

## Registering your account with Microsoft

• When your account is created by the RCIGM staff, you will receive an email from Microsoft that the account has been created with instructions on how to register your account and login. This is part of our new and improved security model.



- Navigate to the link provided in the email
- You will be redirected to a Microsoft M365 login page to enter your email address
- Once you have input your email address, follow the instructions on the ensuing screens for creating a password and receiving/entering a confirmation code
  - You will be asked to select a method for receiving a confirmation code (either by downloading the Microsoft app or opting to receive the code via SMS text message)
- If you elect to use your phone instead of the Microsoft app, you can choose to receive the code via phone call or text message

E Microsoft
Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 1: How should we contact you?         Authentication phone         United States (+1)
Method O Send me a code by text message
Call me  Next
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.
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• Once you receive a code, enter it where prompted:

Additional socurity varification		
Additional security vernication		
Secure your account by adding phone verification to your password. View video to know how to secure your account		
Step 2: We've sent a text message to your phone at +1 443-413-4013		
When you receive the verification code, enter it here		
200086		
	Cancel	Ved
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• After entering in the code, you can click the link to the portal:

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All Apps 🗸		🕀 Create 🖉 Edit	
Senomics Portal Sandbox			