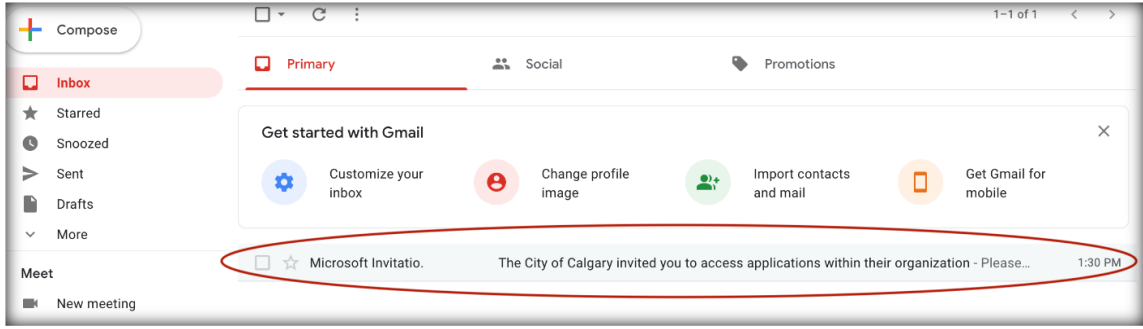


Cross Connection Control SAMS Guide: How to Setup Authenticator for the first time

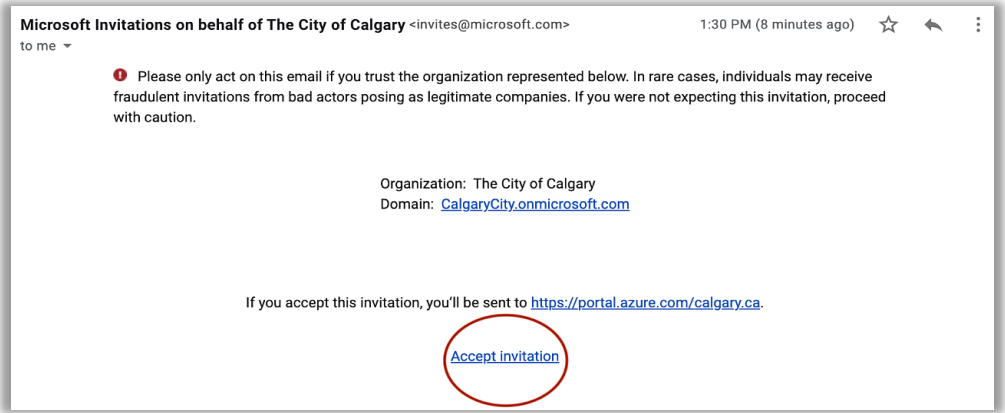
This guide outlines how Cross Connection Control Testers can set up the Microsoft Authenticator app to access the City of Calgary’s SAMS (Smart Automation Management System) portal and submit test reports.

