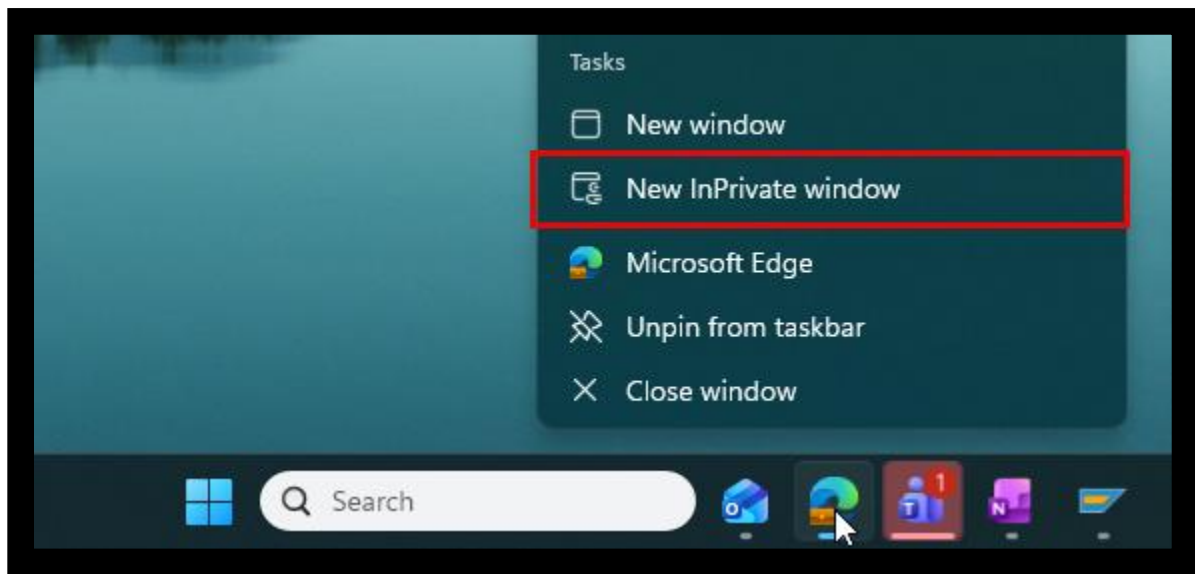
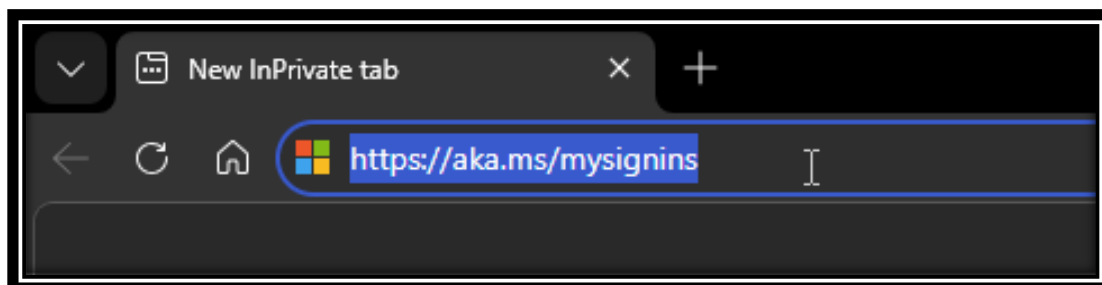


MFA Enrollment Instructions – Authenticator App

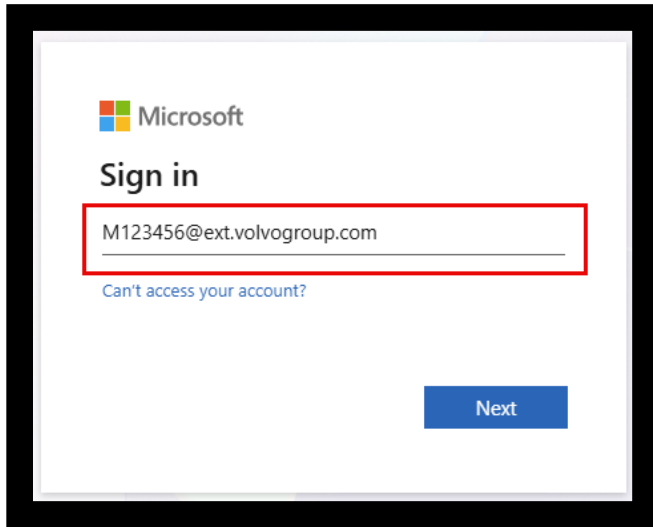
1. Please, log into your system (work laptop, work desktop).
2. Close all browser windows and open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select “**New InPrivate Window**”)



