Collaboration Portal Sign-up Instructions

Contents

# 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.*
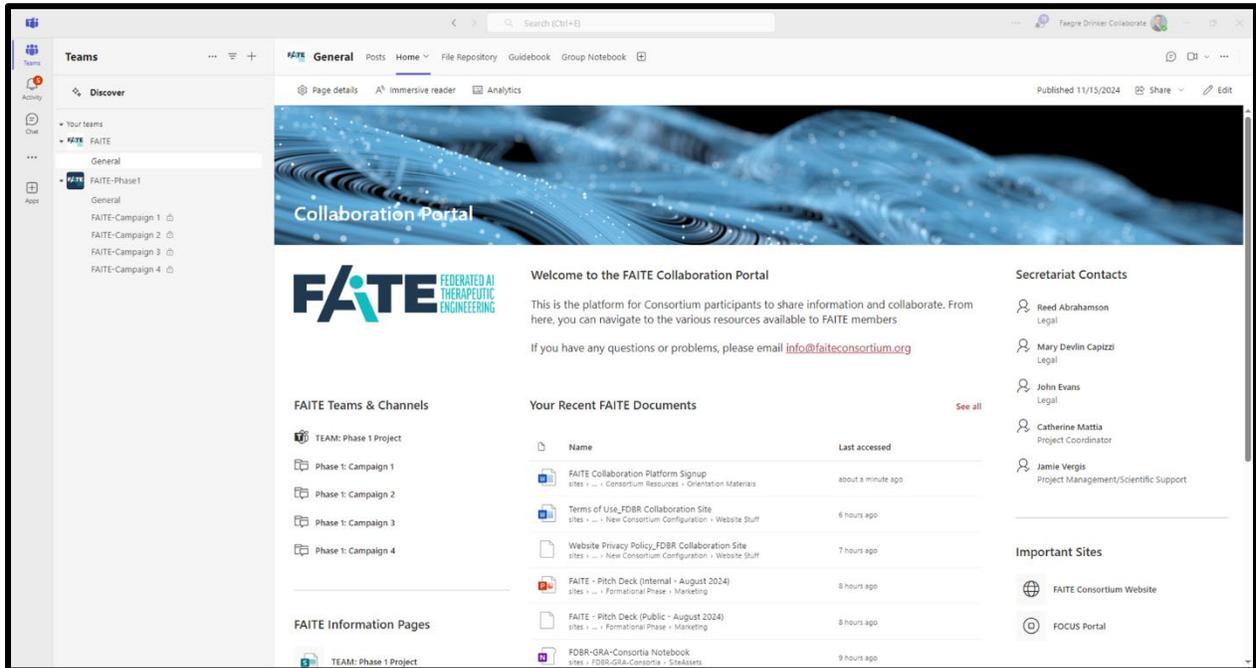

- **[ConsortiumName] -> General** is the main Teams site for the consortium

- 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
