

3rd Party Access via Azure B2B

Guide for Guest Users

3 rd Party Access via Azure B2B.....	1
Guide for Guest Users.....	1
How to access Aker Solutions information?.....	2
1. Redeem Invitation.....	2
2. Navigate to the Remote Access page.....	2
3. Enter the external partner’s portal.....	3
4. Provide your own business Office 365 credentials to Log on	3
5. Configure Multi-Factor Authentication - MFA (one time)	5
6. Accept 3PA Terms of Use	7
7. Access the landing page for Aker Solutions Partner Access	8
8. Launch an Application.....	8
a. Launch CCS Web Application	8
b. Launch Coabis Chrysaor Web Application.....	10
c. Launch the ProArc application.....	11
d. Clipboard (Copy and Paste), Download & Upload Information.....	12
i. Download	13
ii. Upload.....	13
iii. Clipboard (Copy and Paste).....	14
9. Close an Application.....	16
10. Need Help?	16

How to access Aker Solutions information?

As an Aker Solutions partner you have been invited as a Guest User via Azure B2B invitation process to access some information. This guide will detail how to log-on to the system.

The high level steps involved are:

- Request your Sponsor to apply for specific 3PA application (MIPS, TIME, CCS for example) access for you
 - The Sponsor can use IT Self Service portal to request for access
 - ***It is important to ensure that the access is granted before you proceed further***
- Navigate to the Remote Access page
- Enter the External partner's portal
- Provide your own business Office 365 credentials to log in
- Configure Multi-Factor Authentication
- Accept 3PA Terms of Use
- Access the main landing page for 3PA applications
- Launch an application

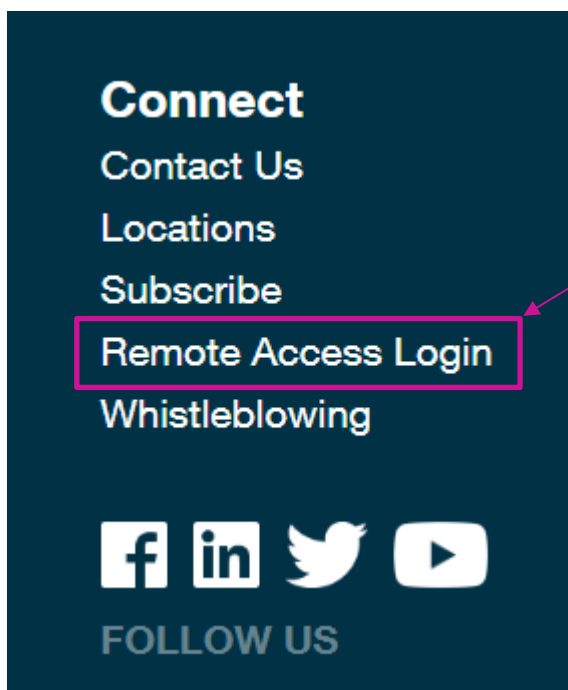
Details of the above steps with screenshots are given below for your reference.

1. Redeem Invitation

An invitation email will be sent from invites@microsoft.com & you will have to click on the green "Get Started" button to redeem the invitation. This needs to be done prior to attempting to login to 3rd Party Access.

2. Navigate to the Remote Access page

You can reach the company's Remote Access page by navigating to the website www.akersolutions.com and clicking **Remote Access Login** in the bottom right hand corner of the web page.



3. Enter the external partner's portal

Once you are on the Remote Access Login page. Click on the [Global Partner Access](#) link under the [External Parties](#) section.

External Parties

Customers, Vendors and Partners

[Global Partner Access](#)

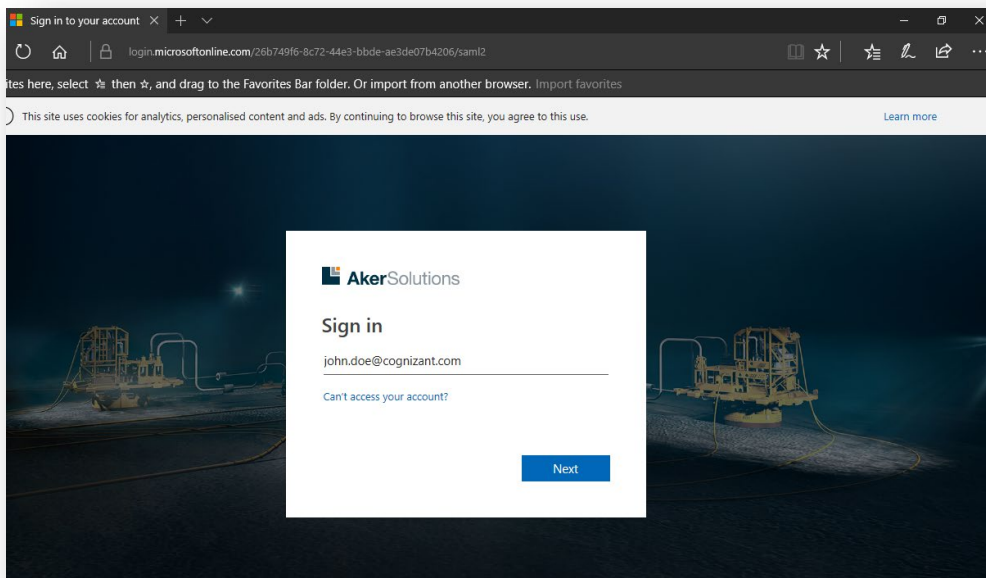
Customer Extranet Sites

[mySubsea](#)

