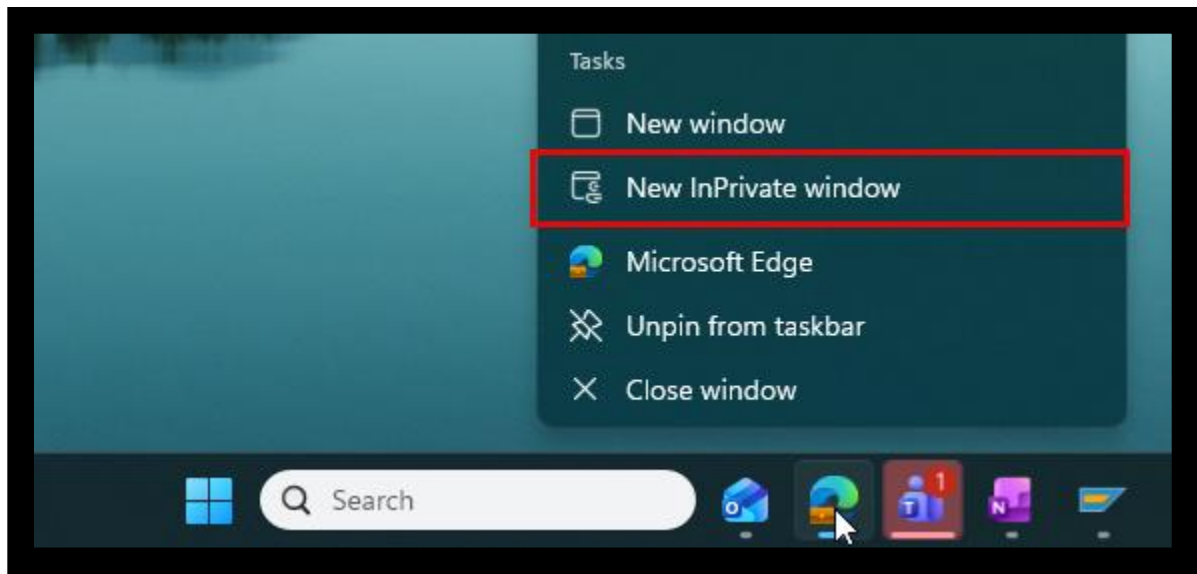
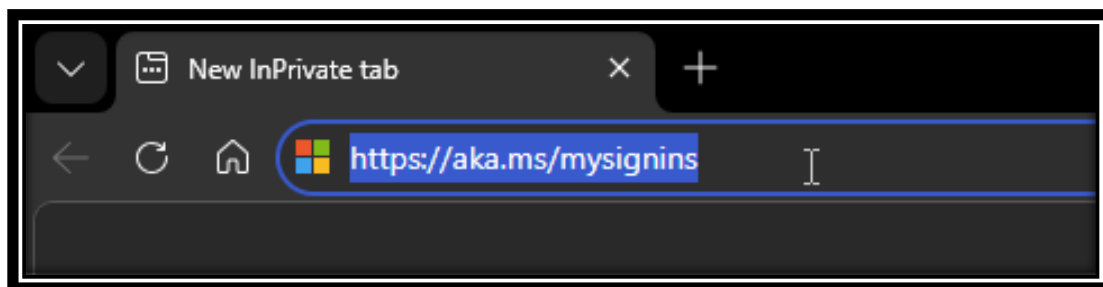