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



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



Microsoft

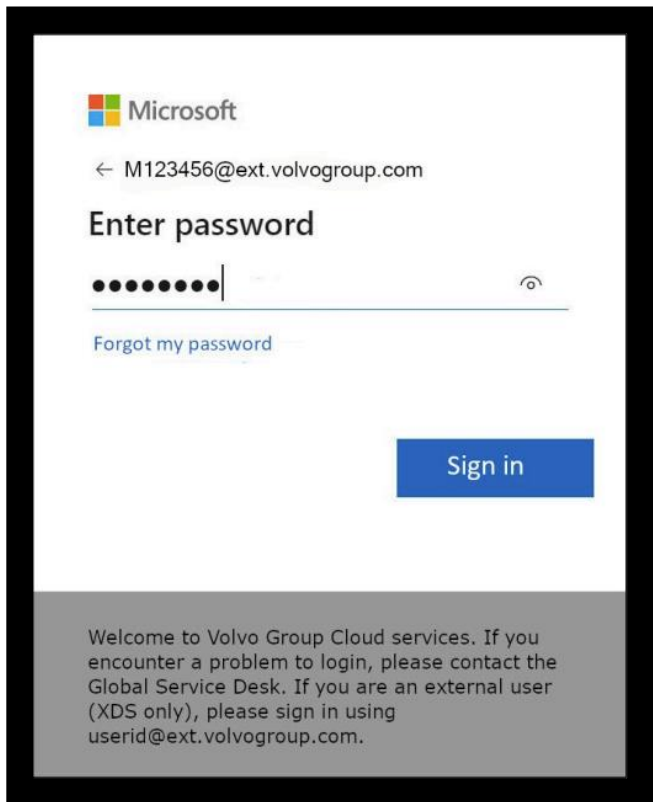
Sign in

M123456@ext.volvogroup.com

[Can't access your account?](#)

Next

5. Enter the password by using the same password as you use when logging into a Prevost application, for example, Prevost PRO.



Microsoft

← M123456@ext.volvogroup.com

Enter password

.....

[Forgot my password](#)

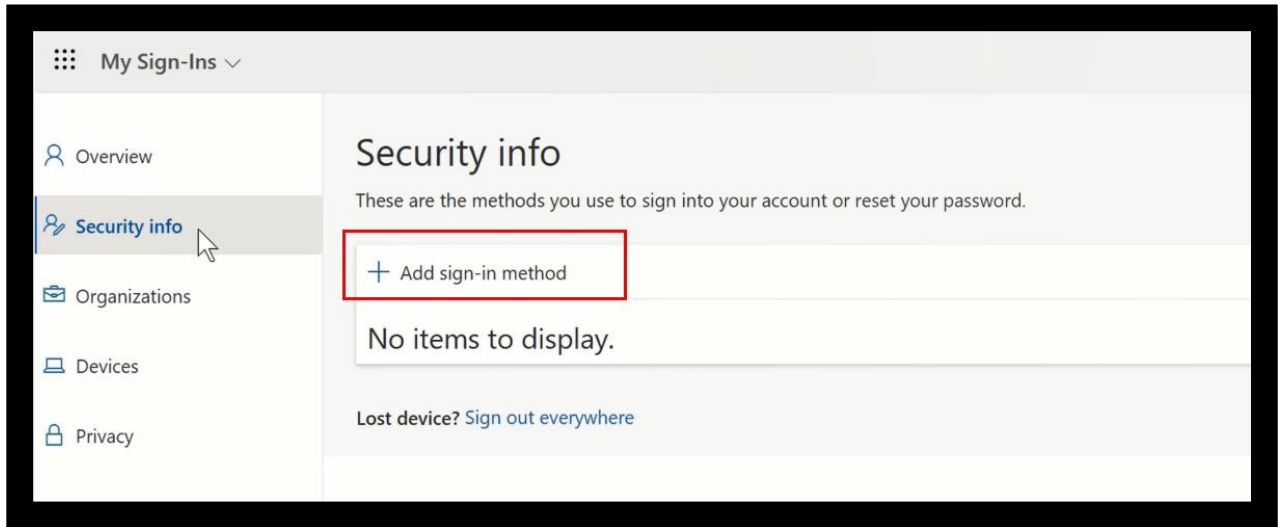
Sign in

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`.

