

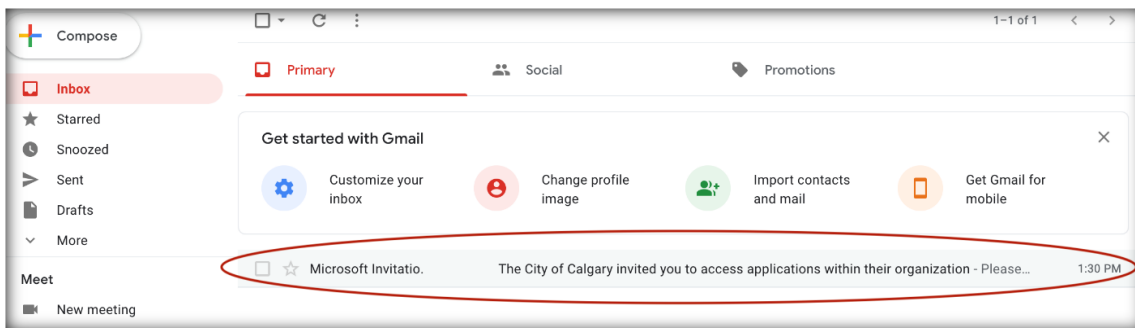


Cross Connection Control SAMS Quick Reference Guide: Set Up Your Sign-In for the First Time (Text Message)

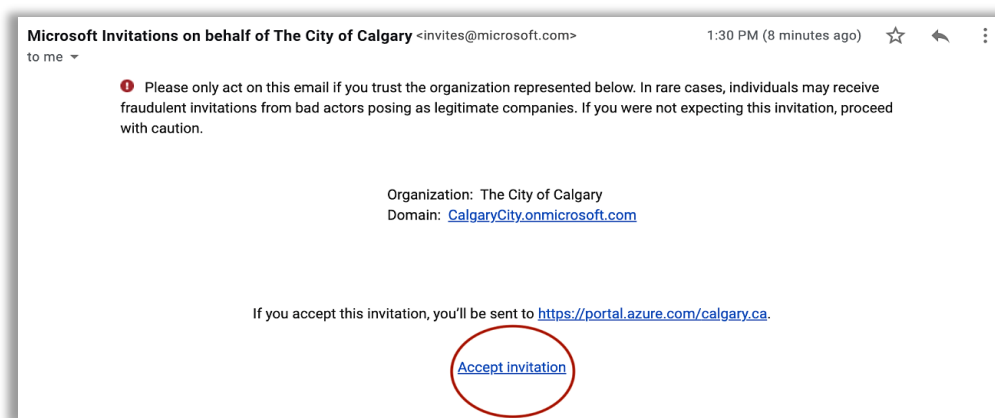
For City of Calgary certified Cross Connection Control Testers. Follow these steps to set up text message sign-in so you can log in to the SAMS (Smart Automation Management System) Tester Portal and submit test reports.

Set Up Sign-In

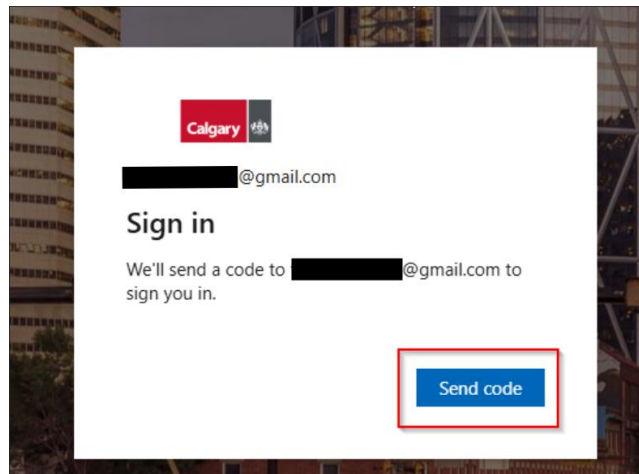
1. Look for an email invitation from **Microsoft Invitations on behalf of The City of Calgary**.



