




SharePoint Login Guide

Version 1 – Darren Schäfer



Introduction

This guide has been created to assist you with logging in to FIFA SharePoint via an invitation link sent by us, as shown below:

 Microsoft Invitations on behalf of FIFA.org <invites@microsoft.com>
Thu 23/07/2020 09:37
To: You

ⓘ Please only act on this email if you trust the individual and 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.**

Sender: Schäfer, Darren (FIFA) (Darren.Schaefer@fifa.org)
Organization: FIFA.org
Domain: fifa.org

If you accept this invitation, you'll be sent to https://myapps.microsoft.com/?tenantid=ac1c0d01-4482-4885-90e3-ebe4b44279d6&login_hint=

[Accept invitation](#)

[Block future invitations](#) from this organization.

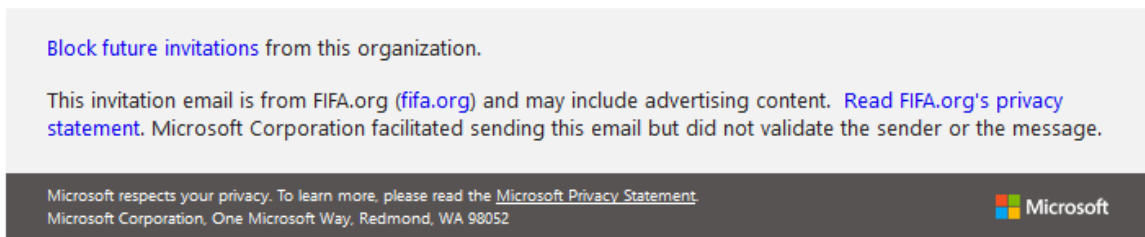
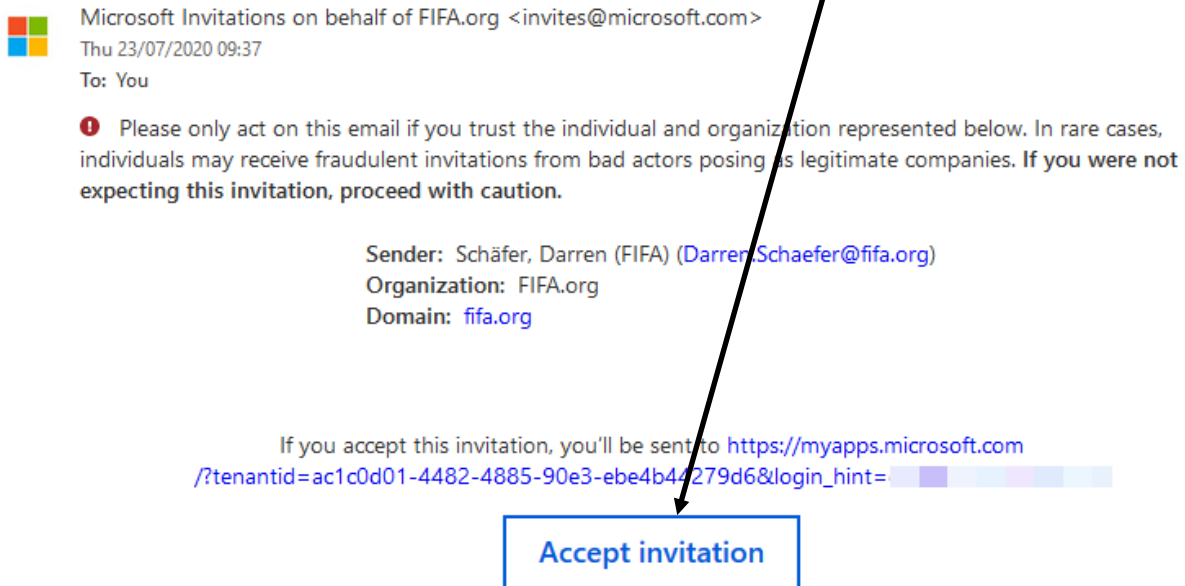
This invitation email is from FIFA.org (fifa.org) and may include advertising content. [Read FIFA.org's privacy statement](#). Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

