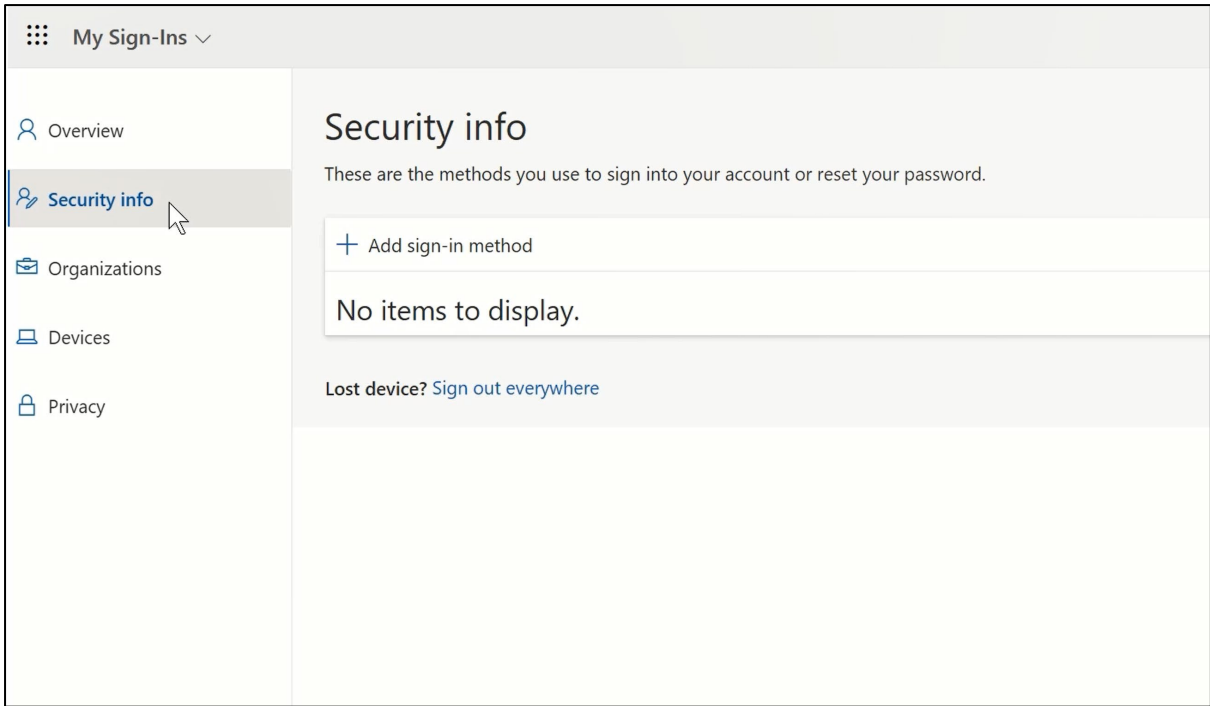
7. 다음 페이지에서 "**+ 로그인 방법 추가**"를 클릭합니다.
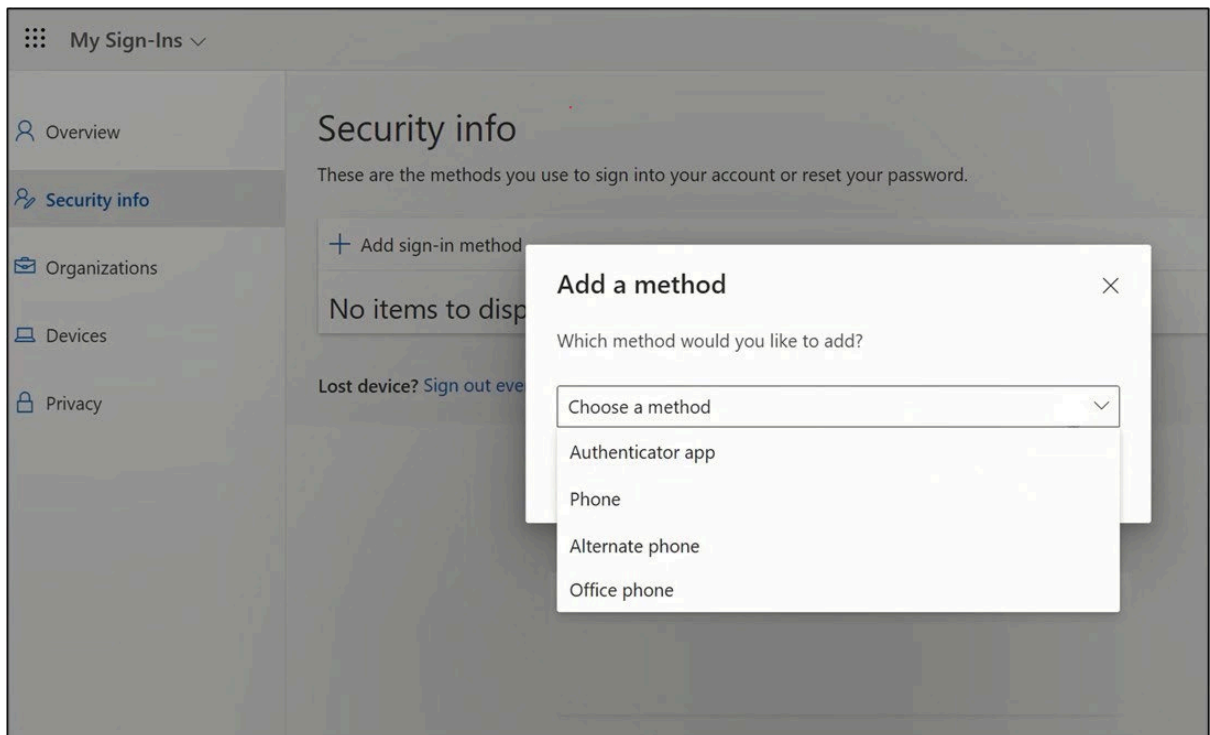
8. 팝업에서 '**방법 선택**' 드롭다운 메뉴를 확장하고 선호하는 MFA 방법으로 '**전화**'를 선택합니다.

9.   국가 코드를 선택하고 지정된 서식을 사용하여 휴대폰 번호를 입력한 후 '**코드 문자** 보내기'를 선택하고 '**다음**'을 클릭합니다.
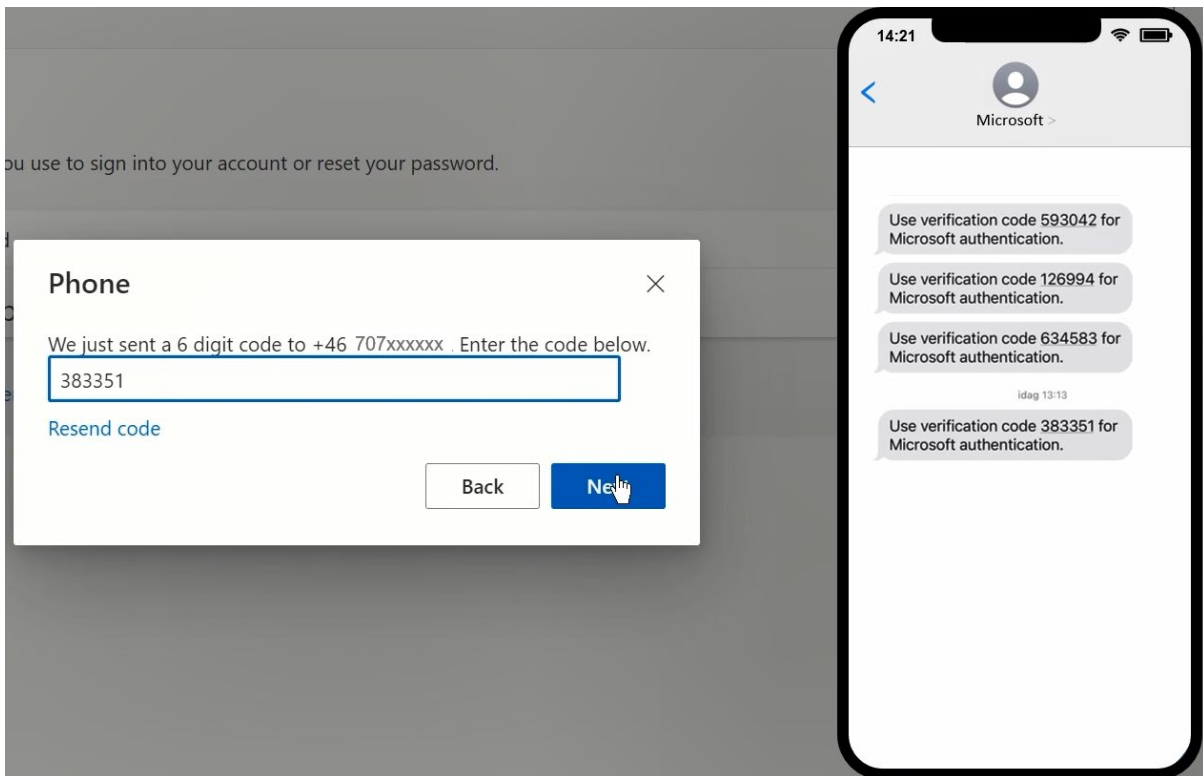
휴대폰 번호 확인을 위해 지정한 휴대폰 번호로 SMS로 코드가 전송됩니다.

10. 해당 필드에 코드를 입력합니다.

11. "**다음**"을 클릭합니다.
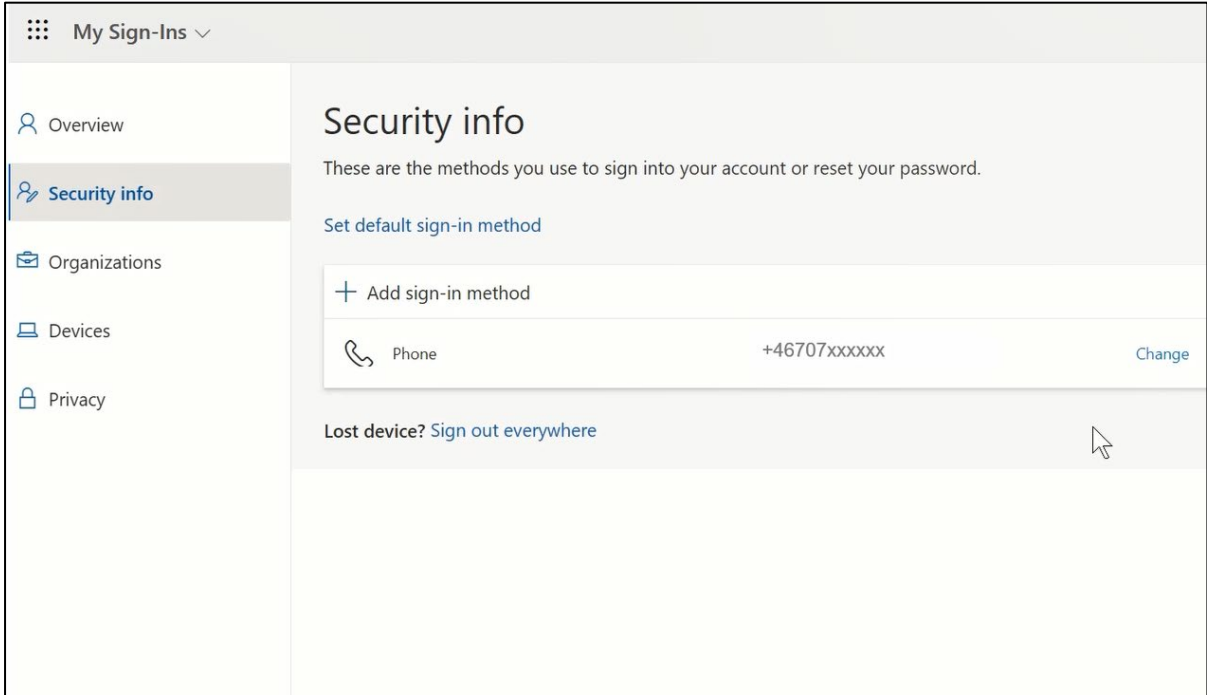
이제 사용자 계정에 *SMS*를 통한 *MFA*를 사용하도록 설정했습니다.

완료되었습니다.

VOLVO

테스트해 봅시다
새로운 MFA 방법

1.   계정에서 로그아웃합니다.
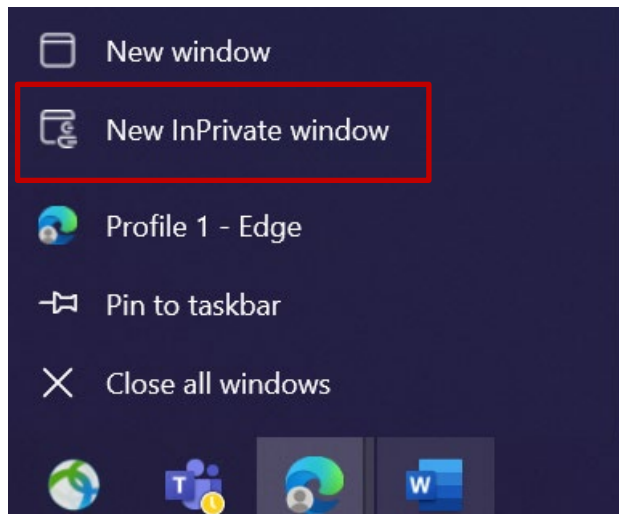
2.   새 비공개/시크릿 브라우저 세션을 여는 것이 가장 이상적입니다(Microsoft Edge 브라우저 아이콘을 마우스 오른쪽 버튼으로 클릭하고 **"새 비공개 창"을** 선택).

3.   브라우저의 주소 필드에 URL을 입력하세요: https://aka.ms/mysignins
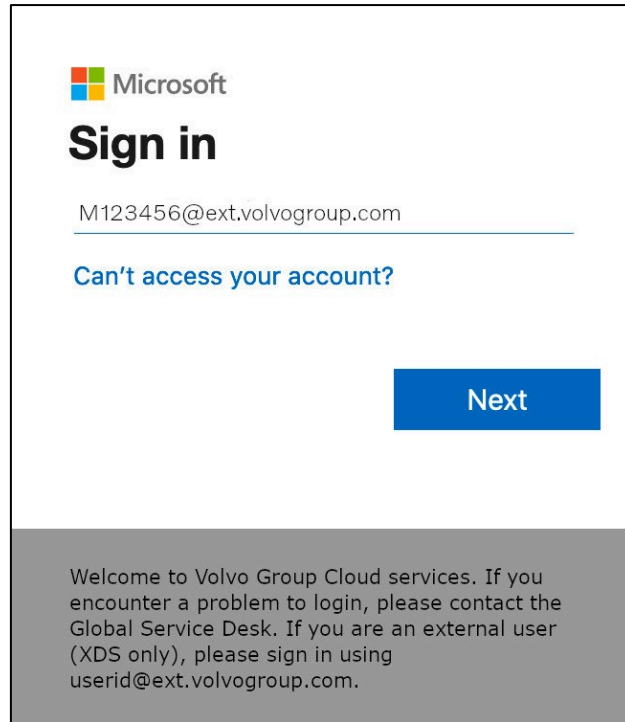
4. 로그인 프롬프트에 사용자 아이디를 입력하고 "**다음**"을 클릭합니다.
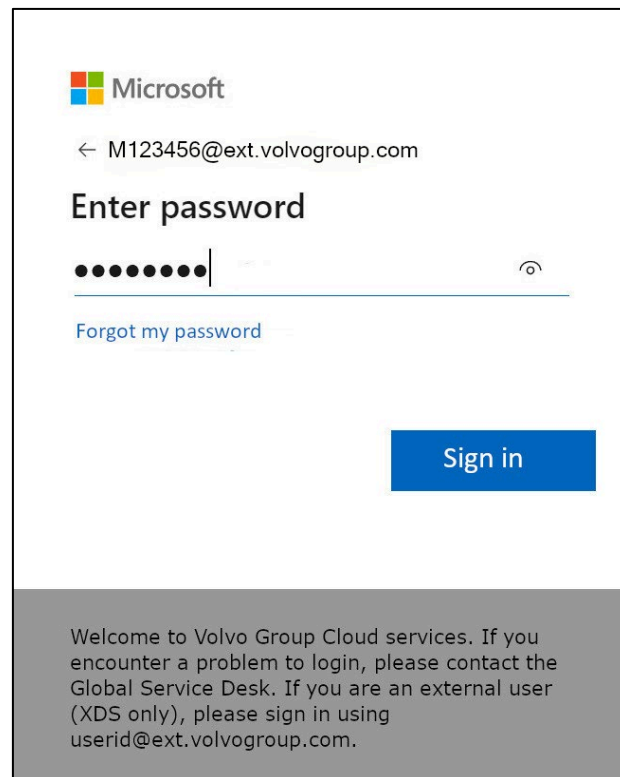
5. 비밀번호를 입력하고 "**로그인**"을 클릭합니다.
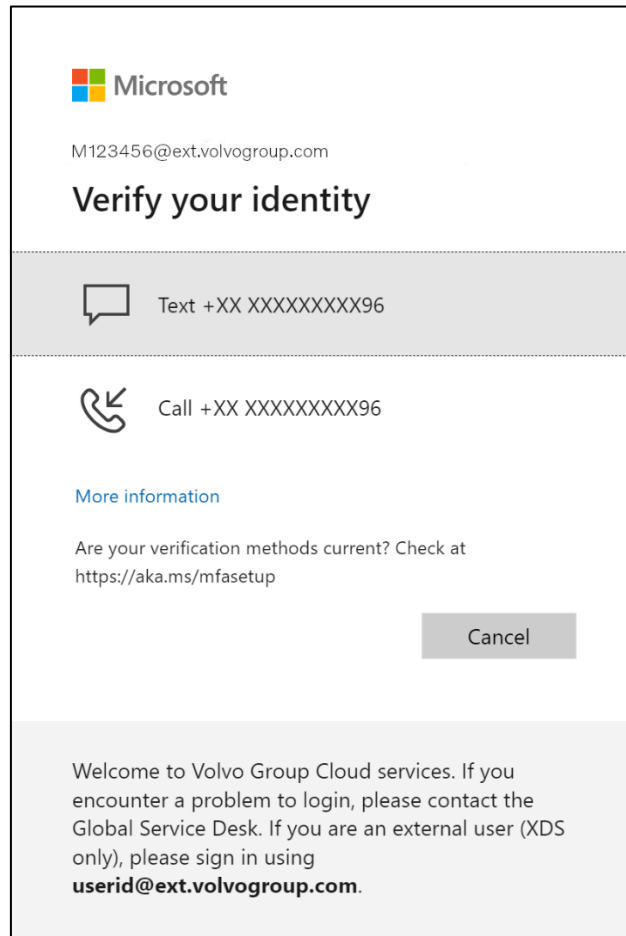
6. 다음 화면에서 문자 메시지를 받으려면 '**문자 +XXXXXXXXXXXX**'를 선택합니다.

7. MFA 방법으로 설정한 번호로 전화를 확인합니다.

8. 휴대폰의 메시지/SMS 앱을 엽니다.

9. Microsoft에서 보낸 문자 메시지에서 6자리 코드를 찾을 수 있습니다.

10. 컴퓨터의 브라우저 창 필드에 이 코드를 입력하고 "**확인**"을 클릭합니다.

11. "**예**"를 클릭하여 다음 팝업을 확인합니다.

     새로 등록한 MFA 방법을 사용하여 계정에 성공적으로 로그인했습니다.

Instrukcje MFA dla użytkowników zewnętrznych

Projekt ResumID jest w pełnym rozkwicie, aby zapewnić bezpieczniejsze, wydajniejsze i szybsze rozwiązanie do zarządzania tożsamością i dostępem (IAM). Doszliśmy do punktu, w którym potrzebujemy aktywnego udziału naszych pracowników i podmiotów stowarzyszonych w celu wdrożenia dodatkowej funkcji bezpieczeństwa - MFA.
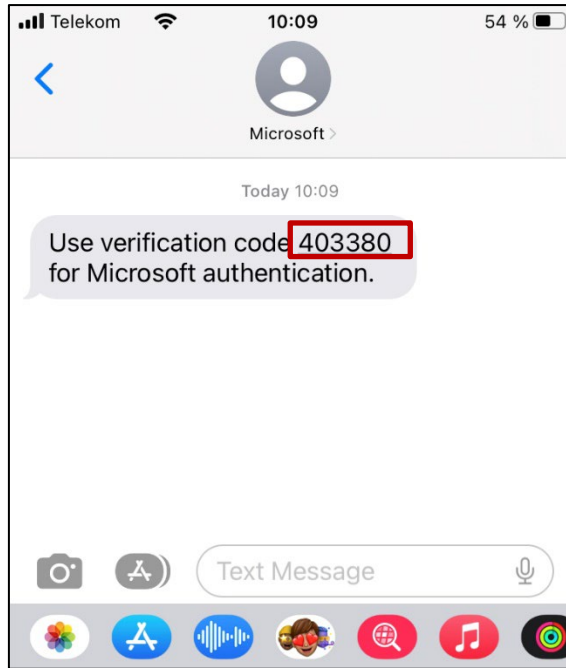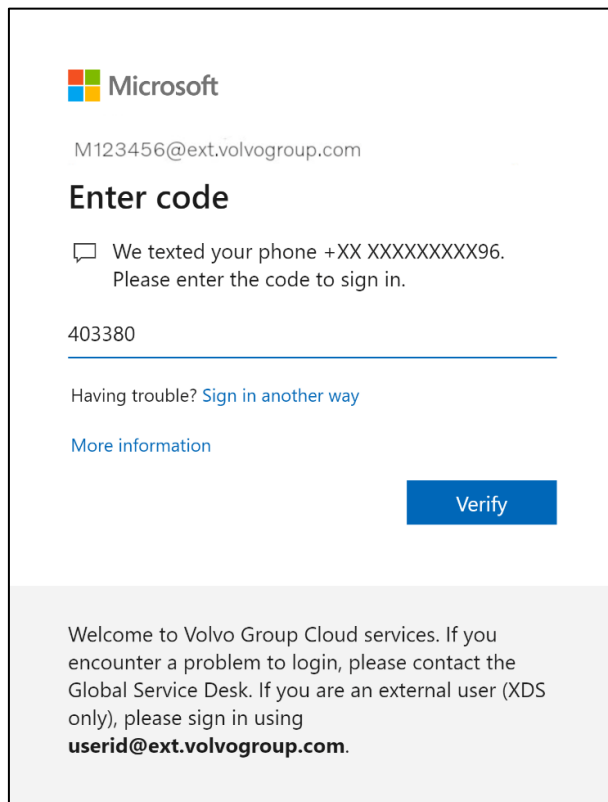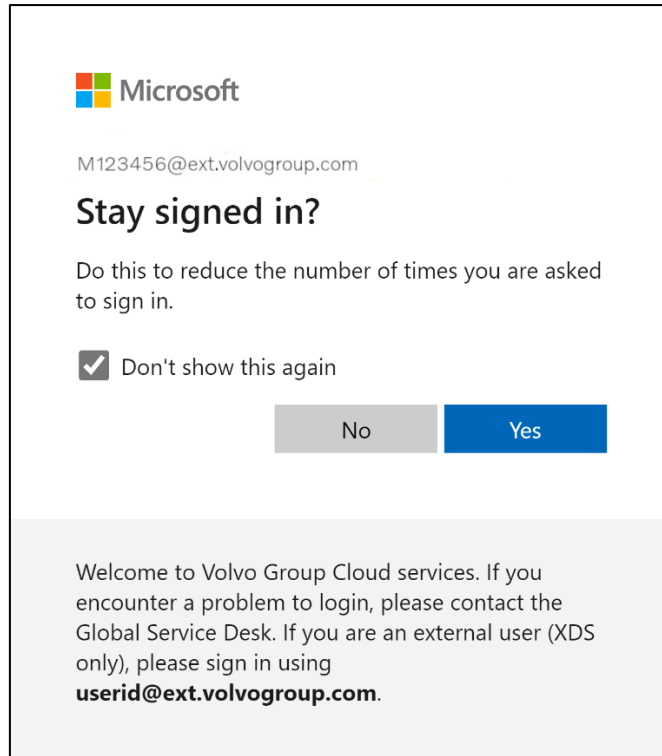
Duża liczba użytkowników Volvo Group korzysta już z MFA, ale w celu zwiększenia bezpieczeństwa tożsamości wszystkich naszych użytkowników konieczna będzie rejestracja metody MFA.