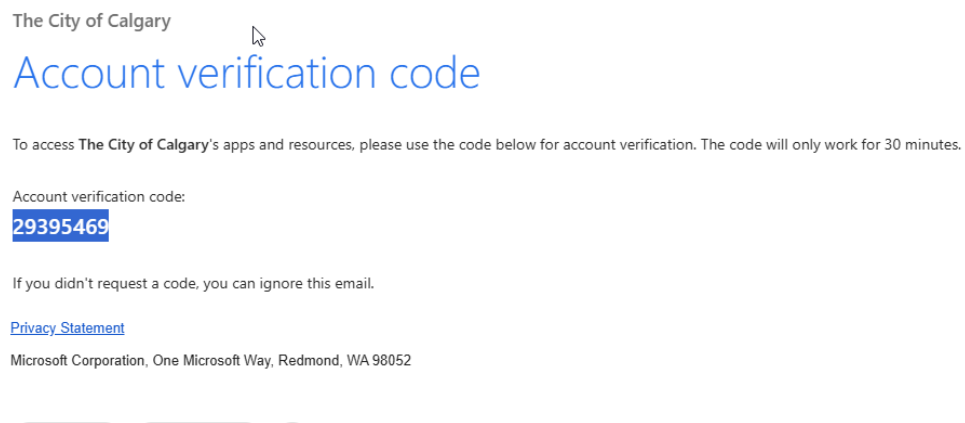
2. Open the email and click **Accept invitation**.



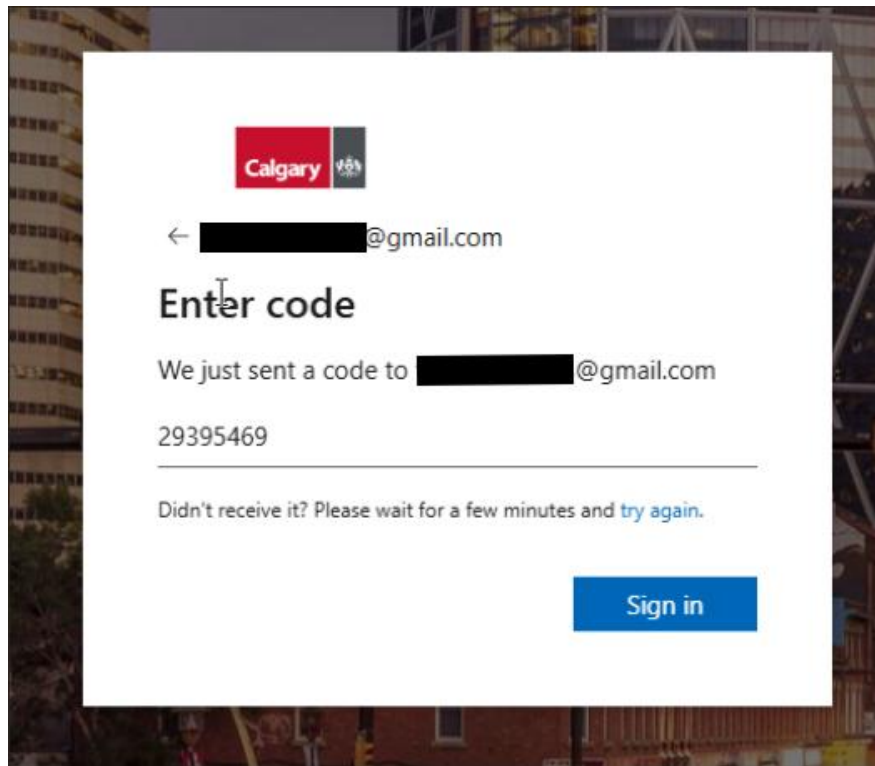
3. Click **Send code**. A code is sent to your email.



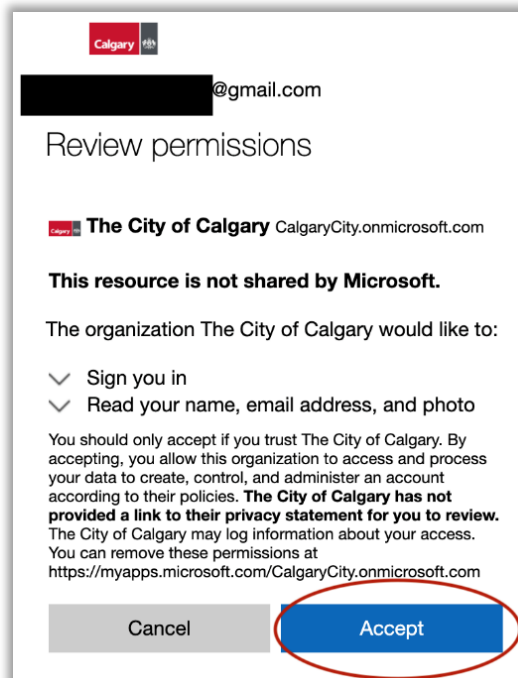
4. Open your email and find the **Account verification code**. The code works for 30 minutes.