MFA Enrollment Instructions - SMS

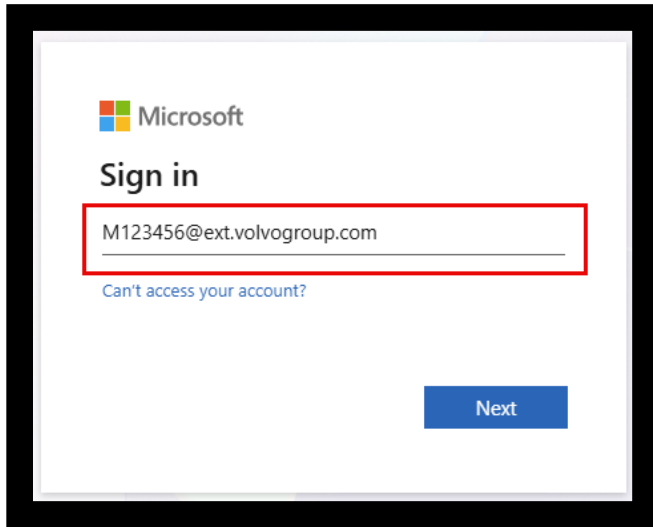
1. Please, log into your system (work laptop, work desktop).
2. Close all browser windows and open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select “**New InPrivate Window**”)



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

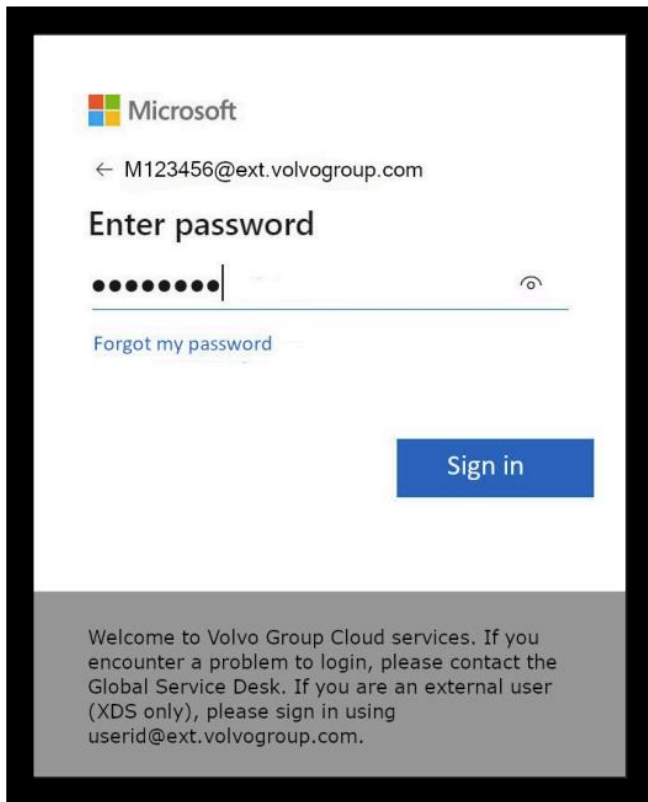
Sign in

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?](#)

