



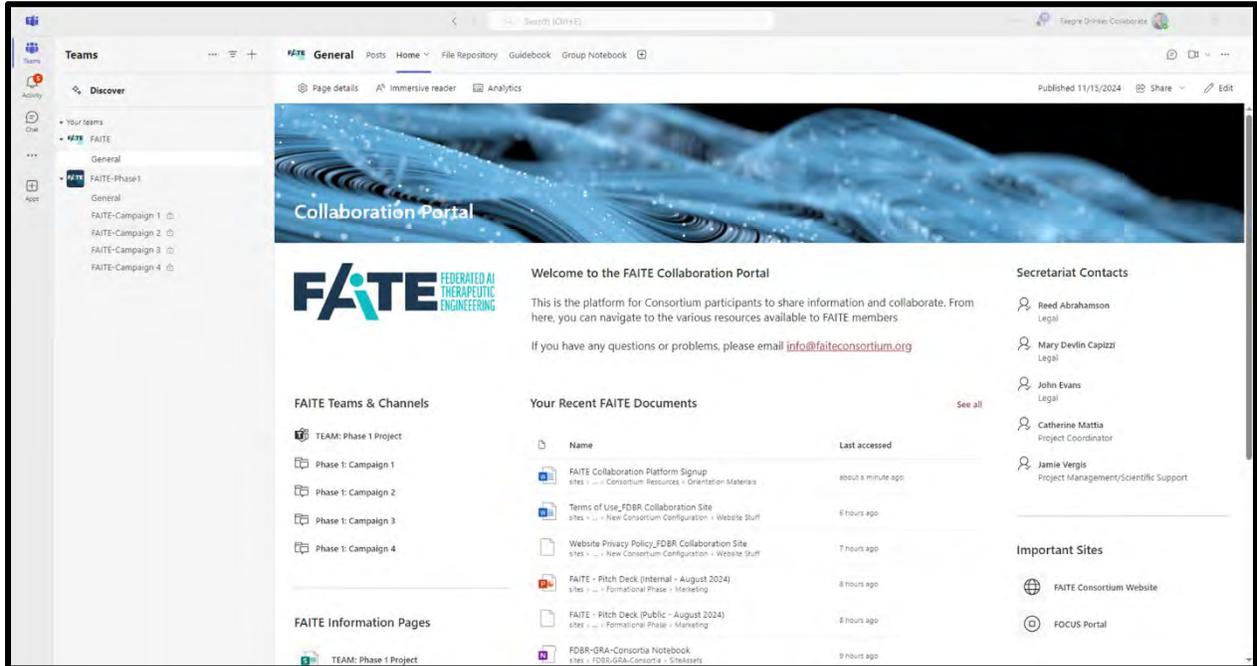
# Collaboration Portal Sign-up Instructions

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# Faegre Drinker Collaborate Overview

This document describes the steps to sign-up for access to the Teams collaboration environment for a consortium. *The images here may differ from the specific consortium you are signing up for but the instructions and setup for each consortium are the same.*



Ex., FAITE Consortium

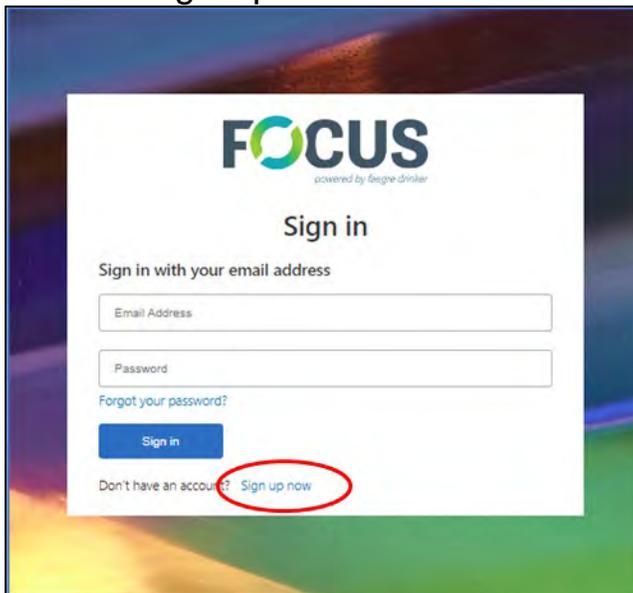
- **[ConsortiumName] -> General** is the main Teams site for the consortium
- The **Home** tab located in each channel has shortcuts and information to navigate the Teams environment
- The **File Repository**, **Guidebook**, and **Group Notebook** tabs may not be available right away the first time you access Teams. They will become available once the Secretariat updates your group permissions.