Celem tego dokumentu jest pomoc naszym użytkownikom w tym przejściu poprzez dostarczenie przewodnika krok po kroku, aby włączyć MFA dla kont użytkowników.

VOLVO

KONFIGURACJA MFA

UŻYTKOWNICY ZEWNĘTRZNI

1. Zaloguj się do swojego systemu (służbowy laptop, służbowy komputer stacjonarny)
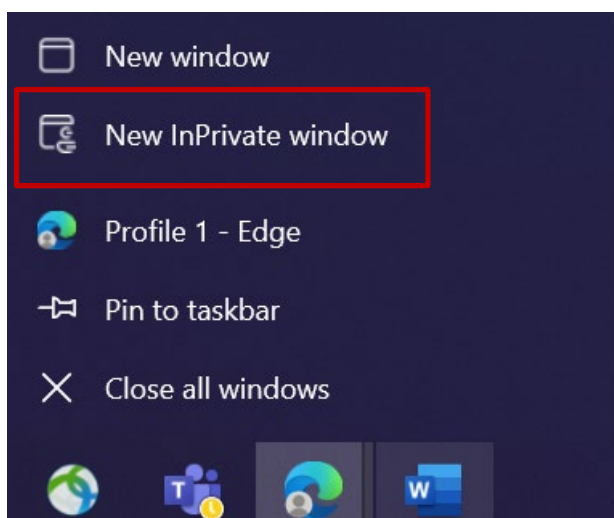
2. Zamknij wszystkie okna przeglądarki i otwórz nową prywatną sesję przeglądarki (kliknij prawym przyciskiem myszy ikonę przeglądarki Microsoft Edge i wybierz "**Nowe okno prywatne**").

3. W polu adresu przeglądarki wpisz adres URL: https://aka.ms/mysignins

VOLVO

Microsoft

Sign in

M123456@ext.volvogroup.com

Can't access your account?

Next

Welcome to Volvo Group Cloud services. If you encounter a problem to login, please contact the Global Service Desk. If you are an external user (XDS only), please sign in using userid@ext.volvogroup.com.

Microsoft

← M123456@ext.volvogroup.com

Enter password

●●●●●●●●

Forgot my password

Sign in

Welcome to Volvo Group Cloud services. If you encounter a problem to login, please contact the Global Service Desk. If you are an external user (XDS only), please sign in using userid@ext.volvogroup.com.
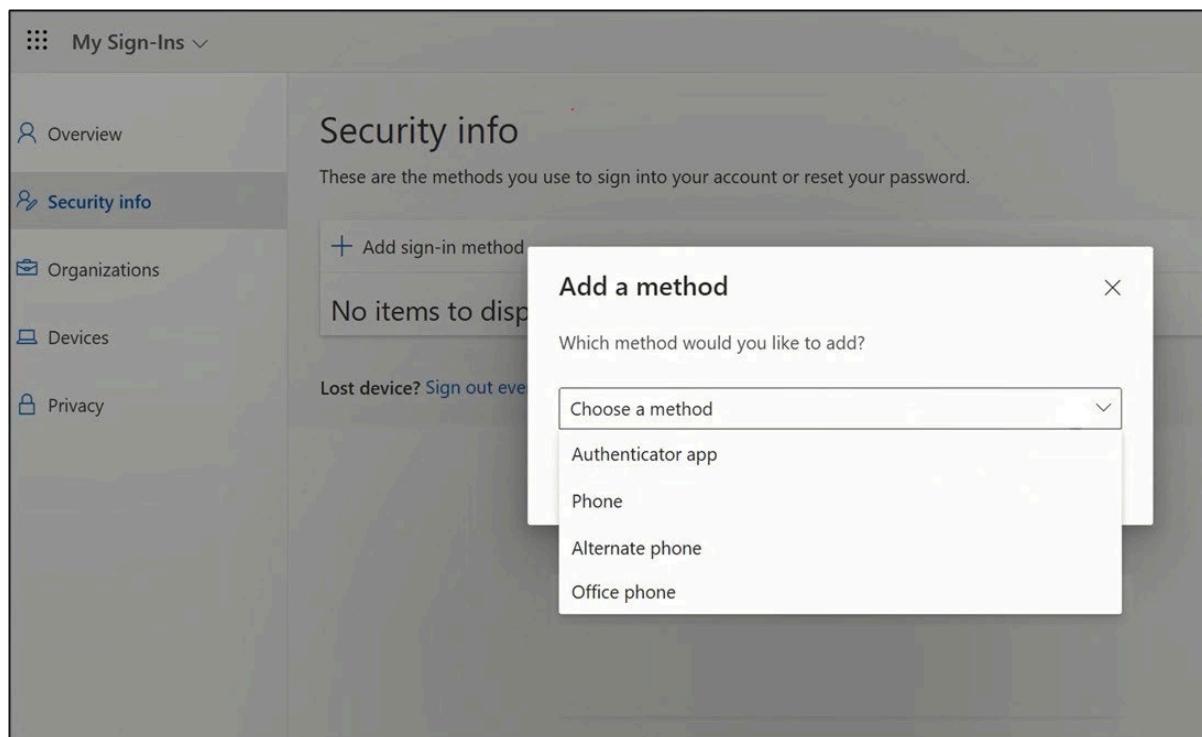
4. Wprowadź swój identyfikator użytkownika Volvo oraz rozszerzenie "@ext.volvogroup.com" i kliknij "Dalej".

5. Wprowadź hasło, używając tego samego hasła, którego używasz na przykład w portalu Trucks Portal

6. Kliknij "Zaloguj się"

Zostaniesz przekierowany na stronę Microsoft Security Info.
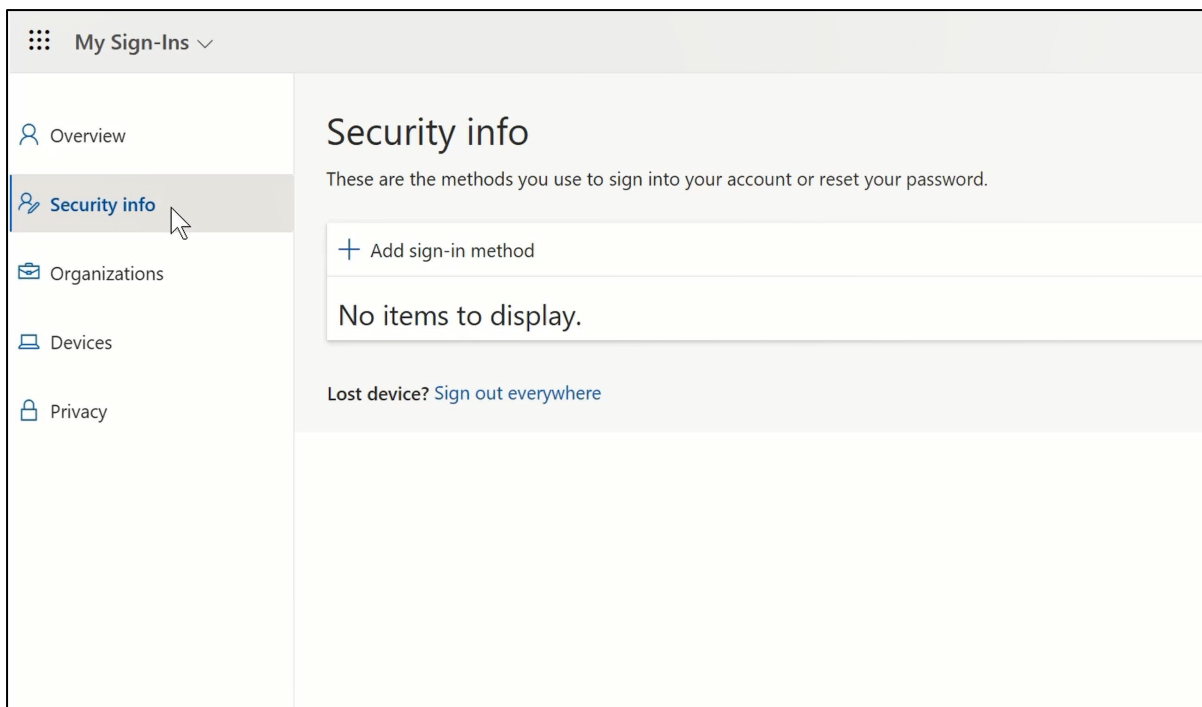
7. Na następnej stronie kliknij "**+ Dodaj metodę logowania**".

8. W wyskakującym okienku rozwiń menu rozwijane "**Wybierz metodę**" i wybierz "**Telefon**" jako preferowaną metodę MFA.

9. Wprowadź swój numer telefonu, wybierając kod kraju i używając określonego formatowania, wybierz "**Wyśłij mi kod**" i kliknij "**Dalej**".
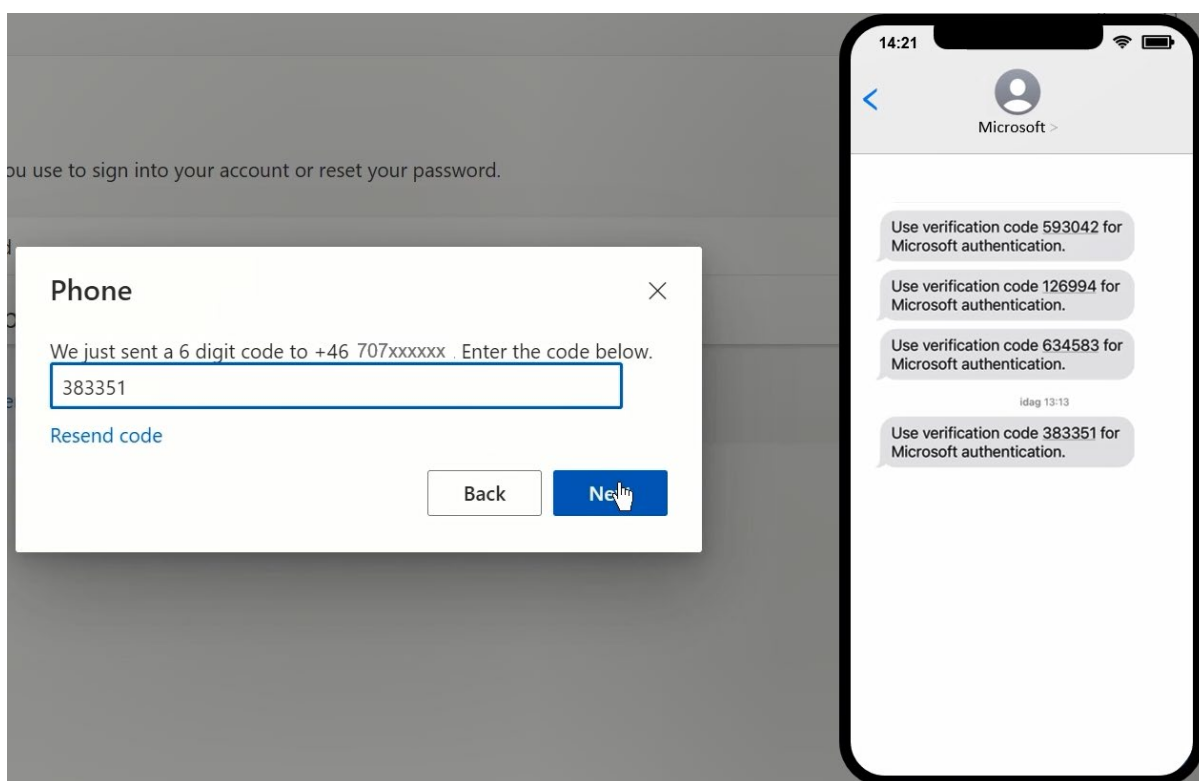
Na podany numer telefonu zostanie wysłany kod SMS w celu potwierdzenia numeru telefonu.

10. Wprowadź kod w odpowiednim polu

11. Kliknij "**Dalej**"

VOLVO
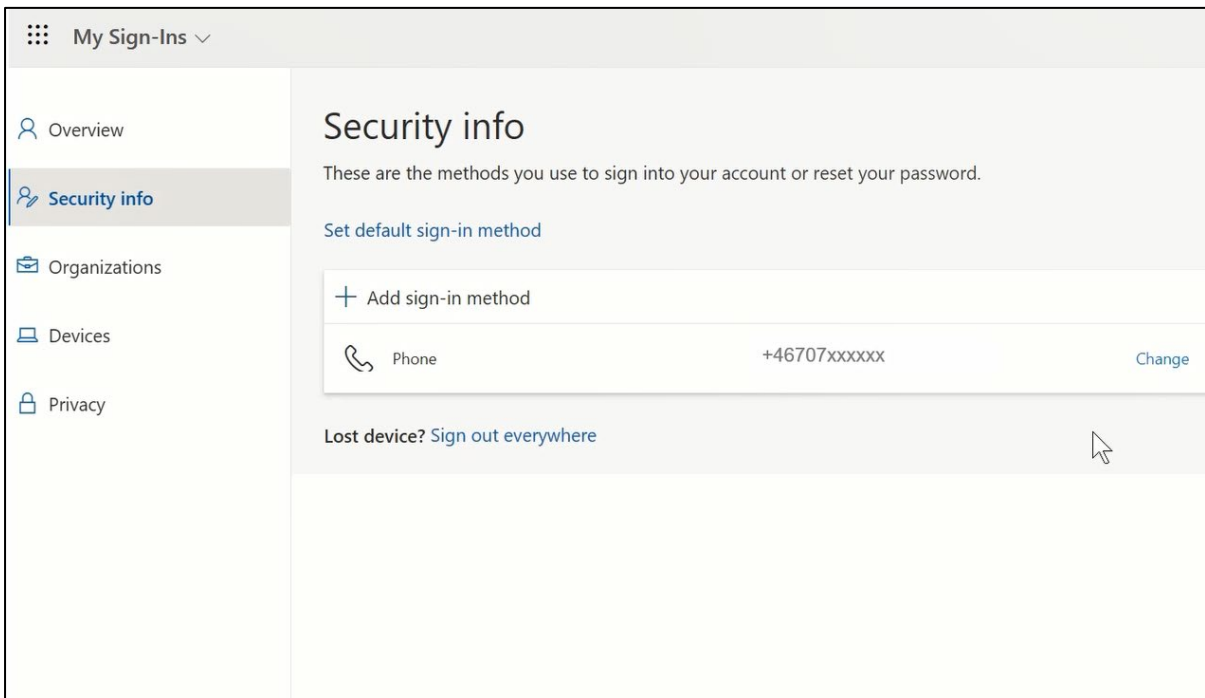
Teraz włączyłeś MFA przez SMS na swoim koncie użytkownika
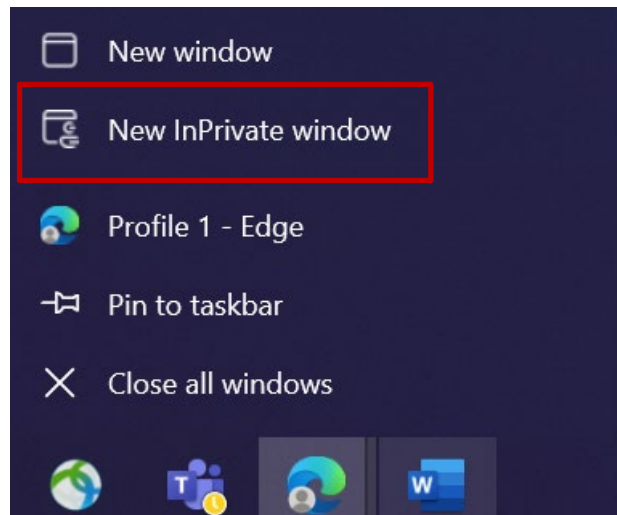
Skończyłeś.

Przetestujmy
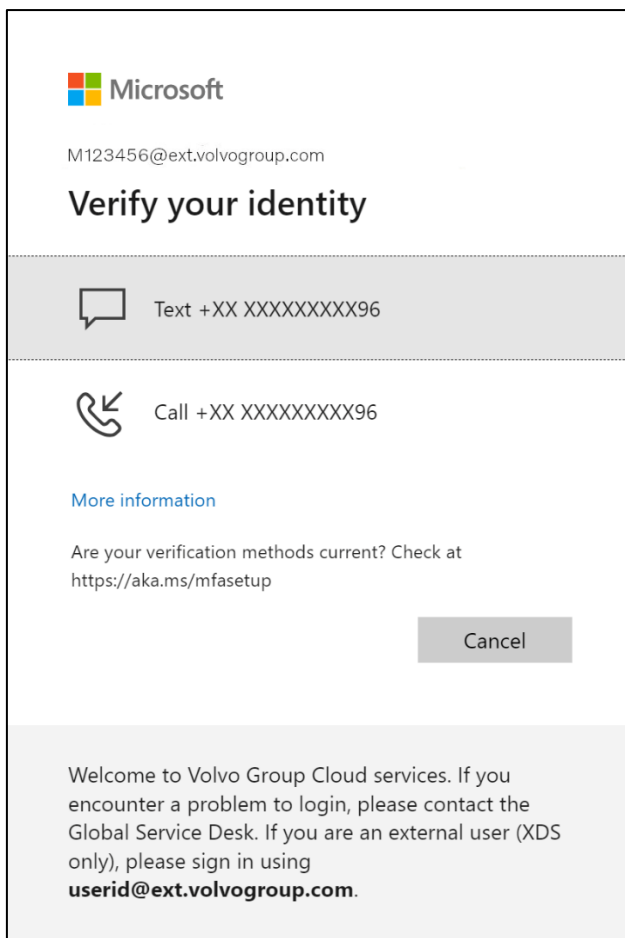# Nowa metoda MFA

1. Wyloguj się z konta.

2. Najlepiej otworzyć nową prywatną sesję przeglądarki (kliknij prawym przyciskiem myszy ikonę przeglądarki Microsoft Edge i wybierz "**Nowe okno prywatne**").

3. W polu adresu przeglądarki wpisz adres URL: https://aka.ms/mysignins

4. Wprowadź swój UPN w oknie logowania i kliknij "Dalej".

5. Wprowadź swoje hasło i kliknij "Zaloguj się".

6. Na następnym ekranie wybierz "**SMS +XXXXXXXXXXX**", aby otrzymać wiadomość tekstową.

7. Sprawdź telefon z numerem skonfigurowanym jako metoda MFA
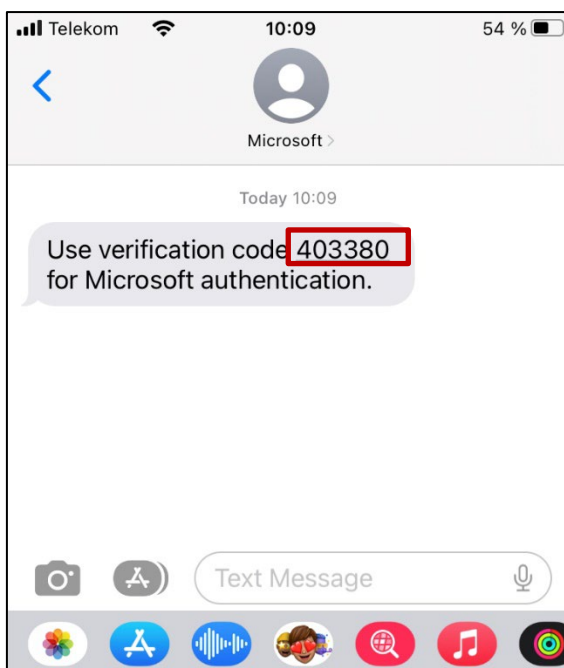
8. Otwórz aplikację Wiadomości/SMS w telefonie.