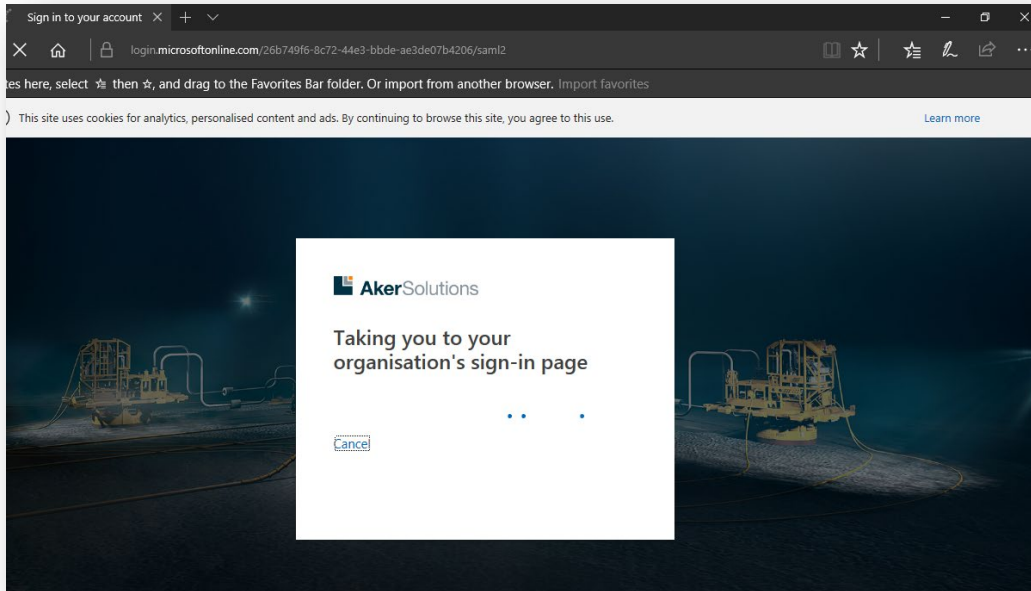
4. Provide your own business Office 365 credentials to Log on

You will have to use your current business Office 365 subscription details for this registration and not the 3PA credentials supplied by us.

You will now be presented with a login window similar to the below:

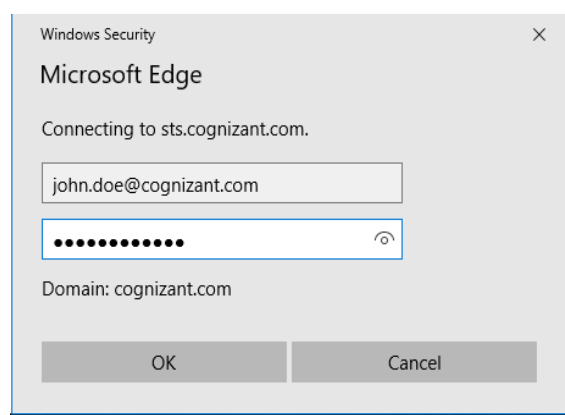
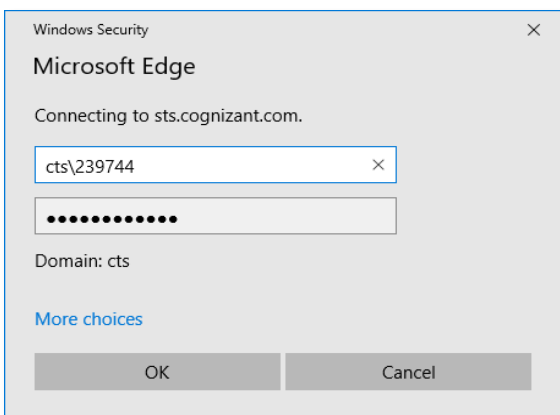


You will be taken to your Organization's page to enter the credentials. These are the credentials that you use to sign in to your own organization.



Please note that you may not see the below login page at all if you are already logged into your business Office 365 account.

In case you do see the below prompts, provide your email address or your domain credentials whichever is applicable to sign in to your own Organization's Office 365 or Azure AD tenant. The below login prompt may differ based on your organization's subscription and the browser that you are using.



5. Configure Multi-Factor Authentication - MFA (one time)

With Azure AD B2B collaboration, organizations can enforce multi-factor authentication (MFA) policies for B2B users. These policies can be enforced at the tenant, app, or individual user level, the same way that they are enabled for full-time employees and members of the organization. MFA policies are enforced at the resource organization.

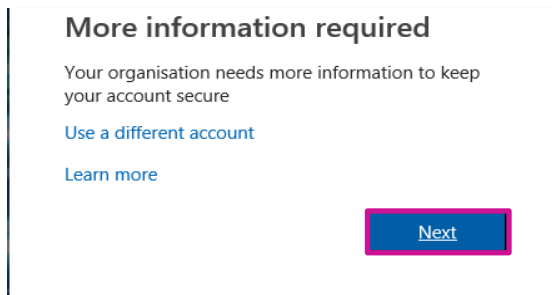
The inviting tenancy is always responsible for MFA for users from the partner organization, even if the partner organization has MFA capabilities.

The guest users right now have the option to choose the below options to configure MFA:

- Choose to be contacted by Microsoft over Mobile Phone
 1. Receive SMS code
 2. Receive a call from Microsoft
 3. Receive Approve/Deny request in Microsoft Authenticator App installed in the phone

After successful authentication, you are now presented with the below screen. You will have to configure MFA (Multi-Factor Authentication) now.

Click On “Next”.



More information required

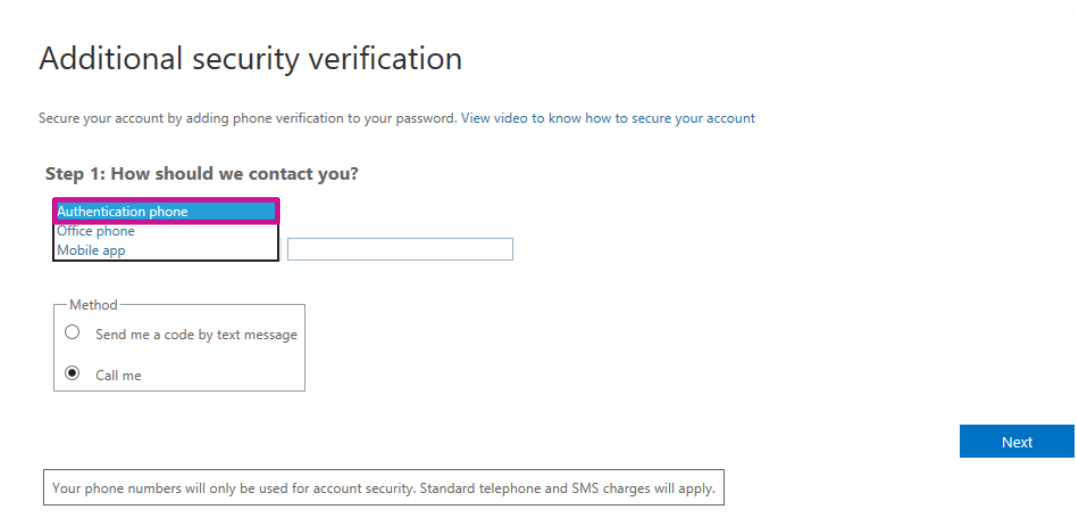
Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Select “Authentication Phone” from the drop down.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone
Office phone
Mobile app

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Select your country code from the drop-down list and input your mobile number. You can decide if you would like a SMS text message or a phone call for MFA (Multi-Factor Authentication). Click Next.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Norway (+47)

Method

Send me a code by text message

Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.