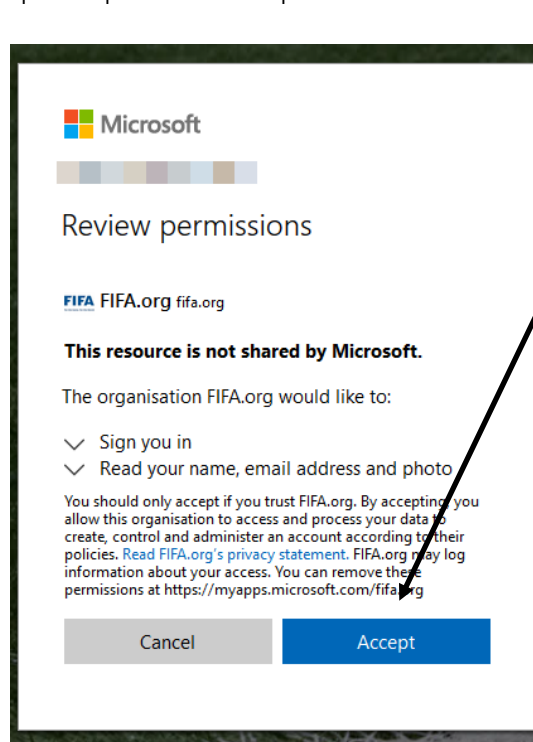


Getting started

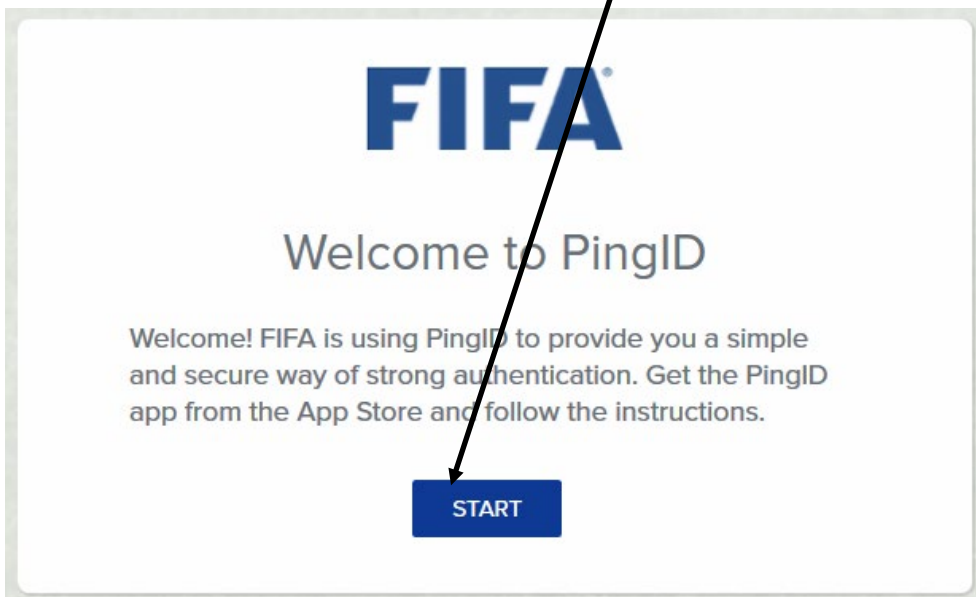
1. When you receive the invitation link from FIFA, click on "Accept invitation".