Getting Started

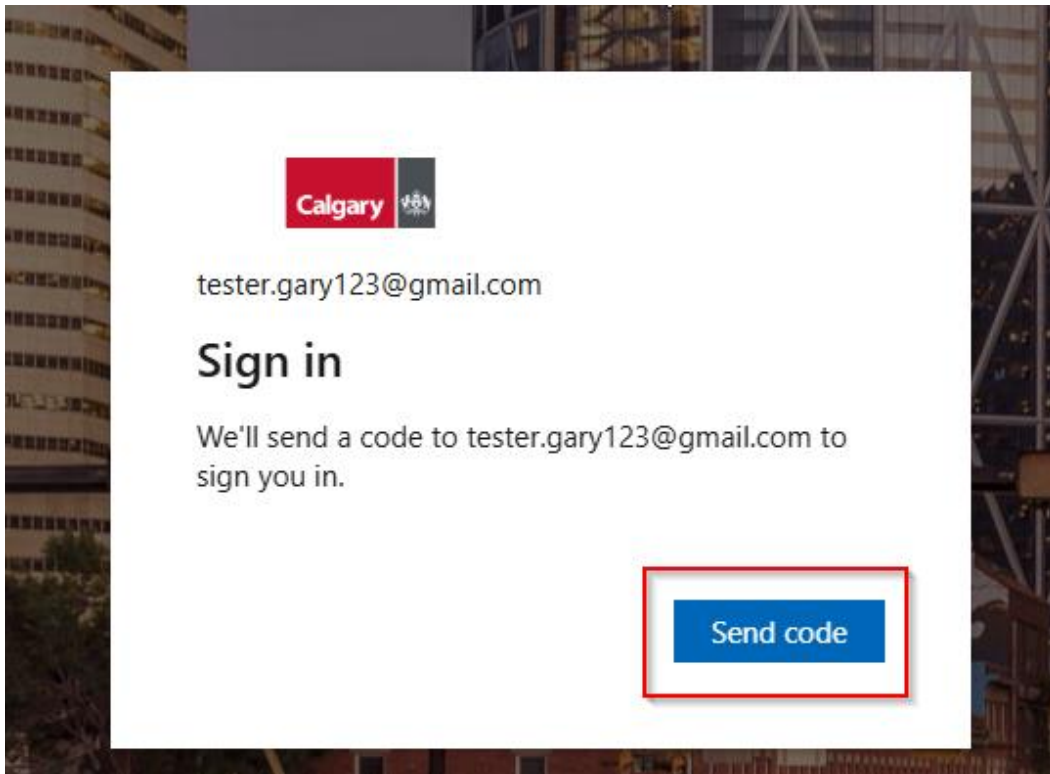
1. You will receive an email invitation from Microsoft.



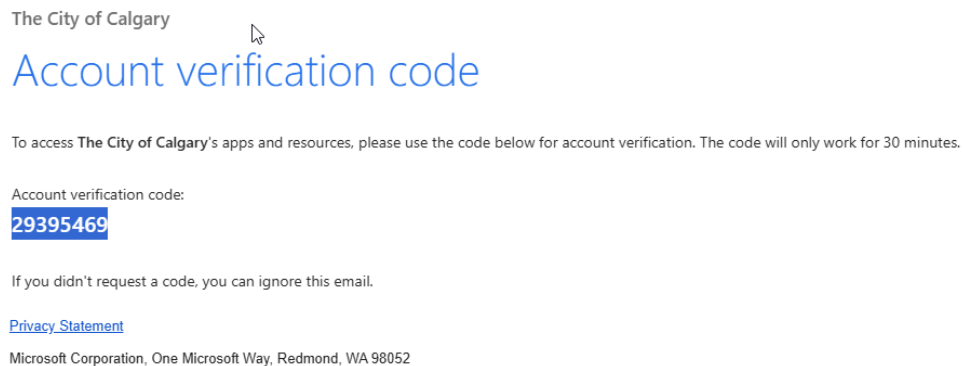
2. Open the email and accept the invitation.



