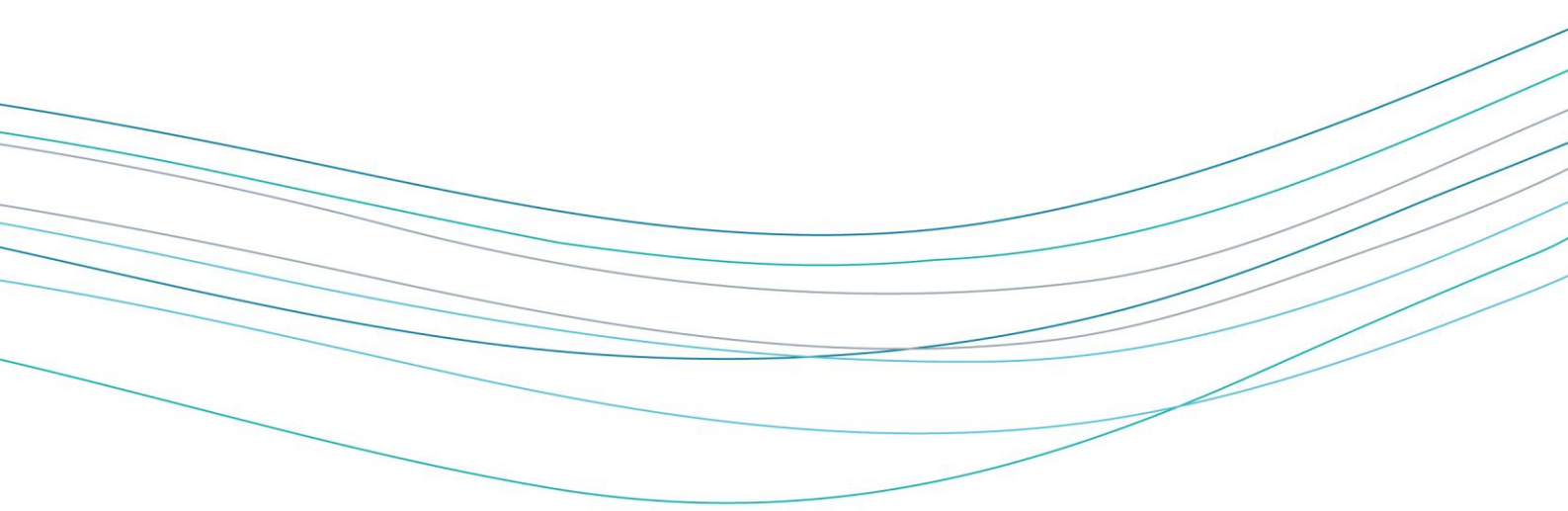


MOSL Partner Account Guide

Version 1.0

August 2022



About this document

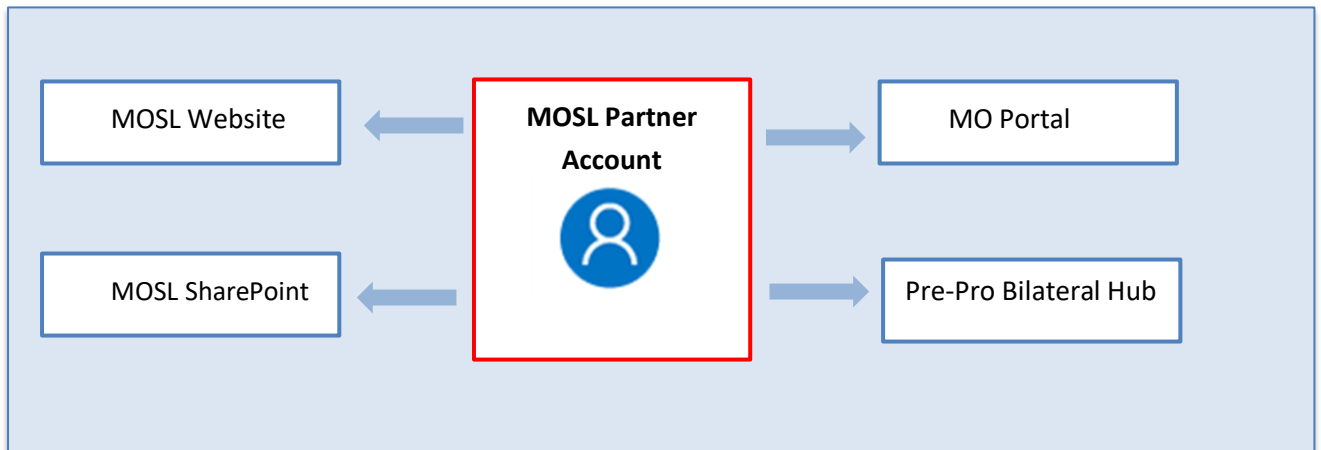
This guide will show you how to get started with your partner account. Including