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You will receive a phone call or a SMS message depending on the MFA (Multi-Factor Authentication) method selected.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

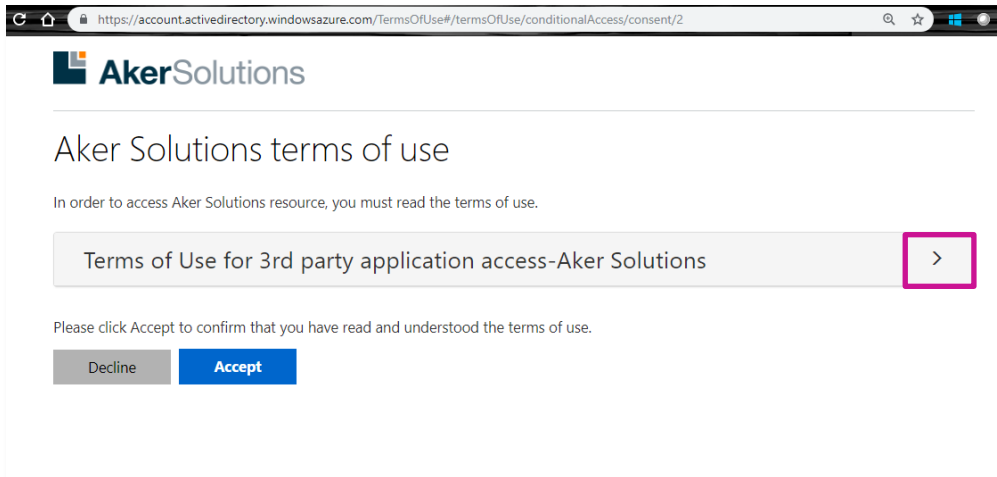
Step 2: We're calling your phone on

 Answer it to continue...

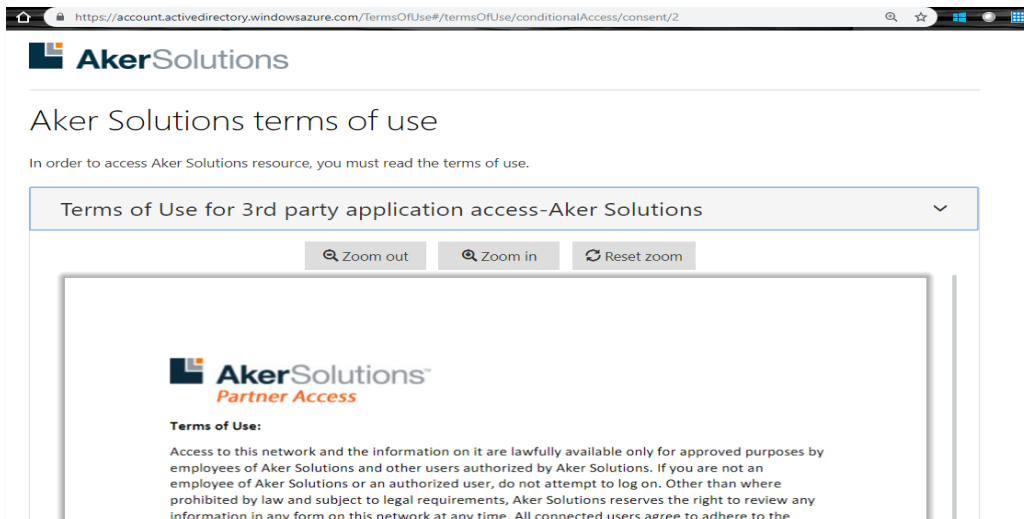
6. Accept 3PA Terms of Use

You are required to expand, read, understand & accept the Terms of Use once a year before you can access any resources as part of 3PA service.

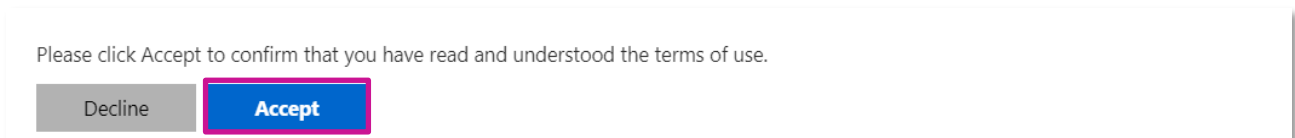
Click on the Arrow.



Read the Terms of Use.



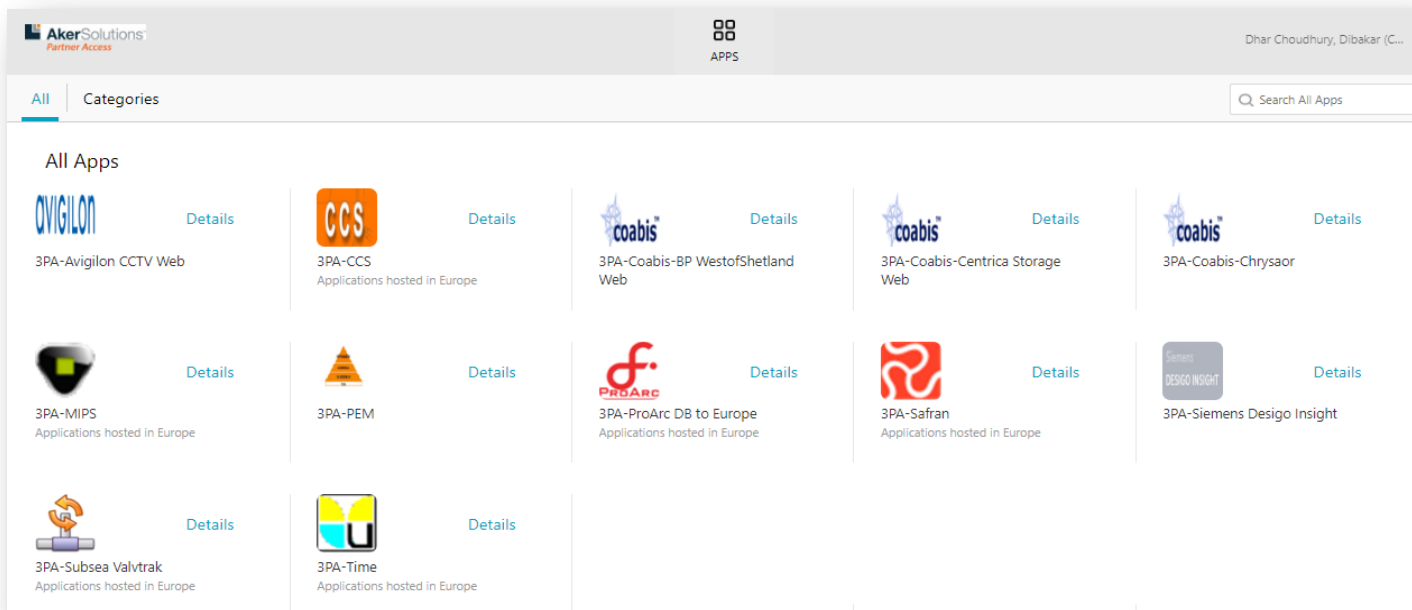
Click Accept.



