

How to access Civis

Follow this step-by-step guide to access 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 / following the link (step 2)

1. Download the app Microsoft Authenticator from App Store or Google Play on your phone.






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.

Developer: Microsoft Corporation

2. Press “Accept invitation” in the invitation email from your computer

• ForumCiv invited you to access applications within their organization

 • **Microsoft Invitations on behalf of ForumCiv**  www.microsoft.com >
Expéditeur : invites@microsoft.com
À : gjutargatan4a@gmail.com

 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:

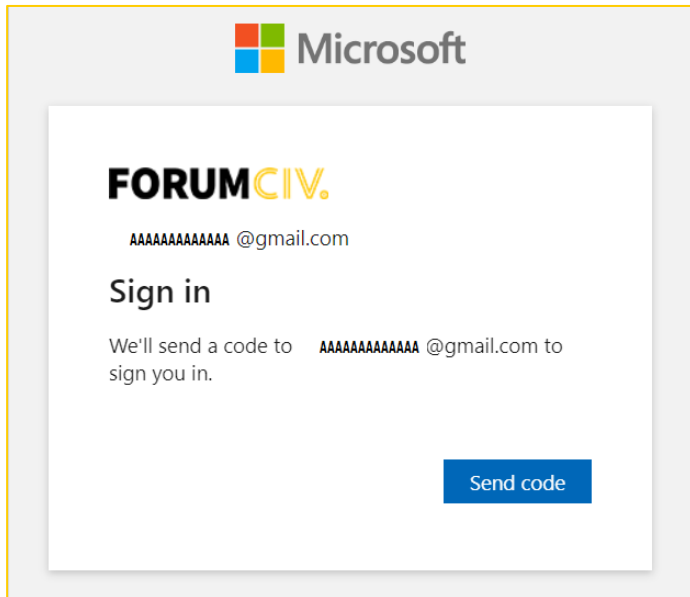
“ Your organization and contact person has been registered successfully in Civis – ForumCiv’s grant management system! To access Civis, please accept the invitation and follow the instructions already sent out to you. If you encounter any technical difficulties, you can reach us at portalsupport@forumciv.org. ”

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

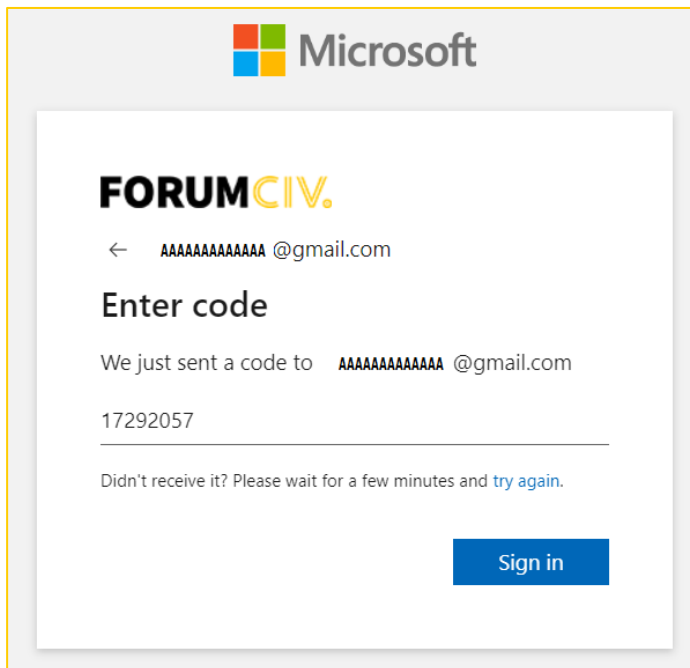
[Accept invitation](#)

If you have not received any invitation email, follow this link: <https://civis.forumciv.org/start>