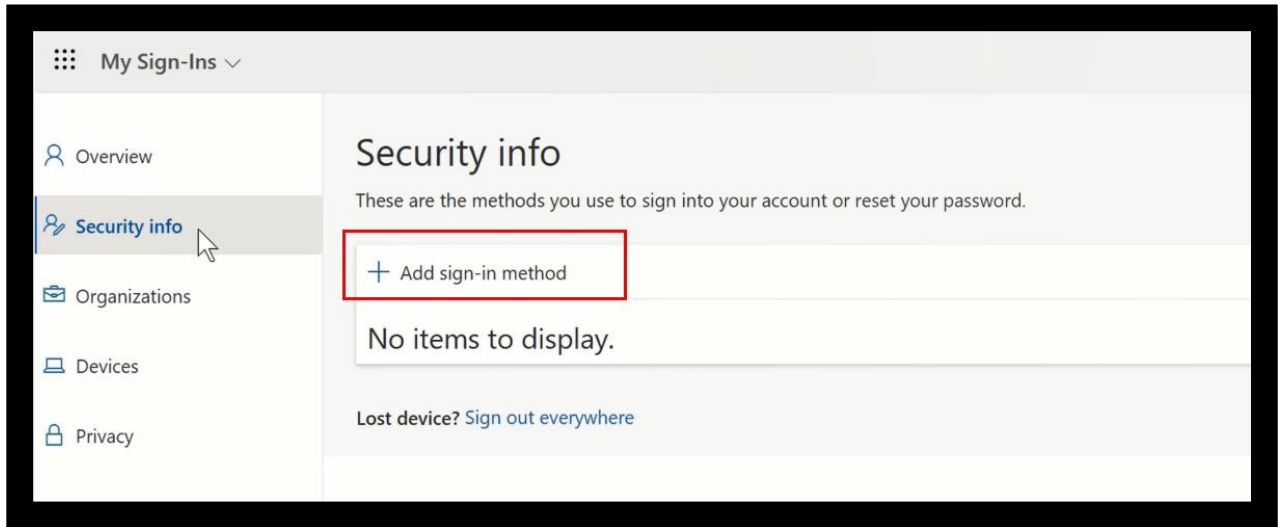
Sign in

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.

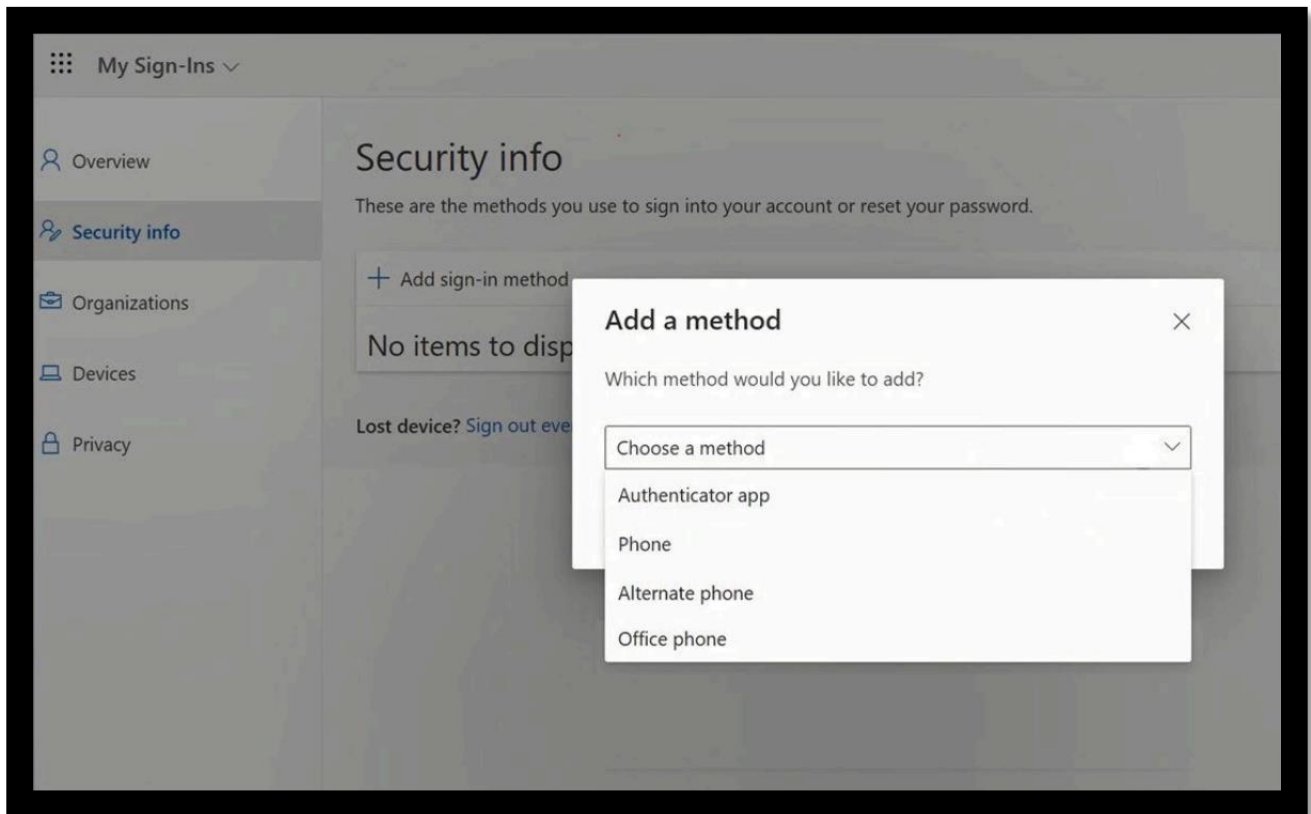
6. Click “Sign in”