7. Access the landing page for Aker Solutions Partner Access

After successful Multi-Factor verification, you will see the below home page for Aker Solutions Partner Access. The Applications which you have access to will only be visible here. If you can see an application but are unable to launch it due to some error, please reach out to service desk or to the Sponsor.

Please note that special application or database or project access may be required even if you see the application icon on this page.



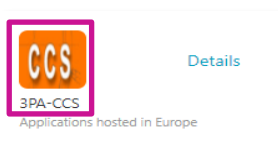
8. Launch an Application

The Applications which you have access to will only be visible here. If you can see an application but are unable to launch it due to some error, please reach out to service desk or to the Sponsor.

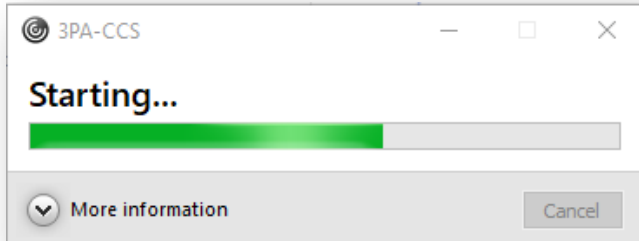
Please note that special application or database or project access may be required even if you see the application icon on this page.

a. Launch CCS Web Application

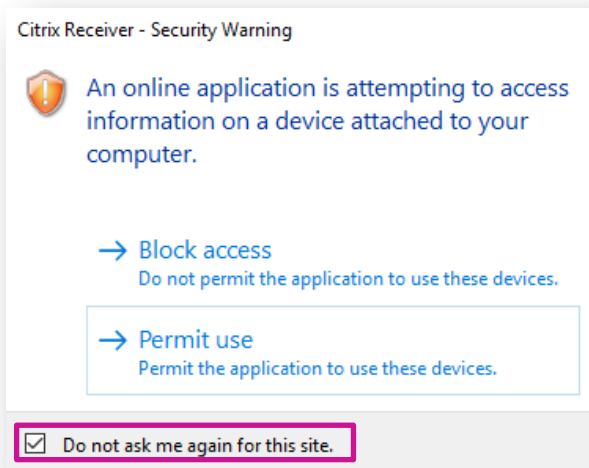
Click on 3PA-CCS icon:



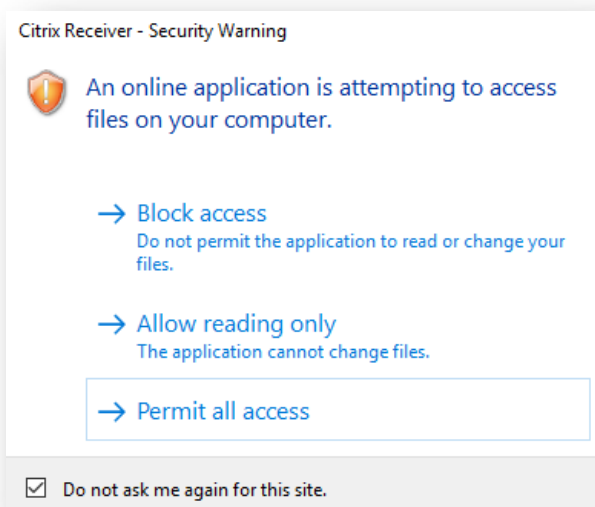
Please be patient for the App to start:



Check 'Do not ask me again for this site' and click on 'Permit Use'

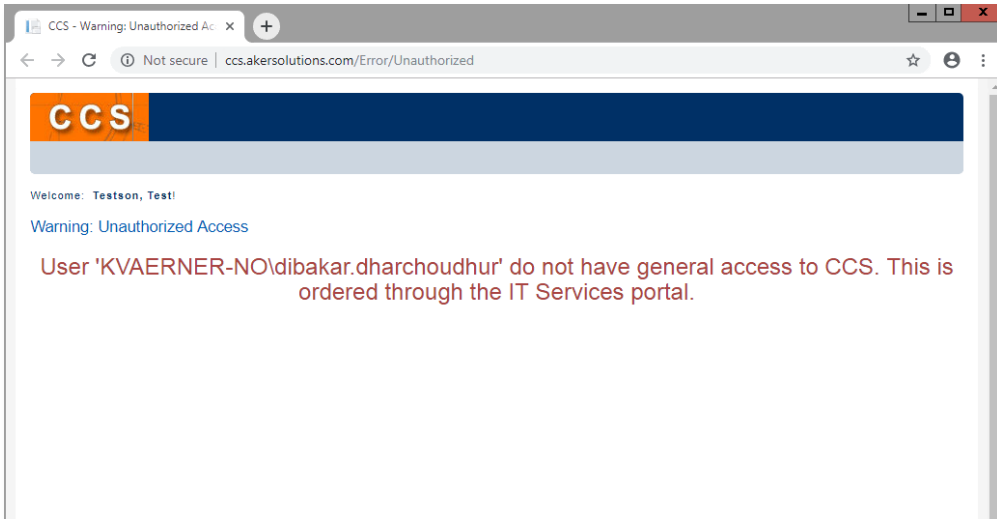


Check 'Do not ask me again for this site' and click on 'Permit all access':



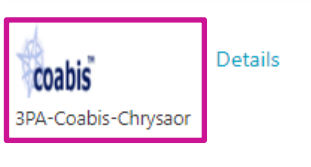
A new browser window will open and take you directly to the CCS web application.