## Step 1: Create Account

1. Open a web browser and go to the following website:  
<https://focus.faegredrinkercollaborate.com>
2. Click the **Login** button



3. Choose Sign Up Now link



4. Enter your company email address and press Send verification code button

**\*\*If you are at Genentech, be sure to use your [lastname.firstname@gene.com](mailto:lastname.firstname@gene.com) email address to avoid possible access issues\*\***

5. Enter the code you received via email into the box and press **Verify Code**

**FOCUS**  
powered by laegra drinker

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Verification Code

[Verify code](#) [Send new code](#)

New Password

Confirm New Password

Given Name

Surname

[Create](#)

[Back to login](#)

6. Once your email address is verified, create a Password and provide your First and Last Name in the text boxes and press **Create**.

7. You will be taken to the My Profile Page. Here you will fill out your profile. The only required fields are **Company** and **Business Phone Number**. Please complete the other fields later.

**\*\*Note, only your Name, Company, and Email address are visible to other consortium members. All other profile information that you provide is only available to the Secretariat\*\***

Profile

**\*\*Faegre Drinker to supply instructions to members to manage and update their profile.\*\***

First Name: Sam Last Name: Garofalo

Middle Name: Company - Search for your Company, if not found use the...

Preferred Name: Type in Company Name if not found in the list above

Preferred Pronouns: Job Title: LinkedIn:

To update your email please contact Faegre Drinker

Primary email: sam.garofalo@faegredrinker.com Business Phone\*

Timezone: Mobile Phone:

Add or update your primary mailing address:

Line 1: Country:

Line 2: City/Town/District:

Line 3: State/Province/Region/Territory:

This is a Residential Address Postal Code:

Tell us about yourself:

Areas of Interest:

Bio:

Save

Choose your company using the pull-down menu to select it from the available choices.

***All consortium member companies are listed so leave "Type in Company Name" field blank***

8. Press **Save** when you have completed your profile.

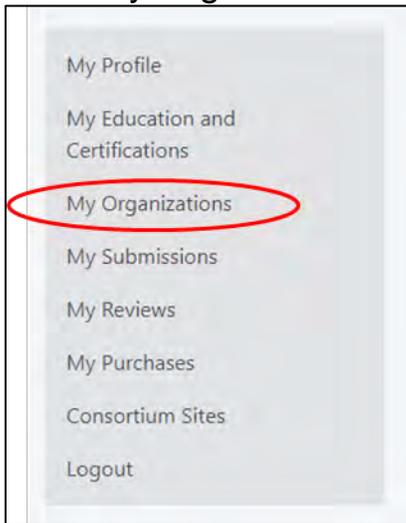


## Step 2: Sign up for Groups

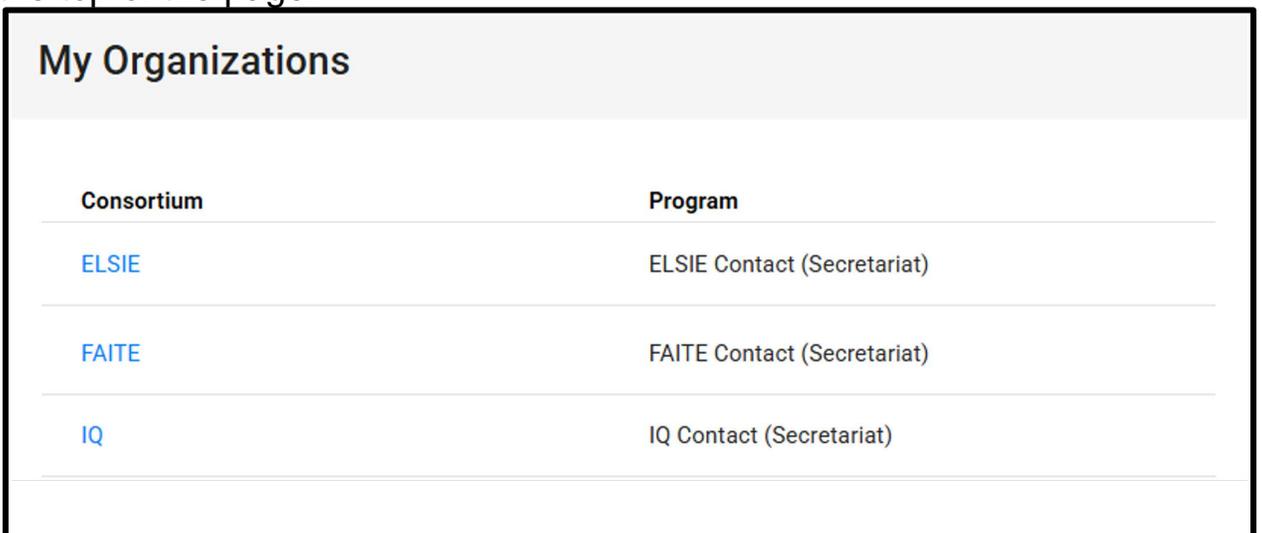
**Approximately 10 minutes after saving your profile**, your eligibility to participate in the consortium through your company's membership will be verified.