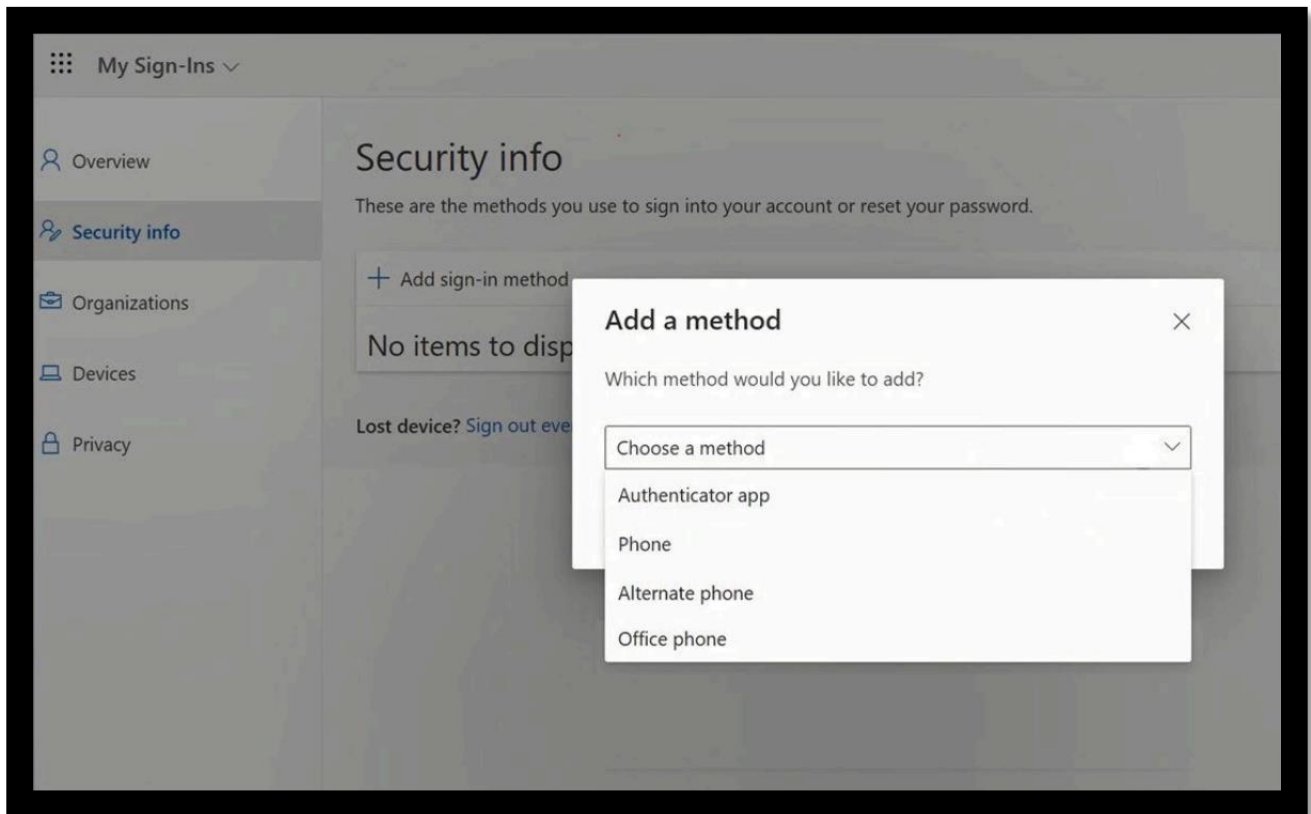
6. Click “Sign in”

You will be forwarded to Microsoft's Security Info page

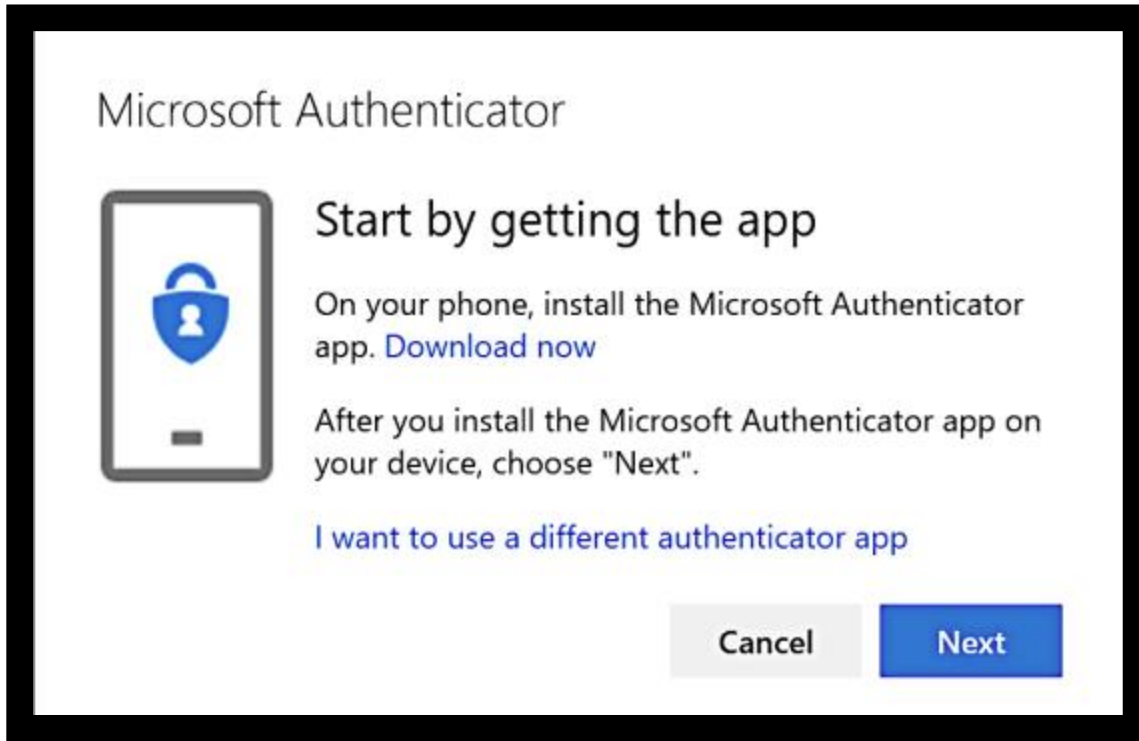
7. On the next page click on **“+ Add sign-in method”**