Note: You need to request for specific project access inside CCS. Please reach out to your sponsor or the project manager to grant project specific access. The below screenshot shows that the guest user doesn't have any access to CCS application.

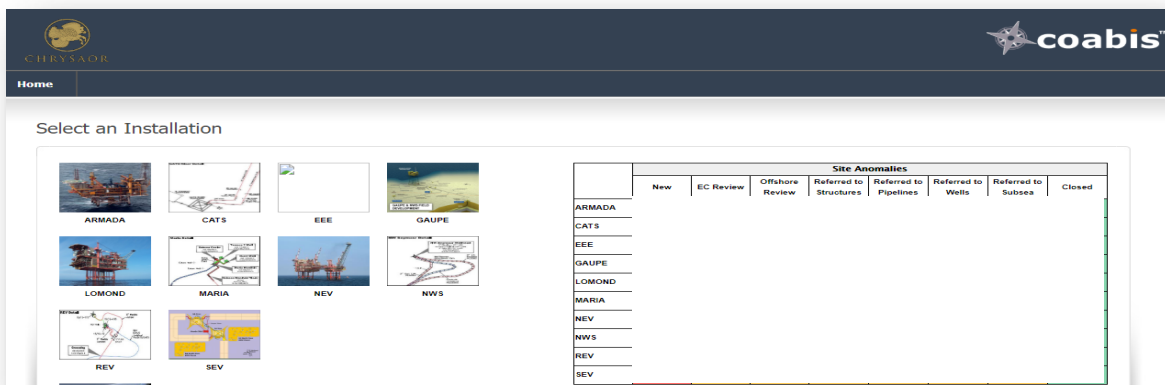


b. Launch Coabis Chrysaor Web Application

Click on 3PA-Coabis-Chrysaor icon:

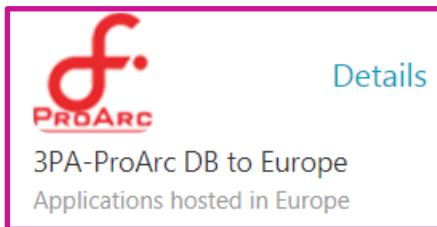


You will be directed to the Coabis Chrysaor application as below:

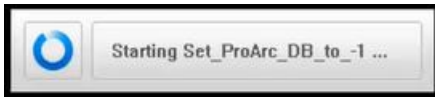


c. Launch the ProArc application

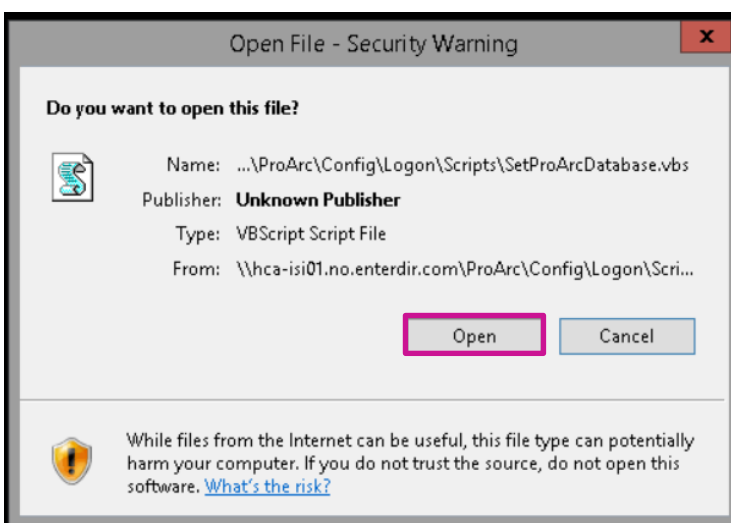
Click on the **3PA-ProArc DB to Europe** icon to launch ProArc.



Please be patient for the App to start.



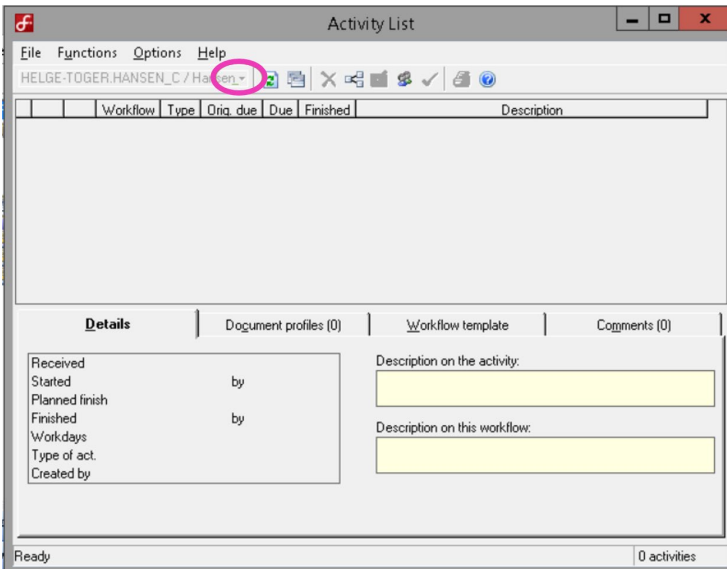
If you get the following security warning message, select Open to allow for the SetProArcDatabase.vbs script to be run.



Login to ProArc in this 3PA solution is single-sign on so user will get logged directly into the application based on the accesses set for the specific users.