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 “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”.

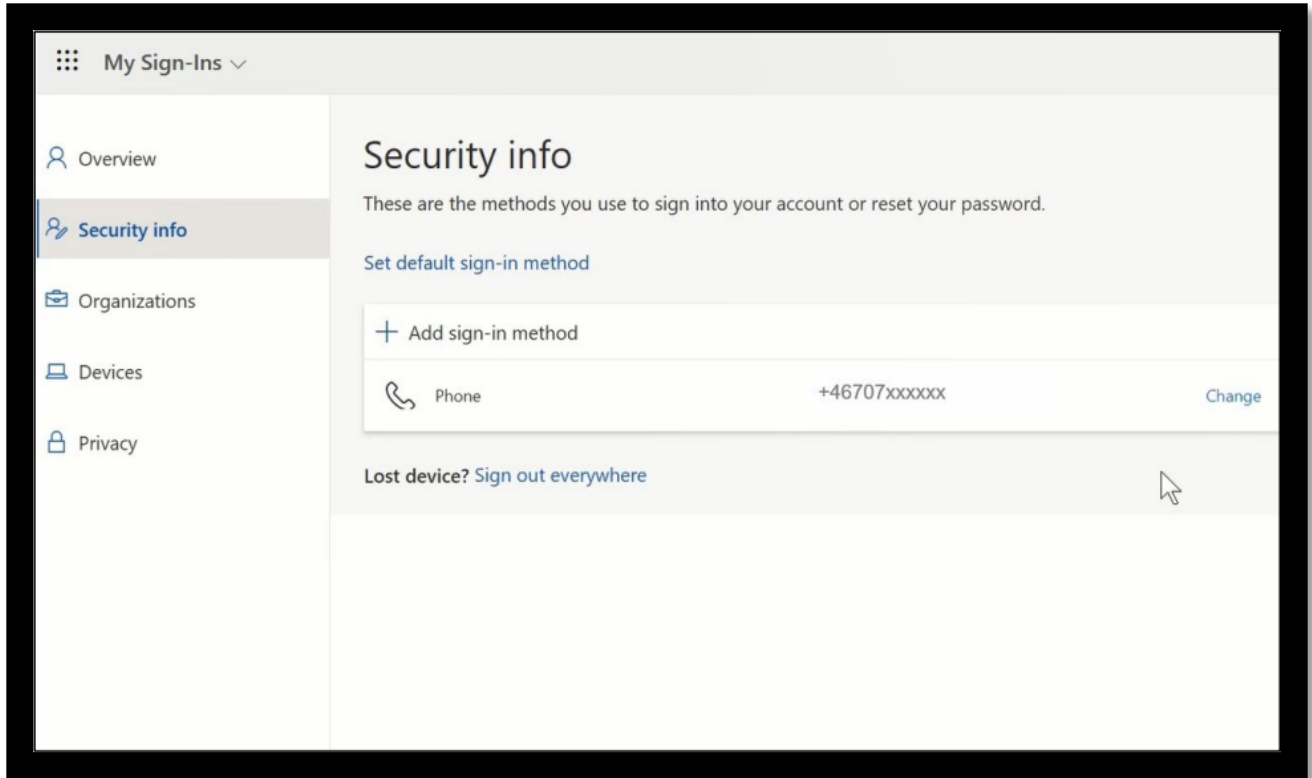


The screenshot shows a 'Phone' dialog box with a close button (X) in the top right corner. The text inside reads: 'You can prove who you are by answering a call on your phone or texting a code to your phone.' Below this is the question 'What phone number would you like to use?'. There are two input fields: a dropdown menu showing 'Sweden (+46)' and a text field containing '0707xxxxxx'. Below the fields are two radio buttons: 'Text me a code' (which is selected) and 'Call me'. At the bottom, there is a disclaimer: 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' and two buttons: 'Cancel' and '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”