- ◆ Where can you use your partner account?
- ◆ How to login to Office365 with partner account?
- ◆ Log in to Office 365 Portal for the first time and setup authentication
- ◆ How can I change my partner account password?
- ◆ Forgot your partner account password

Where can you use your partner account?

If you have a MOSL Partner account, it will allow you to log in to following systems (where you have relevant security permissions)

- ◆ MOSL Website
- ◆ MO Portal
- ◆ Pre-Pro Bilaterals Hub LVI Portal
- ◆ MOSL SharePoint Sites



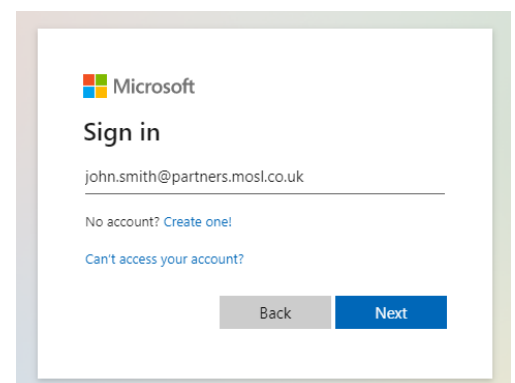
All Partner accounts are Microsoft accounts, and they all are set up with **Self Service Password Reset (SSPR)** service. SSPR will enable you to avoid getting locked your account and reset your password for partner account at any time without the need to contact Support.

To get the advantage of SSPR, we thoroughly recommend users to set up authentication by signing in to Office365 portal.

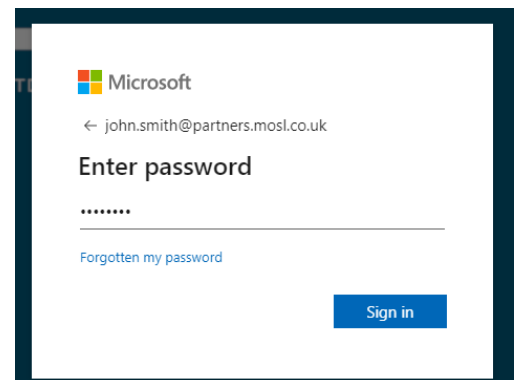
You will need to register an alternative means of communication by a phone number or set a security question to enable you to be contacted to confirm your identity during the password reset process.

How to log in to Office 365 Portal

- ◆ Open your preferred browser and go to portal.office.com
- ◆ Where prompted at the **Microsoft sign in** page, enter your partner account username (i.e john.smith@partners.mosl.co.uk) and click **Next**



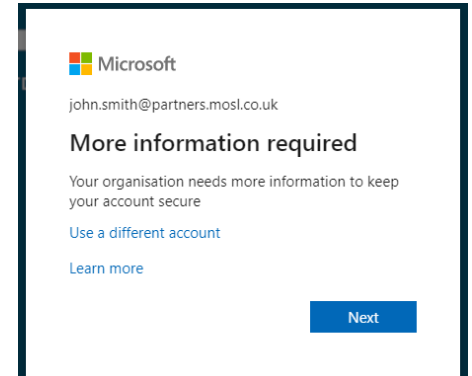
- ◆ Enter your password and Click **Sign in**