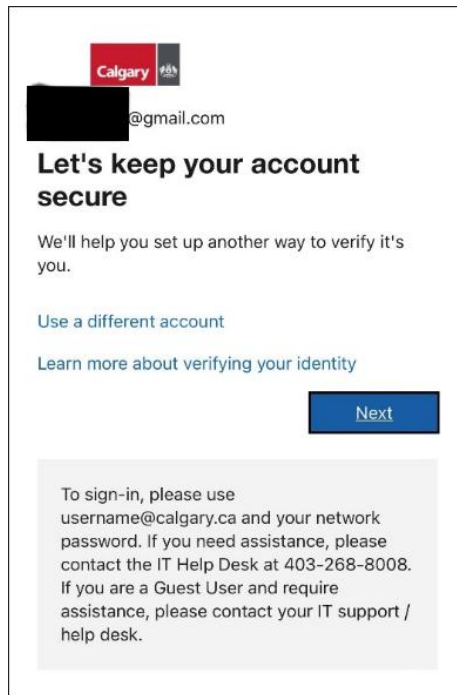
5. Enter the code in the **Enter code** window and click **Sign in**.



6. On the **Review permissions** screen, click **Accept**.



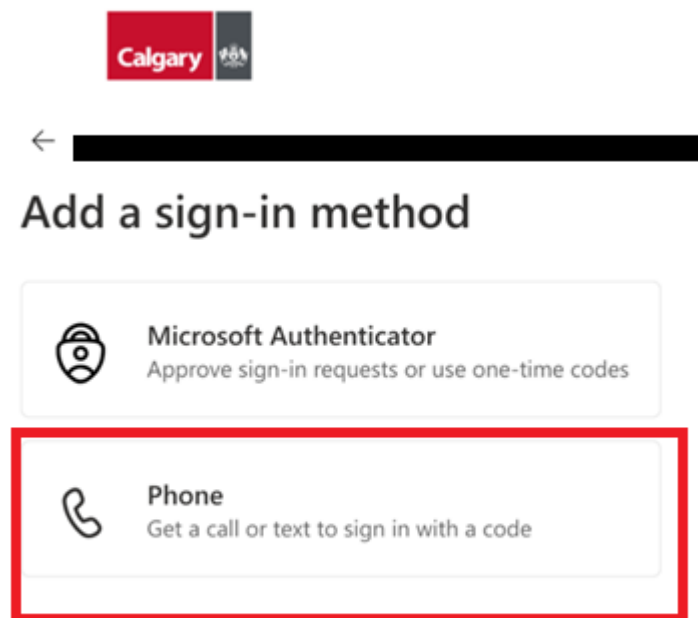
7. On the **Let's keep your account secure** screen, click **Next**.



8. Click **I want to set up a different method** at the bottom of the screen.



9. Click **Phone**.



10. Enter your phone number, select **Text a code**, and click **Next**.

Add your phone number

A screenshot of the 'Add your phone number' screen. At the top, there is a blue phone icon. Below the icon, the text 'Verify it's you with a call or text code to your phone.' is displayed. Underneath, there is a 'Country code' dropdown menu showing 'United States (+1)'. Below the dropdown is a 'Phone number' input field, which is highlighted with a red rectangular box. Below the input field, there is a 'Choose how to verify' section with two radio buttons: 'Text a code' (selected) and 'Call'. At the bottom, there is a disclaimer: 'Message and data rates may apply. Pressing Next means that you agree to the Terms of service and Privacy and cookies statement.' and a link 'Other options'. A blue 'Next' button is located at the bottom right.

11. Enter the code from the text message and click **Next**.

Verify your phone number

Enter the code we sent to +1 [REDACTED]

178218

[Didn't receive the code?](#)

[Other options](#)

Next

12. Click **Done**.

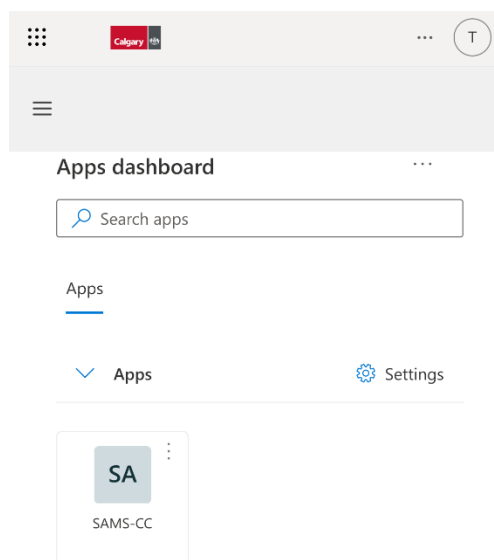
✓ Phone number added



You can now receive a code each time you sign in.

Done

a. If the **Apps dashboard** screen opens, close it. You do not need it.



Log In to the Tester Portal

1. Open the Tester Portal in your web browser (Chrome, Edge, or Safari) using this [link](#) or scan the QR code below.

