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.

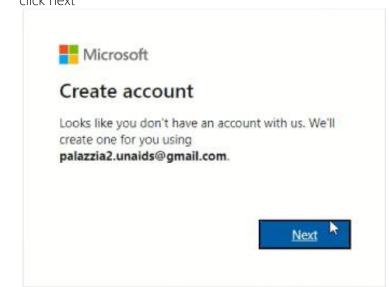
To increase engagement and real time collaboration with registered participants of the Special Session of the PCB, UNAIDS will activate and rollout the capability to create external Guest Account, based on individual email that you registered with, providing access to UNAIDS' corporate resources for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

may receive fraudulent invitation, proceed with		n bad actors po:	sing as legitimat	e companies. If	you were not ex	opecting this
		Sender: a_andr Organization: U Domain: <u>unaid:</u>		<u>@unaids.org)</u>		
If you accept		Shared%20Doci	https://unaids.s Gents/Forms//		sites/PCBSS-20	21-Virtual/
Block future invita						
This invitation em provided a link to t but did not validat	heir privacy stat	tement for you t				
	Lister and the second	o learn more, pla	and the second states of			1.85

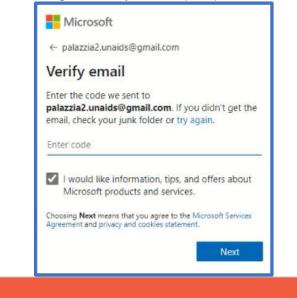
4. That will trigger the guest account creation, <u>palazzia.xxxxxx@gmail.com</u> is just a sample, click next



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

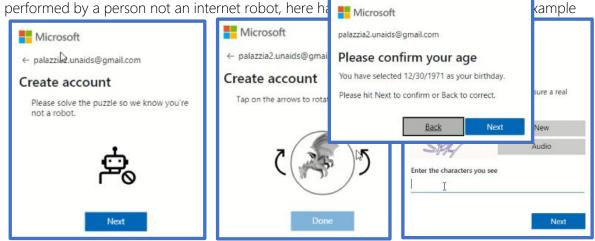
← palazzia2.unaids@gmail.com	
Create a password	
Enter the password you would like account.	e to use with your
 	0
Show password	

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



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7. New Account Creation question will continue asking some question to be sure the request is



Just follow the instructions to proceed to the next step.

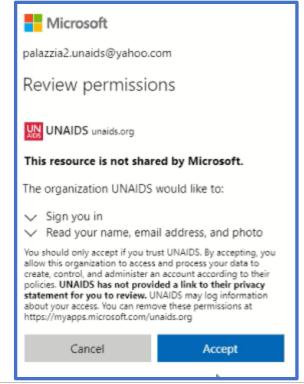
8. We are now to the "How old are you?" & region stage, provide the required info and click

		Next	Update now Looks good!
Select	Da		I don't have any of these
Country/region			you if there's ever a problem with your account. palazzia2.unaids@yahoo.com
January 👻	1 ~	Year 🔹	We just want to make sure this security info is up-to date, so we can use it to verify your identity or alert
Birthdate			Is your security info still accurate?
To keep your accou your date of birth.	unt in good stand	ding, we require	palazzia2.unaids@yahoo.com
Microsoft services h where you live.	nave age require	ments based on	
How old are	e you?		
palazzia2.unaids@g	gmail.com		
Microsoft			

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



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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.

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