

SECURE PLATFORM ACCOUNT CREATION GUIDE

Step-by-Step Instructions



10–12 December 2024 | Nairobi, Kenya
UNAIDS Programme Coordinating Board

One Cloud Platform

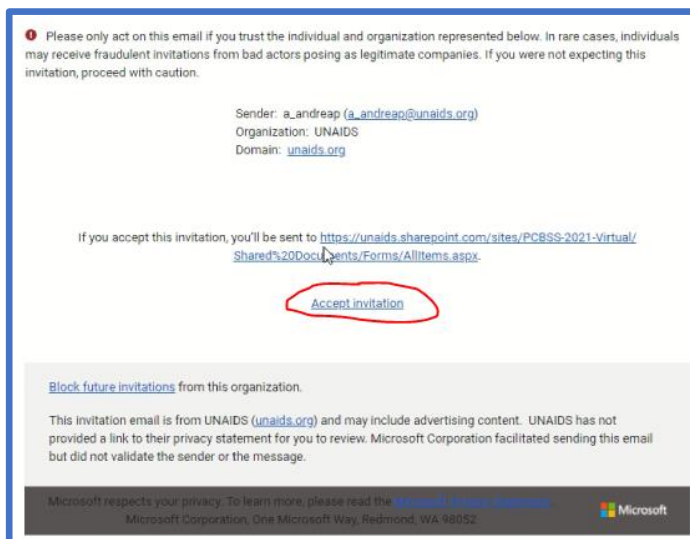
What is Azure AD Guest Accounts (B2B)?

With B2B collaboration, UNAIDS can securely share company's applications and services with guest users from any other organization, while you maintain control over your own corporate data. A simple invitation and account creation process lets partners use their own credentials to access UNAIDS' secure platform. The aim of this system is to allow you to use your own email as the username and your own self-selected password to access the secure platform.

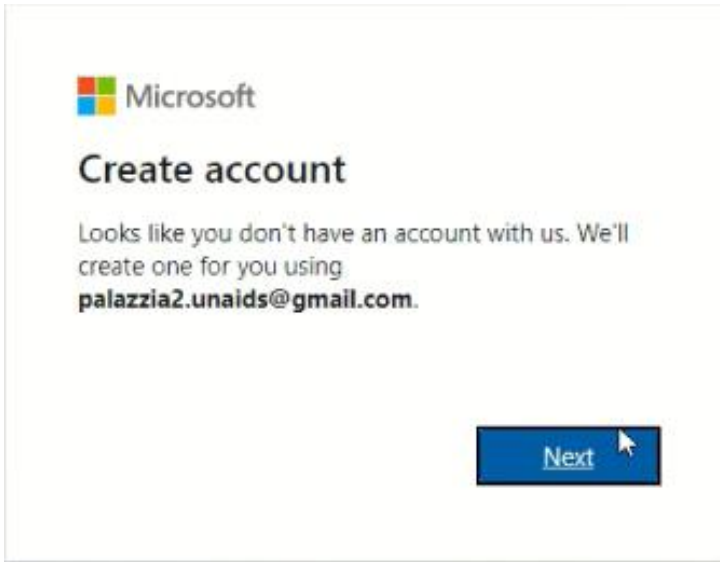
To increase engagement and real time collaboration with registered participants of the Special Session of the PCB, UNAIDS will activate and rollout the capability to create external Guest Account, based on individual email that you registered with, providing access to UNAIDS' corporate resources for users outside the Joint Programme.

- Guest Account Invitation

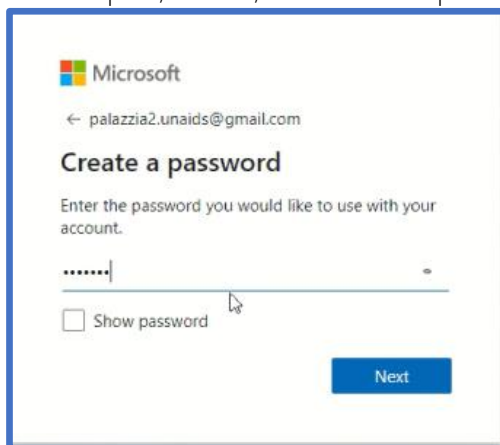
1. External individual will receive a guest account creation invitation email from PCB Governance. Please click on the link to initiate the process.
2. If you have an existing Microsoft 365 account, you will be directed to put in your personal password and gain automatic access to the platform.
3. If you do not have an existing Microsoft 365 account, please follow the steps below.



