

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)

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



For security reasons you will need to use multifactor 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: **6 6** Your organization and contact person has been registered successfully in Civis - ForumCiv's grant management 99 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/.

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

Accept invitation

3. Press "Send code"



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

	/licrosoft
FORUMCIV	/
\leftarrow AAAAAAAAAAA @gm	nail.com
Enter code	
We just sent a code to	AAAAAAAAAAAAA @gmail.com
17292057	
Didn't receive it? Please wait	for a few minutes and try again.
	<i></i>

5. Accept the permissions

	Microso	ft
FORUMC	∨.	
AAAAAAAAAAAA @gm	ail.com	
Permissions	requested	by:
ForumCiv forumsyd.onmicros	oft.com	-
By accepting, you a	llow this organiza	tion to:
✓ Receive your prof	ïle data	
✓ Collect and log yo	our activity	
✓ Use your profile d	lata and activity data	3
You should only accept i provided links to their these permissions at https://myaccount.micro Learn more	if you trust ForumCiv. terms for you to revi psoft.com/organization	ForumCiv has not iew. You can update ns.
This resource is no	ot shared by Mici	osoft.

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

	Keep your account secure
Micros	oft Authenticator
6	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	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.

Keep your account secure
Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next



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

Keep your account secure
Microsoft Authenticator
Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
After you scan the QR code, choose "Next".
Can't scan image?
Back 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.

	Keep your account secure
Microso	oft Authenticator
	Let's try it out
Ŀ	Approve the notification we're sending to your app by entering the number shown below. 51
	Back Next

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

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