8. In the pop-up, expand the dropdown-menu **“Choose a method”** and select **“Authenticator App”** as your preferred MFA method



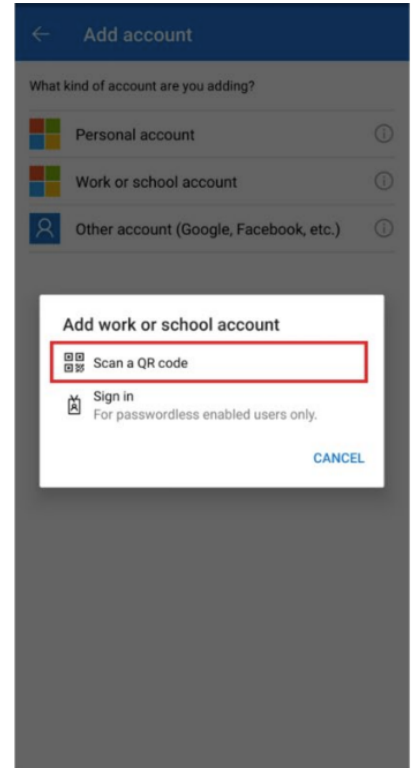
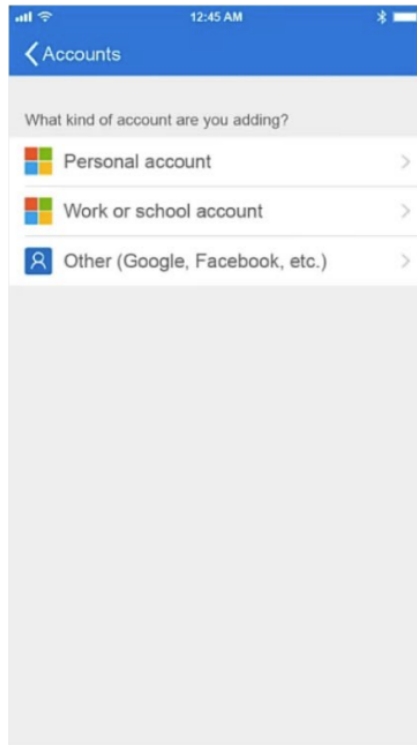
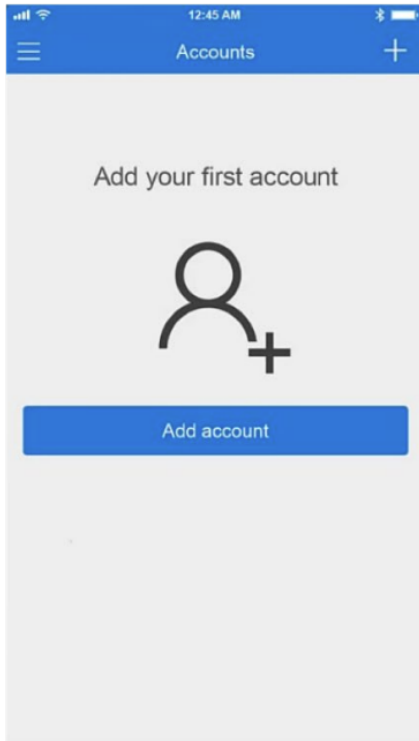
9. In the pop-up, click on the link “**Download now**” and click “**Next**”



10. Take the phone you want to use to scan the corresponding QR code matching your phone’s operating system or access your phone’s AppStore/PlayStore to download the app