9. W wiadomości tekstowej od firmy Microsoft znajduje się 6-cyfrowy kod.
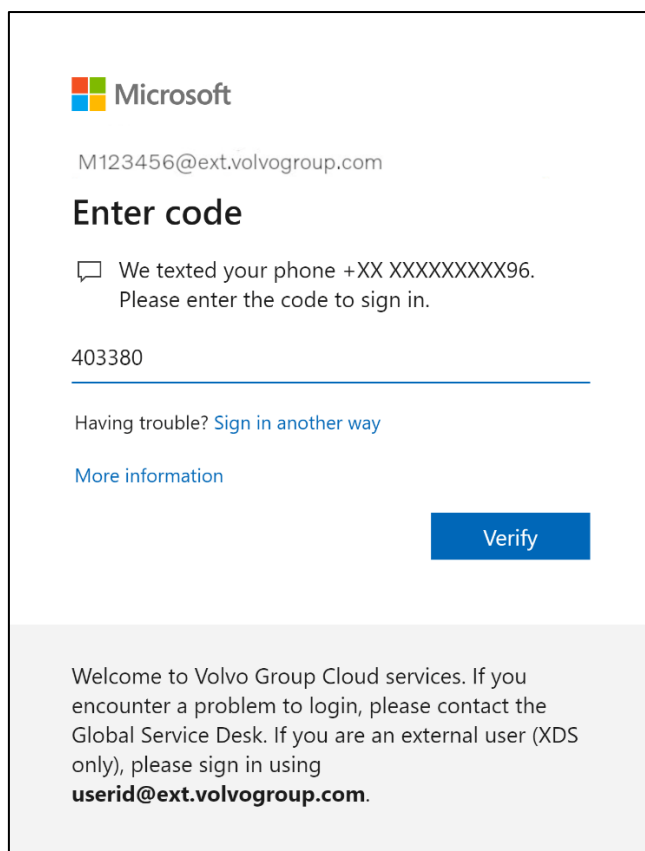
10. Wprowadź ten kod w polu okna przeglądarki na swoim komputerze i kliknij "Weryfikuj".
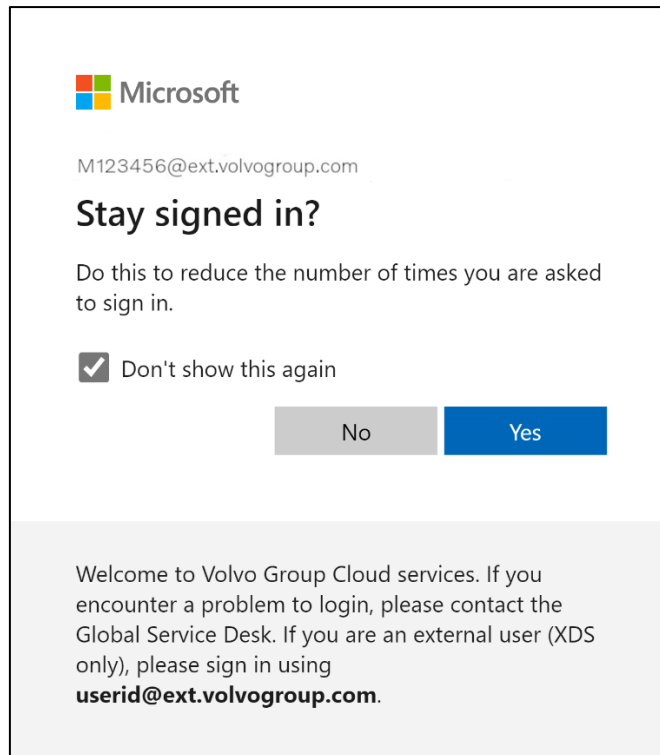
11. Potwierdź następne wyskakujące okienko, klikając "**Tak**".

Pomyślnie zalogowano się na konto przy użyciu nowo zarejestrowanej metody MFA.

Instruções de MFA para usuários externos

O projeto ResumID está em pleno andamento para oferecer uma solução de gerenciamento de identidade e acesso (IAM) mais segura, eficiente e rápida. Chegamos a um ponto em que precisamos da participação ativa de nossos funcionários e afiliados para implementar um recurso de segurança adicional - MFA.

Um bom número de usuários do Volvo Group já usa a MFA, mas para aumentar a segurança das identidades de todos os nossos usuários, será necessário o registro de um método MFA.
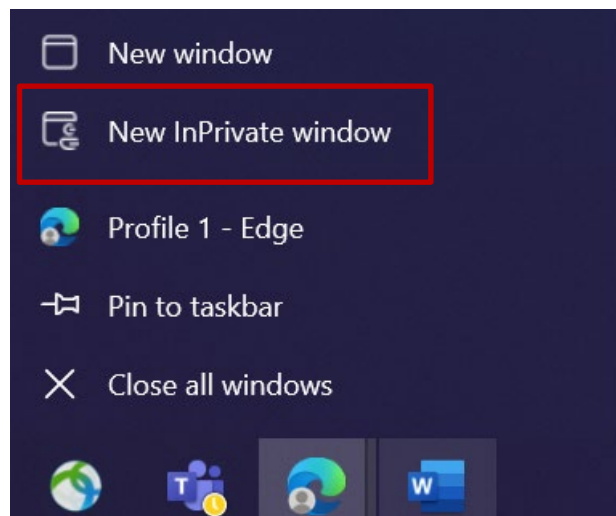
O objetivo deste documento é ajudar nossos usuários com essa transição, fornecendo um guia passo a passo para ativar a MFA para contas de usuário.

VOLVO

CONFIGURAÇÃO DO MFA
USUÁRIOS EXTERNOS

1. Faça login no seu sistema (laptop ou desktop de trabalho)

2. Feche todas as janelas do navegador e abra uma nova sessão privada/incógnita do navegador (clique com o botão direito do mouse no ícone do navegador Microsoft Edge e selecione "**New InPrivate Window**")

3. No campo de endereço do navegador, digite o URL: https://aka.ms/mysignins

4. Digite sua ID de usuário da Volvo mais a extensão "**@ext.volvogroup.com**" e
clique em "**Next**" (**Avançar**)

5. Digite a senha usando a mesma senha que você usa, por exemplo, no Trucks
Portal

6. Clique em "Sign **in**" (Entrar)

*Você será encaminhado para a página Informações de segurança da
Microsoft*
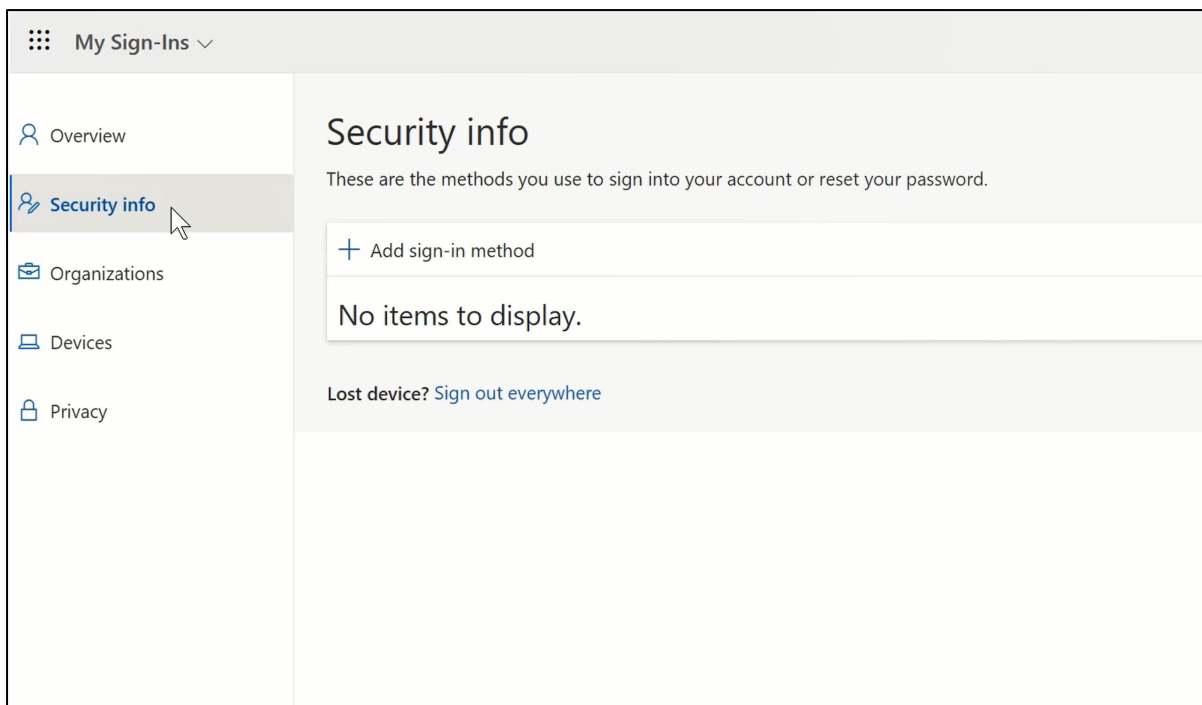
7.   Na página seguinte, clique em "**+ Add sign-in method**" (**+ Adicionar método de login**)
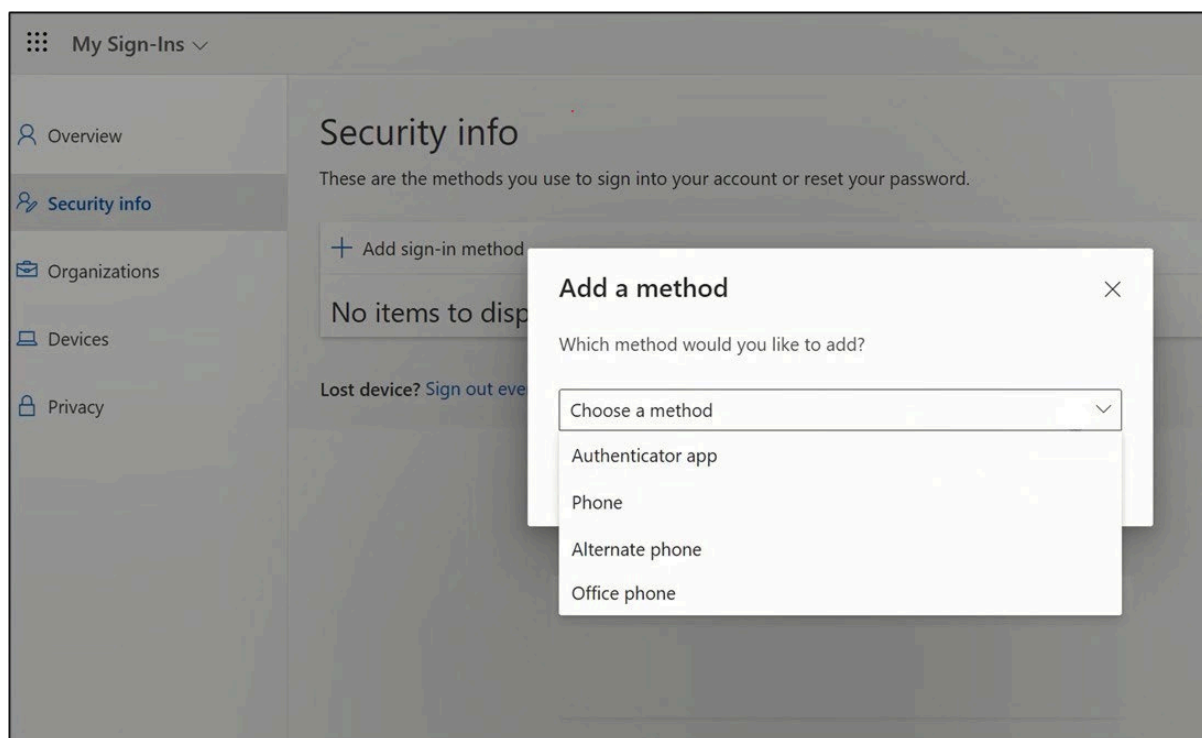
8.   Na janela pop-up, expanda o menu suspenso "**Choose a method**" (**Escolha um método**) e selecione "**Phone**" (**Telefone**) como seu método MFA preferido

9.   Digite seu número de telefone escolhendo o código do país e usando a formatação especificada, selecione "**Text me a code**" e clique em "**Next**".
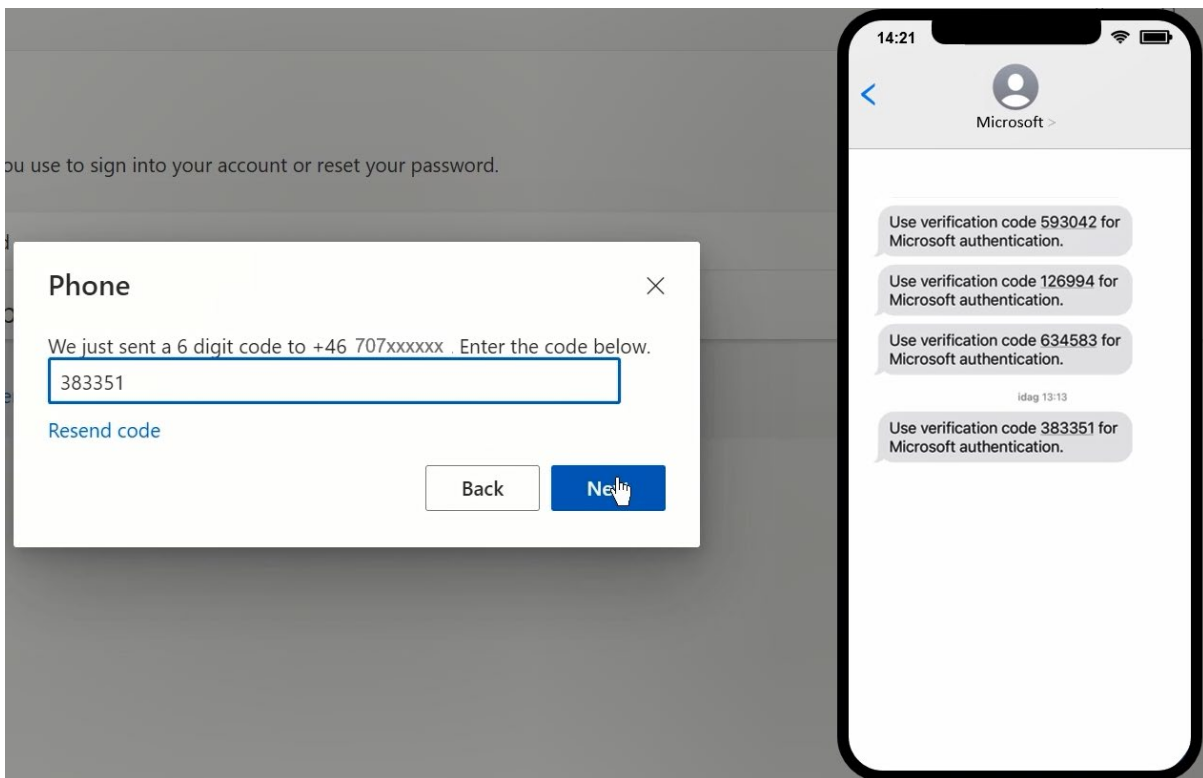
Você receberá um código por SMS no número de telefone que especificou para validar o número de telefone.

10.   Digite o código no campo correspondente

11. Clique em "Next" (Avançar)

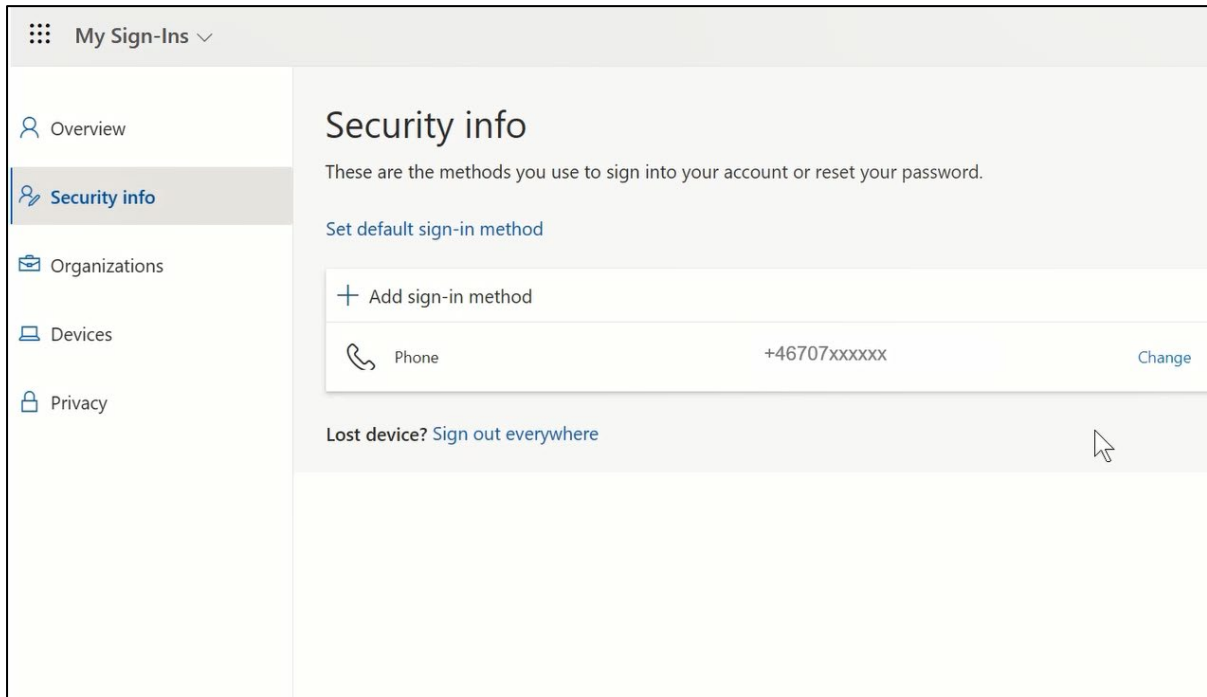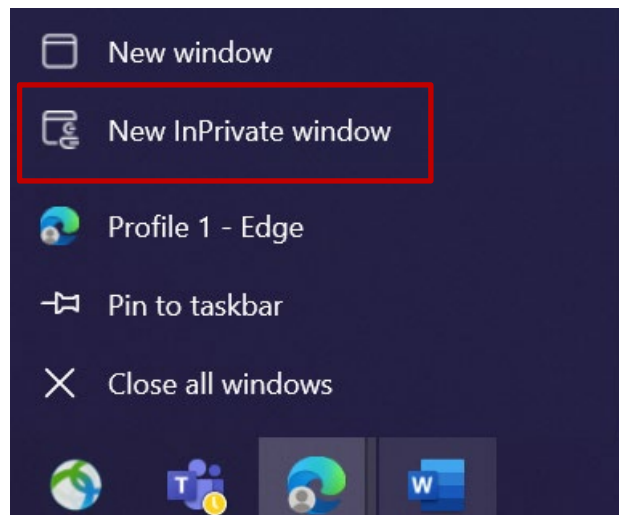*Agora você ativou o MFA por SMS para sua conta de usuário*
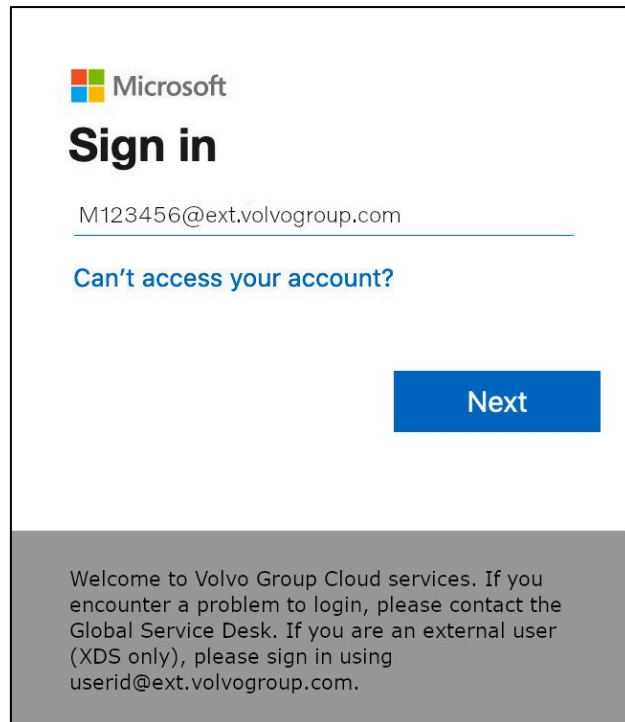
Você terminou.

