How to access Civis

You are a few steps away from entering ForumCiv's new Organization Portal – Civis.

For security reasons you will need to use multi-factor authentication to log into Civis. This means that you will need an app installed on your phone called Microsoft Authenticator.

See instructions and pictures below.

1. Download the app Microsoft Authenticator from App Store or Google Play on your phone.
2. You should have received an invitation by e-mail. Press "Accept invitation"
3. You will be asked to log in with a code. Press "Skicka kod"
4. You will now receive a code by e-mail
5. Enter the code and press "Logga in"
6. Accept the permissions requested by ForumCiv by pressing "Acceptera"
7. You will receive a prompt that says "More information is required". Follow the instructions below to complete the configuration of multi-factor authentication (page 5).

    Welcome to Civis!

Note: If you already have a Microsoft account, you will be redirected directly to step 6 when accepting the invitation received by e-mail.

ForumCiv invited you to access applications within their organization

Microsoft Invitations on behalf of ForumCiv <invites@microsoft.com>   10:58 (för 1 minut sedan)   ☆   ☺   ↰
till mig ▾

❗ Please only act on this email if you trust the 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.

Organization: ForumCiv
Domain: forumciv.org

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

Message from
ForumCiv:

Your organisation has been registered successfully in ForumCiv's
Organization Portal - Civis! To access Civis, accept the invitation. You will
need to log in with a Microsoft account. When you are logged in, you will find
all information how to send applications and reports to ForumCiv in the help
guidance section, that you access on the top right of the page. If you
encounter any technical difficulties, you can reach us at
portalsupport@forumciv.org

If you accept this invitation, you'll be sent to https://civis-test.forumciv.org/.

1.   **Accept invitation**

Microsoft

FORUMCIV.

annabforumciv@gmail.com

Logga in

Vi skickar en kod till annabforumciv@gmail.com för att logga in dig.

2. **Skicka kod**

Din ForumCiv-kontoverifieringskod Inkorgen ×

ForumCiv (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
till mig ▾

ForumCiv

Kontoverifieringskod

Kom åt **ForumCiv** appar och resurser genom att använda koden nedan för kontoverifiering. Koden fungerar endast i 30 minuter.

Kontoverifieringskod:

3. **13048792**

Om du inte begärde någon kod kan du ignorera det här meddelandet.

Sekretesspolicy

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Microsoft

FORUMCIV.

annabforumciv@gmail.com

Ange kod

Vi skickade just en kod till
annabforumciv@gmail.com

Ange kod

5.

Logga in

Microsoft

Microsoft

annabforumciv@gmail.com

Behörigheter som begärts av:

ForumCiv
forumsyd.onmicrosoft.com

Genom att acceptera tillåter du att den här
organisationen:

∨ Ta emot dina profildata

∨ Samla in och logga din aktivitet

∨ Använd dina profildata och aktivitetsdata

Du bör endast acceptera om du litar på ForumCiv. **ForumCiv har
inte angett länkar till deras villkor som du kan granska.** Du kan
uppdatera dessa behörigheter på
https://myaccount.microsoft.com/organizations.
Läs mer

6.

Den här resursen delas inte av Microsoft.