Log in to Office 365 Portal for the first time and setup authentication

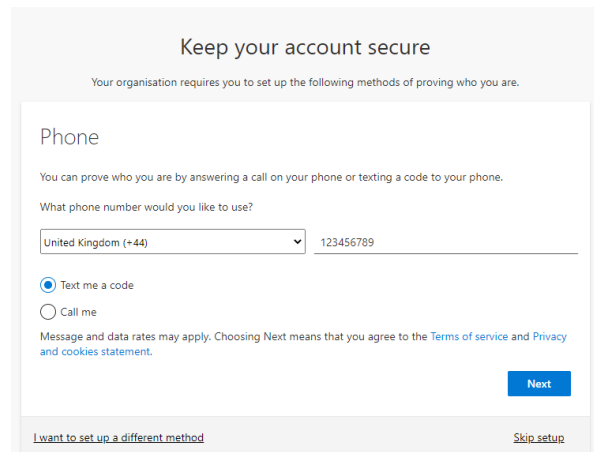
You will be asked to provide more information on when you signed in to your O365 login for the first time.

- On the **More information** required screen click **Next**

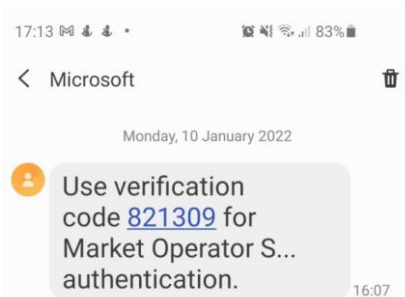


This will assist to set up authentication to your partner account

- Add in your phone and select if you prefer to be called or texted with the authentication number and press **Next**. (This guide will show you to set it up with text message)



You will receive a text or a call with a verification code (Depending on your selection in the previous step)



- Enter the code in the box and press **Next**.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

We just sent a 6-digit code to +44 123456789. 5. Enter the code below.

821309

[Resend code](#)

[I want to set up a different method](#) [Skip setup](#)

- You will see following confirmation once code is verified. Press **Next**

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

SMS verified. Your phone was registered successfully.

[Skip setup](#)

- Click **Done** to complete setup

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

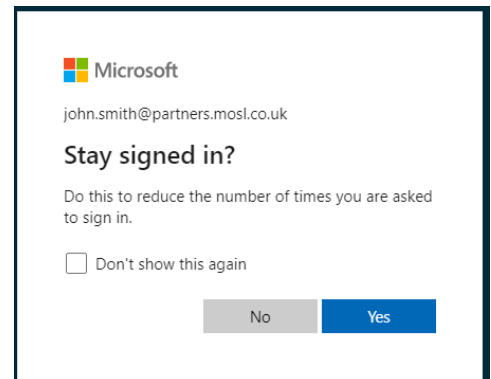
Success!

Well done. You have successfully set up your security info. Choose "Done" to continue signing in.

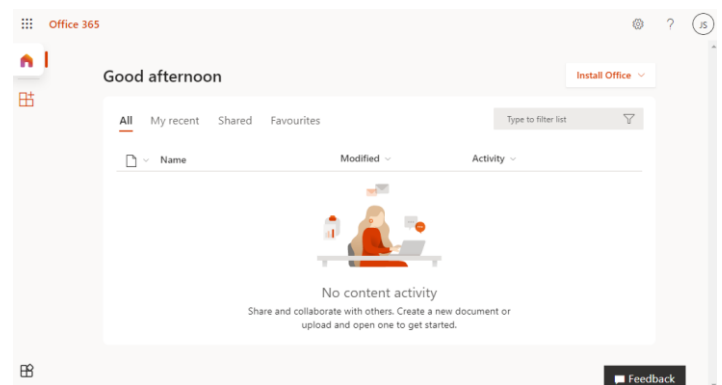
Default sign-in method:

Phone
+44 07886774895

- Click **Yes** on Stay signed in page.



