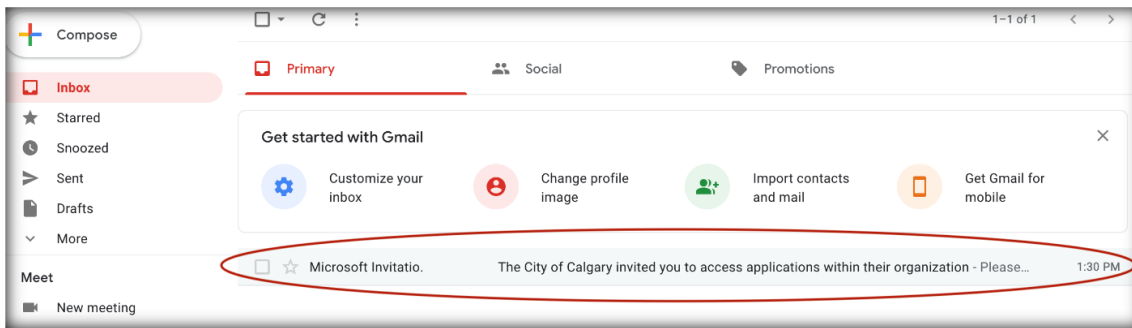


Cross Connection Control SAMS Guide: How to Setup Authenticator for the first time

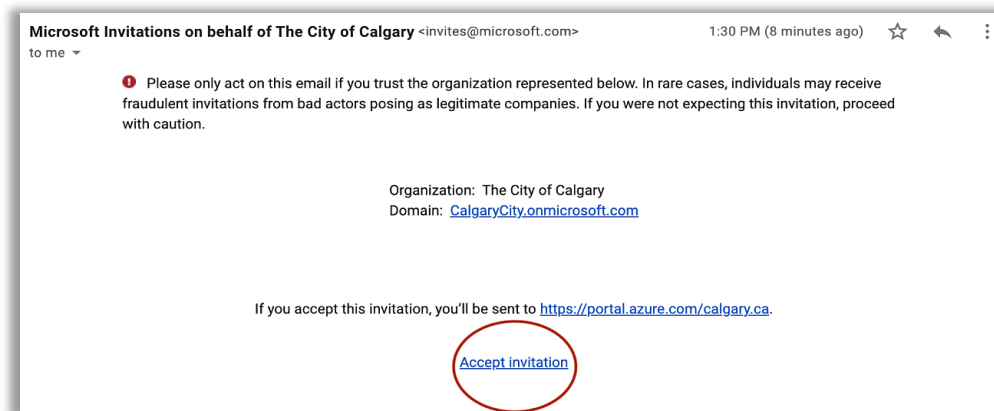
This guide outlines how Cross Connection Control Testers can set up the Microsoft Authenticator app to access the City of Calgary's SAMS (Smart Automation Management System) portal and submit test reports.

Getting Started

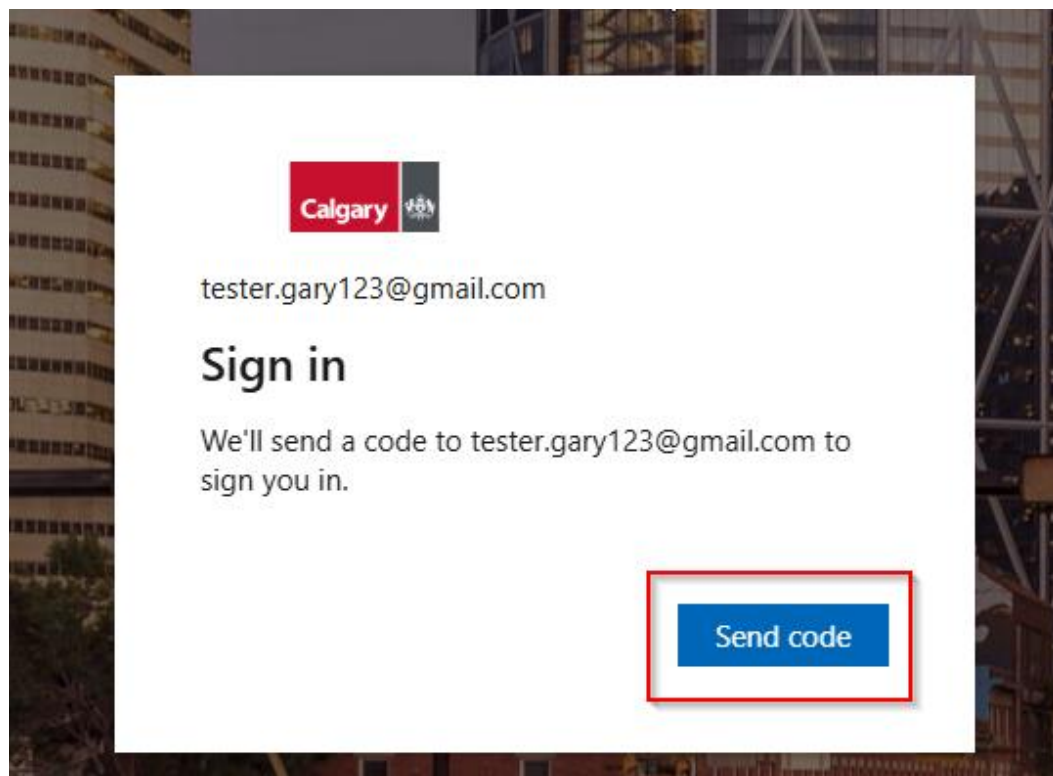
1. You will receive an email invitation from Microsoft.