- *Other consortia may be shown here based upon your company's active memberships*
- *If you are participating as a Guest, you will not see the consortium listed automatically. Contact the secretariat to get access.*

1. Click on My Organizations on the left menu bar



2. You should see at least one consortium listed under **My Organizations** at the top of the page.



My Organizations	
Consortium	Program
<a href="#">ELSIE</a>	ELSIE Contact (Secretariat)
<a href="#">FAITE</a>	FAITE Contact (Secretariat)
<a href="#">IQ</a>	IQ Contact (Secretariat)

3. Click the consortium link to be taken to the consortium's website.

4. Click the **Login** button in the header menu. You should not have to re-enter your credentials.



5. The header menu will change to the "Member" view, with additional options now visible.



6. Click **Working Groups** to be taken to the working group selection page. From here you can join and leave various Working Groups, Committees, and Subteams.
7. The working groups are organized into "Divisions". Each Division corresponds to a separate Team on MS Teams and each "Working Group" is a separate Channel under that Team.
  - For Consortium Members:
    - i. Requests to join Working Groups under Divisions numbered 04 and 05 are automatically approved.
    - ii. All other Divisions numbers or Groups preceded by an underscore "\_" require verification of eligibility by the Secretariat before access is granted.
  - For Guest Participants: all requests will require verification of eligibility by the Secretariat before access is granted.
8. Choose the Groups you wish to join by checking the **Join** box next to each group and press **SAVE**.
  - *Joining any working group will automatically join you to the [Consortium] Home group so no need to select that.*
  - **Only join those groups you are an active participant/member**

**Working Group Selection**

- Choose **Join** to be added to a group roster and get access to MS Teams Channel
- Choose **Leave** to be removed from a group and MS Teams Channel