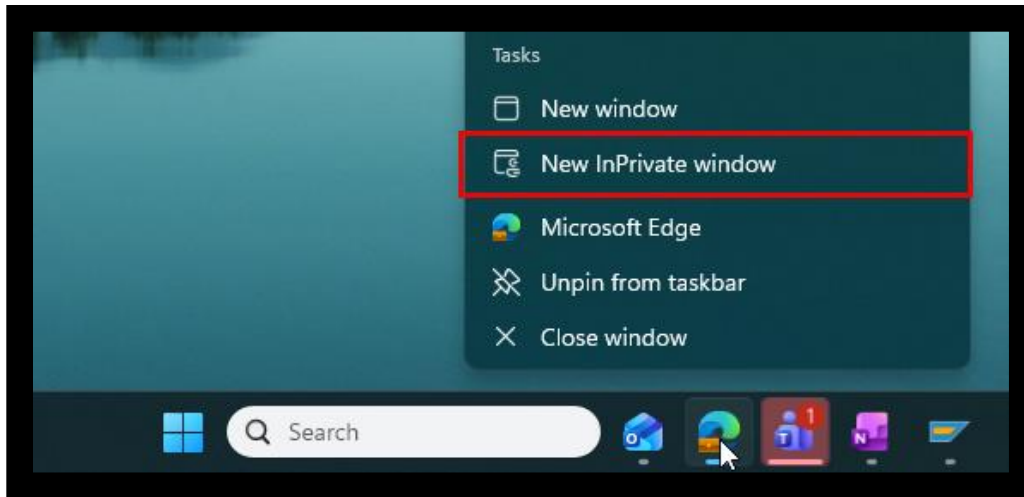


Now you have enabled MFA by SMS to your user account

MFA setup is now complete!

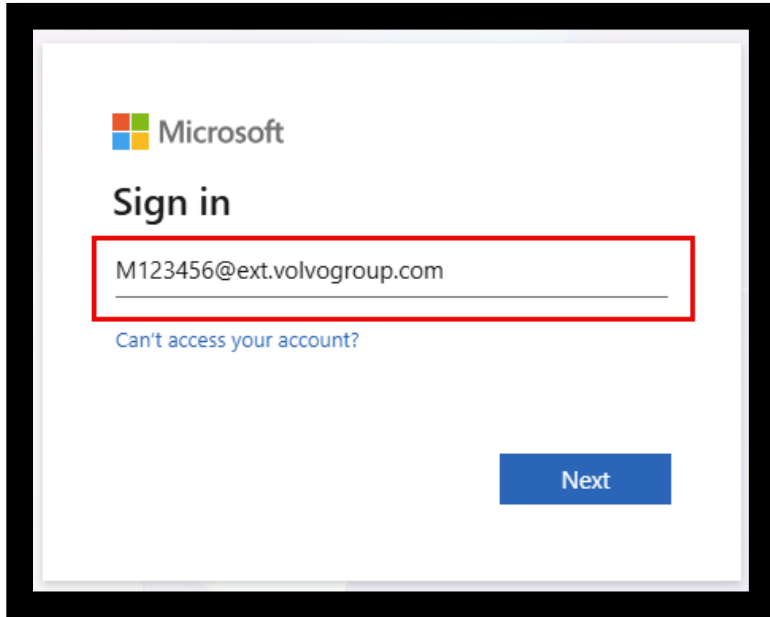
Let's test your New MFA Method.