2. Open the email and accept the invitation.



3. Click Send Code



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

The City of Calgary

Account verification code

To access **The City of Calgary**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

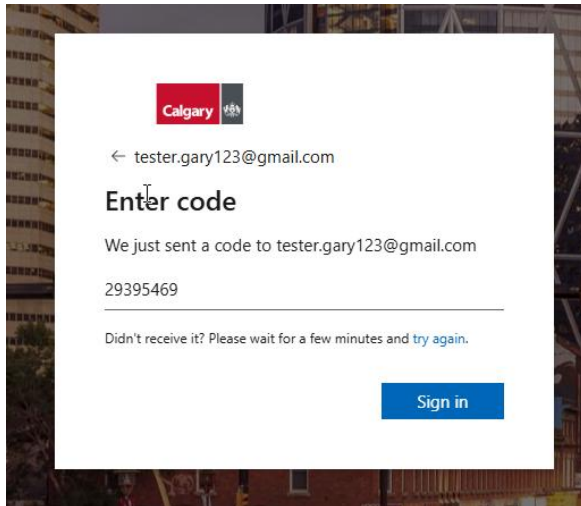
29395469

If you didn't request a code, you can ignore this email.

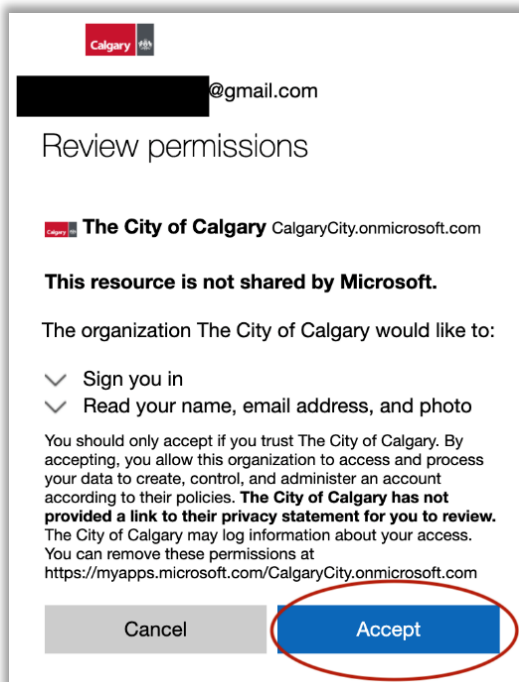
[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

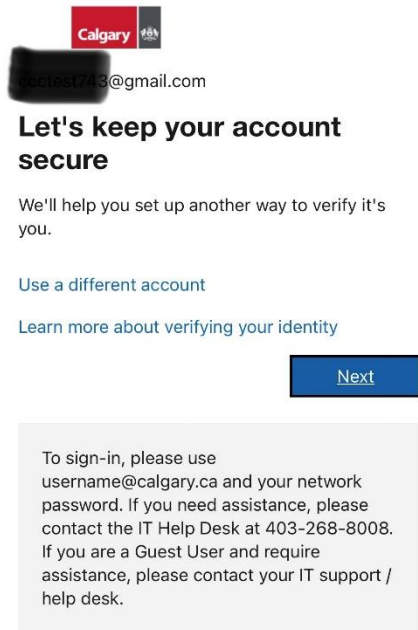
5. Copy Code in to the Enter code window



