Business World Access for Non-Shropshire Council domain users

These instructions apply to anyone who does NOT have a shropshire.gov.uk email address.

<u>Scenario 1 - First time access</u>: Non-Shropshire Council domain user with any device (work or personal) – First time login only:

Whether working on a work device, or a personal device, the process for users who do not have a shropshire.gov.uk email address is the same. The following instructions refer to the first time you attempt to access Business World. If you have already changed your password and setup TOTP then you should refer to Scenario 2, below, for instructions on logging into the system.

- 1) Before attempting to access the system for the first time, you must complete a number of pre-requisite steps as follows:
 - a. Make sure you know the email address registered in MyView as this will be your Business World userid.
 - b. Make sure you know your National Insurance number and your of birth as these will make up your initial password in the format: LLNNNNNNLYYYY
 - c. You will need a tablet or smartphone with an authenticator application installed (we recommend either Microsoft Authenticator or Google Authenticator, but any app which supports 6-Digit one-time-passcodes will work You may already have one of these for accessing your Google or Microsoft accounts)
 - d. Download a suitable application from the app store before attempting to access Business World for the first time
 - e. If you do not have a smartphone or tablet available, you will be able to receive your passcodes via email in this case make sure you have access to the email address from step 1a.
 - f. Navigate to the Business World system by clicking the Business World link <u>https://ubw.unit4cloud.com/uk_sh1_prod_web/</u> or on the Shropshire website <u>http://www.shropshire.gov.uk/business-world</u>
- 2) At the Identity Server page, enter your email address (from 1a) and click NEXT:

SIGN IN	
Usernome	
NEXT	
Forget Usernaine ? Don't have an account? Register New	
Shropshire	

3) Enter your password (see note 1b above) and click SIGN IN:

Shropshire IDENTITY SERVICES		
	WELCOME MICKEY@MOUSE.COM	
	Password	
	Remember me on this computer	
	By signing in, you agree to our Privacy Policy	
	SIGN IN »	

- 4) You will be prompted to change you password. Please enter a new Password and click on Continue.
- 5) You will be prompted to setup TOTP (Multi-Factor Authentication). If you have a smartphone or tablet with an authenticator application installed (see note 1c above) click on Show QR code to scan and enrol the user and skip to step 14 below.
- 6) If you do not have a tablet or smartphone on which to install an authenticator application, click Continue at this stage:

Enable TOTP
You have not enabled TOTP authentication. Please enable it. Sharw QR could to scam and enroll the same Continue

7) Click on AUTHENTICATE:

Authenticate with on code	e-time
Enter the verification code generated by Application or got via email	ynar Móbile
Vetification Code	
Get a Ver frontion Code	ENTICATE

8) An error will be displayed as you have not yet entered a valid TOTP code:



9) At this stage you should close your browser, then start the process again from step 2. This time, after entering your password at step 4, you will be directed back to the TOTP screen:

Authenticate with one-time code	
Enter the vestication code generated by your Hobble Application or gist via enail.	
Get al Ver Fuchen Cade	
Shropshire	

- 10) Click on "Get a Verification Code" a pop-up message will appear stating that a code has been emailed to you
- 11) Open your email (see note 1e above) and refresh until the email arrives (the email will be from <u>identity@shropshire.gov.uk</u>) The email will contain your One Time Passcode (note that the code is only valid for 5 minutes)
- 12) Enter the code into the box (step 9) and click AUTHENTICATE. Now please proceed to step 16 below.
- 13) If you have a smartphone or tablet with an authenticator application installed (see note 1c above) you should open the authenticator application and add a new client (note that you may need to find instructions on how to do this from your authenticator provider). When prompted to do so, scan the QR code to configure the app and then click Continue:



14) Enter the code displayed in your authenticator application and click on AUTHENTICATE:

Authenticate with code	one-time
Enter the vertification code general Application or got via email	ted by your Mobile
Weifconish Code	
Ger a Verification Code	AUTHENTICATE

15) The first time you access the system you will be asked to consent to your active directory "identity" (email address) being shared with both the Shropshire Council identity platform (click the check box to accept and then click on "Approve"):

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	USER CONSENTS	
	United Production application requests across to your profile information	
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and with Business World (click on Allow):



16) You will be forwarded to the Business World dashboard:

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<u>Scenario 2</u>: Non-Shropshire Council domain user with any device (work or personal) – **Subsequent** access:

- 1) Navigate to the Business World system by clinking the Business World link, under quick links
- 2) At the Identity Server page, enter your email address (from 1a) and click NEXT:

SIGN IN	
Username	
NEXT	
Forgat Username ? Don't have an account? Register New	

3) Enter your password (see note 1b above) and click SIGN IN:

WELCOME MICKEY@MOUSE.COM
Password
Remember me on this computer
By signing in, you agree to our Privary Policy
SIGN IN »

4) Enter the code displayed in your authenticator application and click on AUTHENTICATE (if you do not have an authenticator application, click on Get a Verification Code, and then input the code from the email you receive instead):

Authenticate with one-time code	
Entier the vertification code generated by your Mobile Application or get via email	
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5) You will be forwarded to the Business World dashboard:

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