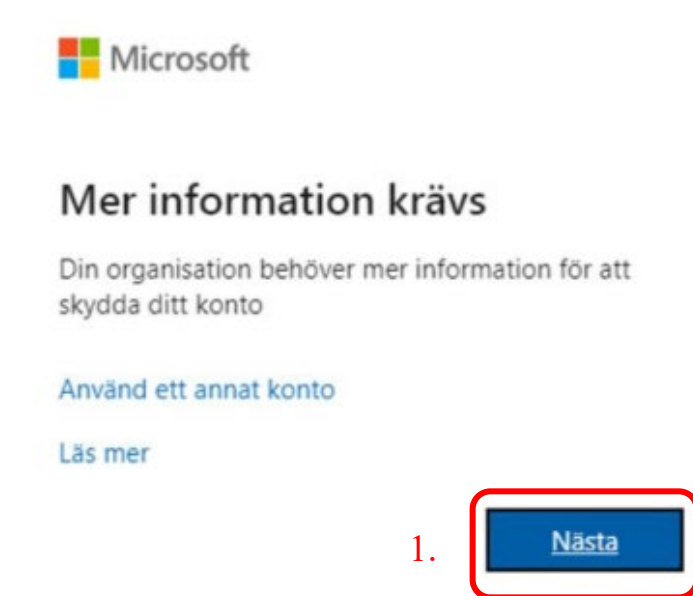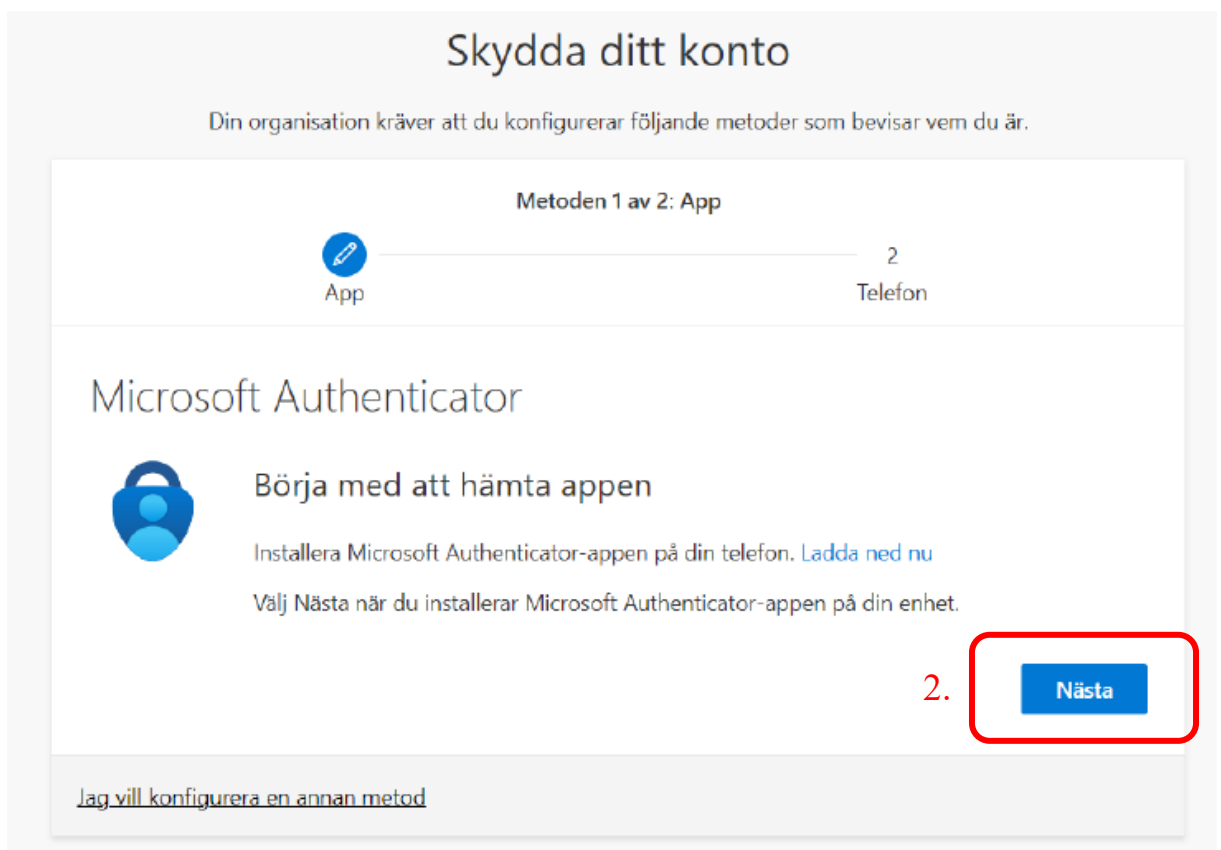Avbryt   Acceptera