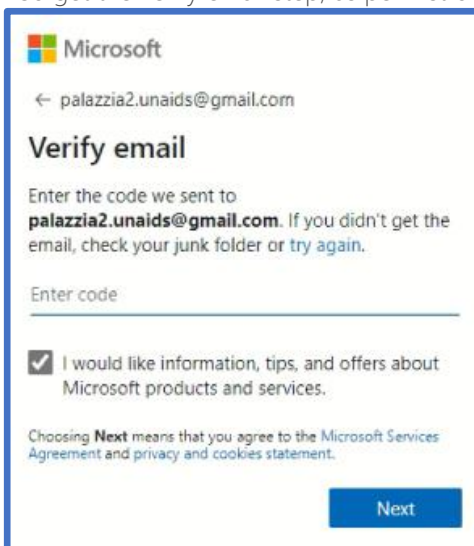
4. That will trigger the guest account creation, palazzia2.unaids@gmail.com is just a sample, click next



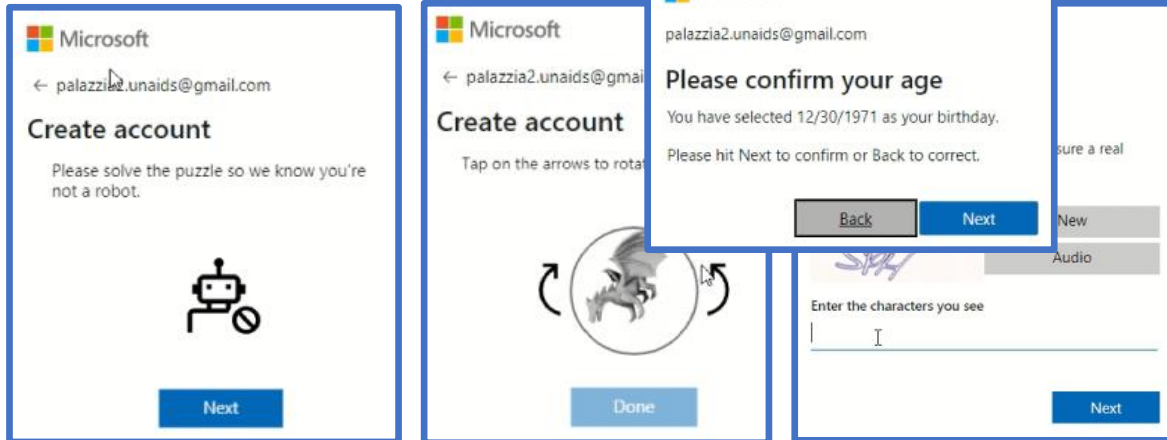
5. That will trigger the creation of the guest account password, choose at least 10 characters length, at least 1 capital, 1 small, 1 number or special characters, click next