Vamos testar seu Novo método MFA

1. Faça logout da sua conta.
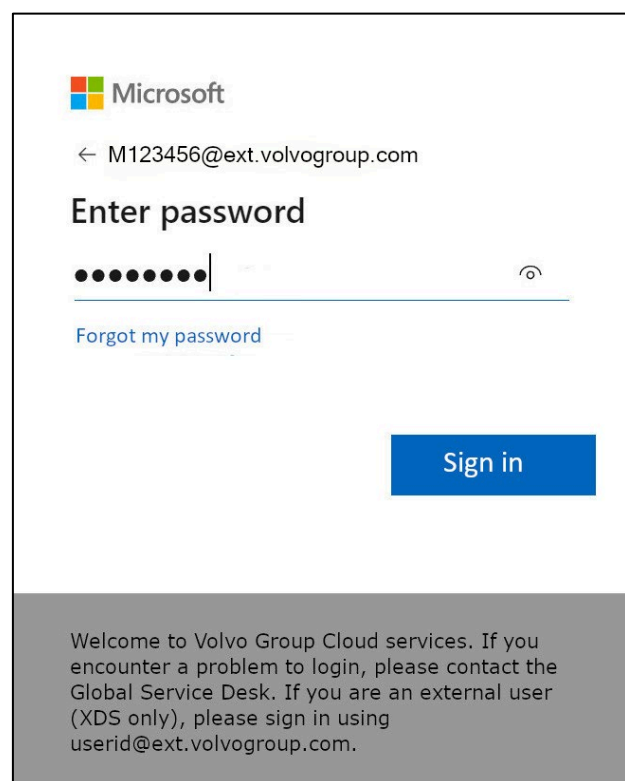

2. O ideal é abrir uma nova sessão privada/incógnita do navegador (clique com o botão direito do mouse no ícone do navegador Microsoft Edge e selecione "**New InPrivate Window**")

3. No campo de endereço do navegador, digite o URL: https://aka.ms/mysignins

4. Digite seu UPN no prompt de login e clique em "**Next**" (**Avançar**)

5. Digite sua senha e clique em "**Sign in**" (Entrar)
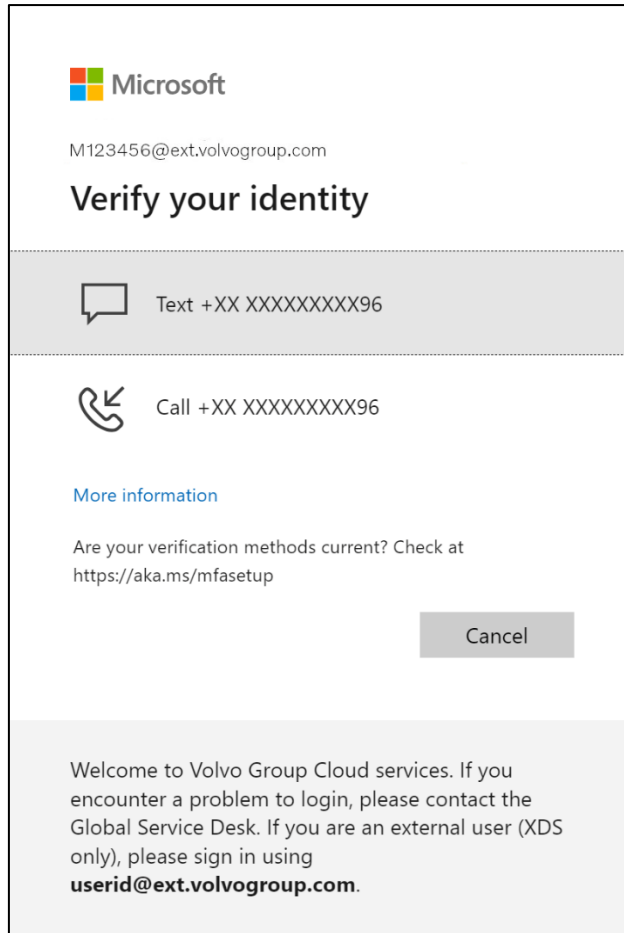
6. Na tela seguinte, selecione "**Text +XXXXXXXXXXXXXXX**" para receber uma mensagem de texto

7. Verifique o telefone com o número que você configurou como seu método MFA

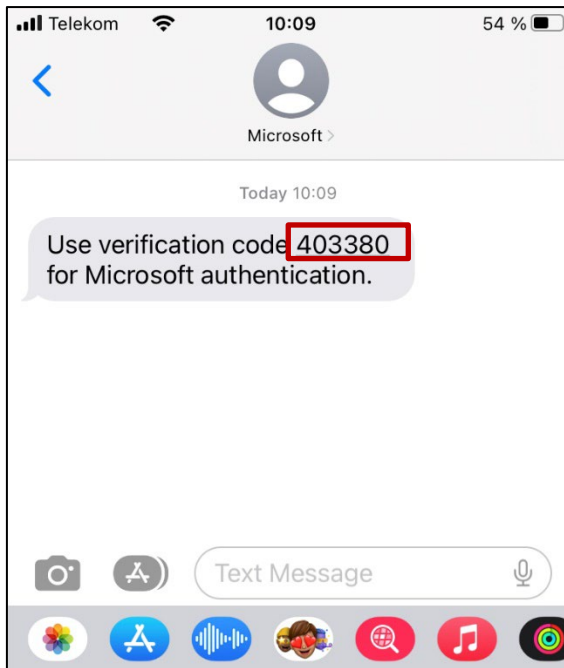**8.** Abra o aplicativo de mensagens/SMS do seu telefone.

9. Na mensagem de texto da Microsoft, você encontrará um código de 6 dígitos.
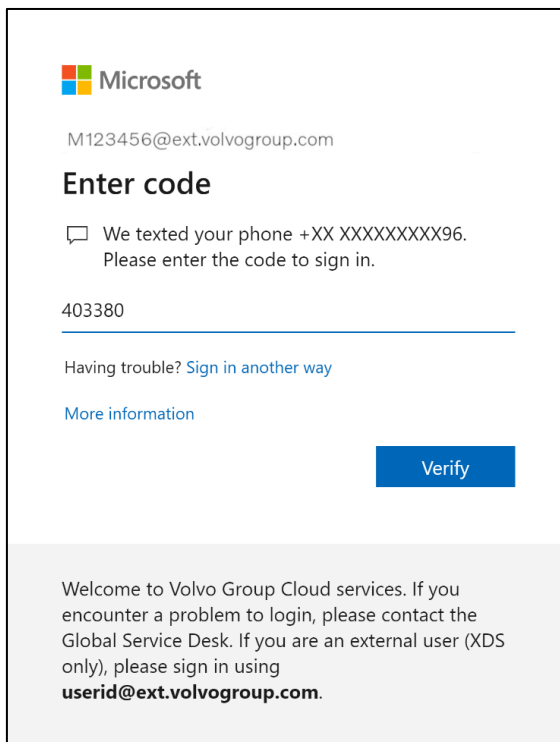
10. Digite esse código no campo da janela do navegador de seu computador e clique em "**Verify**" (**Verificar**)
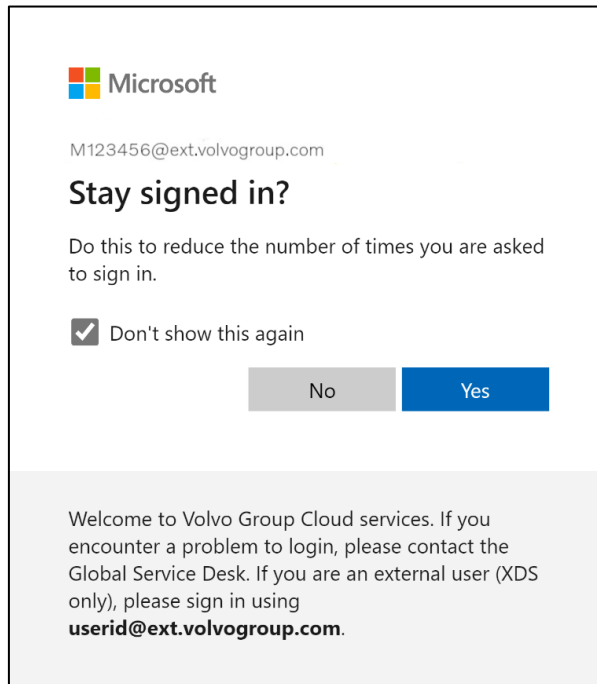
11. Confirme a próxima janela pop-up clicando em "**Yes**" (**Sim**)

Você fez login com sucesso na sua conta usando o método MFA recém-registrado.

Instrucciones MFA para usuarios EXternos

El proyecto ResumID está en pleno desarrollo para ofrecer una solución de Gestión de Identidad y Acceso (IAM) más segura, eficiente y rápida. Hemos llegado a un punto en el que necesitamos la participación activa de nuestros empleados y afiliados para implantar una función de seguridad adicional: MFA.

Un buen número de usuarios del Grupo Volvo ya utilizan MFA, pero para aumentar la seguridad de las identidades de todos nuestros usuarios, será necesario registrar un método MFA.

El propósito de este documento es ayudar a nuestros usuarios con esta transición proporcionando una guía paso a paso para habilitar MFA para las cuentas de usuario.
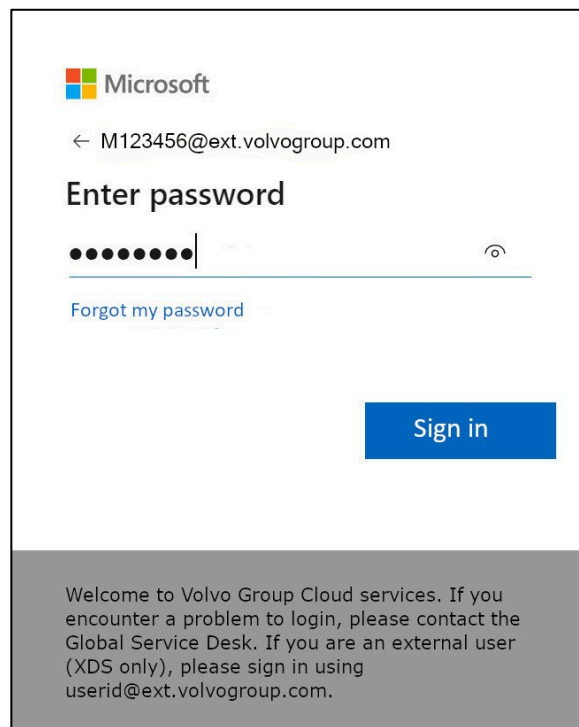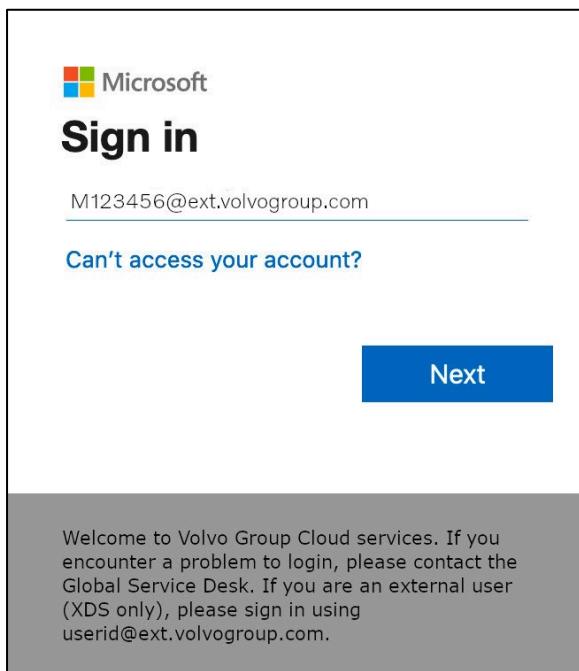
VOLVO

CONFIGURACIÓN DE MFA USUARIOS EXTERNOS

1.   Por favor, inicie sesión en su sistema (ordenador portátil del trabajo, ordenador de sobremesa del trabajo)
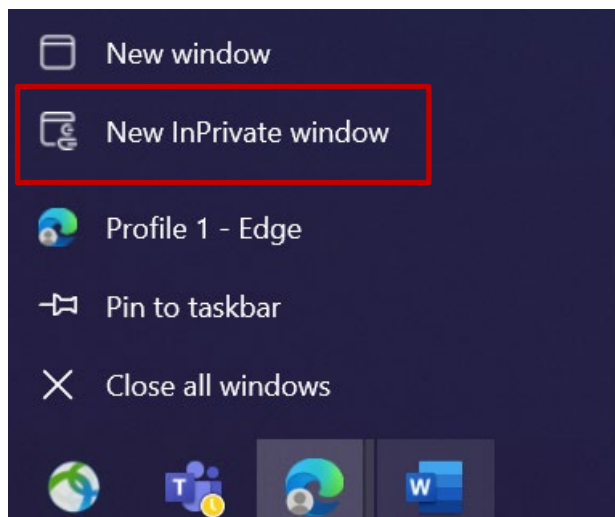
2.   Cierre todas las ventanas del navegador y abra una nueva sesión privada/de incógnito (haga clic con el botón derecho del ratón en el icono del navegador Microsoft Edge y seleccione "**Nueva ventana de inc**ógnito").

3.   En el campo de dirección del navegador, introduzca la URL: https://aka.ms/mysignins

4.   Introduce tu ID de usuario de Volvo más la extensión
      "**@ext.volvogroup.com**" y haz clic en "**Siguiente**".

5.   Introduzca la contraseña utilizando la misma contraseña que utiliza, por
      ejemplo, el Portal de Trucks

6.   Haga clic en "**Iniciar sesión**".

      Será redirigido a la página de información de seguridad de Microsoft
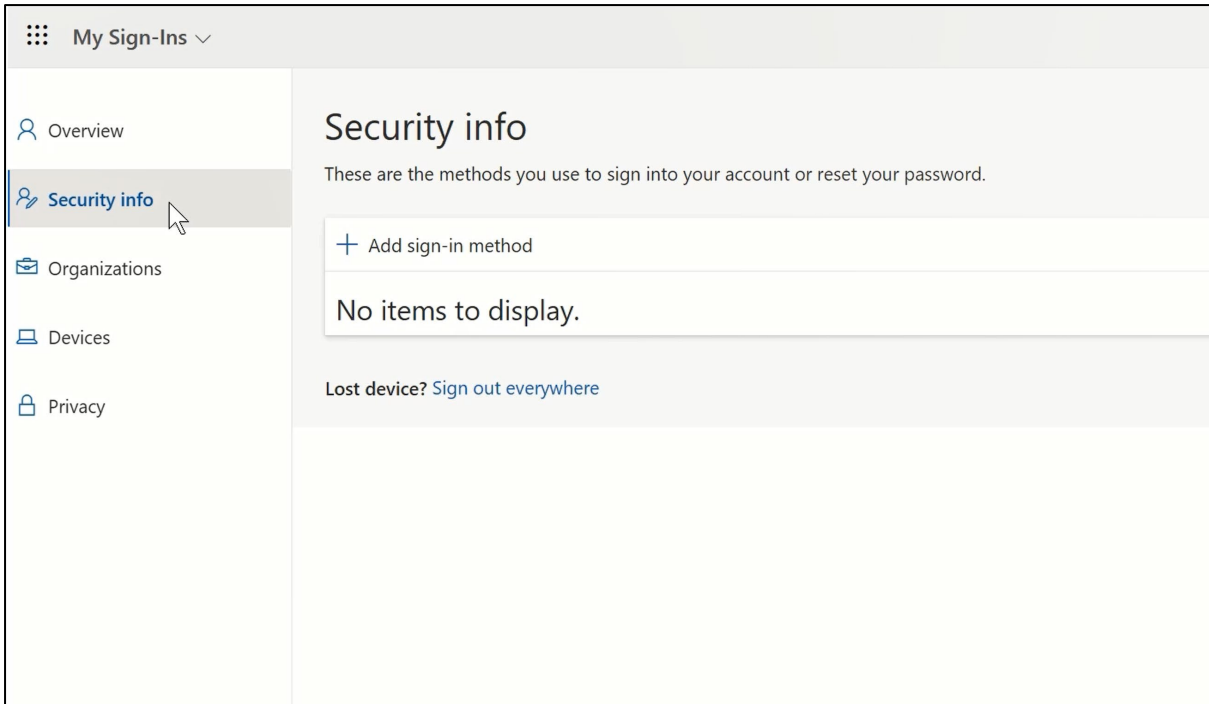
7. En la página siguiente, haga clic en "**+ Añadir método de inicio de sesión**".
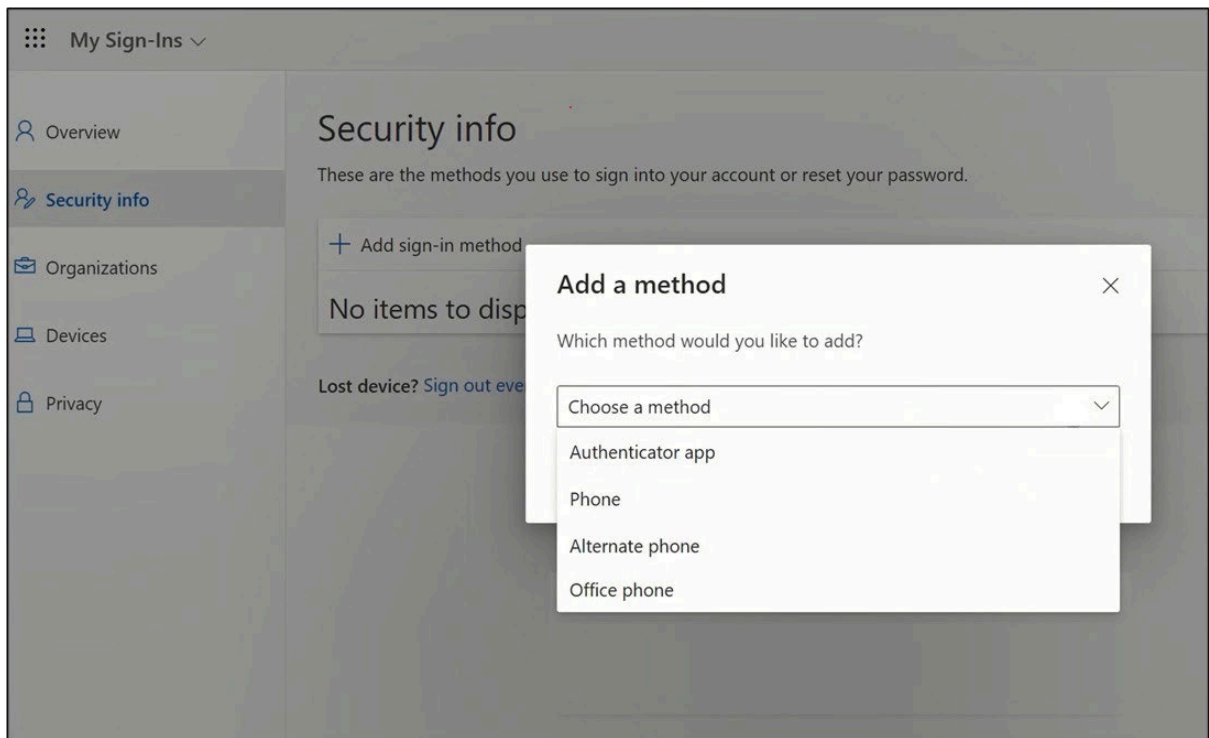
8. En la ventana emergente, despliegue el menú desplegable "**Elegir un método**" y seleccione "**Teléfono**" como método MFA preferido.

9. Introduce tu número de teléfono eligiendo el prefijo de tu país y utilizando el formato especificado, selecciona "**Envíame un código**" y haz clic en "**Siguiente**".
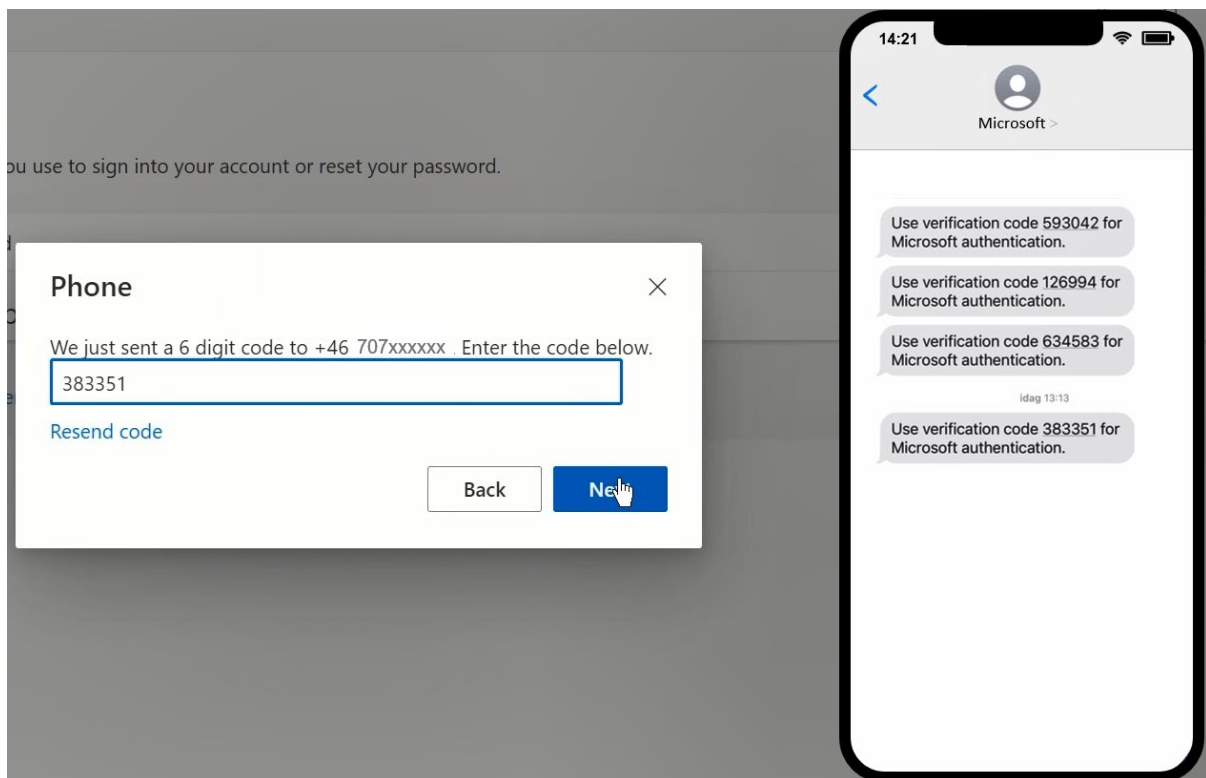
Se le enviará un código por SMS al número de teléfono que haya especificado para validar el número de teléfono.

