## **Urban**Utilities

## 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.co m/ and sign in with your company information.	1 Supporteredente Second Secon
2	Select the user icon in the top righthand side and select switch organisation.	riew C COMPANY X Sign out JOHN SMITH John.smith@companyx.com.au View account Switch organisation

3	Under "Other organisations you belong to" select <u>urbanutilities.com.au</u> Note: If you are already signed in with Urban Utilities, close this window and go to the next step.	Organisations × Select an organisation below to sign in. You're signed in with:
		urbanutilities.com.au
4	You may be prompted to complete a Multi-Factor Authentication challenge with your registered device. Complete this challenge to continue.	<ul> <li>Microsoft</li> <li>rebecca kennedy-admin@urbanutilities.com au</li> <li>Approve sign in request</li> <li>Open your Authenticator app, and enter the number shown to sign in.</li> <li>Open your Authenticator app? Make sure to upgrade to the latest version.</li> <li>Lant use my Microsoft Authenticator app right now</li> <li>More information</li> </ul>
5	The applications you have access to at Urban Utilities will be listed under the Apps Dashboard.	Apps dashboard
6	If an application that you requi administrator to request addition	re isn't displayed, contact your company onal access.