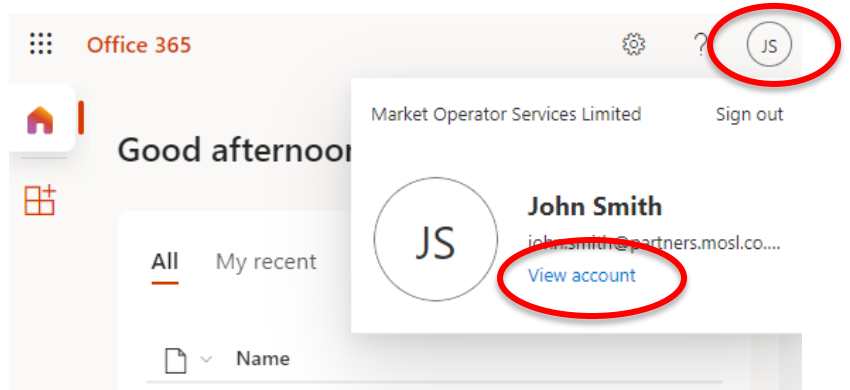
- Once you have successfully completed the **initial login** and **SSPR registration** you will be directed to the Office 365 homepage.



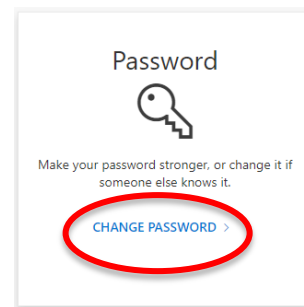
How can I change my partner account password?

As all partner accounts are Microsoft accounts, password can be changed using following quick steps

- Sign in to office.com/signin with your partner account
- Click your initials or portrait in the top right corner and click on **View Account**



- Click on **Change Password** on Password tile



- Enter your old password
- Then Create a new password and confirm it
- Select **Submit** to finish and change your password

Change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers and symbols.

User ID
john.smith@partners.mosl.co.uk

Old password

Create new password

Password strength

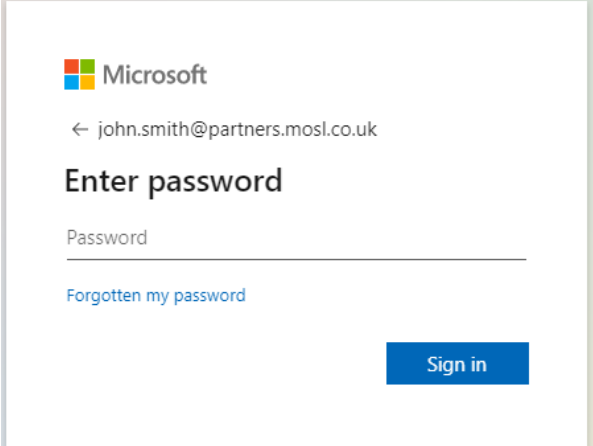
Confirm new password

Forgot your partner account password

To reset your password by yourself, you should have setup your authentication as stated earlier.

If you have setup the authentication previously, follow below steps

- ◆ If the Enter password window is still open select **Forgot password**



- ◆ In the top text box, ensure that your **User ID** is correct
- ◆ In the bottom text box, type the characters seen in the picture (or the words heard in the audio)
- ◆ Click **Next**

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email address or username and the characters in the picture or audio below.

Email or Username: *

john.smith@partners.mosl.co.uk

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

Next Cancel

- Choose text or call my mobile phone for verification
- Enter your phone number that you have set up as authentication
- Select **Send me text to my mobile phone number** and Press the **Text** if you wish to receive a text
- Select **call my mobile number** and press **Call** if you wish to receive a call

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Send a text to my mobile phone number
 Call my mobile phone number

In order to protect your account, we need you to enter your complete mobile phone number (*****49) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

- Create a new password must be minimum of 8 characters
- Alphanumeric and contain capitals and lower-case Press **Finish** button
- You should now be able to access your account with the new password

Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

.....

strong

* Confirm new password:

.....

Finish Cancel

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).

If you need any further assistance or have any queries related your partner account feel free contact MOSL IT Support via email itsupport@mosl.co.uk.