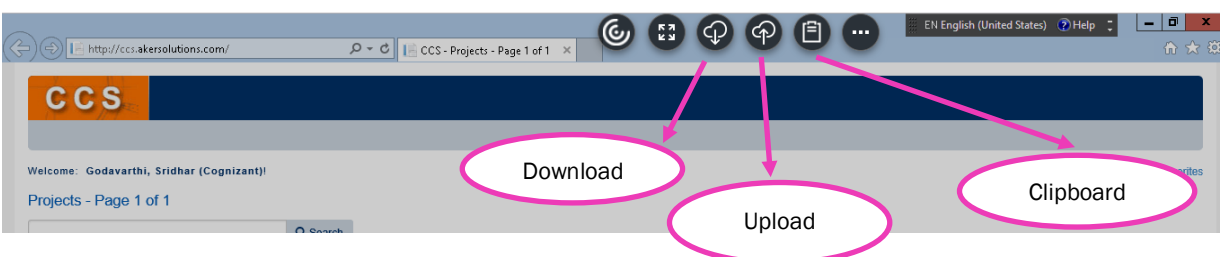
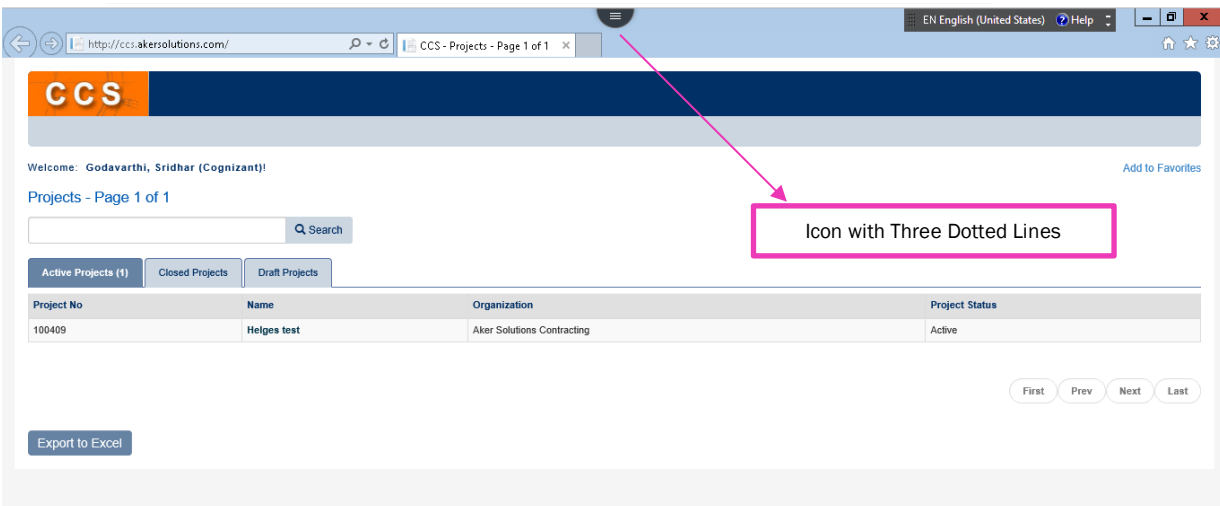
*Note. Regarding activity lists

Some users may have access to several activity lists where workflow activities are sent to. Use the dropdown list (marked with green circle) in the activity list to view and select between the different lists. If the dropdown list is “greyed out” user only have access to 1 activity list.



d. Clipboard (Copy and Paste), Download & Upload Information.

After launch of application, locate icon with three short lines as shown highlighted, select icon with three short lines which provides options to download, upload and clipboard actions to upload, download and copy information on to accessed session.



i. Download

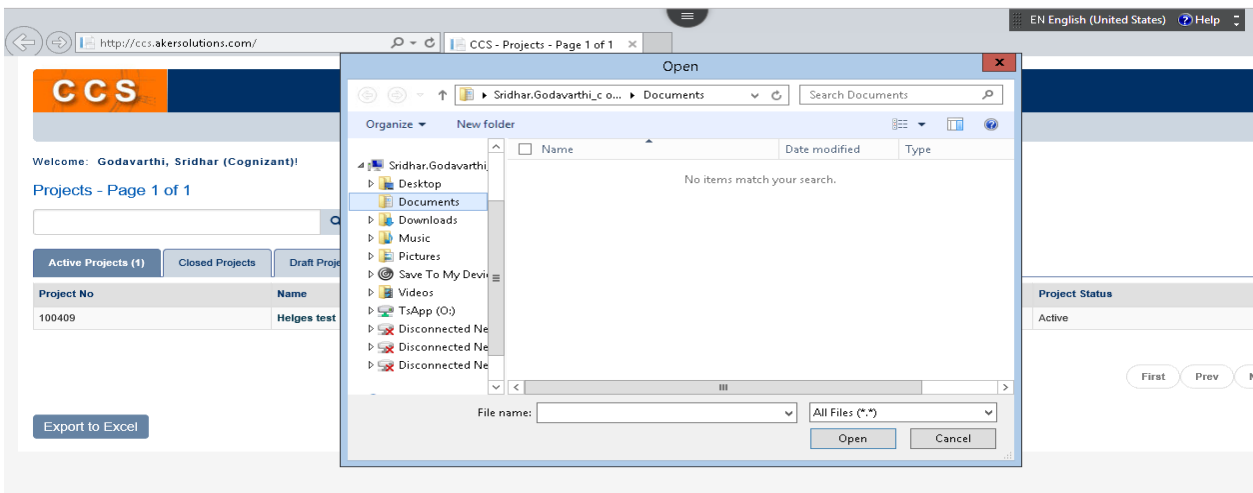
To download a file locally to your machine you will first need to save the file within the Citrix Session under “My Documents”.

File > Save As > Browse > My Documents.

Next you will need to select Download icon as shown below to download documents onto your local PC.

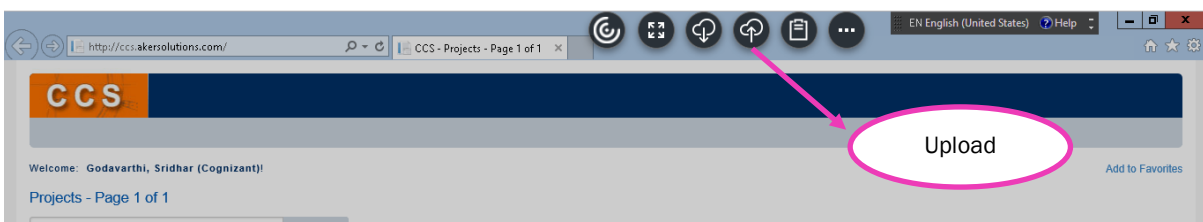


This provides a privilege to select documents placed inside home drive or any mapped drive within the Citrix Session.



ii. Upload

To upload a file to the Citrix session, Select Upload icon as shown below to upload documents located in your local PC.

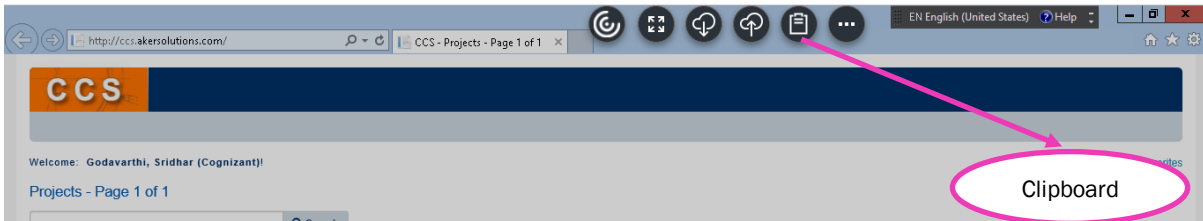


This provides privilege to locate documents placed on your Local PC to be uploaded to the Citrix session under My Documents or any mapped drives.