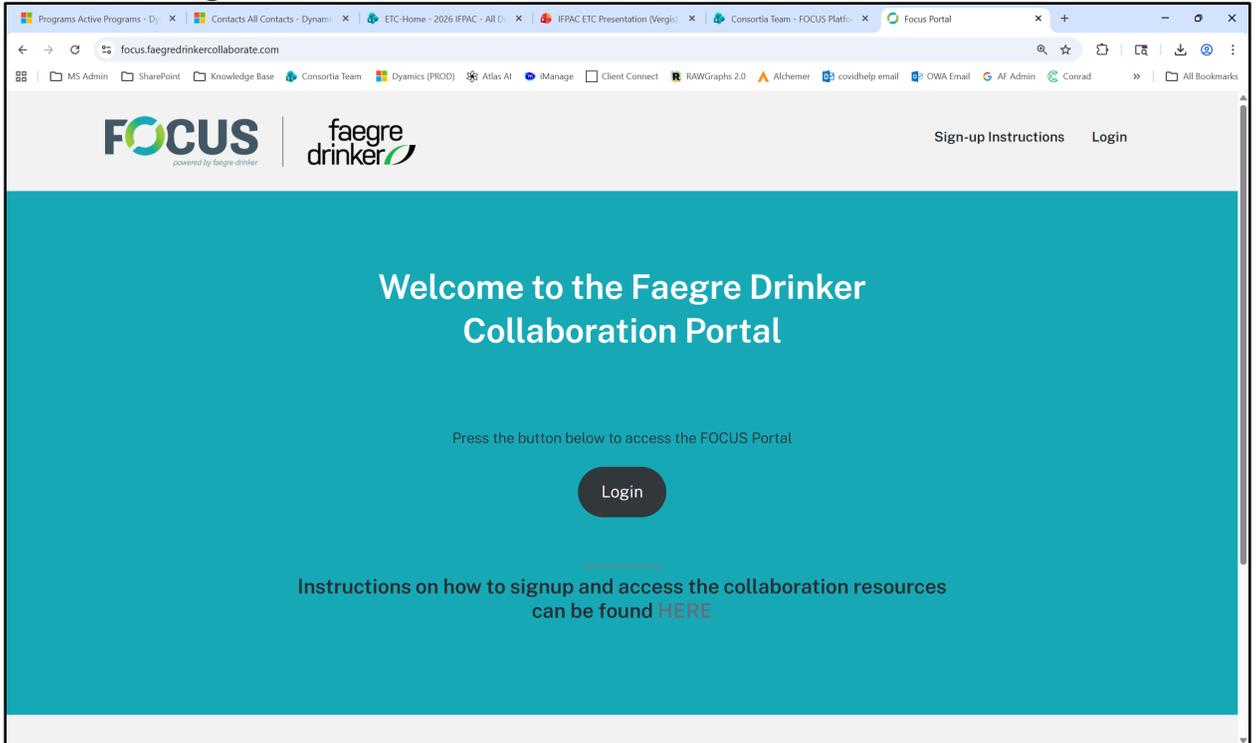
3. Choose Sign Up Now link
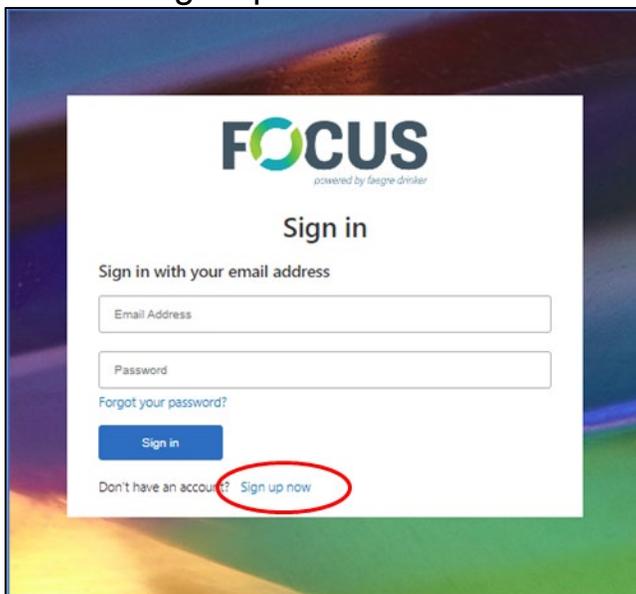
4. Enter your company email address and press Send verification code button
5. Enter the code you received via email into the box and press **Verify Code**

