End User Manual ‘Team Site login: install and use a SMS Token’

This procedure is being divided into the following parts:

A. Authenticate to Microsoft Office 365/Sharepoint
B. Configure Token PIN-code
C. First time logon

A. Authenticate to Microsoft Office 365/Sharepoint

1. Go to [http://dsm1234.sharepoint.com](http://dsm1234.sharepoint.com)

   *Note: Are you an External User? Above link is generic for DSM, a more specific link might need to be communicated to you by your DSM contact person to access the specific Team Site*

2. Login to Microsoft Office 365

   Username: Type firstname.lastname@dsm.com

   Do not enter a password and click on ‘Keep me signed in’ to prevent this window from appearing again
3. You will be redirected to the ‘DSM Strong Authentication Service page’

Office 365

@dsm.com

Redirecting

We’re taking you to your organization’s sign-in page. Cancel

Keep me signed in

Forget this account
B. Configure Token PIN-code

4. You are ready to configure your Token PIN-code when you reached a screen called ‘DSM Strong Authentication Service page’

5. For the access to DSM with a token you will receive a SMS text message to finalize the soft token request

   On your mobile phone locate the text message sent by ‘DSMSAS’

   The text message contains your User ID and Initial PIN. The Initial PIN is temporary and needs to be changed into a PIN-code which is easy to remember for you

6. Type the information from the text message into the login page

   Aurora ID (is User ID):
   Type firstname.lastname@dsm.com
   Example: John.Doe@dsm.com

   One-Time Password:
   Type PIN+TokenCode
   Example: 30226F2D3FW98
   Note: Do not type in the plus (+) sign

   Click the Login button
7. Type a new PIN code (min 5 numbers; max. 16 numbers) twice
   Example: 54321
   Click the Login button
   Note: make sure you can remember the PIN-code

C. First time logon

8. After typing your new PIN twice you will immediately receive a new text message with a new TokenCode.
   Note: Always use the last text message you received to authenticate

9. Type User ID, your NEW PIN+TokenCode
   Aurora ID (User ID):
   Type firstname.lastname@dsm.com
   Example: John.Doe@dsm.com
   One-Time Password:
   Type PIN+TokenCode (without +)
   Example: 54321GC5DL91U
   Click the Login button