2. You will now have to accept the permissions – please review them and click "Accept".

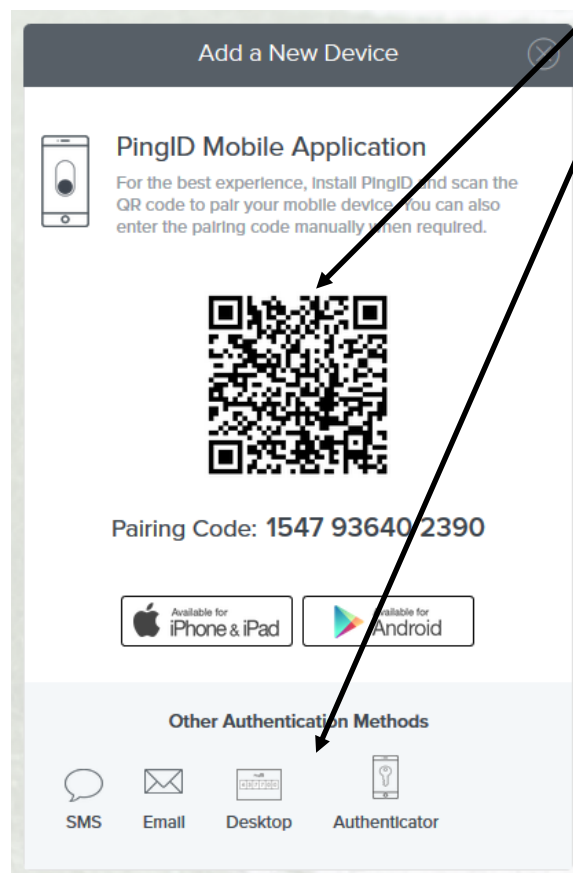


3. Now you have to configure PingID. Click on "Start".

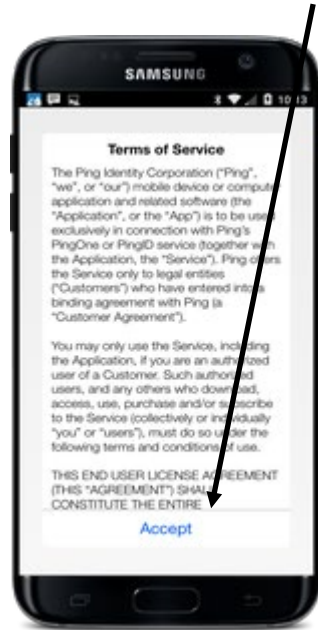


4. You will be presented with a QR code. You will need this if you wish to download the app.

- a. If you would like to use the app, please download it on your phone and continue to follow the instructions.
- b. If you do not wish to use the app, please select one of the alternative methods (email or SMS) and follow the on-screen instructions.



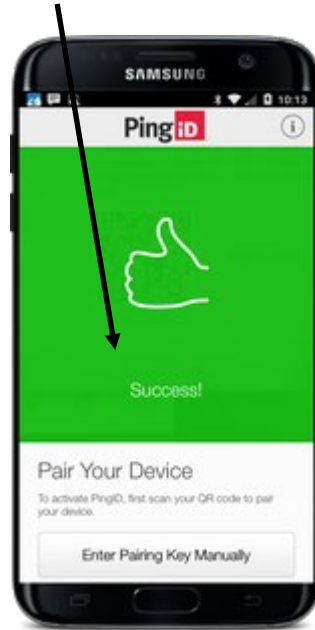
5. If you download the app, please click on "Accept" on your phone.



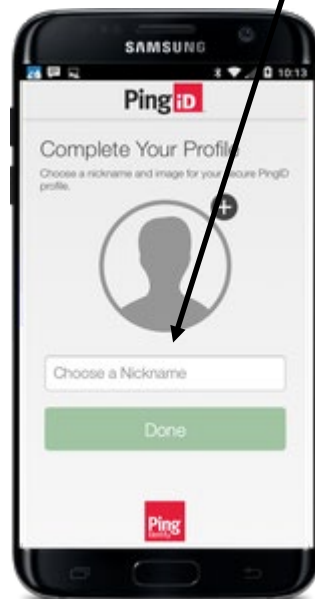
6. Next, scan the QR code (see step 4) with your phone.



7. Once it has connected, you will see "Success".



8. Once you have paired the phone, you have to pick a "nickname" – this can be anything of your choice.



9. Once you have entered a "nickname", you will see the following screen. Now wait for a few moments.



10. After a few moments, you will be prompted to authenticate your login. This will be by either swiping up or using fingerprint access.



After this, the process is complete. The system will authenticate your request and you should be logged in.

