



Client for Contractor – SharePoint Online Authentication

Desktop version - Quick Reference Guide



My Workspace
MAKING SENSE OF IT

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 External Access users.

This guide contains instructions on how to:

- Install the desktop application required to generate the One Time Password (OTP)
- How to create and use the OTP to gain access to Shell applications.

INFORMATION – Equipment

In order to access Shell SharePoint Online using your OTP, you will need either of the following:

- **Recommended option - A Smart Phone** capable of internet connectivity and installing and running applications. In this case, please refer to the Mobile OTP guide.
- **Alternative option** – For users who do not have a smart phone, a computer or laptop with internet connectivity can be used. Please continue this guide to setup your OTP on your computer or laptop.

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

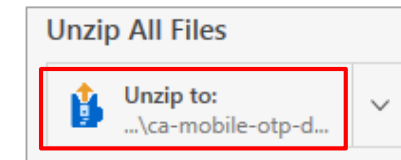
Before you can register your account and generate an OTP, you will need to install the **CA Mobile OTP** app onto your computer.

INFORMATION

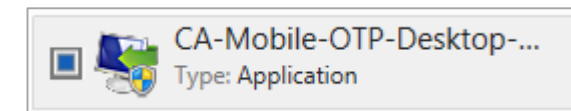
If you already have the 'CA Mobile OTP' app installed onto your computer, but still need to register your account, please go to **Step 2**.

1. Click the relevant **installation file link** below depending on the platform you are using:
 - [Windows Installation file](#)
 - [Osx \(Mac\) installation file](#)
 - [Linux installation file](#)
 - [Linux x64 installation file](#)

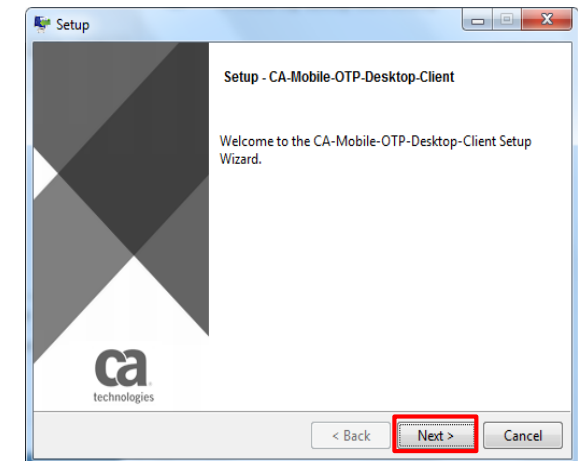
2. Click Open
3. If the file is a zip file, you will need to unzip the file to continue. Click **Unzip to** on the right hand side of the window.



4. The file is unzipped and displayed on the left hand side of the window. Double click the file to open it.



5. Click **Yes** to allow the program to run.
6. The Set up wizard will begin. Click **Next**.

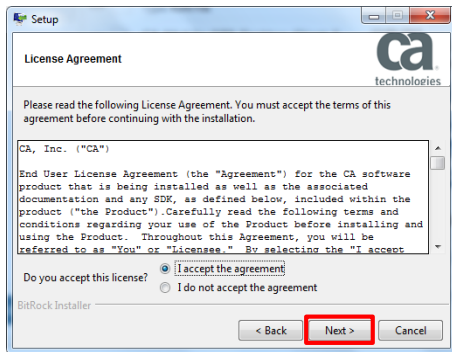




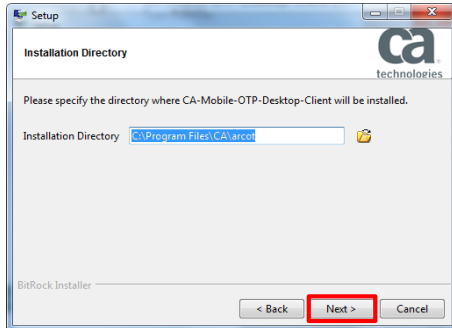
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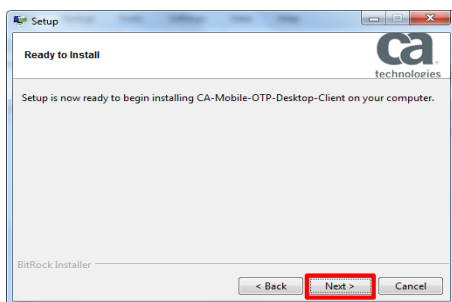
6. Read the license agreement and **accept the agreement**. Then click **Next**.