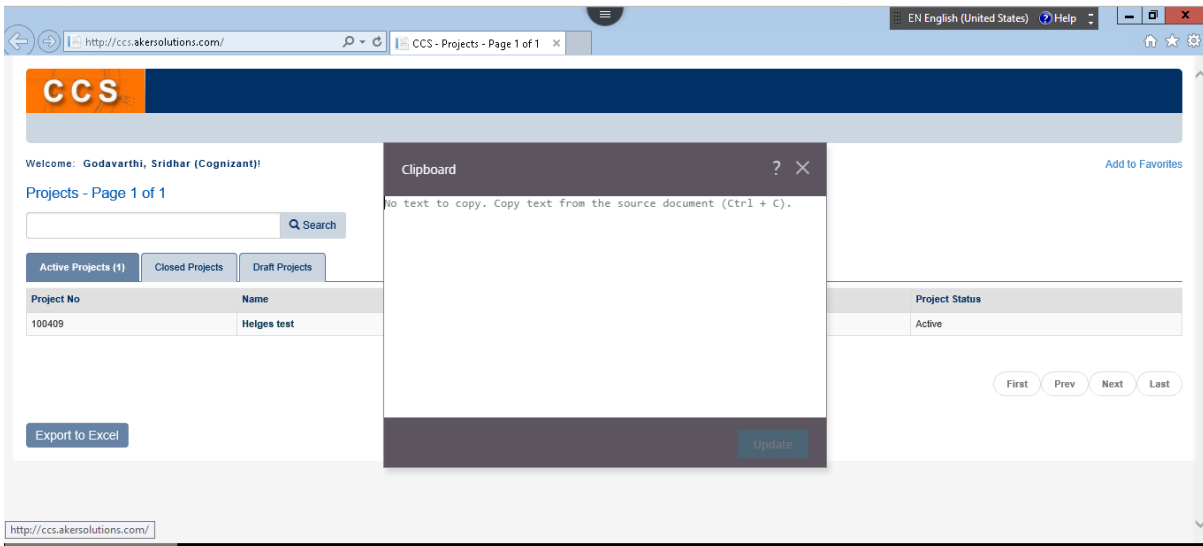
iii. Clipboard (Copy and Paste)

To Copy text from your Local PC to the Citrix session you first need to copy the text from your Local PC. This can be done by highlighting the text required and clicking “Ctrl+C” or Right Click > Copy.

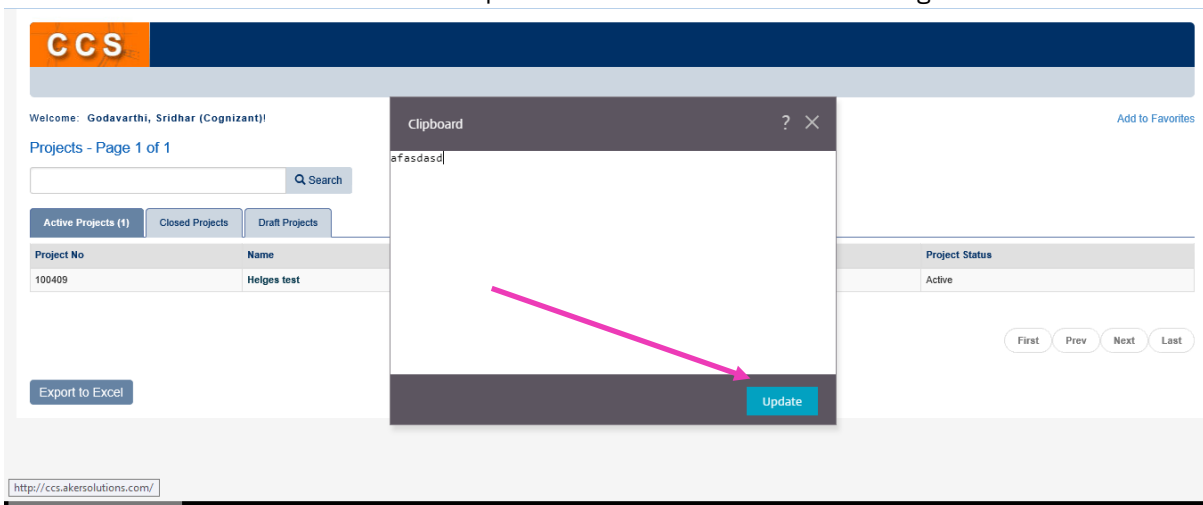
Next select Icon similar to Notepad as shown below to enable copy and paste information in and out of the Citrix session.



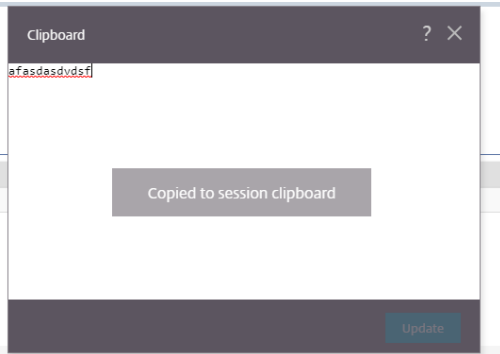
After you select clipboard, a window pops-up as shown below allows placing text.



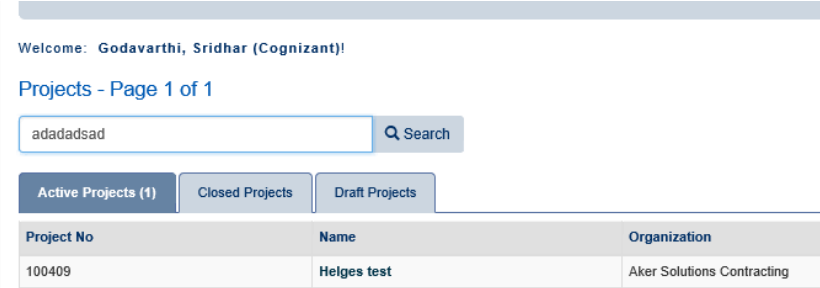
Paste the text within the box and click on update. You can Paste via “Ctrl+V” or Right Click > Paste.