10. Introduzca el código en el campo correspondiente
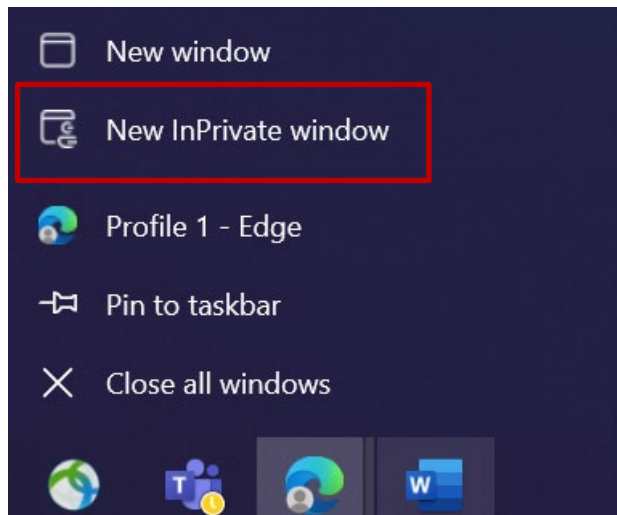
11. Haga clic en "**Siguiente**".
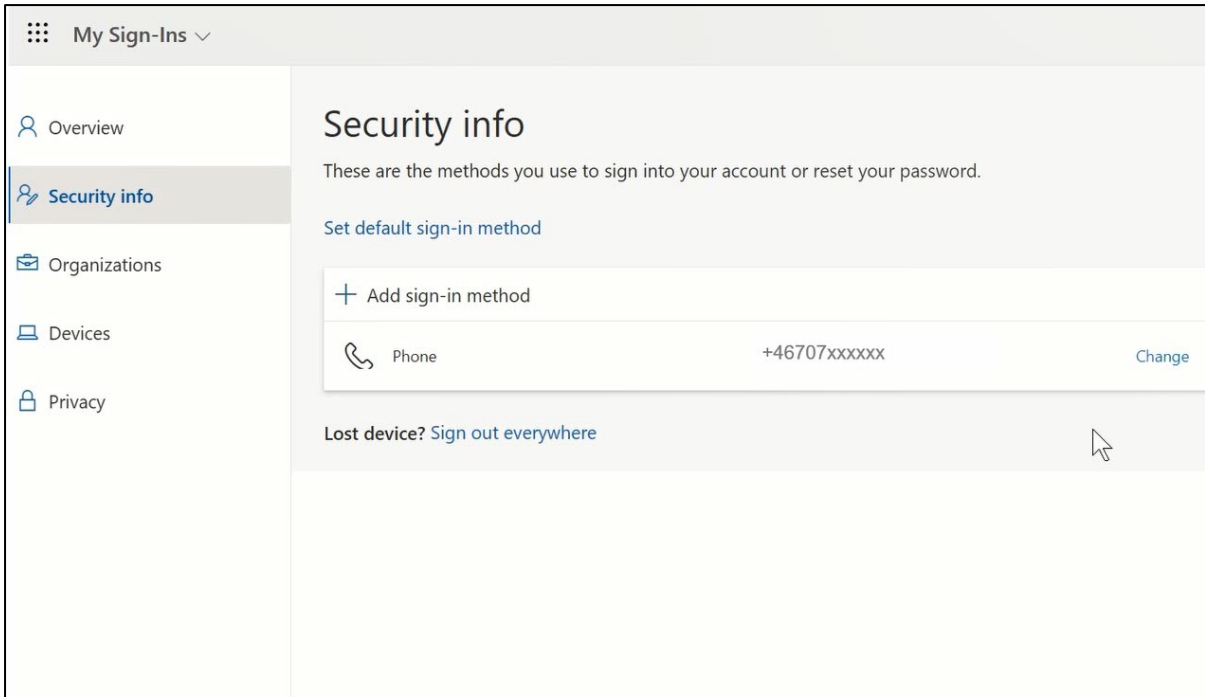
*Ahora ha habilitado MFA por SMS a su cuenta de usuario*

Has terminado.

# Pongamos a prueba tu Nuevo método MFA

1.   Salga de su cuenta.

**2.**   Lo ideal es abrir una nueva sesión de navegador privada/de incógnito (haga clic con el botón derecho en el icono del navegador Microsoft Edge y seleccione "**Nueva ventana de incógnito**").

3.   En el campo de dirección del navegador introduzca la URL : https://aka.ms/mysignins
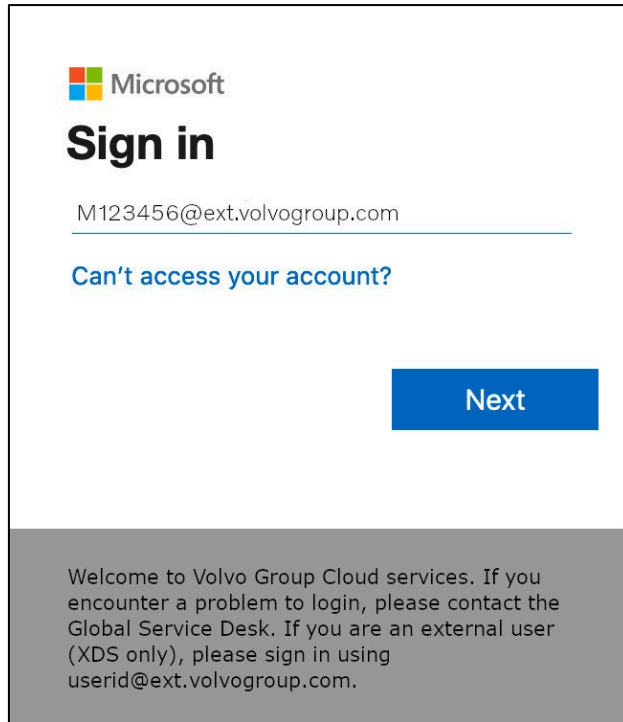
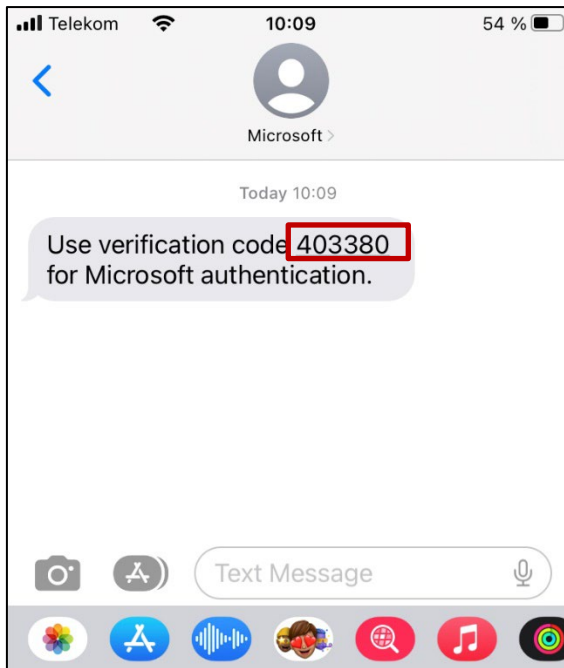4. Introduzca su UPN en la ventana de inicio de sesión y haga clic en "**Siguiente**".
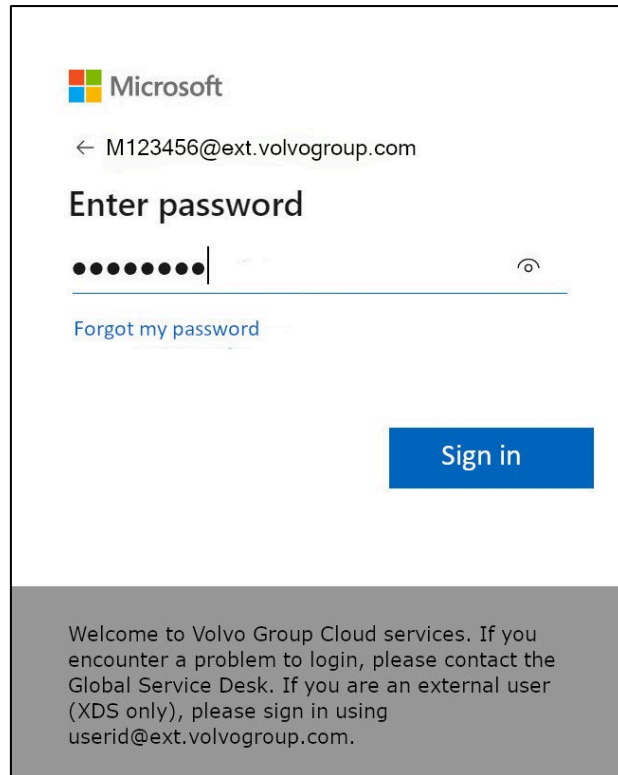
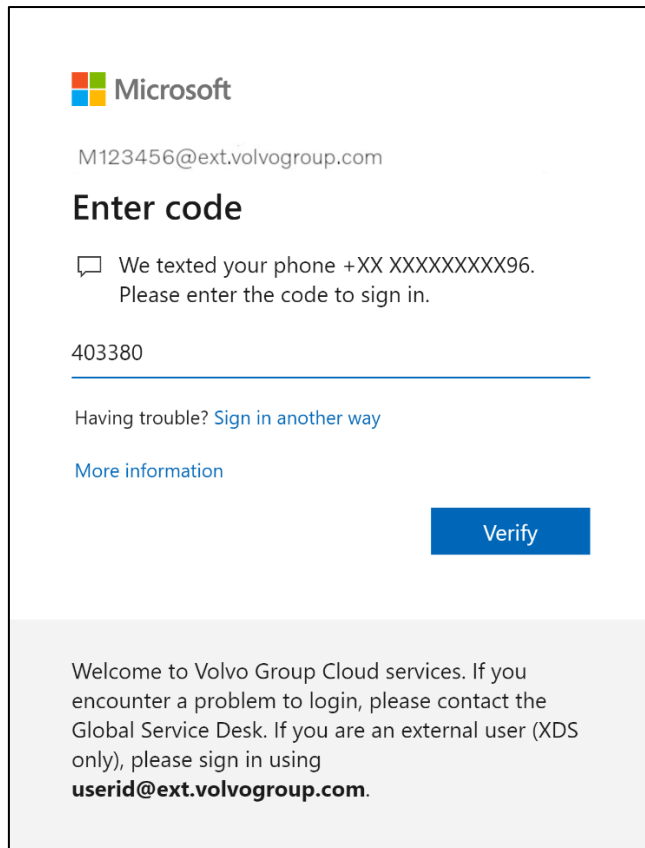5. Introduzca su contraseña y haga clic en "**Iniciar sesión**".
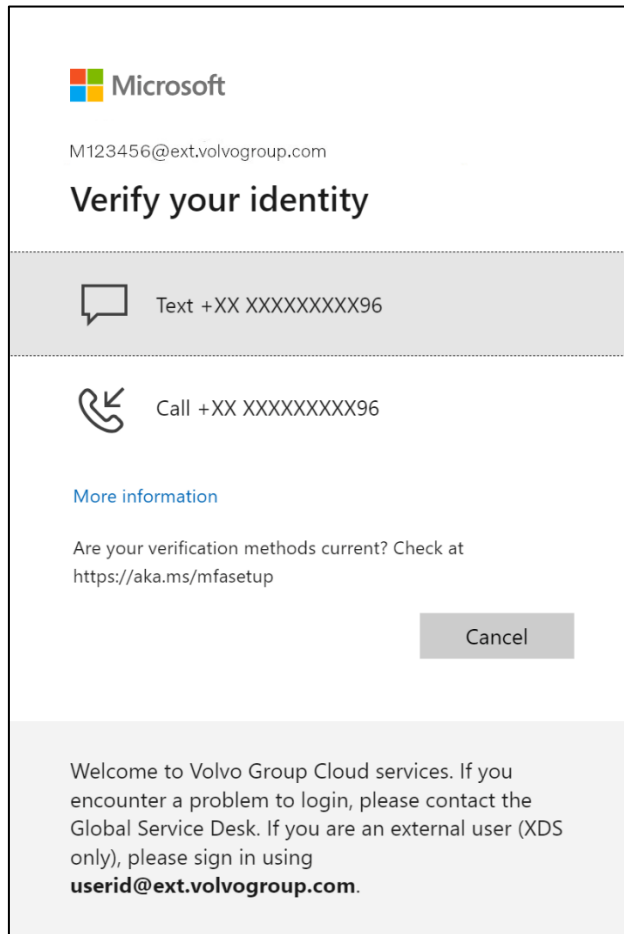
6. En la siguiente pantalla, selecciona "**Texto +XXXXXXXXXXXXXX**" para recibir un mensaje de texto.
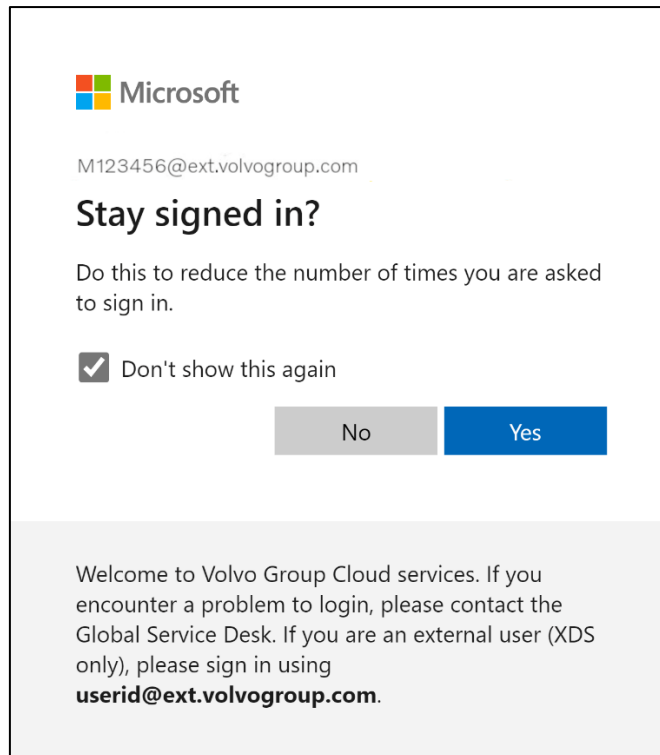
7. Compruebe el teléfono con el número que configuró como método MFA

8. Abre la aplicación de mensajes/SMS de tu teléfono.

9. En el mensaje de texto de Microsoft encontrará un código de 6 dígitos.

10. Introduzca este código en el campo de la ventana del navegador de su ordenador y haga clic en **"Verificar"**.

11. Confirme la siguiente ventana emergente pulsando "Sí".

Ha iniciado sesión correctamente en su cuenta utilizando el método MFA que acaba de registrar.

MFA-instruktioner för externa användare

ResumID-projektet är i full gång med att leverera en säkrare, effektivare och snabbare IAM-lösning (Identity and Access Management). Vi har nått en punkt där vi behöver aktivt deltagande från våra anställda och dotterbolag för att implementera en ytterligare säkerhetsfunktion - MFA.

Ett stort antal av Volvokoncernens användare använder redan MFA, men för att öka säkerheten för alla våra användares identiteter kommer en registrering av en MFA-metod att vara nödvändig.

Syftet med detta dokument är att hjälpa våra användare med denna övergång genom att tillhandahålla en steg-för-steg-guide för att aktivera MFA för användarkonton.

VOLVO

INSTÄLLNING AV MFA EXTERNA ANVÄNDARE

1. Logga in på ditt system (bärbar dator, stationär dator)
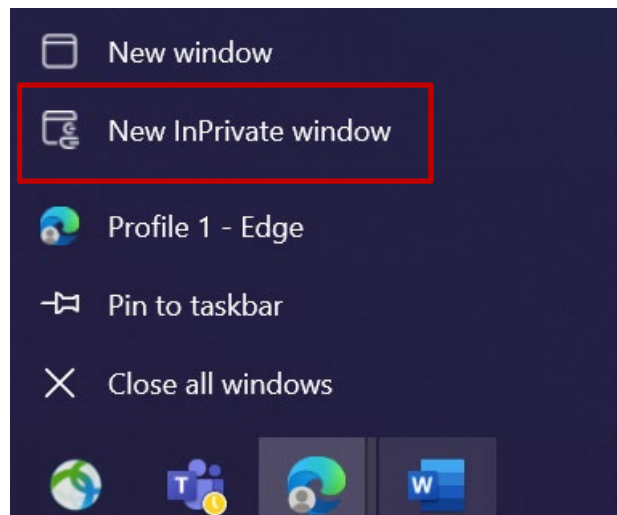
2. Stäng alla webbläsarfönster och öppna en ny privat/incognito webbläsarsession (högerklicka på Microsoft Edge webbläsarikon och välj "Nytt InPrivate-fönster")

3. I webbläsarens adressfält anger du URL: https://aka.ms/mysignins

VOLVO

4. Ange ditt Volvo User ID plus tillägget "**@ext.volvogroup.com**" och klicka på
   "**Next**"

5. Ange lösenordet genom att använda samma lösenord som du använder för
   t.ex. Lastbilsportalen

6. Klicka på "**Logga in**"

   Du kommer att vidarebefordras till Microsofts sida med säkerhetsinformation
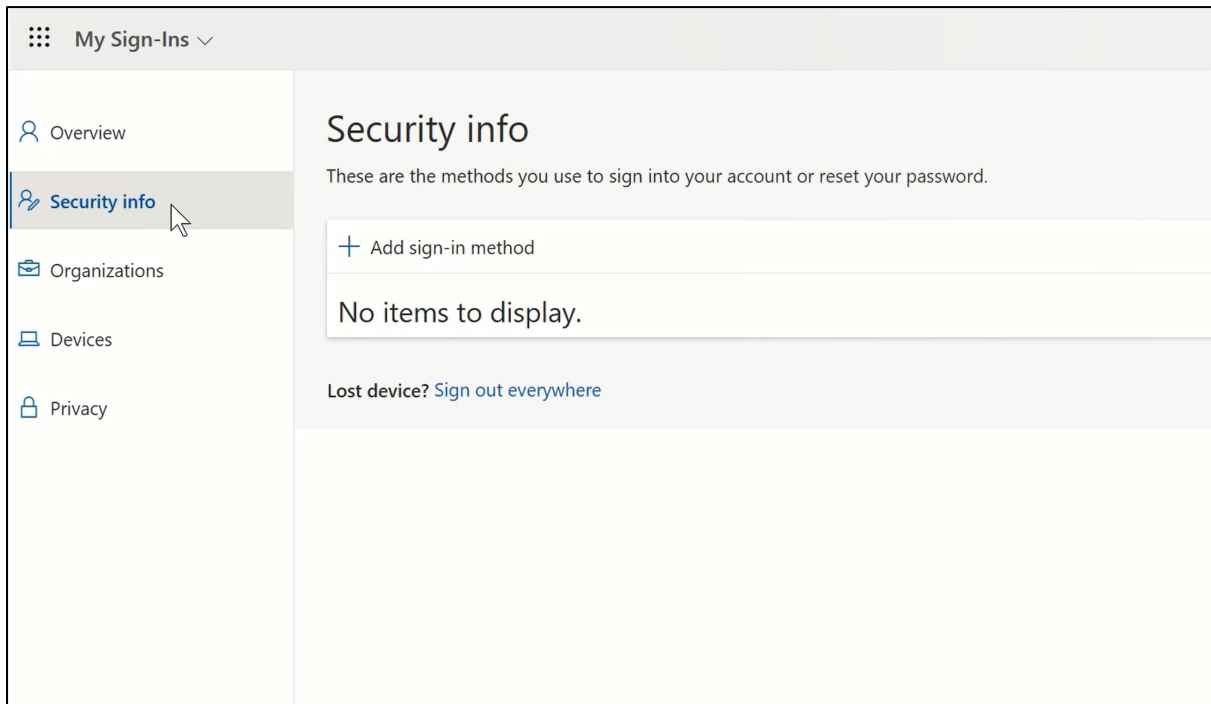
7.   På nästa sida klickar du på "**+ Lägg till inloggningsmetod**"
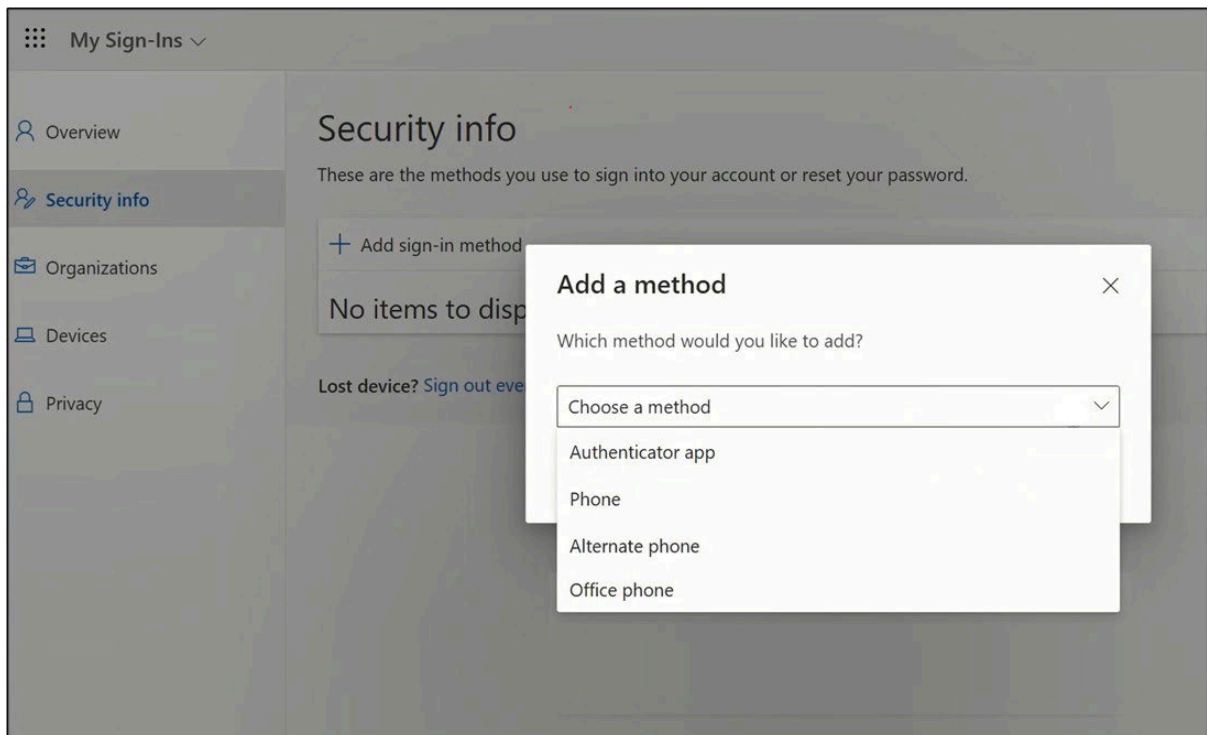
8.   Expandera rullgardinsmenyn "**Välj en metod**" och välj "**Telefon**" som din föredragna MFA-metod i popup-fönstret

9. Ange ditt telefonnummer genom att välja din landskod och använda den angivna formateringen, välj "**Skicka mig en kod**" och klicka på "**Nästa**".
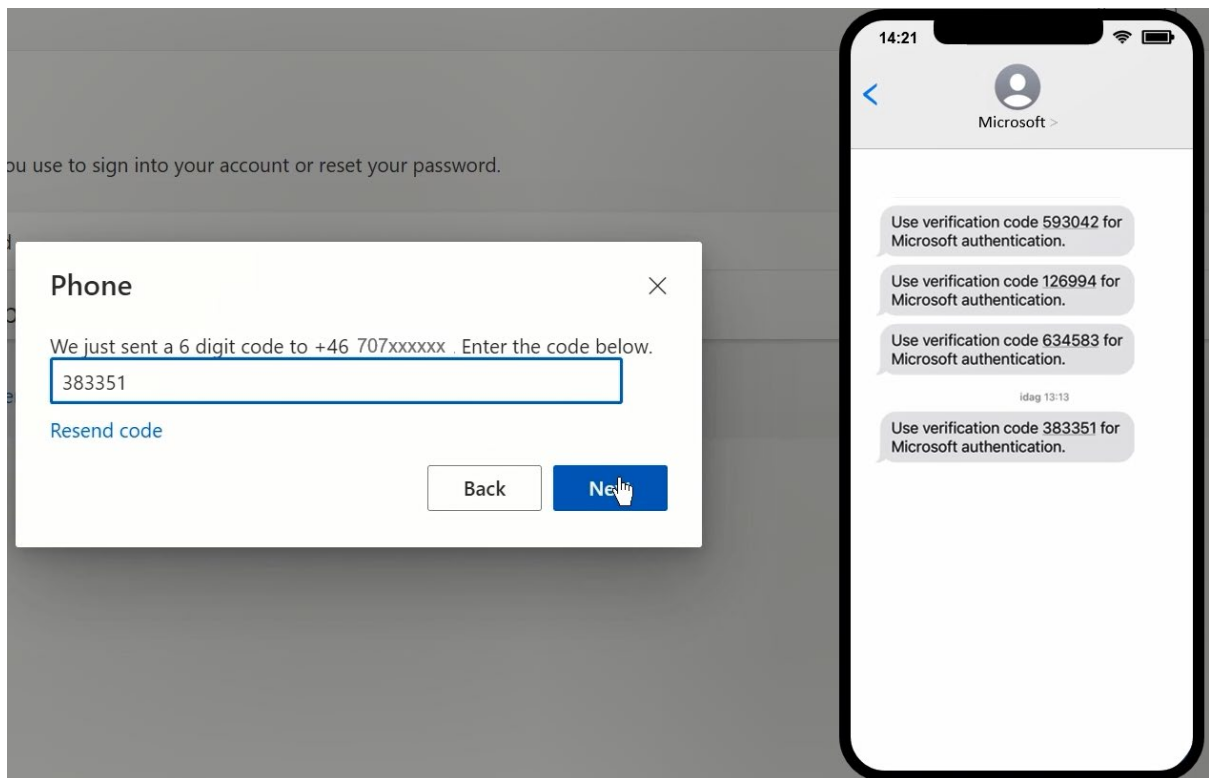
Du kommer att få en kod skickad via SMS till det telefonnummer du angav för att validera telefonnumret.