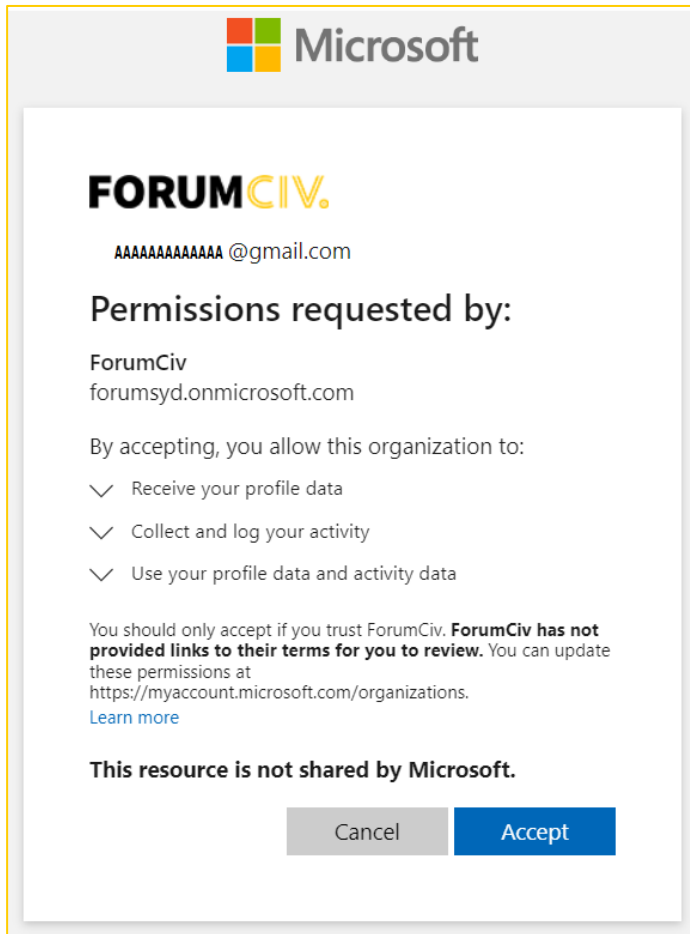
3. Press "Send code"



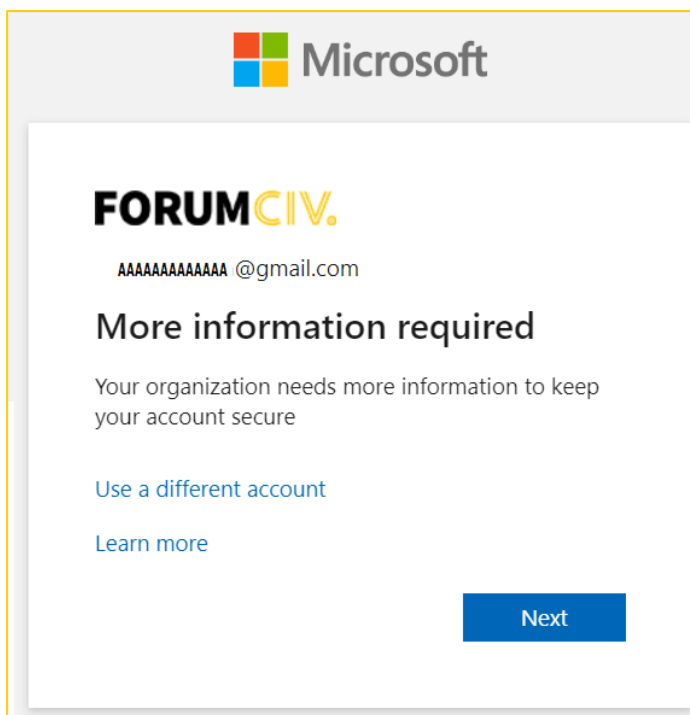
4. Enter the code that you received per email and press Sign in



5. Accept the permissions

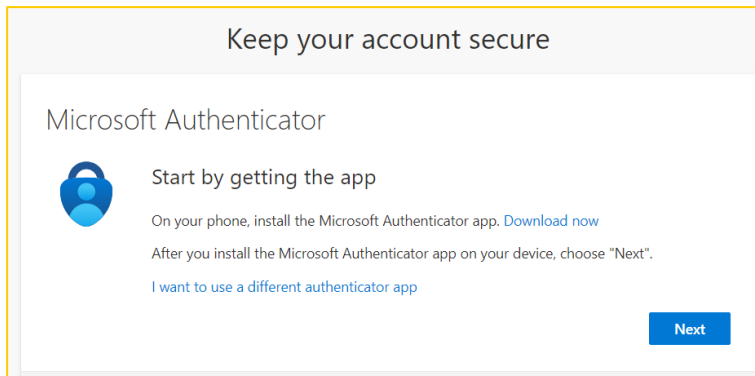


6. More information is required, click on Next



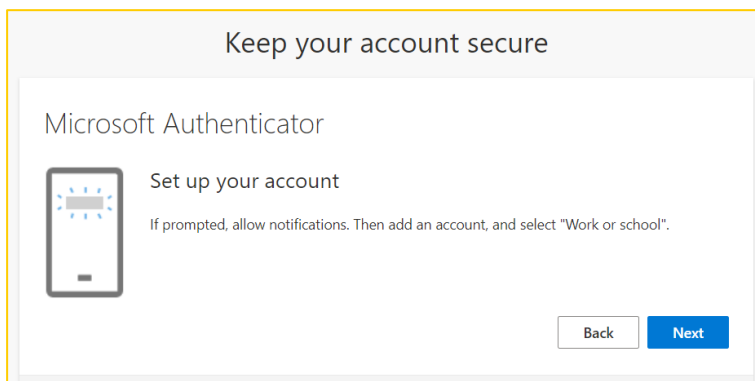
From this step, you will configure the authenticator app on your phone, following the instructions you see on the screen of your computer.