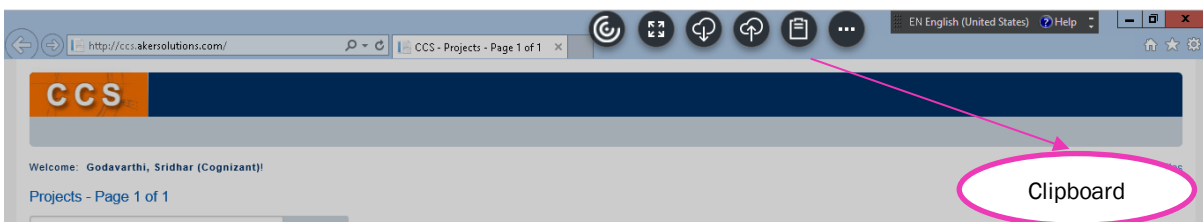
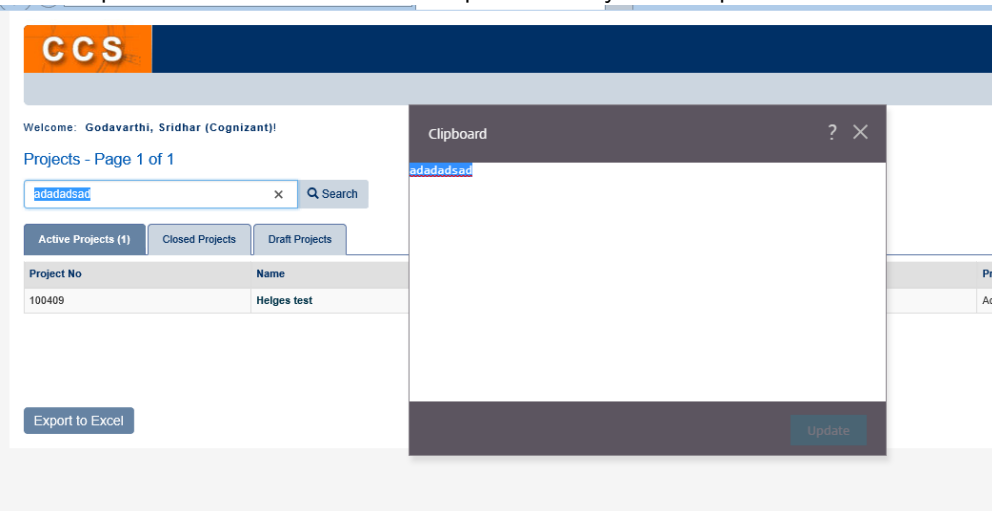
It places the copied text within the Box and notifies as “Copied to session Clipboard”



Now text is copied and can be placed in required fields within the Citrix Session.



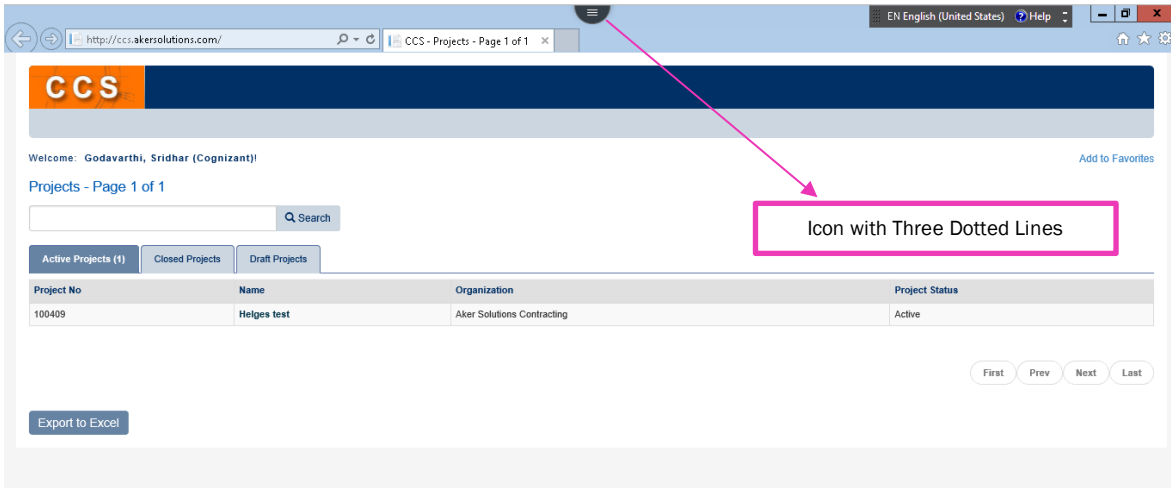
To copy information from the Citrix session to local PC, highlight the text, which needs to be copied as shown and select Clipboard. It is now available to be pasted onto your local pc.



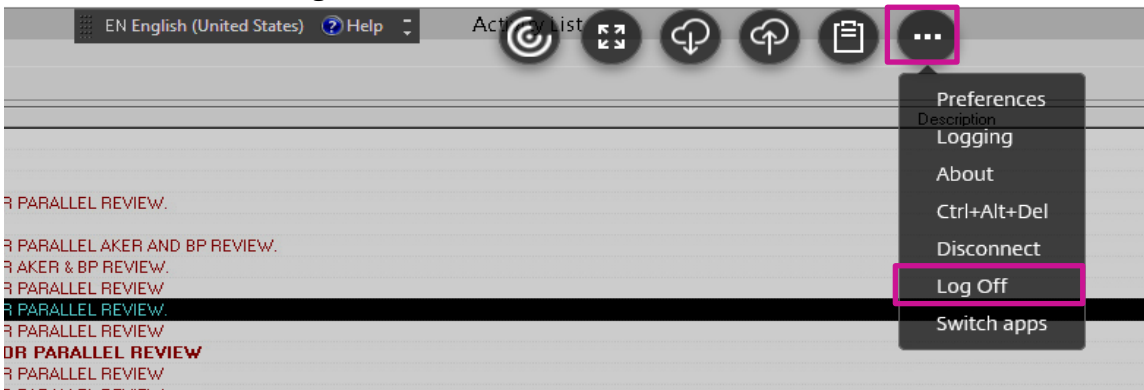
9. Close an Application

It is not recommended you close the internet browser or browser tab when closing an application.

You should always log off the session by first clicking the icon with the three dotted lines.



Click the "...” button and Log off.



10. Need Help?

If you require support, please contact your main Aker Solutions contact, who will contact the Service Desk where needed.