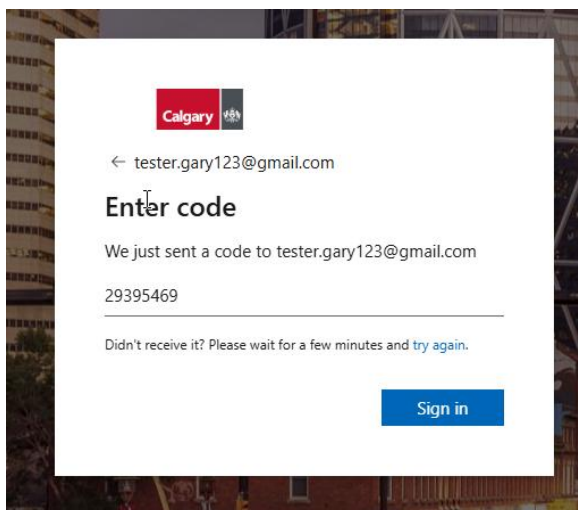
3. Click Send Code



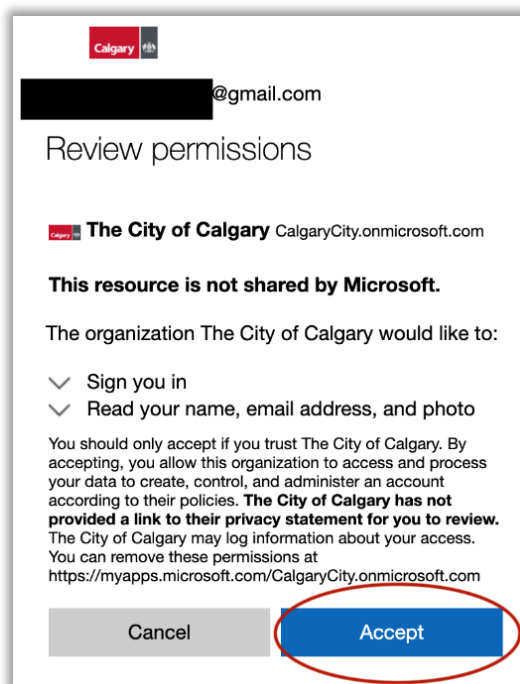
4. Open your email and locate the Account verification code.



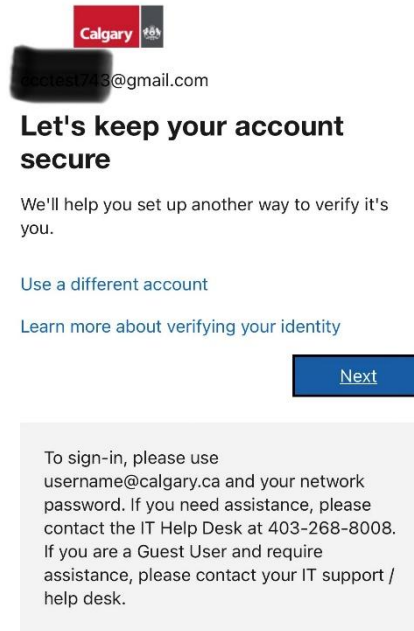
5. Copy code in to the Enter code window



6. Select 'Accept' on the City of Calgary Review Permissions page.




7. Select 'Next' on the City of Calgary **Let's keep your account secure**



8. Select 'I want to set up a different method' from the bottom of the dialog box.




9. Select 'Phone'




← [Redacted]

Add a sign-in method



Microsoft Authenticator
Approve sign-in requests or use one-time codes



Phone
Get a call or text to sign in with a code

10. Enter your phone number, choose 'Text a code' and select 'Next'

Add your phone number



Verify it's you with a call or text code to your phone.

Country code

United States (+1) ▾

Phone number

Choose how to verify

Text a code

Call

Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Other options](#)

Next

11. Enter the code from the text message then select 'Next'.

Verify your phone number

Enter the code we sent to +1 [REDACTED]

178218

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

[Other options](#)

Next

12. Press 'Done'

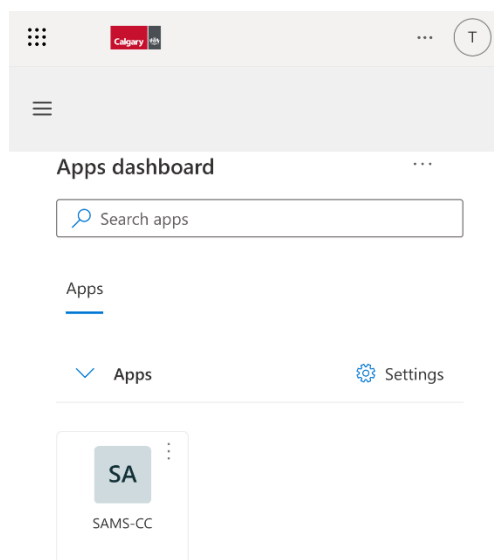
✔ Phone number added



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

Done

a. If you see the 'Apps Dashboard' screen you can close it as it is not needed.



Log in to the Tester Portal

1. If accessing the tester portal from a browser (chrome, edge, safari) use this [link](#)
2. If accessing the tester portal from a mobile device, please download the SAMSXConnection App by scanning the QR code below.