6. You get the verify email step, as per instruction go back to your email to grab the code (click next)

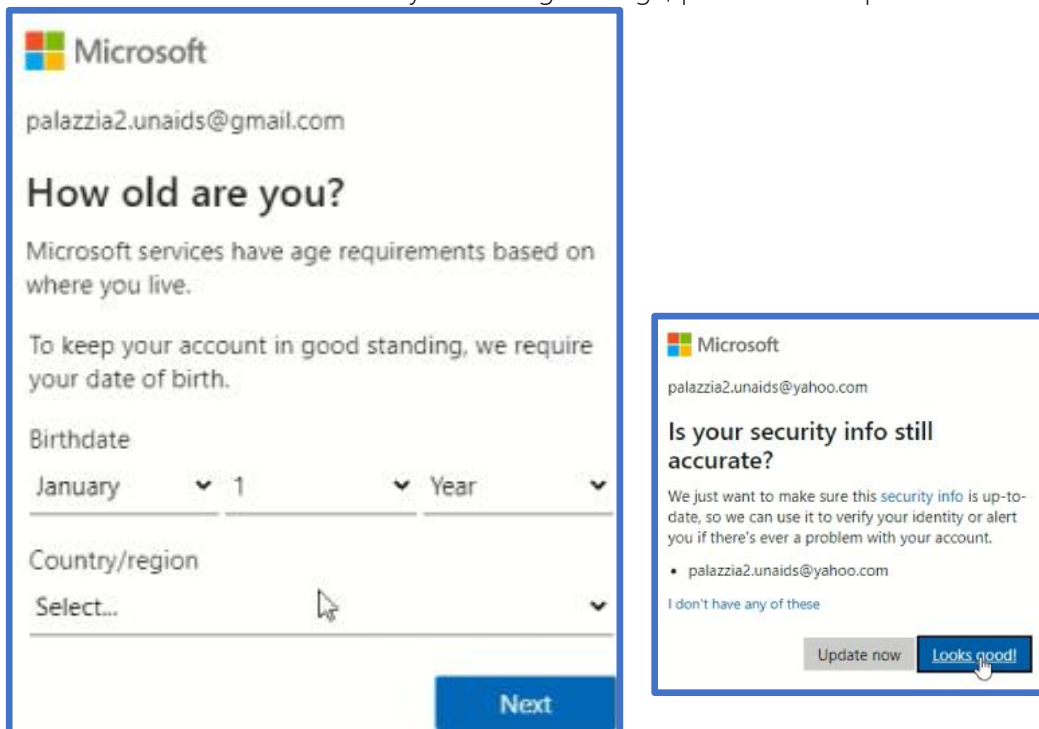


7. New Account Creation question will continue asking some question to be sure the request is performed by a person not an internet robot, here ha example



Just follow the instructions to proceed to the next step.

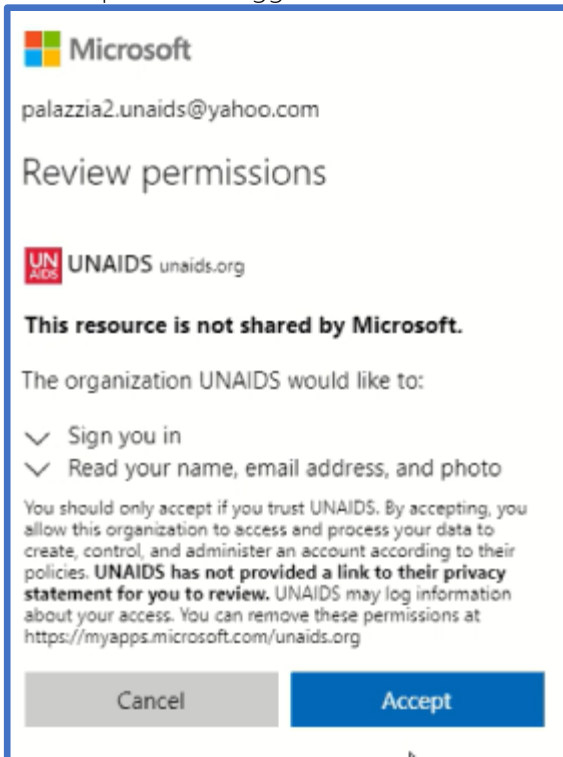
8. We are now to the "How old are you?" & region stage, provide the required info and click



9. In some cases, you could receive the following screen. If you are not comfortable with authenticator app, our recommendation will be click "no thanks".



10. Final step that will trigger the activation of the new account to granted access of UNAIDS resources



11. Finally, you will be able to access The March 2021 Virtual PCB Special Session secure site, a UNAIDS resources, with your new created account.