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**”)

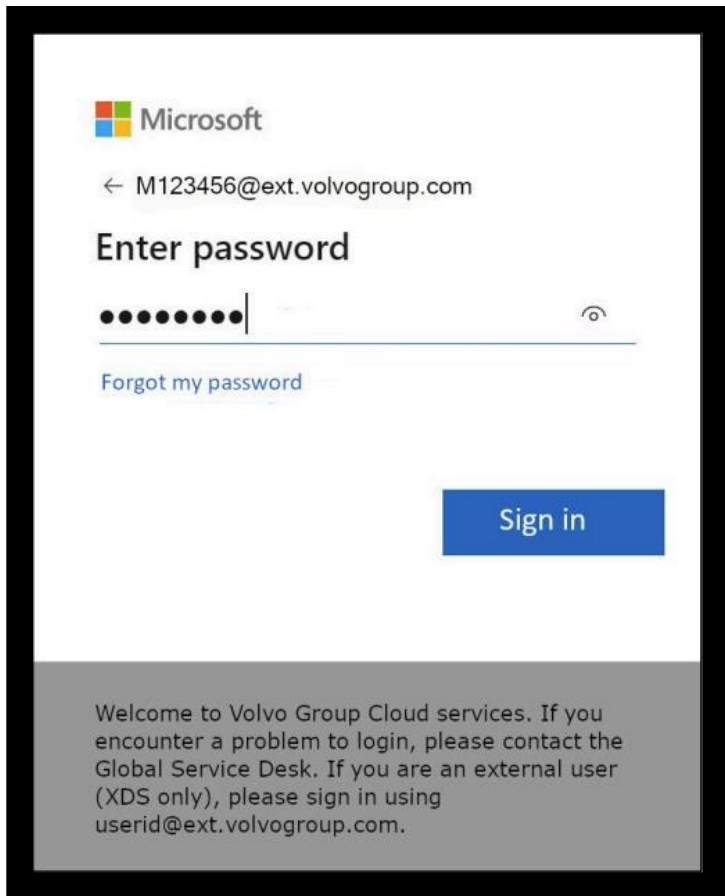


3. In the address field of the browser enter the URL: <https://aka.ms/mysignins>

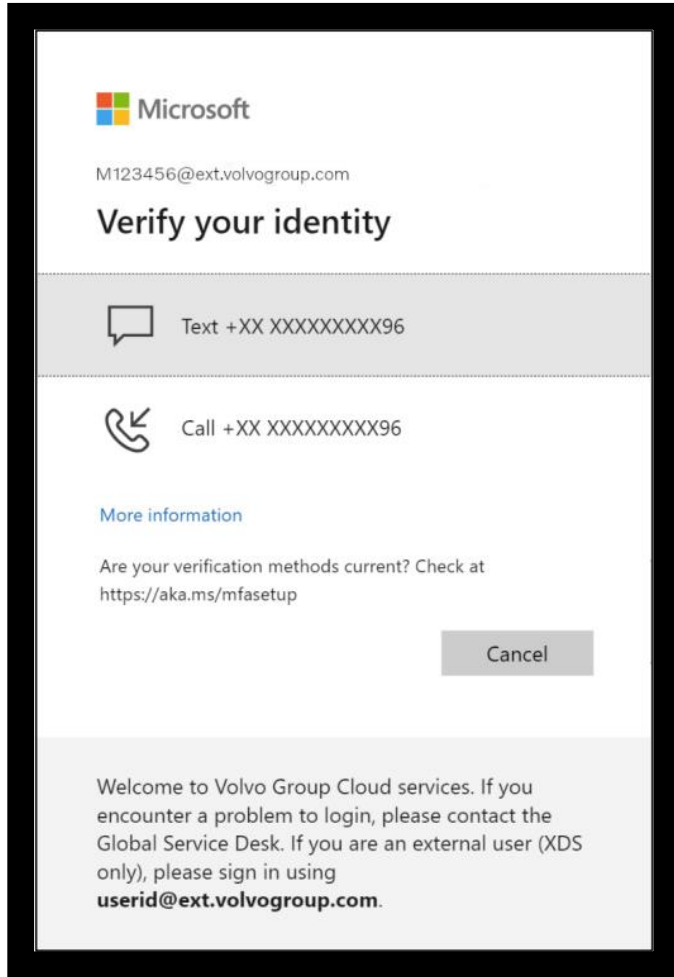
4. Enter your UPN into the sign in prompt and click “Next”