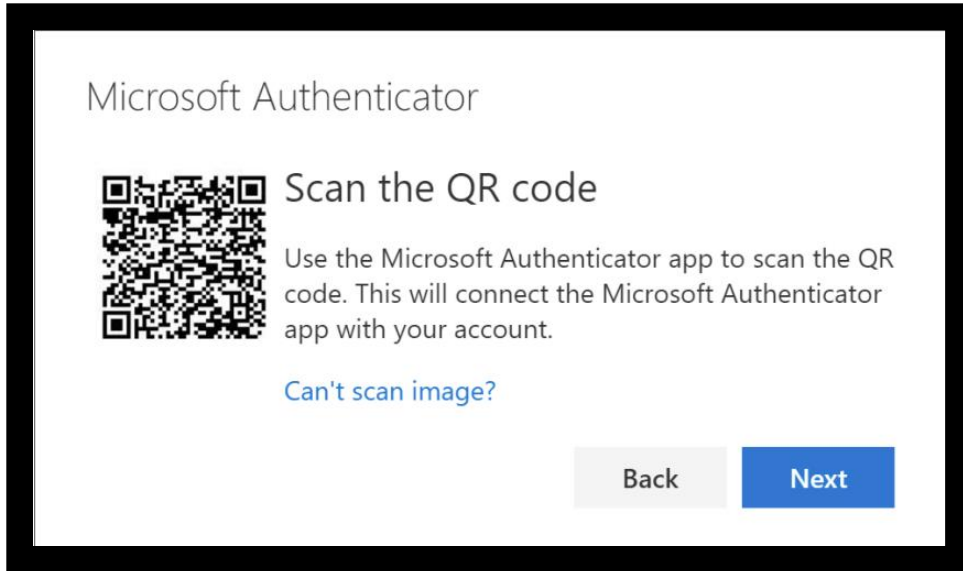
11. On your phone, open the Microsoft Authenticator app after it is installed and allow notifications when the prompt appears
12. Select **“Add account”**, then select **“Work or school account”** from the menu



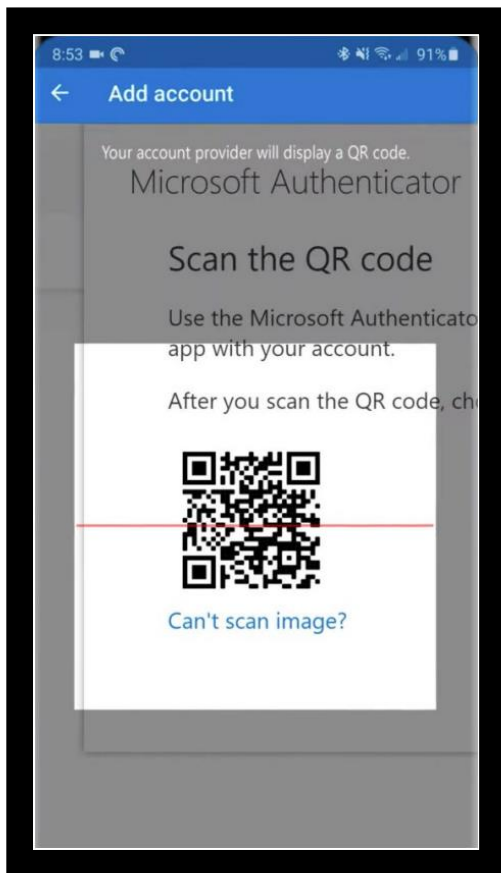
13. In the pop-up, select **“Scan QR code”**

