



# EXTERNAL ACCESS – Access to SharePoint Online



**My Workspace**  
MAKING SENSE OF IT

## Quick Reference Guide

### WHAT IS SHAREPOINT ONLINE?

SharePoint Online is the latest version of SharePoint in Office 365 and is coming to Shell in the near future. **You will be informed when SharePoint Online is ready for use. In the meantime, please continue to use SharePoint as normal.** Access is managed by a Shell identity authentication process to ensure appropriate access and security for data. The process will require a One Time Password (OTP) for all External Access users.

This guide contains instructions on how to:

- Install the desktop application required to generate the One Time Password (OTP)
- How to create and use the OTP to gain access to Shell applications.

### INFORMATION – Equipment

In order to access Shell SharePoint Online using your OTP, you will need either of the following:

- Recommended option - A Smart Phone** capable of internet connectivity and installing and running applications.
- Alternative option** – For users who do not have a smart phone, a computer or laptop with internet connectivity can be used. In this case, please refer to the [External Access to SharePoint Online \(desktop\) quick reference guide](#).

### Registration email & activation code

In order to register your account, you will need the activation code sent in your registration email. **The activation code is valid for 24 hours only.** Please complete the registration steps within 24 hours of receiving the email.

The email will be sent from **do-not-reply@wiprocloudminder.com**. If you are expecting an email and have not seen it arrive, please check your 'Junk' folder.

### Installing and activating the OTP app

#### Step 1 – Install CA Mobile OTP

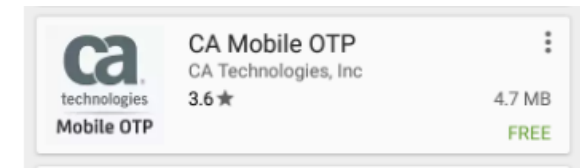
Before you can register your account and generate an OTP, you will need to install the **CA Mobile OTP** app onto your Smart Phone.

### INFORMATION

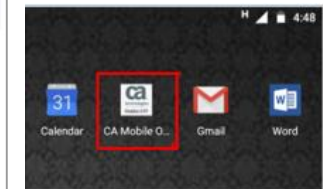
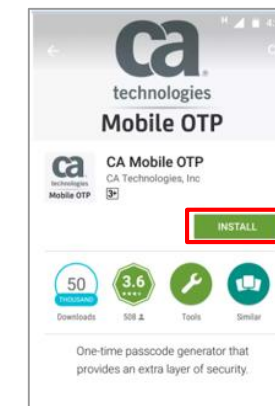
If you already have the 'CA Mobile OTP' app installed onto your smart phone, but still need to register your account, please go to [Step 2](#).

#### To download and install the app:

- Visit the relevant app store on your mobile phone and search for **CA Mobile OTP**. Alternatively, click the link below to download the software:
  - For iPhone or iPad: [App Store](#)
  - For Android: [Google Play](#)
  - For Windows Phone: [Store](#)



- Install the application onto your mobile device.
- Launch the application from your app menu.



- Click on 'Approve' to accept the terms and conditions.





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### Step 2 – Register your account

#### REMINDER – Activation code availability

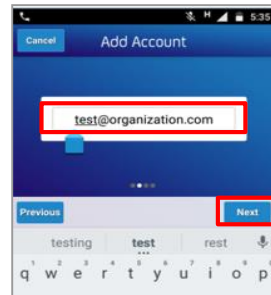
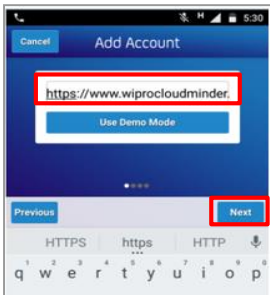
In order to register your account, you will need the activation code from your registration email. Please note that this activation code is **only valid for 24 hours**.

Note that if you do not complete the process or make an error, you will need to contact the [External Access Support Team](#) for a new code.

For the following steps, you will copy details from your Registration email into **Add Account**.

- a. Server URL: [https://www.wiprocloudminder.com/iam/im/faas\\_pub/mobileactivation](https://www.wiprocloudminder.com/iam/im/faas_pub/mobileactivation)
- b. User Identifier: nicola@hotmail.com
- c. Activation Code: 58023179

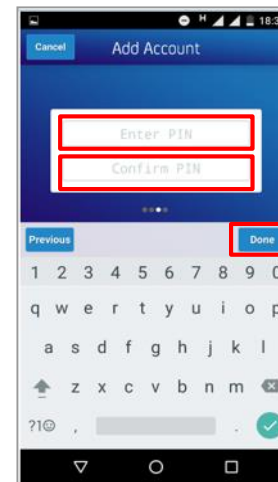
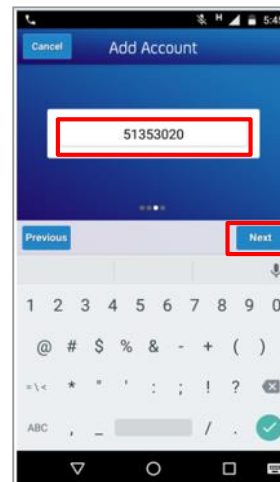
1. Copy the Server URL link from your email and click **Next**.
2. Copy the e-mail address (or type it directly) into 'User Identifier', then click **Next**.



3. In 'Activation Code', copy the activation code from your registration e-mail, then click **Next**. **Note that the activation code is valid for 24 hours only.**

You will now be asked to set up a PIN:

4. In the 'Enter Pin' and the 'Confirm Pin' boxes, enter a PIN number of your choice. **Please note:** The minimum length of the security PIN is 6 (six) digits.
5. After you have set your PIN number, click on 'Done'.



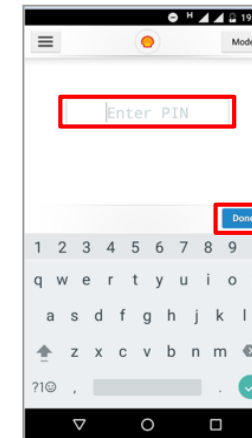
#### IMPORTANT – Remember your PIN

Please choose a PIN that you will remember. This PIN number will be used to generate your One Time Password (OTP) which will give you access to Shell applications. .

### Step 3 – Generate your One Time Password

After you set your PIN, the next screen will prompt you to enter the PIN so that you can generate a One Time Password (OTP). You will use this process to access SharePoint Online when it becomes available:

1. Enter your PIN and click on 'Done'.
2. Your One Time Password (OTP) will be generated in the screen. The OTP will be valid for 30 seconds. If the timer expires, a new OTP will automatically be generated in the application.



#### WHERE DO I GO FOR HELP?

For more information and support, contact:

- [External Access Support Team](#)

**Note:** PDO users should contact the PDO Helpdesk for assistance with incidents.