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****

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
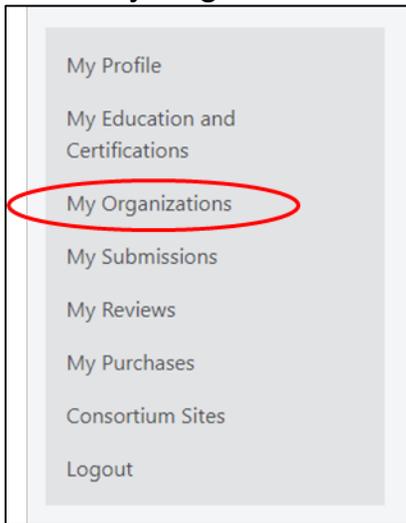
2. You should see at least one consortium listed under **My Organizations** at the top of the page.
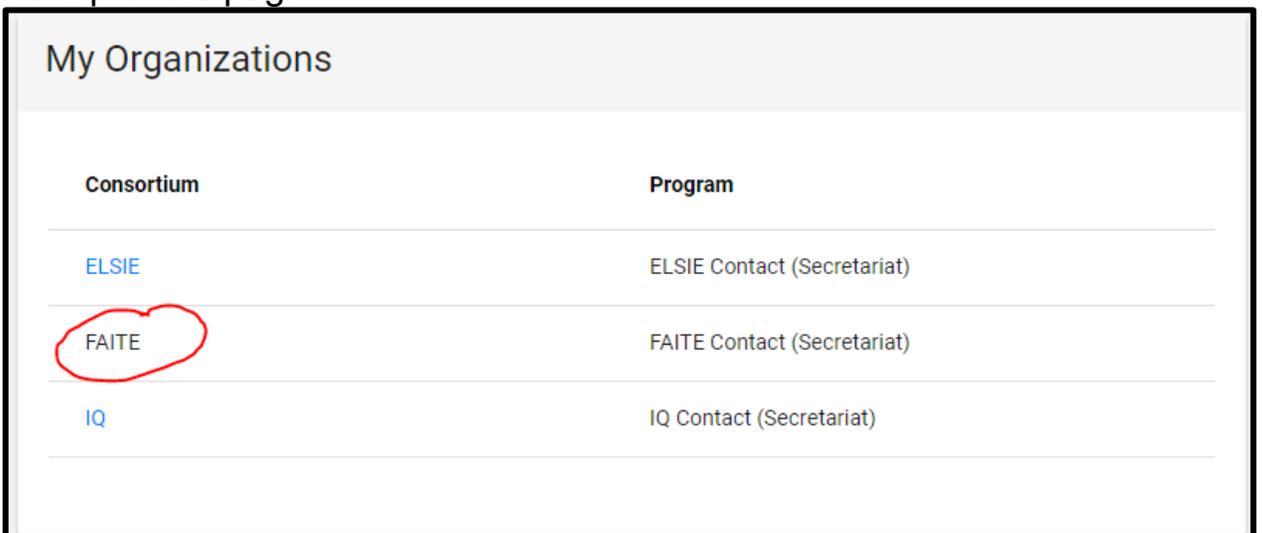
3. Click the consortium link to be taken to the consortium's website.

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***

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) inviting you to the Teams resource.

Step 3: Teams Login

Our system uses your company/organization credentials and 2-factor authentication process to provide access to our Teams and SharePoint environments.

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**
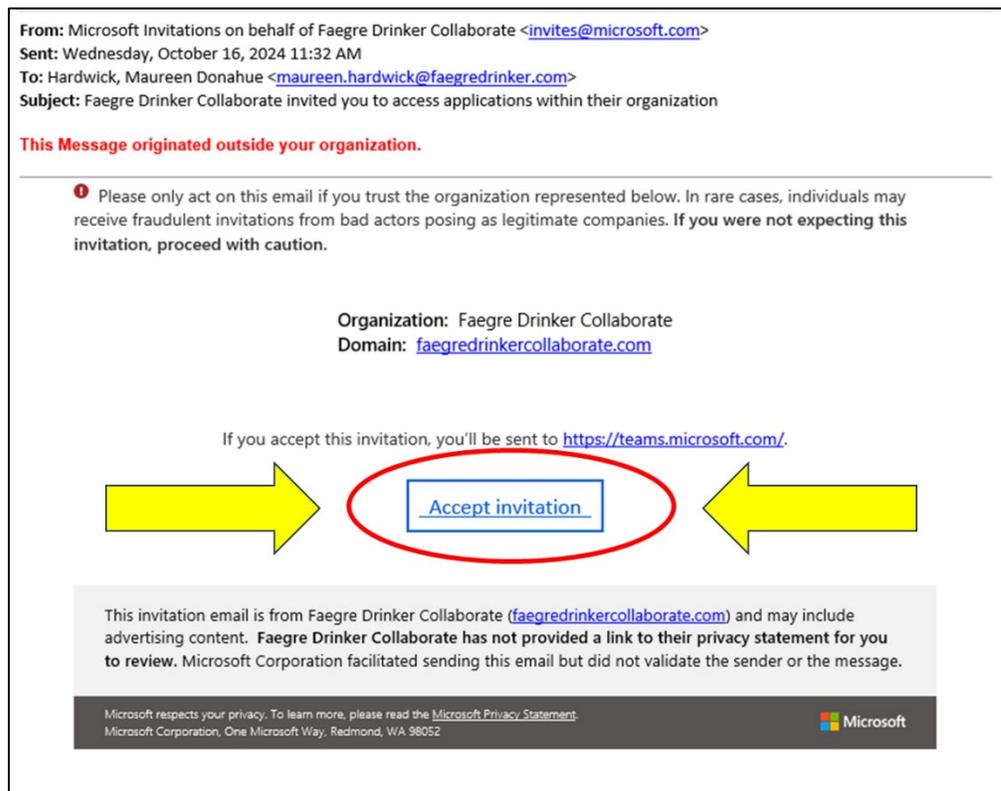