14. On your computer, click **“Next”**

The pop-up that opens now on your computer screen shows a QR code

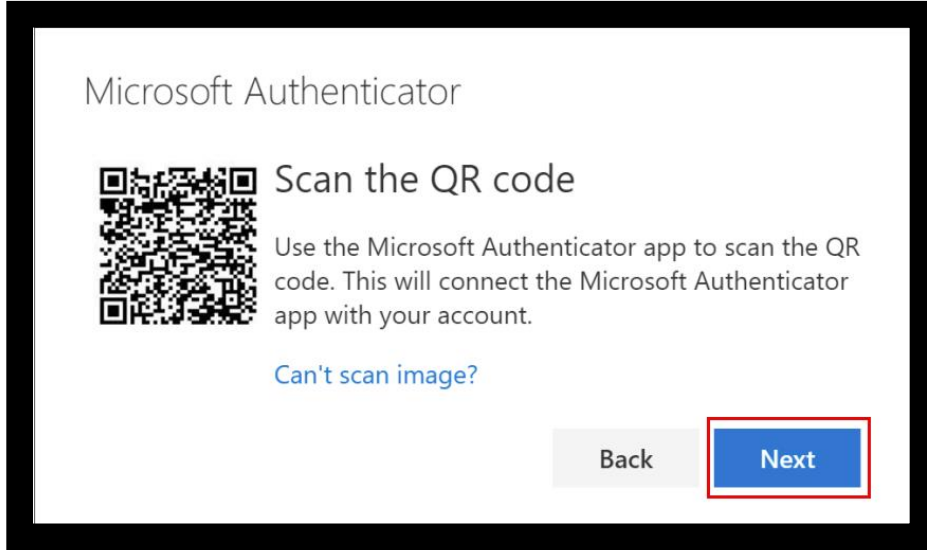


15. Scan the QR code using your phone

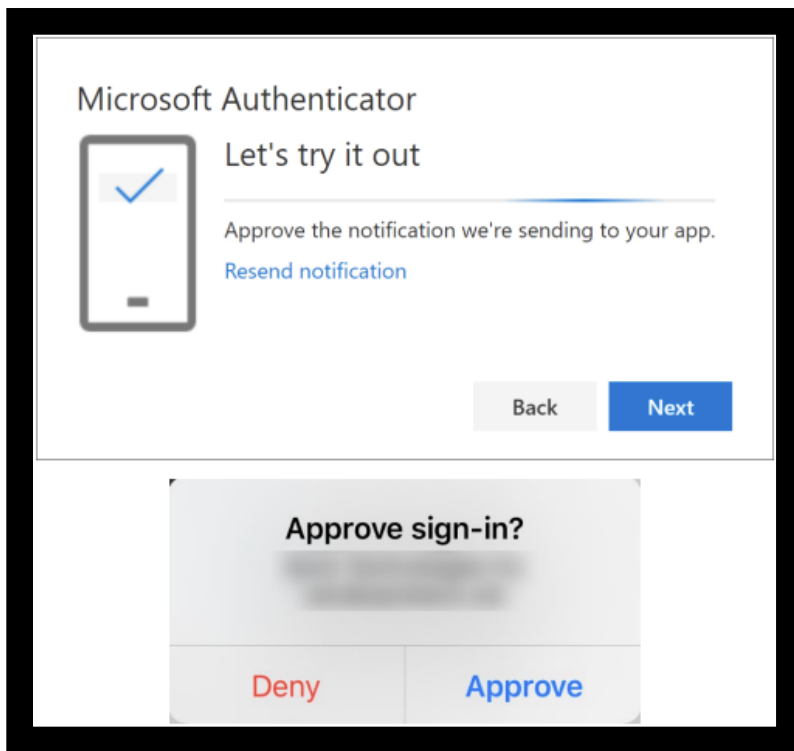


16. The app will list your new work account on the screen

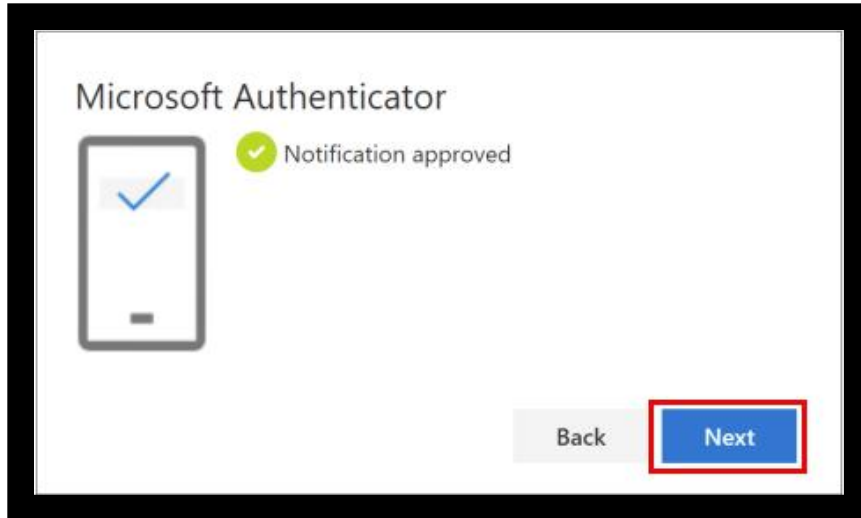
17. On your computer, click on “Next”



18. On your phone, approve the test-notification that is sent to your phone



19. On your computer, click on “Next”



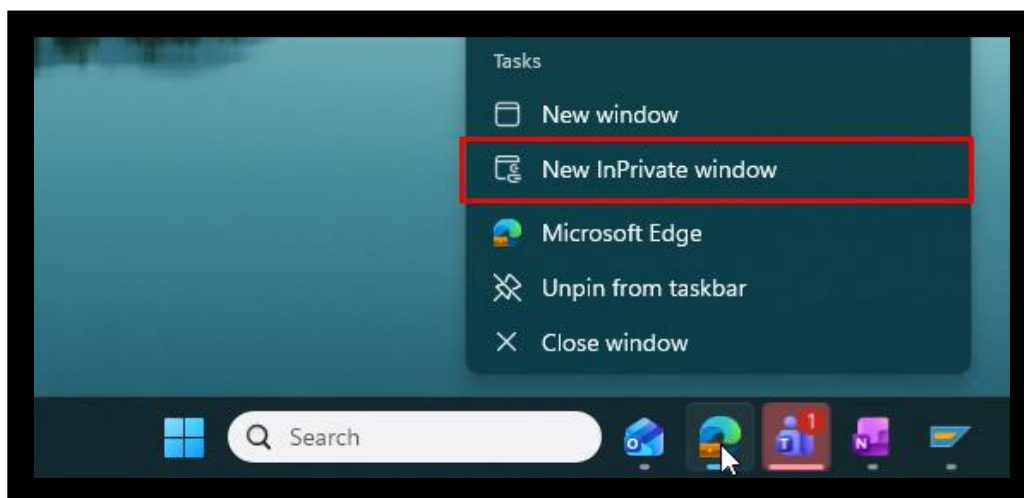
You can see your new MFA method “Authenticator app” in the list on your “Security Info” page

Now you have enabled MFA by “Authenticator app” to your user account

MFA setup is now complete!