7. You have already downloaded authenticator on your phone, click Next

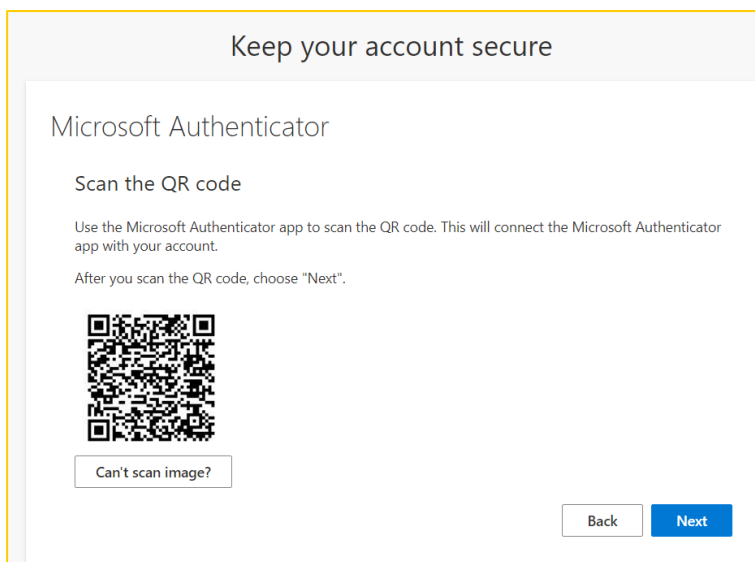


8. Set up your account on the phone and then click Next

On your phone, open the authenticator app and press the + sign to add an account and then select “Work or school”. Choose to scan a QR code.

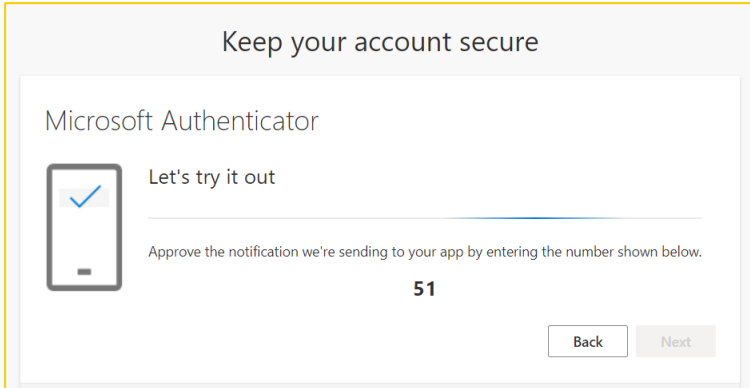


9. Scan the QR code that shows on your computer screen and click Next

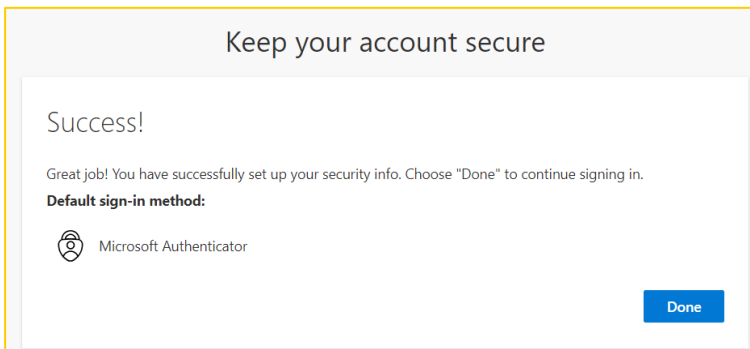
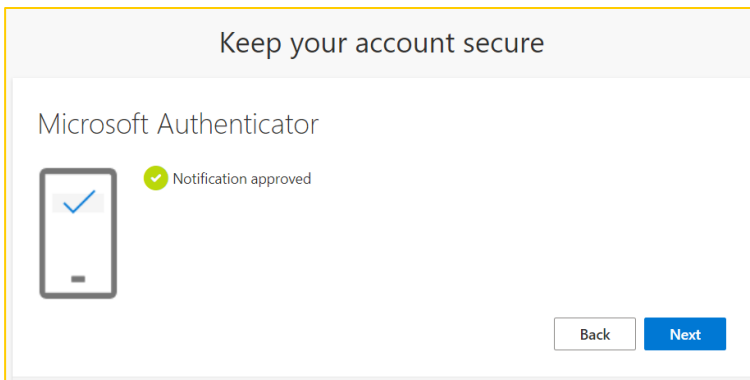


10. Try out to approve a notification

Approve the request you receive in the Microsoft Authenticator app by entering the number displayed on your computer screen in the Microsoft Authenticator app.



11. Click Next and then Done – you have completed the set up



12. Next time you follow the link to Civis - <https://civis.forumciv.org/start> - you will be prompted to approve a notification again.