10. Ange koden i motsvarande fält

11. Klicka på "**Nästa**"
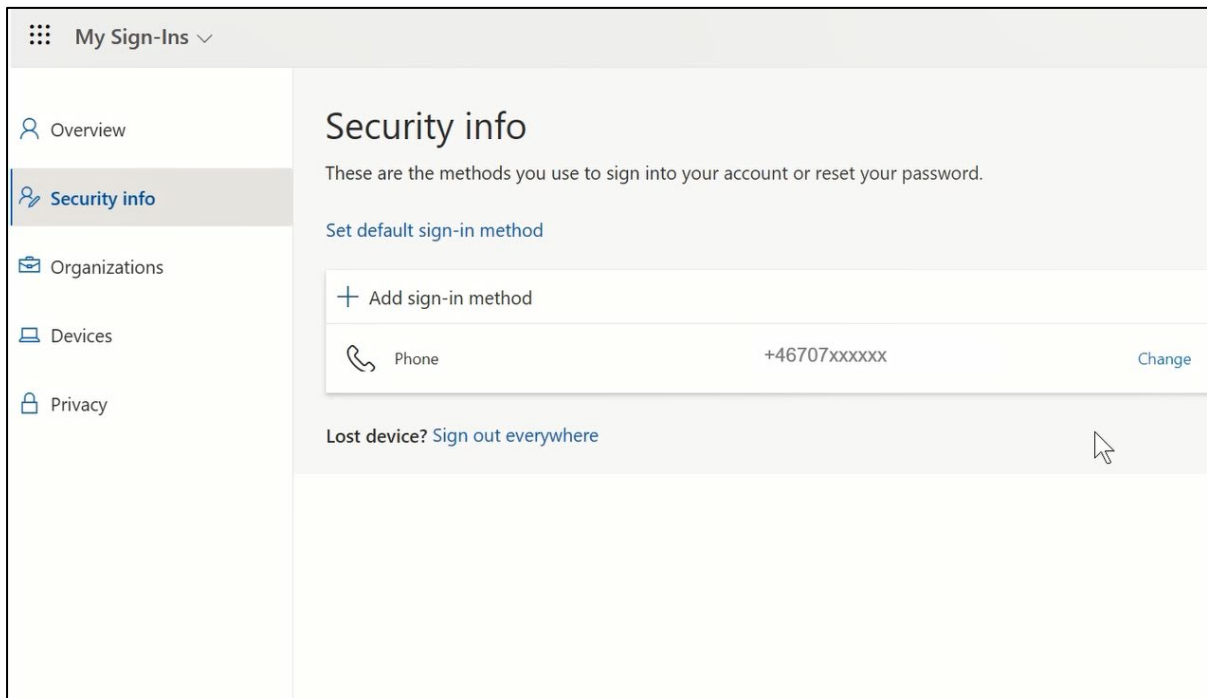
Nu har du aktiverat MFA via SMS till ditt användarkonto
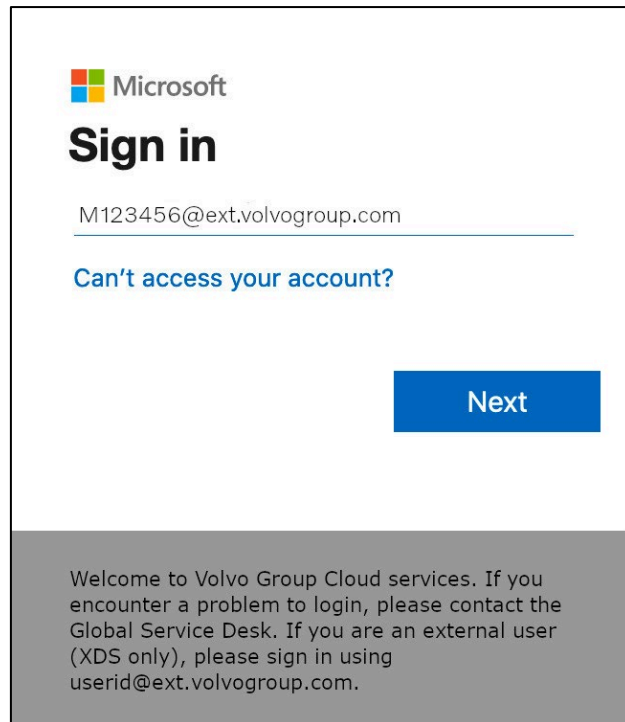
Du är klar.

Låt oss testa din
Ny MFA-metod

1.   Logga ut från ditt konto.
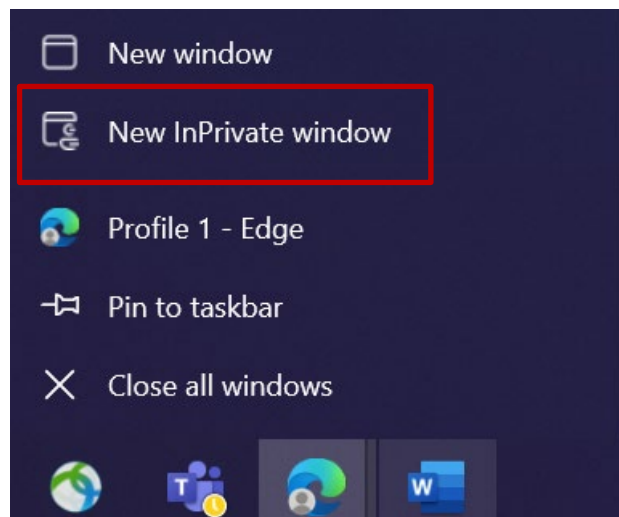
2.   Öppna helst en ny privat/incognito webbläsarsession (högerklicka på Microsoft Edge webbläsarikon och välj "**New InPrivate Window**")

3.   I adressfältet i webbläsaren anger du URL: https://aka.ms/mysignins
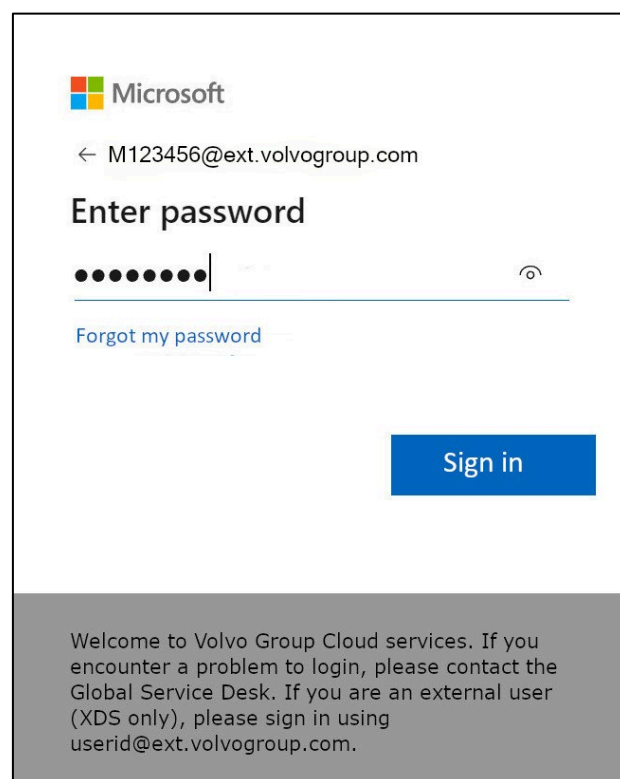
4. Ange ditt UPN i inloggningsrutan och klicka på "**Nästa**"
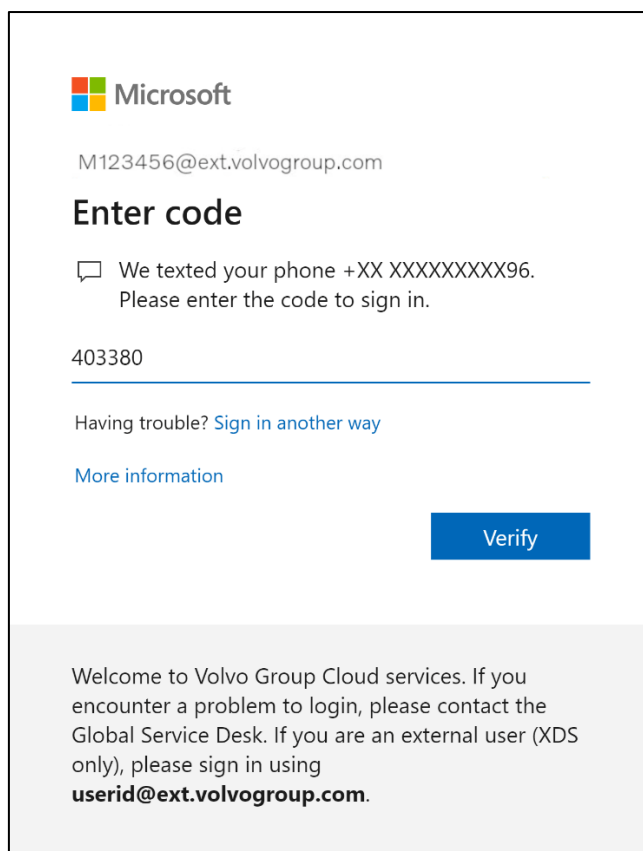


5. Ange ditt lösenord och klicka på "**Logga in**"
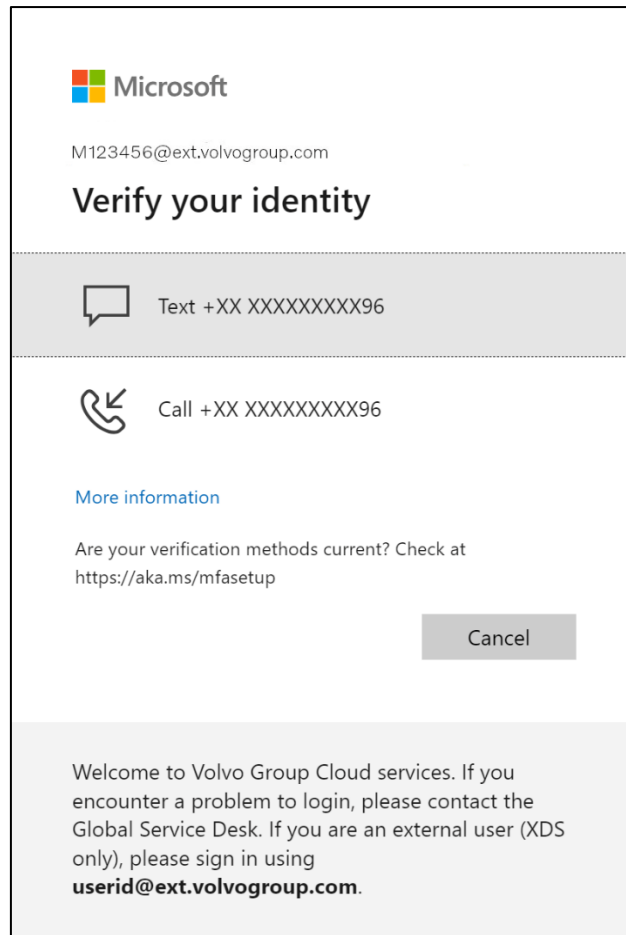
6. På nästa skärm väljer du "**Text +XXXXXXXXXXXX**" för att ta emot ett textmeddelande

7. Kontrollera telefonen med det nummer som du har ställt in som MFA-metod
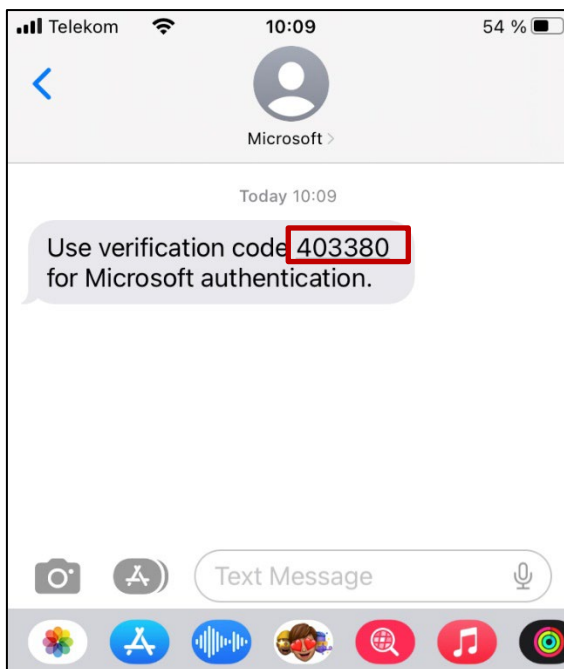
8.   Öppna appen Meddelanden/SMS på din telefon.

9.   I textmeddelandet från Microsoft hittar du en 6-siffrig kod.

10.   Ange denna kod i fältet i webbläsarfönstret på din dator och klicka på
      "**Verifiera**"
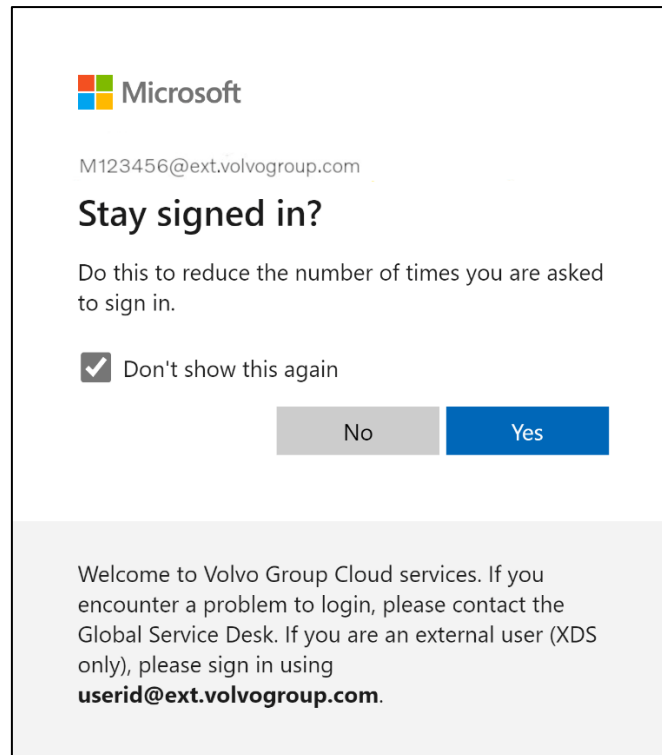
11. Bekräfta nästa popup-meddelande genom att klicka på "**Ja**"

Du har framgångsrikt loggat in på ditt konto med din nyregistrerade MFA-metod.

คำแนะนำ MFA สำหรับ ผู้ใช้ ภายนอก

โครงการ ResumID กำลังดำเนินการอย่างเต็มที่เพื่อส่งมอบโซลูชัน Identity and Access Management (IAM) ที่ปลอดภัย มีประสิทธิภาพ และรวดเร็วยิ่งขึ้น เราได้มาถึงจุดที่เราต้องการการมีส่วนร่วมอย่างจริงจังจากพนักงานและบริษัทในเครือของเราเพื่อใช้คุณสมบัติความปลอดภัยเพิ่มเติม – MFA
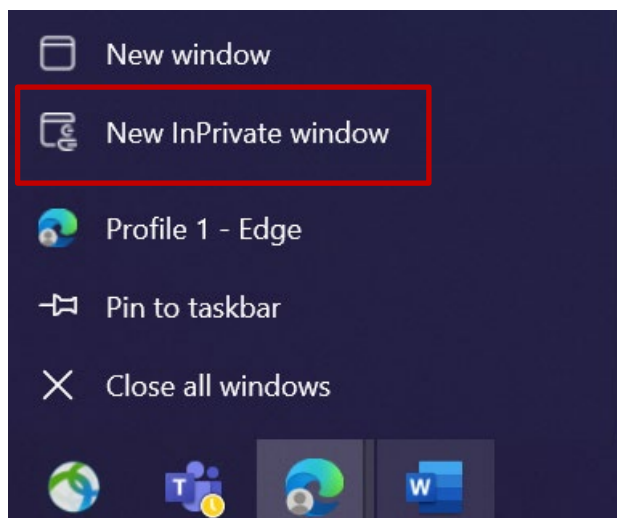
ผู้ใช้ Volvo Group จำนวนมากใช้ MFA อยู่แล้ว แต่ เพื่อ เพิ่มความปลอดภัยในการระบุตัวตนของผู้ใช้ของเราทั้งหมด การลงทะเบียนวิธีการ MFA จึงมีความจำเป็น

จุดประสงค์ของเอกสารนี้คือเพื่อช่วยผู้ใช้ของเราในการเปลี่ยนแปลงนี้โดยให้คำแนะนำทีละขั้นตอนในการเปิดใช้งาน MFA สำหรับบัญชีผู้ใช้

SETTING UP MFA EXTERNAL USERS

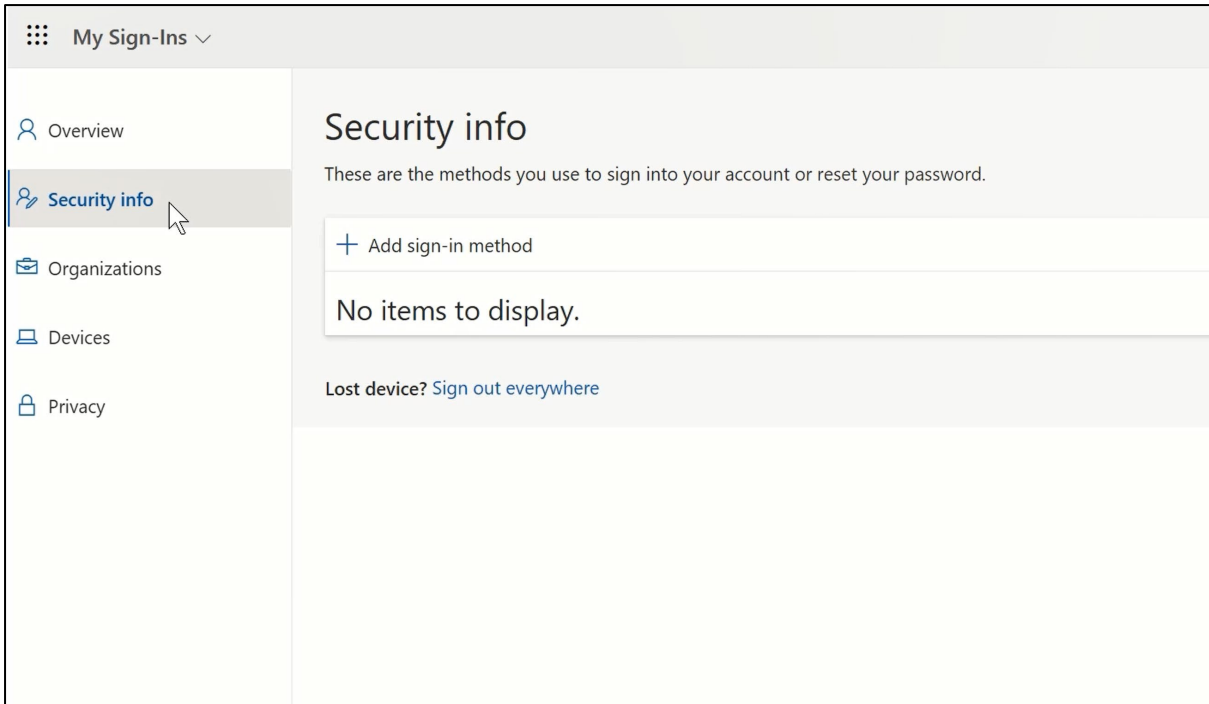1.   กรุณาเข้าสู่ระบบของคุณ (แล็ปท็อปสำหรับทำงาน, เดสก์ท็อปสำหรับทำงาน)