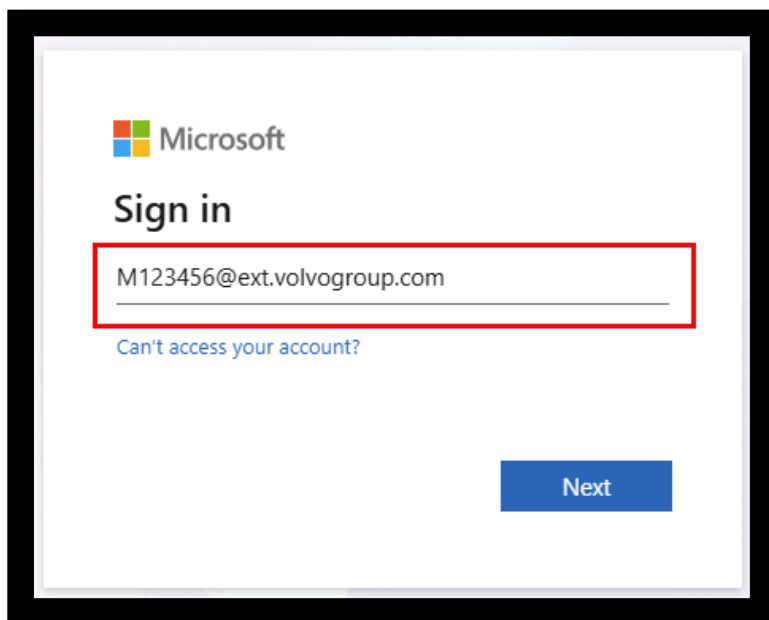
Let’s test your new MFA Method

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**”)