7. How to complete the configuration of multi-factor authentication

You will now have to complete the configuration of multi-factor authentication. You will receive a prompt that says "More information is required" as seen in the picture below.
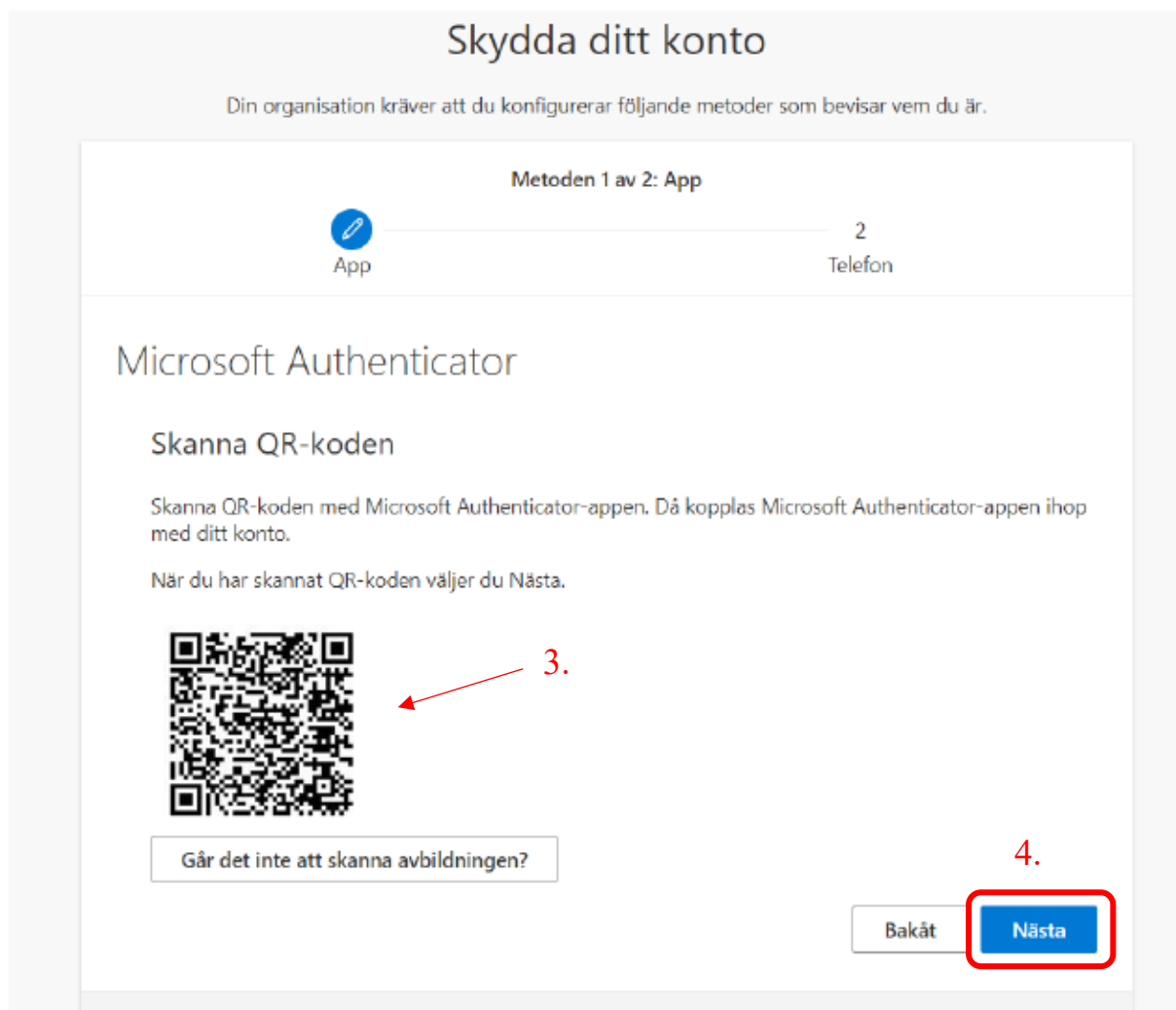
1. **From your computer:** Click on "Nästa".

2. Followed by clicking on "Nästa" as shown in the image below.

3. **From your phone:** Open the Microsoft Authenticator app. Once you have the Microsoft Authenticator app open, click on the "+" sign in the upper right corner. Choose to add a "Work or school account." And then select "Skanna QR-kod" and scan the code you see on the screen of your computer. See the image below.

4. **From your computer:** Once you have scanned the code with your phone, click on "Next".

5. **From your phone:** Approve the request you receive in the Microsoft Authenticator app and enter the number displayed on your computer screen in the Microsoft Authenticator app.

6. **From your computer:** Click on "Nästa"

7. **From your computer:** If you haven't already filled in your phone number, you need to do so now. Once your phone number is entered, click on "Nästa".

Skydda ditt konto

Din organisation kräver att du konfigurerar följande metoder som bevisar vem du är.

Metoden 2 av 2: Telefon

App — Telefon

Telefon

Du kan visa vem du är genom skickar en kod via SMS till din telefon.

Vilket telefonnummer vill du använda?

Sweden (+46)   Ange telefonnummer

○ Sms:a mig en kod

Meddelande- och dataavgifter kan tillkomma. Om du väljer Nästa innebär det att du godkänner Tjänstvillkor och Sekretess- och cookiepolicy.

7.   Nästa

Jag vill konfigurera en annan metod

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8. **From your phone:** Note down the code that has been sent via SMS from Microsoft.
    From your computer: Enter the code that was sent via SMS from Microsoft. Then click on "Nästa".

Skydda ditt konto

Din organisation kräver att du konfigurerar följande metoder som bevisar vem du är.

Metoden 2 av 2: Telefon

App — Telefon

Telefon

✓ SMS-verifierad. Din telefon har registrerats.

8.   Nästa

9. The configuration of multi-factor authentication is now completed. Click on "Klar"

You should now be able to access Civis!