Filters

Division Working Group Name

Save

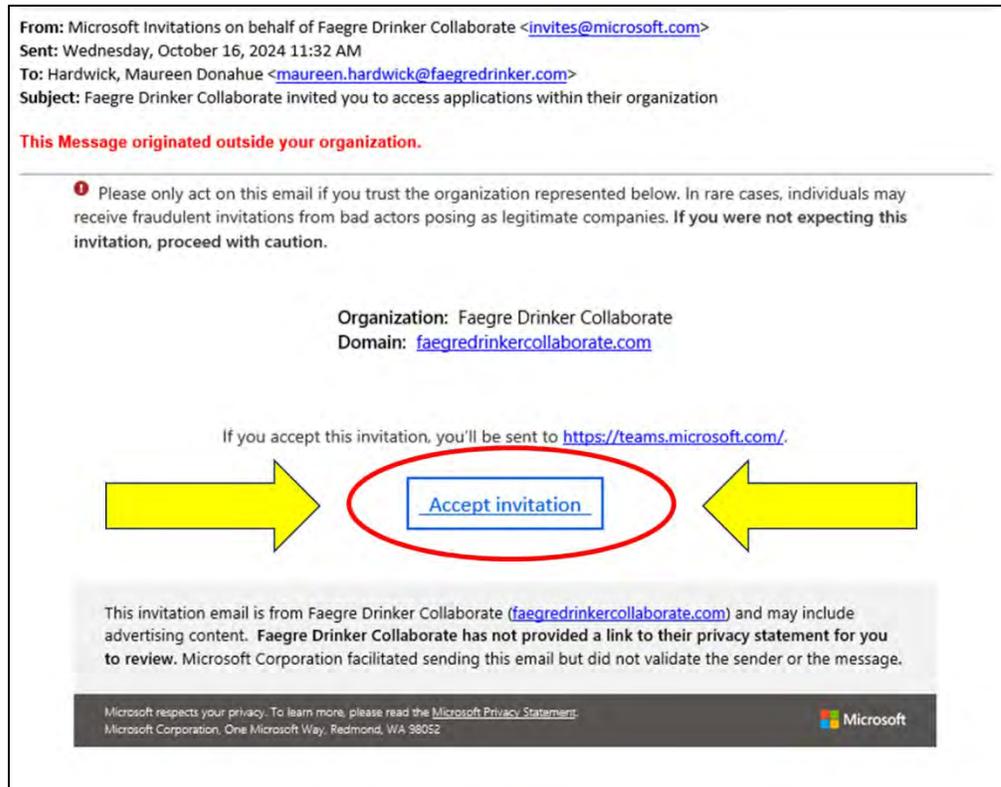
Division	Committees/Teams/Working Groups	Join	Leave
	FAITE Home	<input type="checkbox"/>	<input type="checkbox"/>
Phase1	Campaign 1	<input type="checkbox"/>	<input type="checkbox"/>
Phase1	Campaign 2	<input type="checkbox"/>	<input type="checkbox"/>
Phase1	Campaign 3	<input type="checkbox"/>	<input type="checkbox"/>
Phase1	Campaign 4	<input type="checkbox"/>	<input type="checkbox"/>

Save

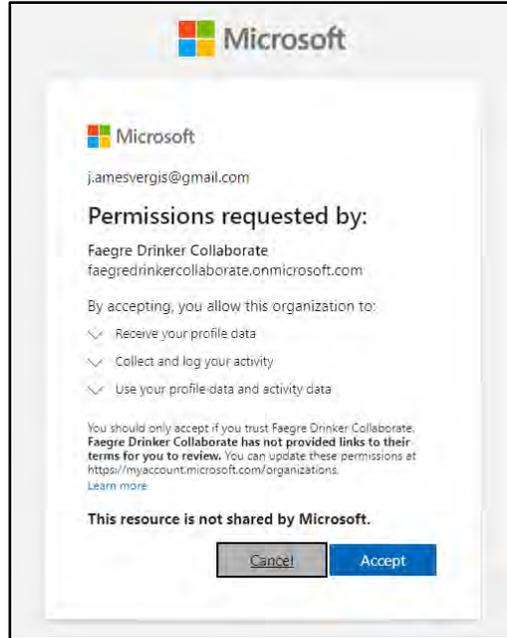
9. The joining process for auto-approved groups **takes approximately 10 minutes**. During this period, you will receive an email notifying you that the request was RECEIVED and once your request has been reviewed, you will receive a second email notifying you if the request was APPROVED or DENIED.
10. When each request is approved, you will receive an email from Microsoft ([invites@microsoft.com](mailto:invites@microsoft.com)) inviting you to the Teams resource.

## Step 3: Teams Login/MFA Setup

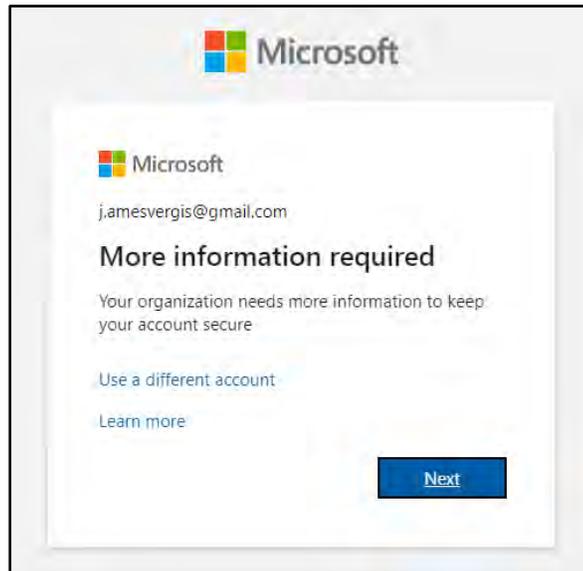
You will get multiple emails like the one below, one for each group you signed up for. **You only need to accept the invitation once**