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

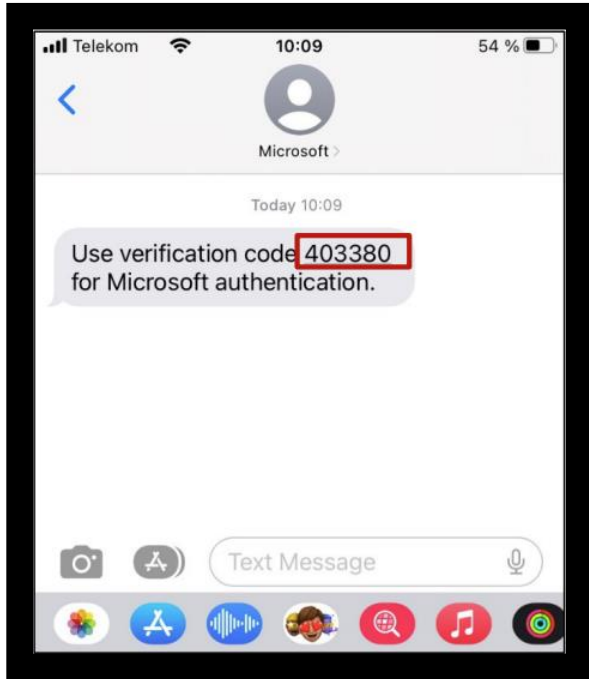


6. On the next screen, select “Text +XXXXXXXXXXXXXX” to receive a text message

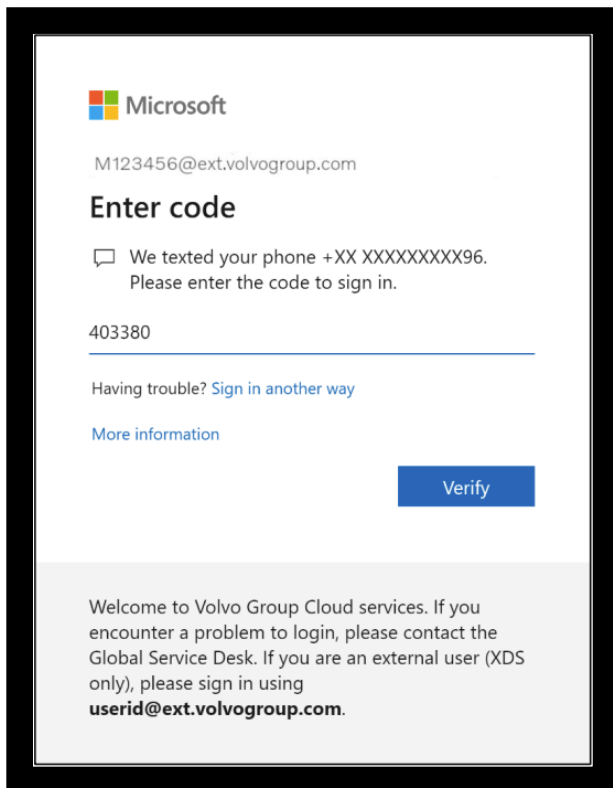