2.   ปิดหน้าต่างเบราว์เซอร์ทั้งหมดและ เปิดเซสชันเบราว์เซอร์ส่วนตัว/ไม่ระบุตัวตนใหม่
    (คลิกขวาที่ไอคอนเบราว์เซอร์ Microsoft Edge แล้วเลือก " **New InPrivate Window** ")
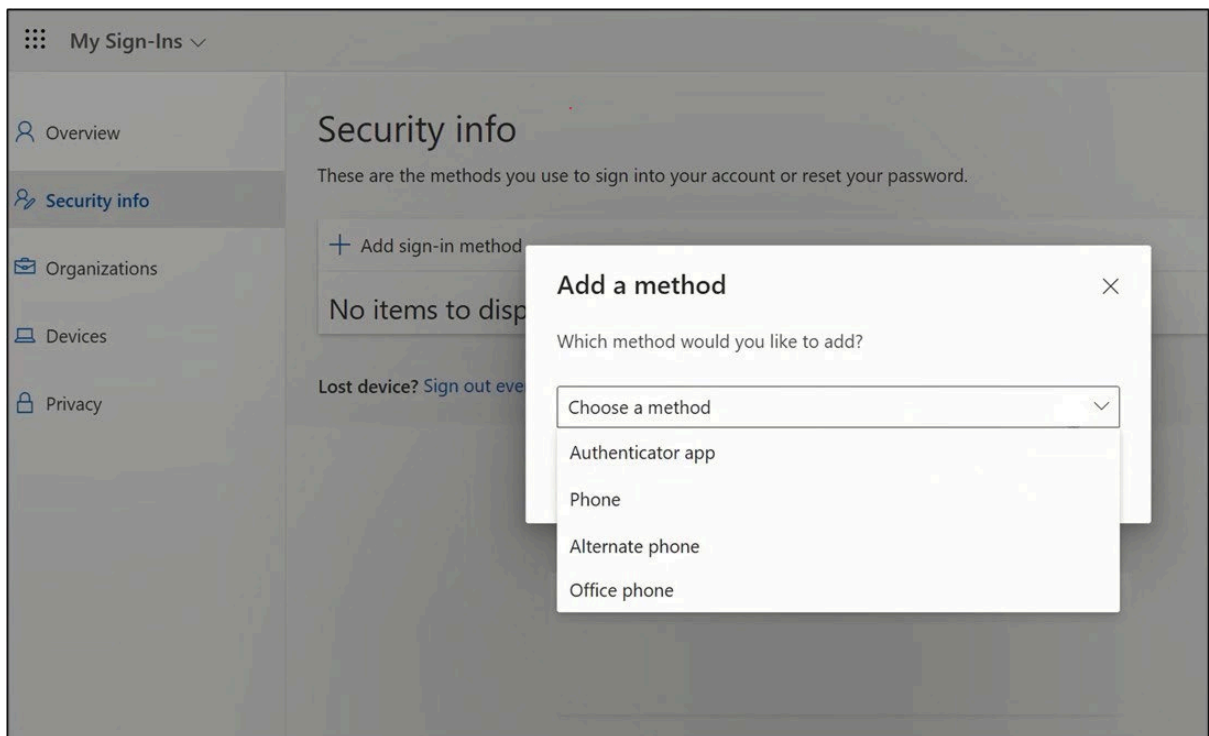
3.   ในช่องที่อยู่ของเบราว์เซอร์ ให้ป้อน URL: https://aka.ms/mysignins
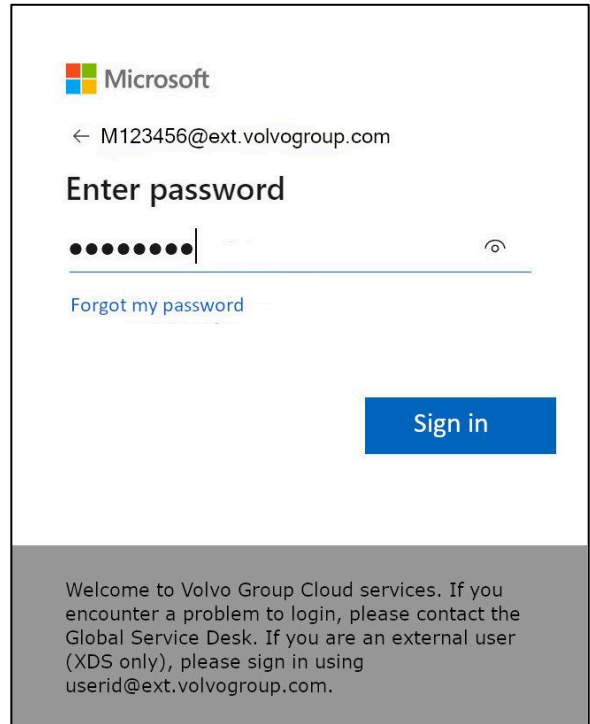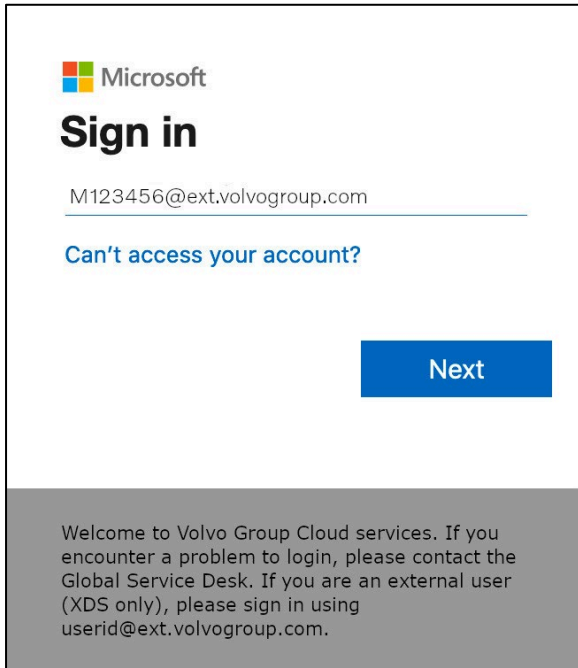
4. ป้อน ID ผู้ใช้วอลโว่ของคุณพร้อมนามสกุล " **@ext.volvogroup.com** " แล้วคลิก " **ถัดไป** "

5. ป้อนรหัสผ่านโดยใช้รหัสผ่านเดียวกับที่คุณใช้ ตัวอย่างเช่น Trucks Portal

6. คลิก " **ลงชื่อเข้าใช้** "

   คุณจะถูกส่งต่อไปยังหน้าข้อมูลความปลอดภัยของ Microsoft

7. ในหน้าถัดไป คลิกที่ " **+ เพิ่มวิธีการลงชื่อเข้าใช้** "

8. ในป๊อปอัป ขยายเมนูแบบเลื่อนลง " **เลือกวิธีการ** " และเลือก " **โทรศัพท์** " เป็นวิธี MFA ที่คุณต้องการ

9.   ป้อนหมายเลขโทรศัพท์ของคุณโดยเลือกรหัสประเทศของคุณและใช้รูปแบบที่ระบุ เลือก "
ส่งข้อความรหัสให้ฉัน " และคลิก " **ถัดไป** "
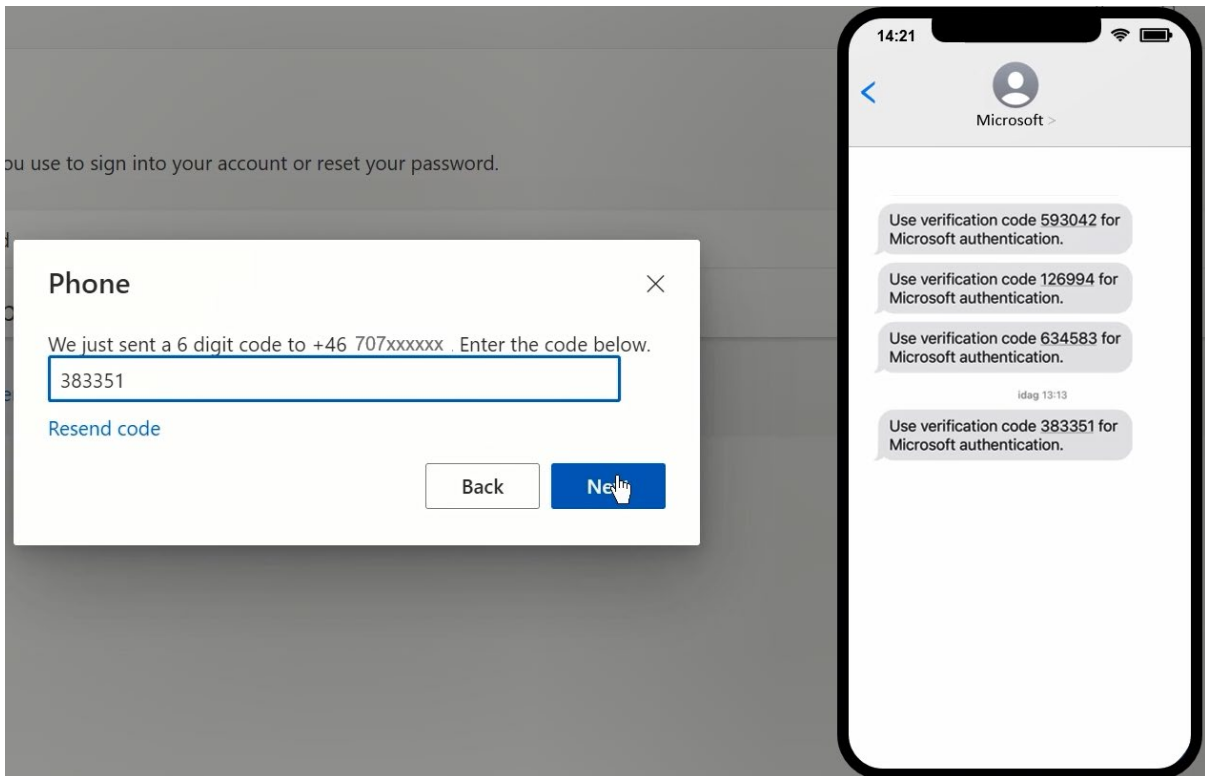
*คุณจะได้รับรหัสทาง SMS
ไปยังหมายเลขโทรศัพท์ที่คุณระบุเพื่อตรวจสอบความถูกต้องของหมายเลขโทรศัพท์*

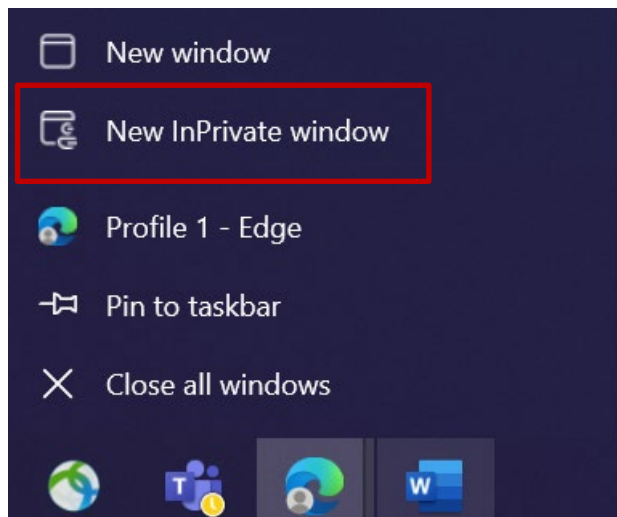10.   ป้อนรหัสในช่องที่เกี่ยวข้อง

11.   คลิกที่ " **ถัดไป** "
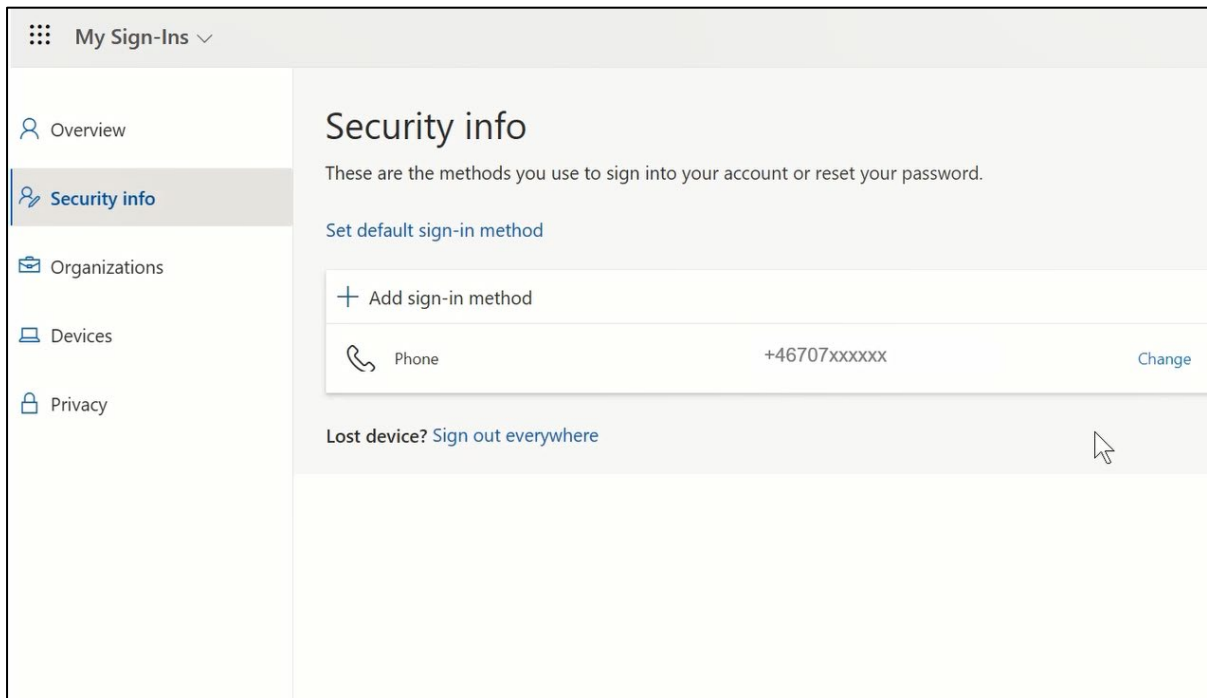
ตอนนี้คุณได้เปิดใช้งาน *ōๅ A* ทาง *Uōⅉ* ไปยังบัญชีผู้ใช้ของคุณแล้ว
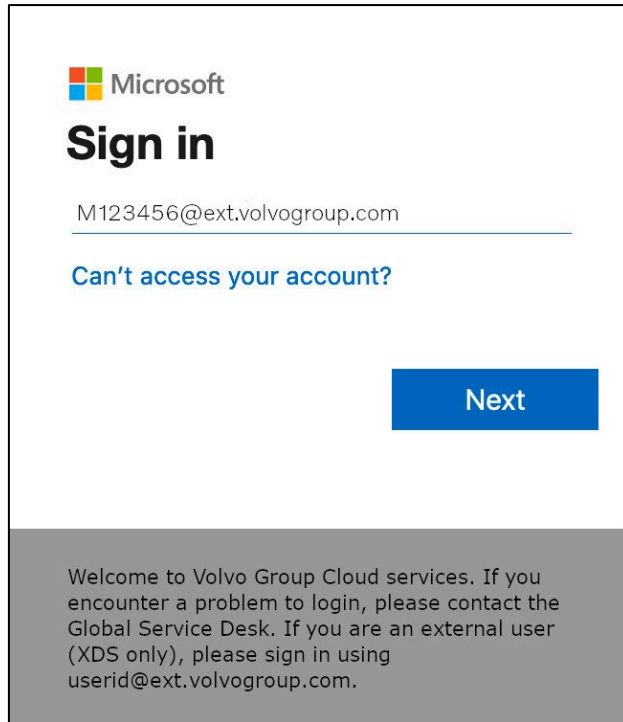
คุณทำเสร็จแล้ว

มาทดสอบของคุณกันเถอะ วิธีใหม่ของ MFA

1.   ออกจากระบบบัญชีของคุณ

2.   เปิดเซสชันเบราว์เซอร์ส่วนตัว/ไม่ระบุตัวตนใหม่ (คลิกขวาที่ไอคอนเบราว์เซอร์ Microsoft Edge แล้วเลือก " **New InPrivate Window** ")

3.   ในช่องที่อยู่ของเบราว์เซอร์ ให้ป้อน URL : https://aka.ms/mysignins

4.   ป้อน UPN ของคุณในพรอมต์ลงชื่อเข้าใช้แล้วคลิก " **ถัดไป** "
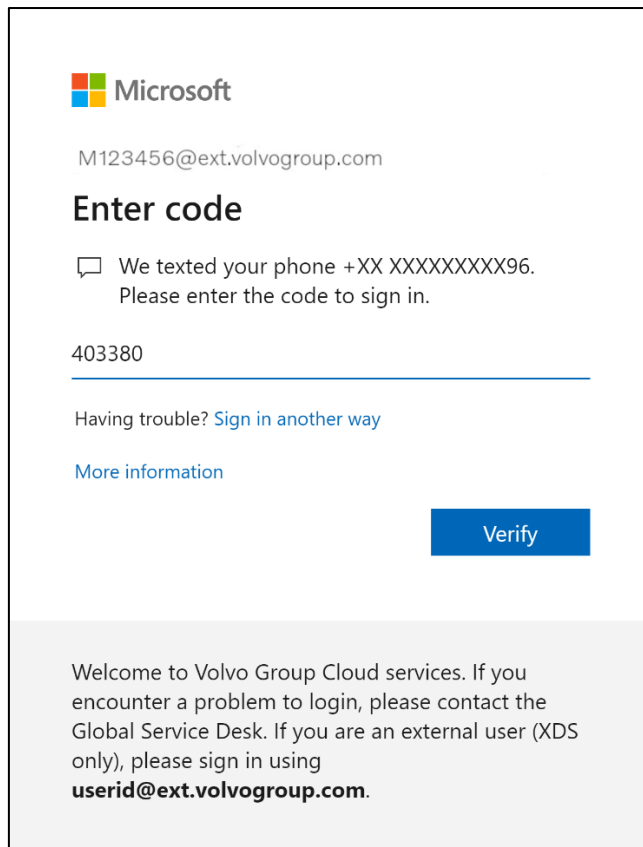

5.   ป้อนรหัสผ่านของคุณและคลิกที่ " **ลงชื่อเข้าใช้** "
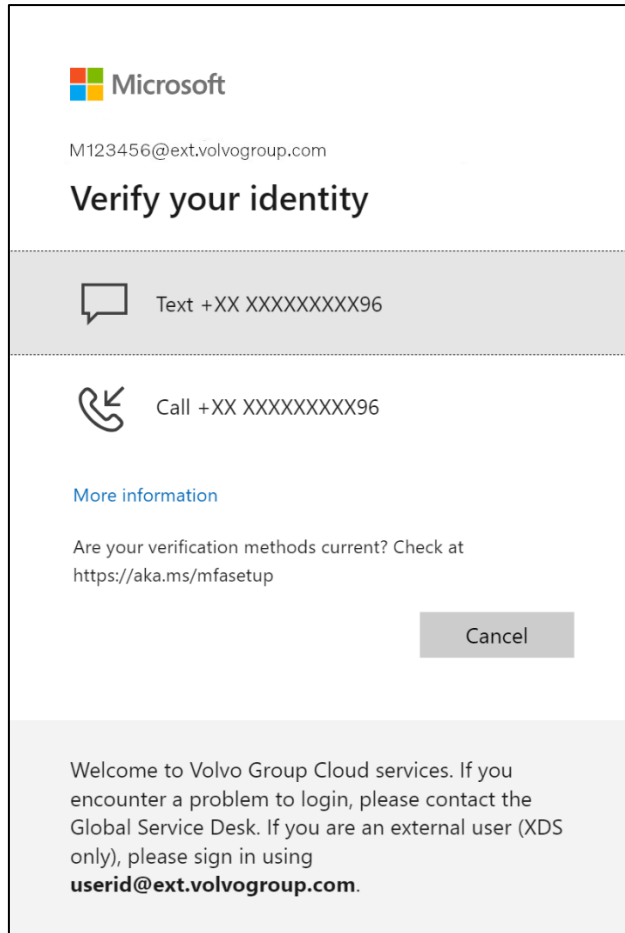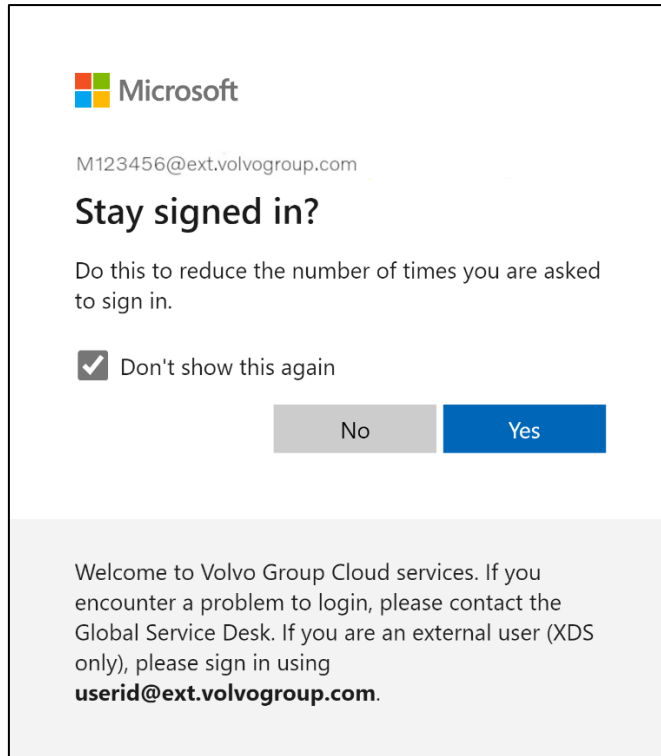
6. ในหน้าจอถัดไป เลือก " **ข้อความ +XXXXXXXXXXXXXX** " เพื่อรับข้อความ

7. ตรวจสอบโทรศัพท์ด้วยหมายเลขที่คุณตั้งค่าเป็นวิธี MFA ของคุณ

8. เปิดแอปข้อความ/SMS ในโทรศัพท์ของคุณ

9. ในข้อความจาก Microsoft คุณจะพบรหัส 6 หลัก

10. ป้อนรหัสนี้ในช่องหน้าต่างเบราว์เซอร์ของคอมพิวเตอร์ของคุณแล้วคลิก " **ตรวจสอบ** "

11.   ยืนยันป๊อปอัปถัดไปโดยคลิกที่ " **ใช่** "

คุณลงชื่อเข้าใช้บัญชีของคุณสำเร็จโดยใช้วิธีการ OI A ที่ลงทะเบียนใหม่ของคุณ

Harici Kullanıcılar için MFA Talimatları

ResumID projesi, daha güvenli, verimli ve hızlı bir Kimlik ve Erişim Yönetimi (IAM) çözümü sunmak için tüm hızıyla devam ediyor. Ek bir güvenlik özelliği olan MFA'yı uygulamak için çalışanlarımızın ve iştiraklerimizin aktif katılımına ihtiyaç duyduğumuz bir noktaya ulaştık.

