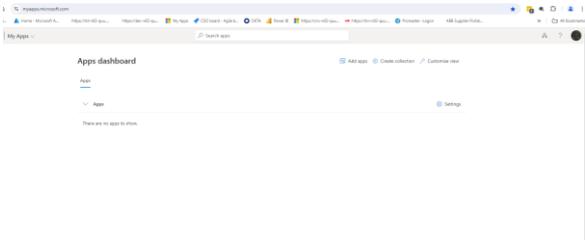
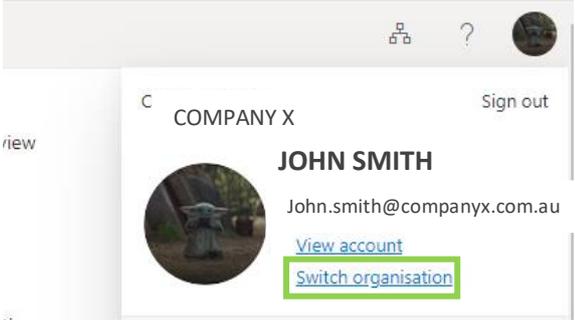


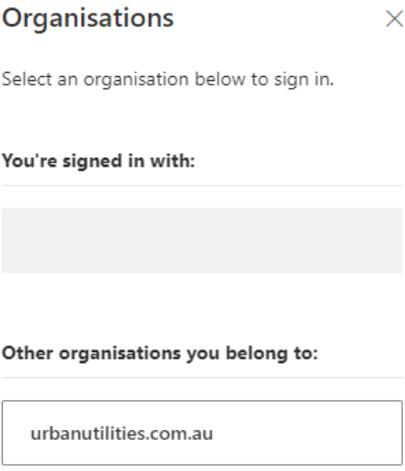
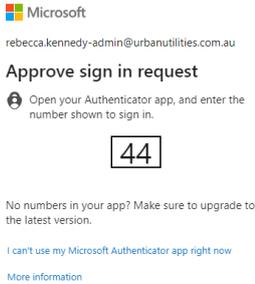
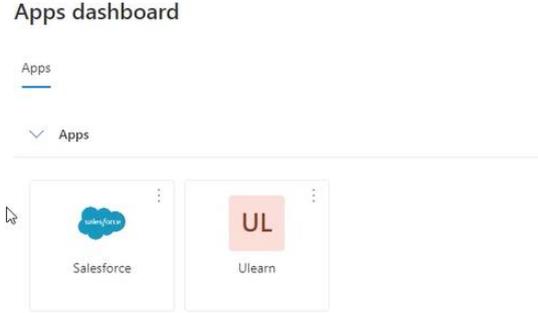
How to access MyApps at Urban Utilities - External Workers

Introduction

The purpose of this user guide is to provide instructions on how to connect to the available applications at Urban Utilities as an External Worker.

Please note, you must have *completed the privacy awareness training* and been approved to access Salesforce CRM. For any support required please contact the Service Desk on 07 3856 7111.

Step	Description	Image
1	Go to: https://myapps.microsoft.com/ and sign in with your company information.	
2	Select the user icon in the top righthand side and select switch organisation .	

<p>3</p>	<p>Under “Other organisations you belong to” select urbanutilities.com.au</p> <p>Note: If you are already signed in with Urban Utilities, close this window and go to the next step.</p>	
<p>4</p>	<p>You may be prompted to complete a Multi-Factor Authentication challenge with your registered device.</p> <p>Complete this challenge to continue.</p>	
<p>5</p>	<p>The applications you have access to at Urban Utilities will be listed under the Apps Dashboard.</p>	
<p>6</p>	<p>If an application that you require isn't displayed, contact your company administrator to request additional access.</p>	