7. Check the phone with the number you set up as your MFA method
8. Open the messages/SMS app of your phone.

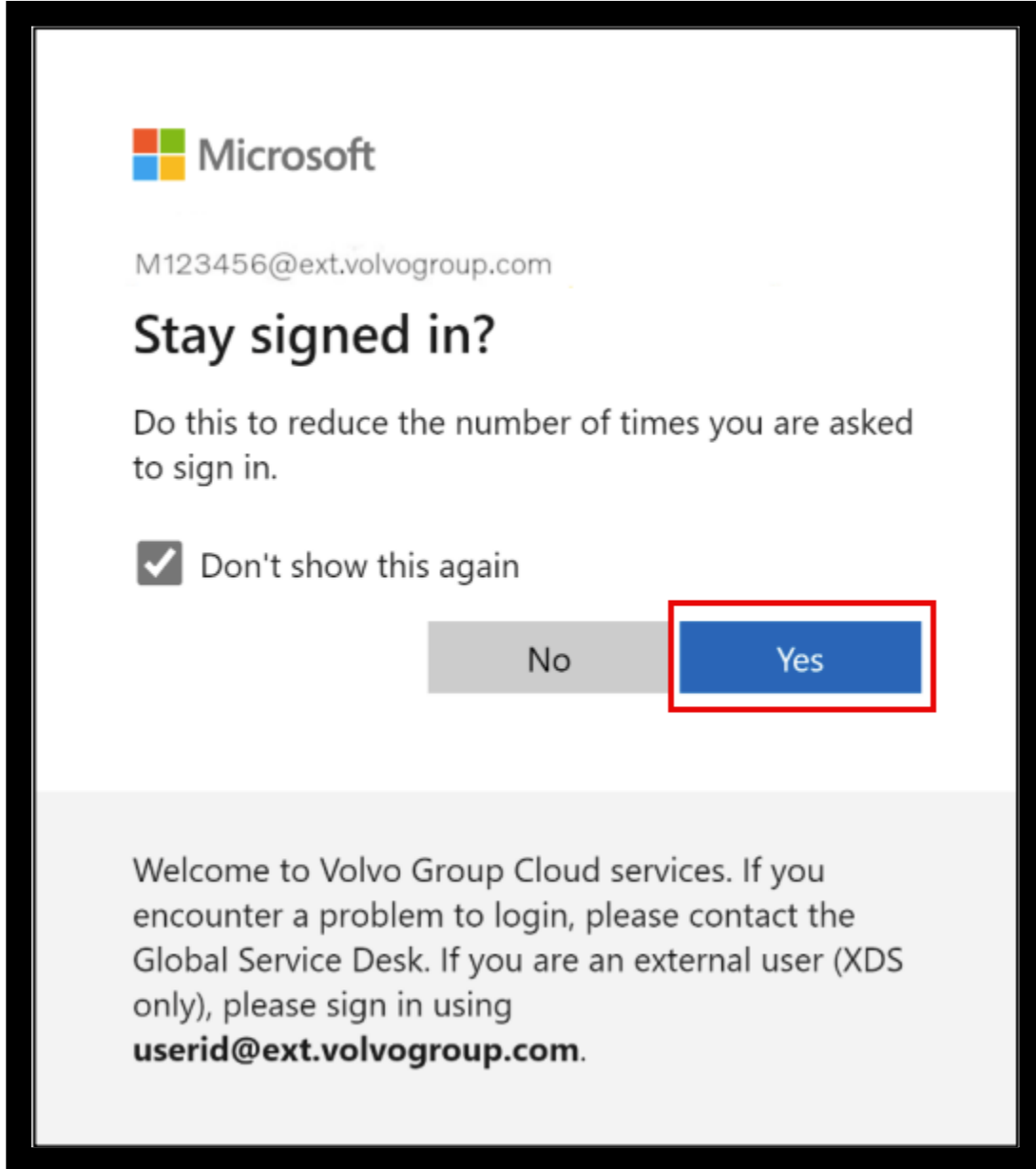
9. In the text message from Microsoft, you will find a 6-digit code.



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.