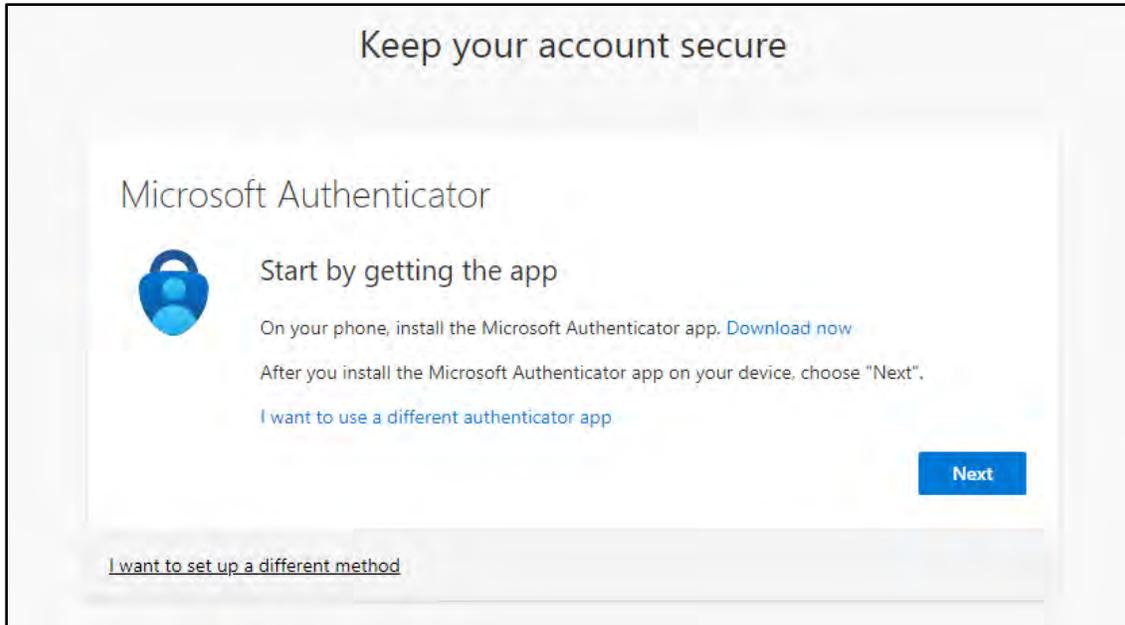
1. Click on the Accept Invitation link shown above in any of the invitation emails
2. You will be prompted to log into your Microsoft account and may be prompted to enter your password (*this is your Microsoft password not the password you just created to access the collaboration portal*)
  - Note, these instructions assume you already have a Microsoft Account. You likely do through your employer but If you don't, you can sign-up for a free Microsoft account via this link: [How to create a new Microsoft account - Microsoft Support](#)



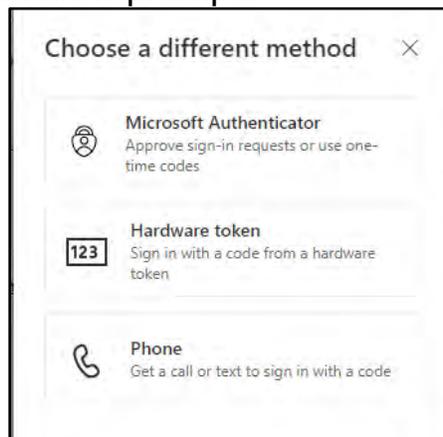
3. After log into your Microsoft account, the screen above will appear. Click "Accept" to continue.



4. Click "Next" to begin the Multi-Factor Authentication (MFA) setup.



5. You have three options for MFA setup. *The preferred options are “a” and “b”.*
  - a. **Microsoft Authenticator App** -> Click “Next” and follow prompts
  - b. **Other Authenticator App (e.g., Duo)** -> Click “I want to use a different authenticator app” and follow prompts
  - c. **SMS Text Message** -> Click “I want to set up a different method” and follow prompts



- i. Choose “Phone”
- ii. Enter your phone number and press “Next”
- iii. Enter the code you received via text and press “Next”
- iv. When the Verification complete message pops up, press “Next” and then “Done” on the next screen



6. Once you complete the MFA registration process, your Teams should open.
7. You can switch between the **Faegre Drinker Collaborate** Teams environment and other environments you have access to by clicking on the top right of the Teams window and selecting the Teams environment you want.