1. Click on the Accept Invitation link shown above in any of the invitation emails
2. You will be prompted to log into your company/organization Microsoft account information and may be prompted to enter your password *(this is your Microsoft password not the password you just created to access the collaboration portal)*
   - *Note, these instructions assume you already have a Microsoft Account through your organization/employer. 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*
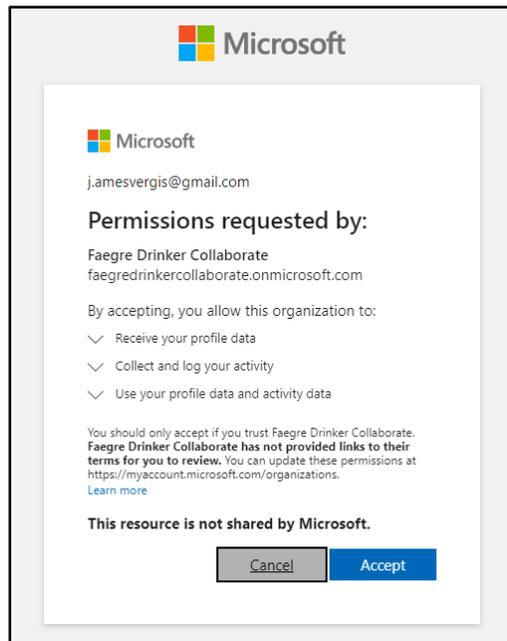
3. After log into your Microsoft account, the screen above will appear. Click "Accept" to continue.

4. Your company/organization's 2-factor authenticator process should now take over (you will see your company logo on the popup). Each company's authenticator process is different, likely one of the following:

    a. **Microsoft Authenticator App** – on your phone, the app will open and prompt you to enter the number shown on your computer screen.

    b. **Other Authenticator App** – open the application on your phone to get the code and type that code in on your computer

    c. **SMS Text Message** – type the code you received via text into your computer.

    If the MFA / 2-factor authentication isn't working, contact your IT department and have them reset your MFA/2-factor authenticator and walk you through the process to set this up on your phone.

5. Once you complete the MFA registration process, your Teams should open.

6. 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.
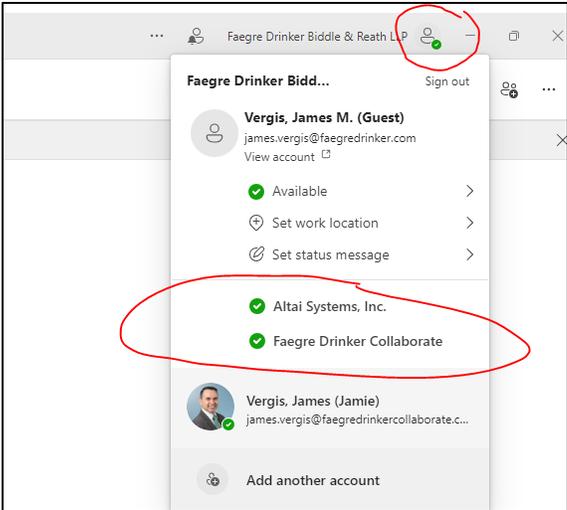
MFA Setup for Non-Company/Organization Users

If you are not associated with a company/organization (e.g., independent consultant), you will be prompted to setup MFA on our system before you can access our system.

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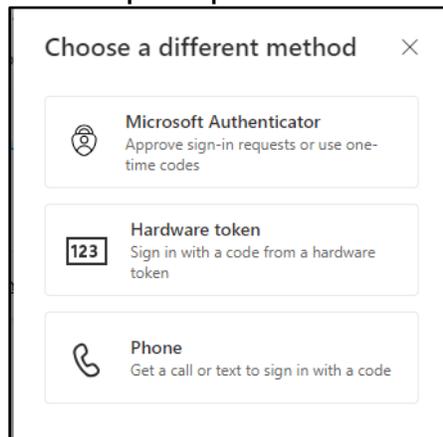
i. Choose "Phone"
ii. Enter your phone number and press "Next"
iii. Enter the code you received via text and press "Next"
iv. When the Verification complete message pops up, press "Next" and then "Done" on the next screen