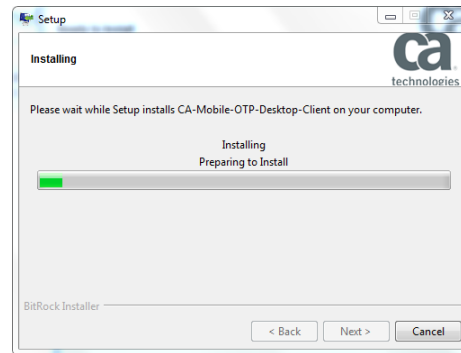
7. The installation directory (where the app will be stored) is displayed. Click **Next**.



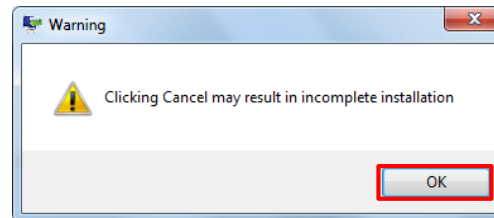
8. The installation process is ready. Click **Next** to continue.



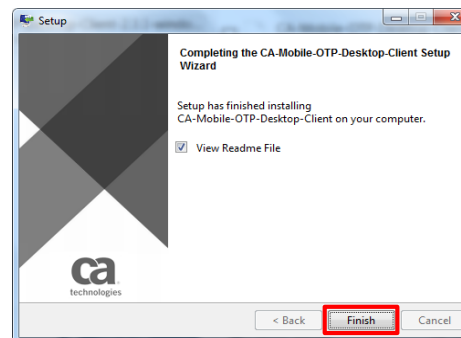
9. Progress is displayed in the window.



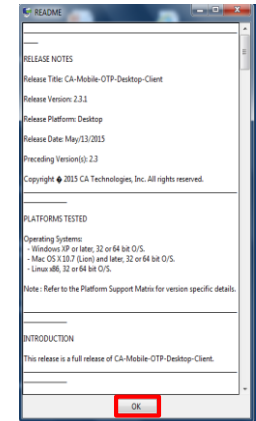
10. A pop up window informs you that, if you click Cancel, it will result in an incomplete installation. Click **OK** to continue.



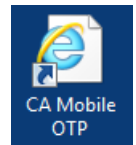
11. Once completed, you will see the message that 'Setup has finished installing'. Click **Finish**.



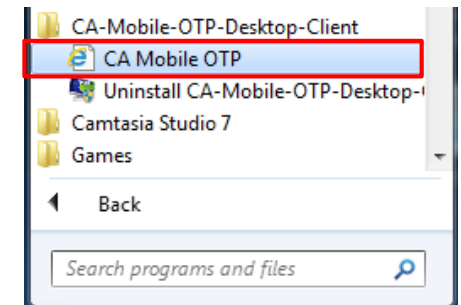
12.A 'ReadMe' file will be displayed. Click **OK** to close the file.



A shortcut to the **CA Mobile OTP** application may be added to your desktop automatically.



If this does not occur, you can locate the app from the **Start menu > All Programs > CA-Mobile-OTP-Desktop-Client (folder) > CA Mobile OTP**. Click the app to open it.



Once opened, it is recommended that you **save it as a favourite** in your browser for future use.



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Step 2 – Register your account

REMINDER – Activation code

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.

1. Open the **CA Mobile OTP** app from your desktop or browser favourite.
2. Click the Add button to add your account.



3. In the 'Add Account' screen, please copy the following information from your email:

- **Server URL:**
https://www.wiprocloudminder.com/iam/im/faas_pub/mobileactivation
- **User identifier** - Email address
- **Activation code** – unique code provided

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

4. Click on 'Save'.

5. 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.
6. After you have set your PIN number, click on 'OK'.

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.

7. A message informs you that your account has been successfully added. Click **OK**.

Step 3 – Generate your One Time Password

To generate your One Time Password :

1. Open the **CA Mobile OTP** app from your desktop or browser favourite.
2. Your account will be displayed. Click to open the account.

3. Enter your **PIN** and click on '**Generate**'.
4. 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 Guide