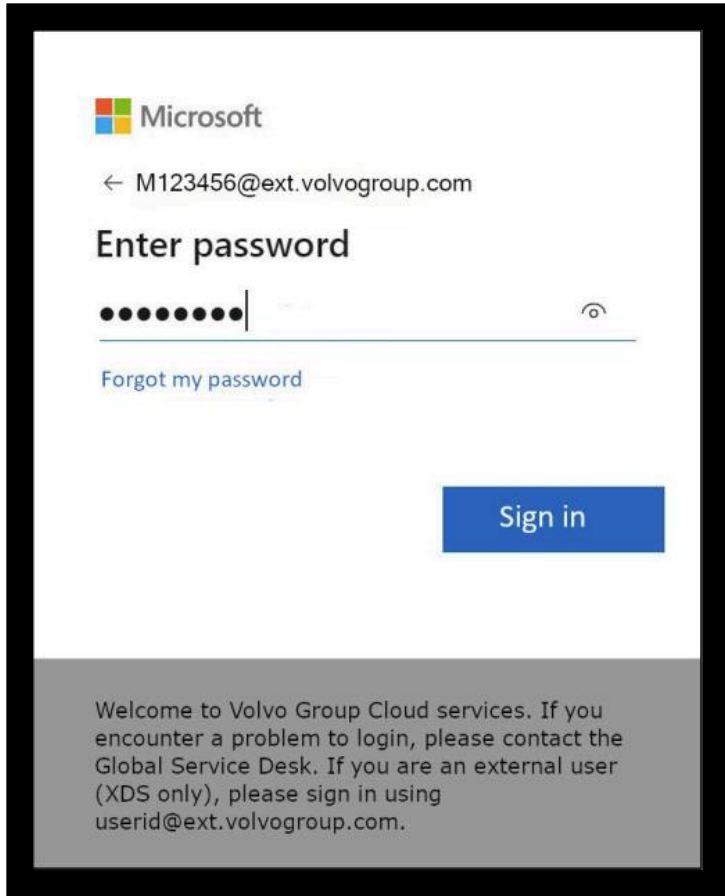


3. In the address field of the browser enter the URL: <https://aka.ms/mysignins>

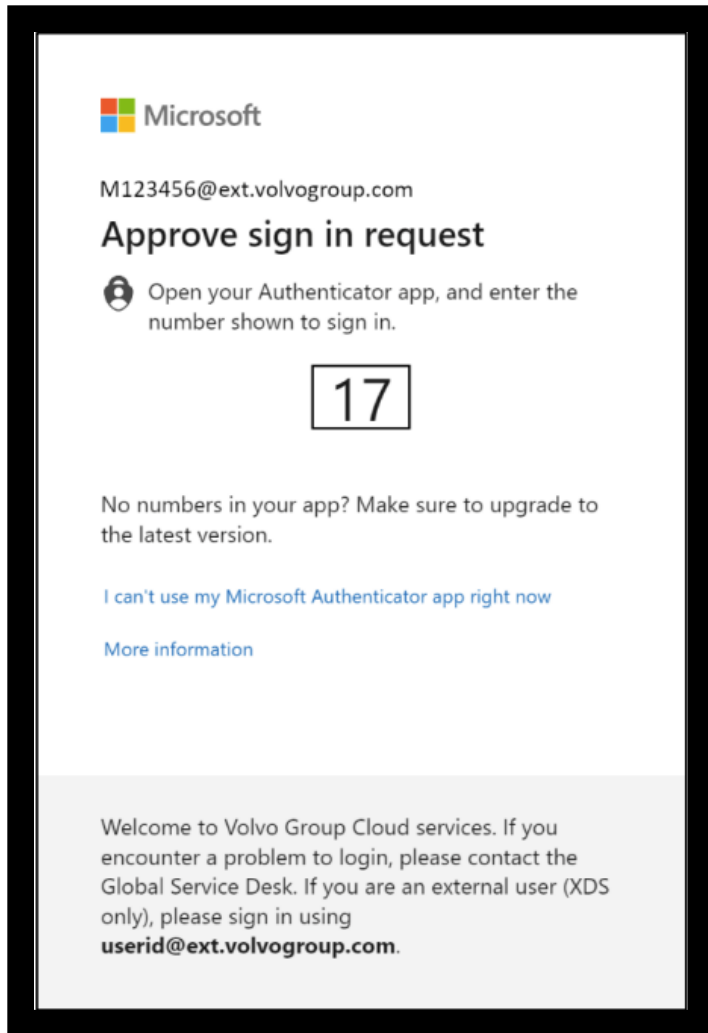
4. Enter your UPN into the sign in prompt and click “**Next**”



5. Enter your password and click on “**Sign in**”

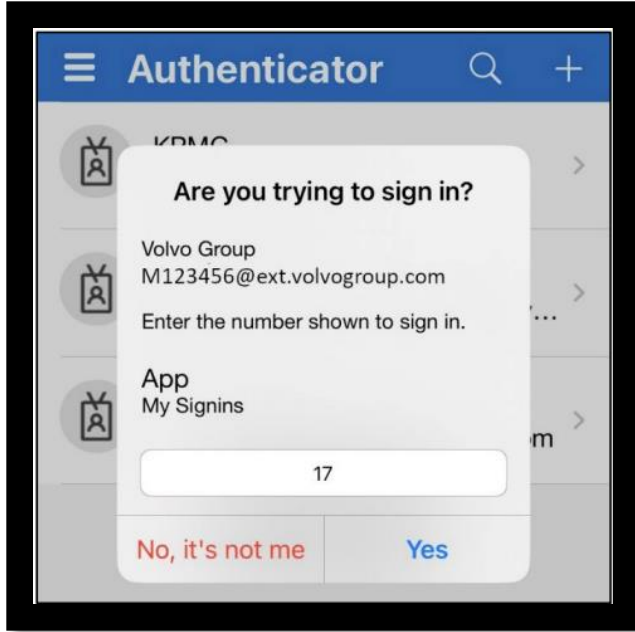


6. On the next screen you will be presented with a number

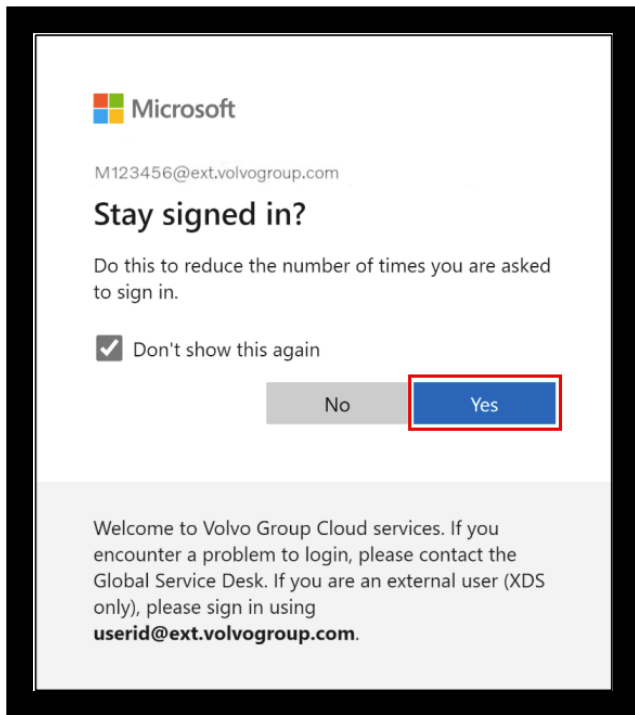


7. Check the device for a notification and tap the notification

8. Enter the number that is shown on your computer screen in the notification field of this challenge and tap on **“Yes”**



9. Confirm the next pop-up by clicking on “Yes”



You have successfully logged into your account using your newly registered MFA method