Volvo Group kullanıcılarının büyük bir kısmı zaten MFA kullanmaktadır, ancak tüm kullanıcılarımızın kimliklerinin güvenliğini artırmak için bir MFA yönteminin kaydedilmesi gerekecektir.

Bu belgenin amacı, kullanıcı hesapları için MFA'yı etkinleştirmeye yönelik adım adım bir kılavuz sağlayarak kullanıcılarımıza bu geçişte yardımcı olmaktır.

MFA KURULUMU
HARICI KULLANİCİLAR

1. Lütfen sisteminizde oturum açın (iş dizüstü bilgisayarı, iş masaüstü bilgisayarı)
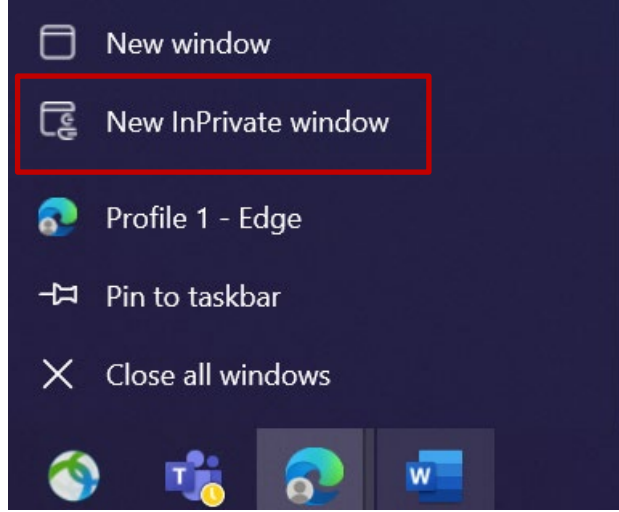
2. Tüm tarayıcı pencerelerini kapatın ve yeni bir özel/ gizli tarayıcı oturumu açın (Microsoft Edge tarayıcı simgesine sağ tıklayın ve "Yeni InPrivate Penceresi "ni seçin)

3. Tarayıcının adres alanına şu URL'yi girin: https://aka.ms/mysignins

4. Volvo Kullanıcı Kimliğinizi ve "**@ext.volvogroup.com**" uzantısını girin ve "**İleri**"yi tıklayın

5. Parolayı, örneğin Trucks Portal'da kullandığınız parolanın aynısını kullanarak girin

6. "**Oturum Aç**"ı tıklayın

    Microsoft'un Güvenlik Bilgileri sayfasına yönlendirileceksiniz
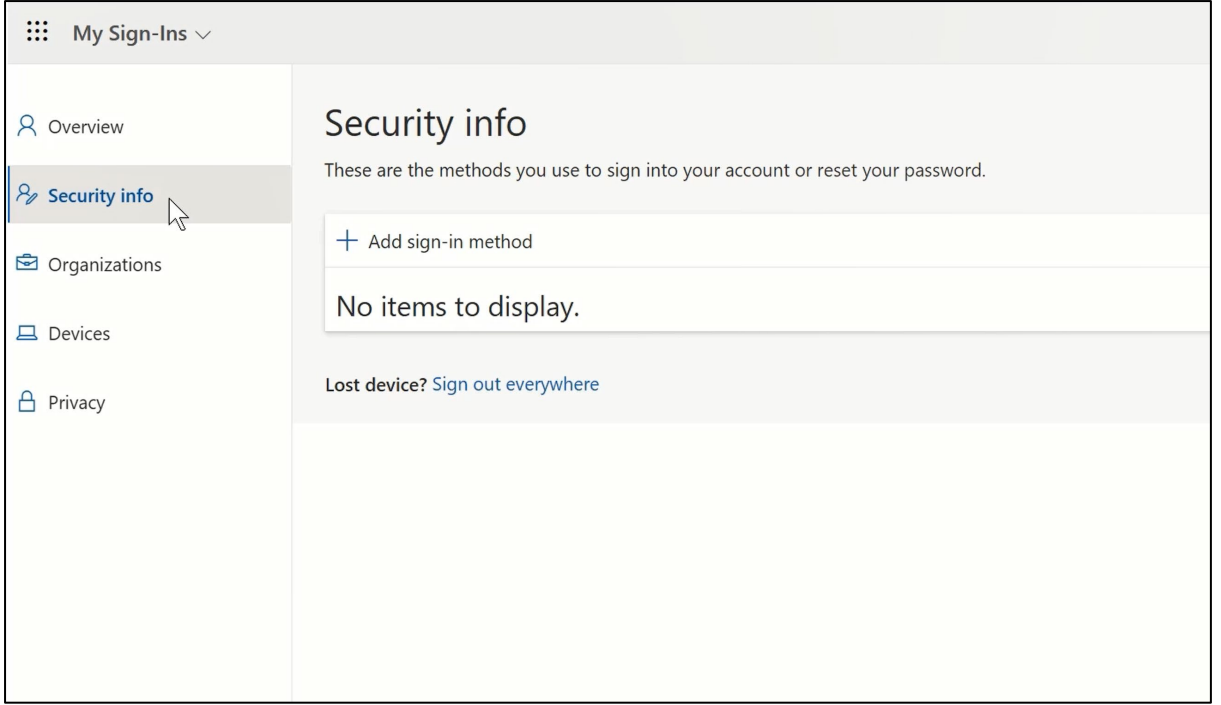
7. Sonraki sayfada "**+ Oturum açma yöntemi ekle**" seçeneğine tıklayın
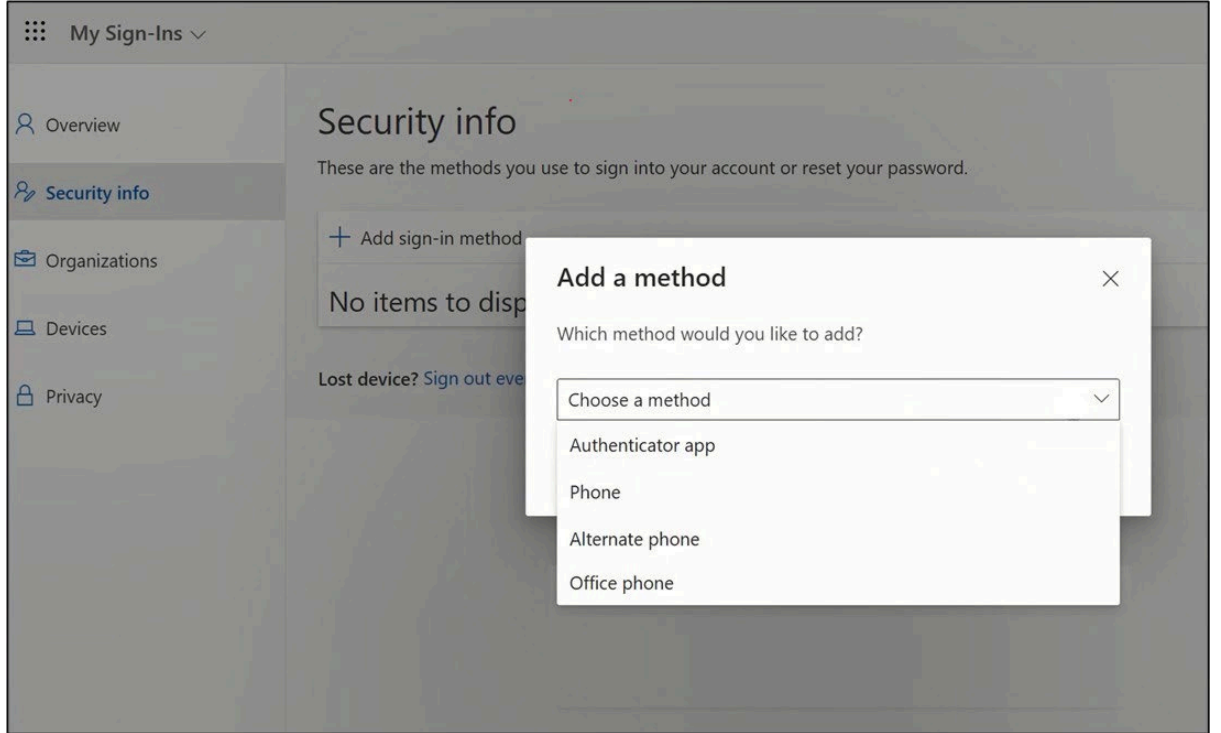
8. Açılır pencerede, "**Bir yöntem seçin**" açılır menüsünü genişletin ve tercih ettiğiniz MFA yöntemi olarak "**Telefon "u seçin**
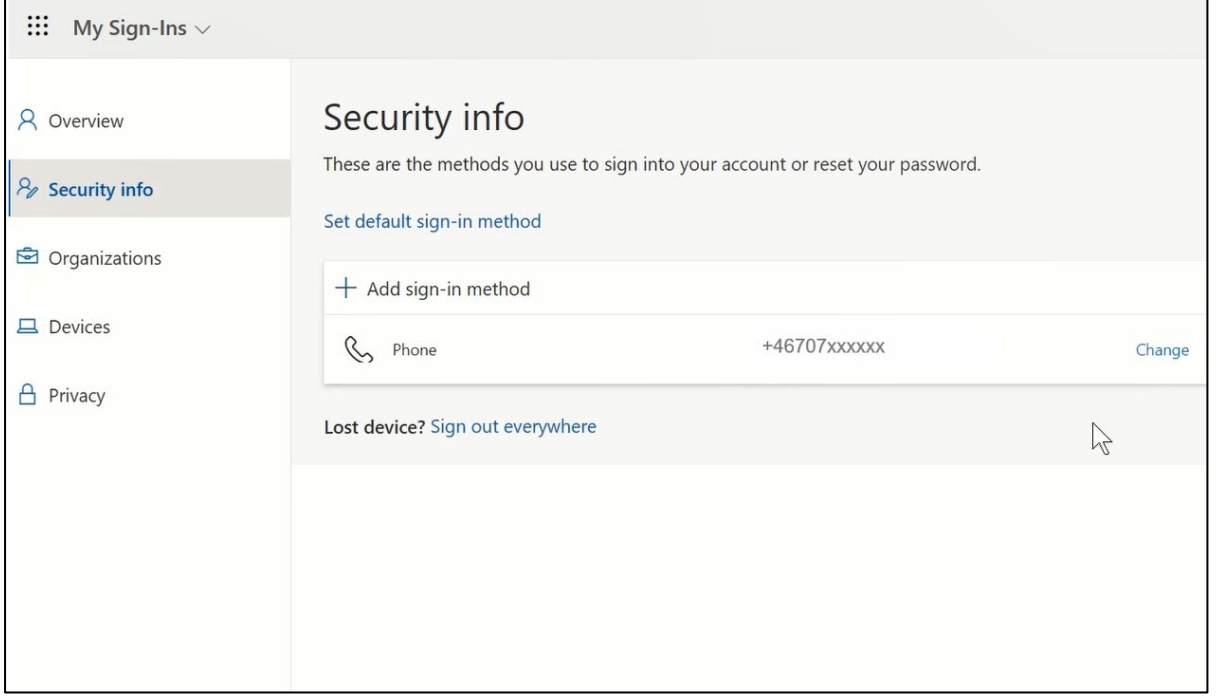
9. Ülke kodunuzu seçerek ve belirtilen biçimlendirmeyi kullanarak telefon numaranızı girin, "Bana bir kod gönder" seçeneğini seçin ve "İleri" ye tıklayın.
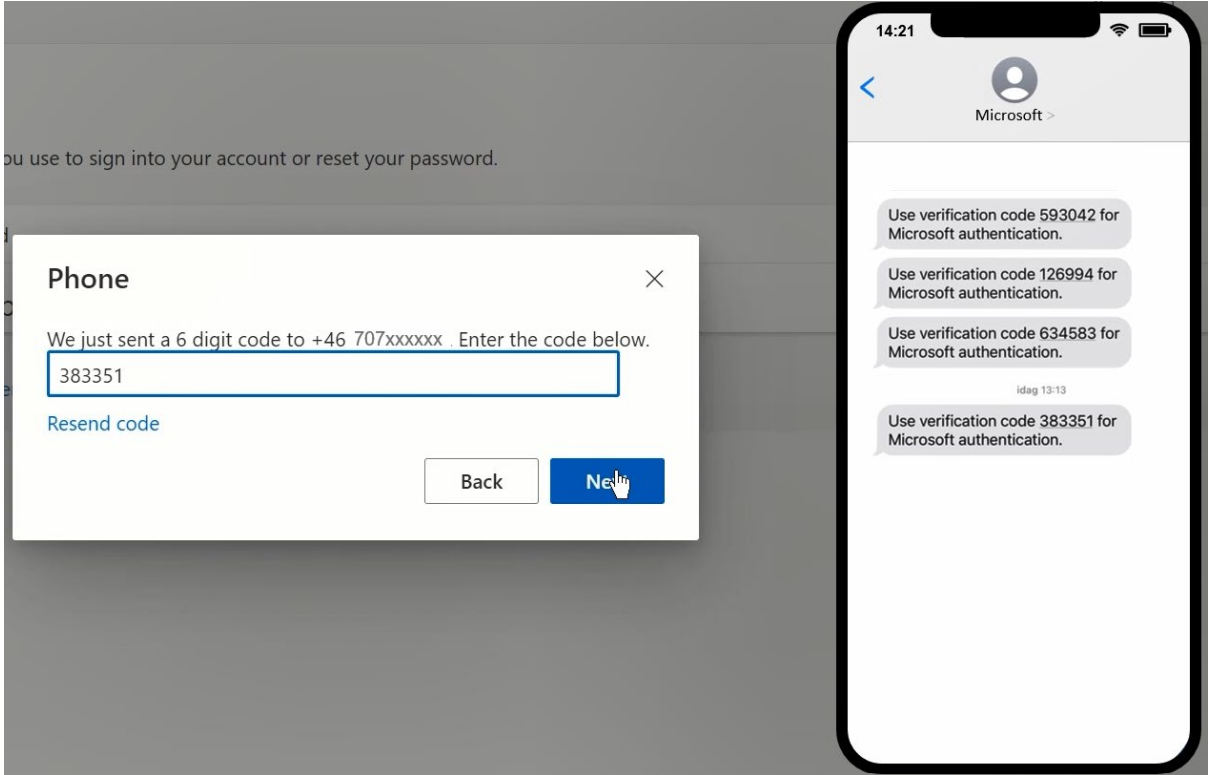
Telefon numarasını doğrulamak için belirttiğiniz telefon numarasına SMS ile bir kod gönderilecektir.

10. Kodu ilgili alana girin

11. "İleri" üzerine tıklayın

Artık kullanıcı hesabınıza SMS ile MFA'yı etkinleştirdiniz

İşin bitti.

Hadi Yeni MFA Yöntemini Test Edelim

1. Hesabınızdan çıkış yapın.
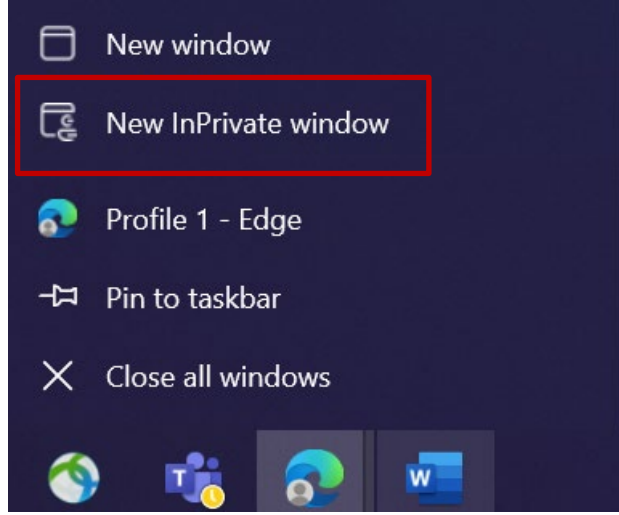
2. İdeal olarak yeni bir özel/gizli tarayıcı oturumu açın (Microsoft Edge tarayıcı simgesine sağ tıklayın ve "Yeni InPrivate Penceresi "ni seçin)

3. Tarayıcının adres alanına şu URL'yi girin: https://aka.ms/mysignins

4.   Oturum açma istemine UPN'nizi girin ve "**İleri**"ye tıklayın

5.   Şifrenizi girin ve "**Oturum aç**"a tıklayın
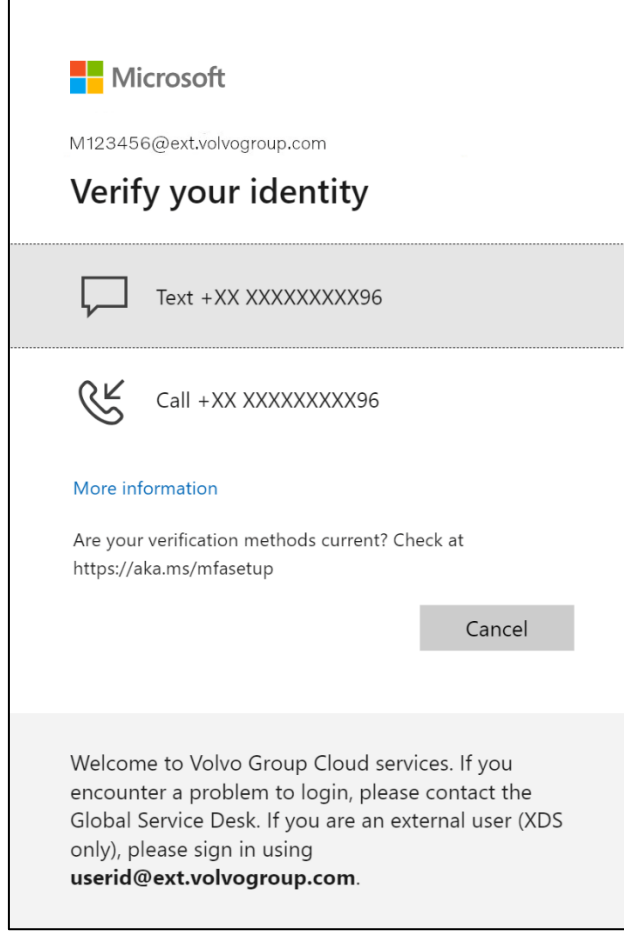
6. Bir sonraki ekranda, kısa mesaj almak için "**Metin +XXXXXXXXXXXXXX**" seçeneğini seçin

7. MFA yönteminiz olarak ayarladığınız numara ile telefonu kontrol edin
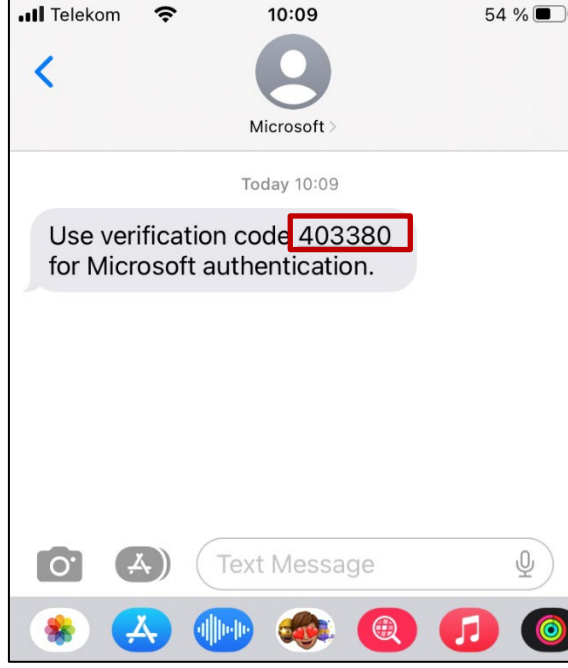
8.   Telefonunuzun mesajlar/SMS uygulamasını açın.

9.   Microsoft'tan gelen kısa mesajda 6 haneli bir kod bulacaksınız.

10.   Bu kodu bilgisayarınızın tarayıcı penceresindeki alana girin ve "**Doğrula**"
        düğmesine tıklayın

11. "**Evet**" üzerine tıklayarak bir sonraki açılır pencereyi onaylayın

Yeni kaydettiğiniz MFA yöntemini kullanarak hesabınıza başarıyla giriş yaptınız.

VOLVO