



Client for Contractor – SharePoint Online Authentication

Quick Reference Guide

WHAT IS SHAREPOINT ONLINE?

SharePoint Online is the latest version of SharePoint in Office 365. Access is managed by a Shell identity authentication process to ensure appropriate access and security for data. The process will require a One Time Password (OTP) for all Client for Contractor users.

This guide contains instructions on how to:

- Install the One Time Password (OTP) application required to generate the password needed to access SharePoint
- How to create and use the OTP

INFORMATION – Equipment

In order to access Shell SharePoint Online using your OTP, it is recommended to use the OTP app on a Smart Phone.

The Smart Phone will need to be capable of internet connectivity and installing and running applications.

If you are experiencing difficulties or would prefer to use your computer or laptop, please refer to the Desktop OTP activation guide.

Registration email & activation code

In order to register your account, you will need the activation code sent in your registration email. **The activation code is valid for 24 hours only**. Please complete the registration steps within 24 hours of receiving the email.

The email will be sent from **do-not-reply@wiprocloudminder.com**. If you are expecting an email and have not seen it arrive, please check your 'Junk' folder.

Installing and activating the OTP app

Step 1 – Install CA Mobile OTP

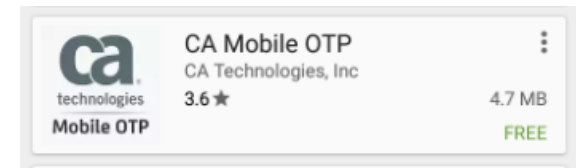
Before you can register your account and generate an OTP, you will need to install the CA Mobile OTP app onto your Smart Phone.

INFORMATION

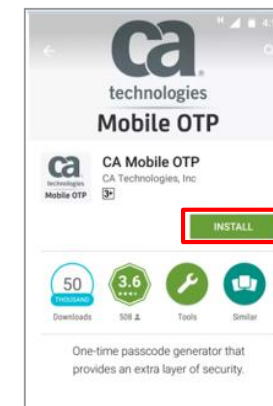
If you already have the 'CA Mobile OTP' app installed onto your smart phone, but still need to register your account, please go to Step 2.

To download and install the app:

1. Visit the relevant app store on your mobile phone and search for **CA Mobile OTP**. Alternatively, click the link below to download the software:
 - For iPhone or iPad: [App Store](#)
 - For Android: [Google Play](#)
 - For Windows Phone: [Store](#)



2. Install the application onto your mobile device.
3. Launch the application from your app menu.



4. Click on 'Approve' to accept the terms and conditions.





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Step 2 – Register your account

REMINDER – Activation code availability

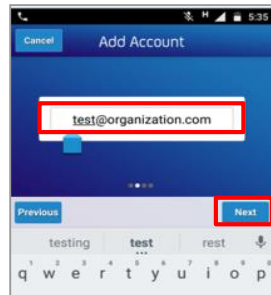
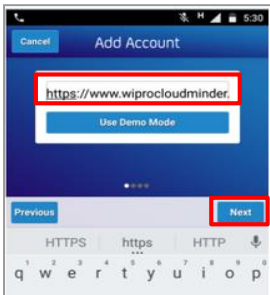
In order to register your account, you will need the activation code from your registration email. Please note that this activation code is **only valid for 24 hours**.

Note that if you do not complete the process or make an error, you will need to contact the Shell IT Helpdesk for a new code.

For the following steps, you will copy details from your Registration email into **Add Account**.

- Server URL: https://www.wiprocloudminder.com/iam/im/faas_pub/mobileactivation
- User Identifier: nicola@hotmail.com
- Activation Code: 58023179

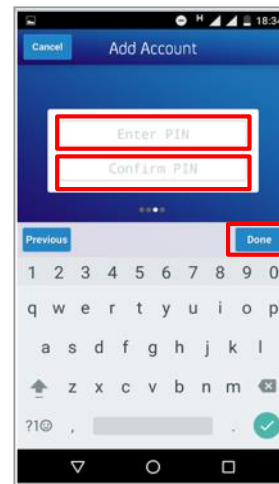
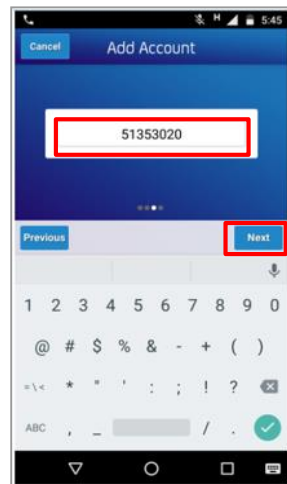
- Copy the Server URL link from your email and click **Next**.
- Copy the e-mail address (or type it directly) into 'User Identifier', then click **Next**.



- In 'Activation Code', copy the activation code from your registration e-mail, then click **Next**. **Note that the activation code is valid for 24 hours only.**

You will now be asked to set up a PIN:

- In the 'Enter Pin' and the 'Confirm Pin' boxes, enter a **PIN number of your choice**. **Please note:** The minimum length of the security PIN is 6 (six) digits.
- After you have set your PIN number, click on 'Done'.



IMPORTANT – Remember your PIN

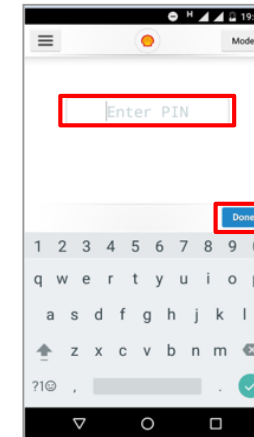
Please choose a PIN that you will remember. This PIN number will be used to generate your One Time Password (OTP) which will give you access to Shell applications. .

Step 3 – Generate your One Time Password

After you set your PIN, the next screen will prompt you to enter the PIN so that you can generate a One Time Password (OTP). You will use this process to log into SharePoint Online.

Enter your **PIN** and click on 'Done'.

- Your OTP will be generated in the screen and will be valid for 30 seconds. If the timer expires, a new OTP will automatically be generated in the application.



WHERE DO I GO FOR HELP?

For more information and support, contact:

- Shell IT Helpdesk
- Logging into SharePoint Online QRG