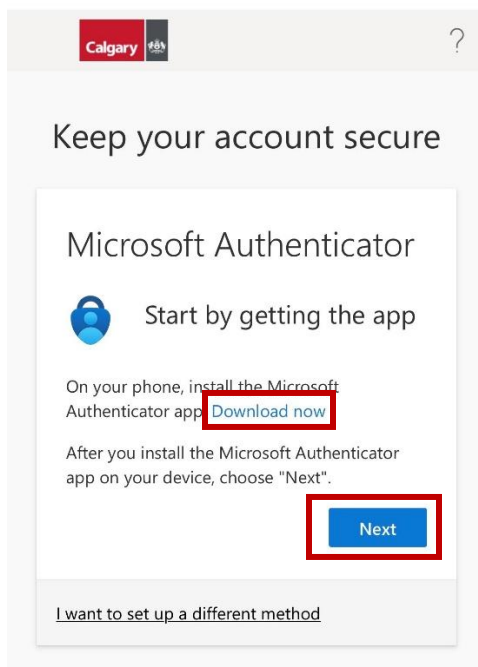
6. Select 'Accept' on the City of Calgary Review Permissions page.



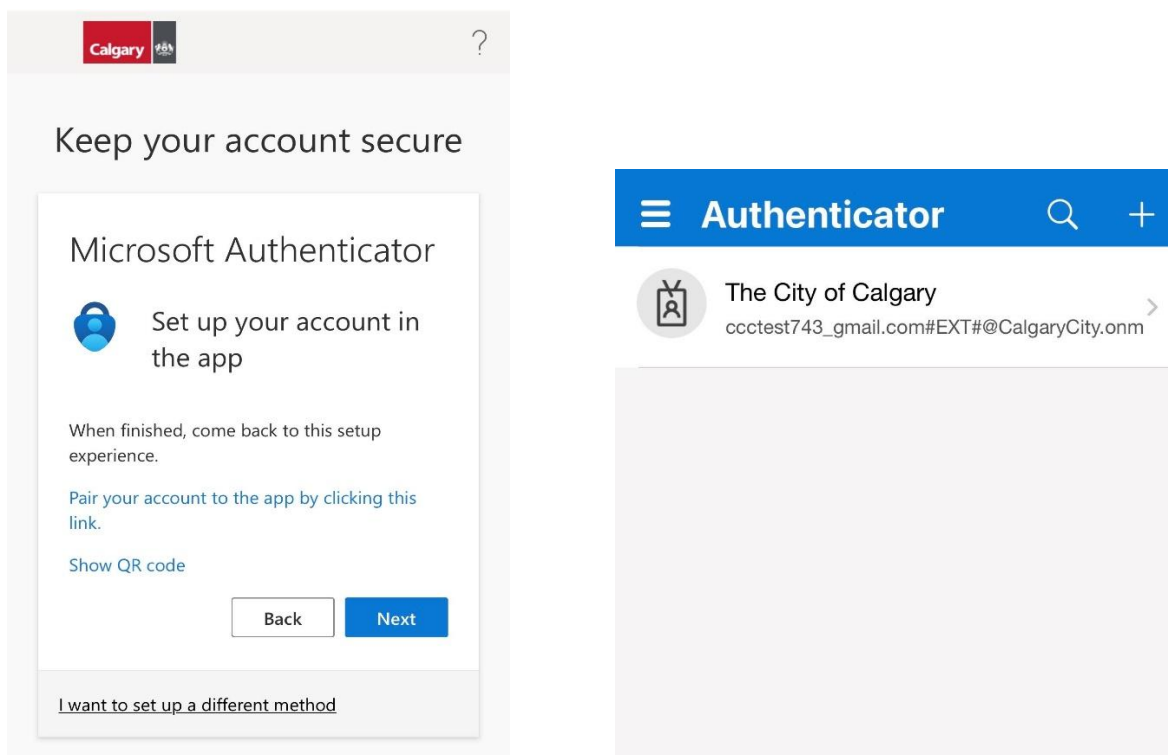
7. Select 'Next' on the City of Calgary **Let's keep your account secure**



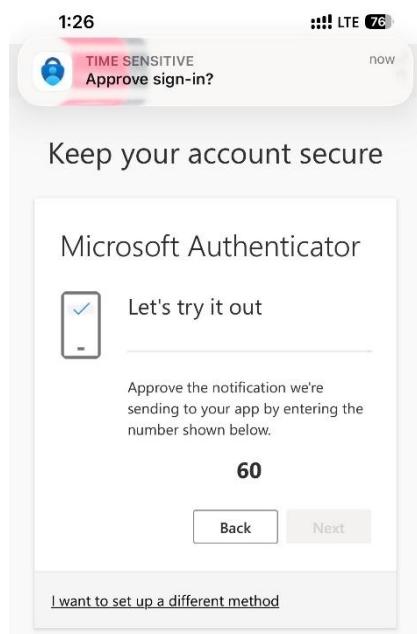
8. If you do not have the Microsoft Authenticator app click '**Download now**', if you do have Microsoft Authenticator, click **Next**



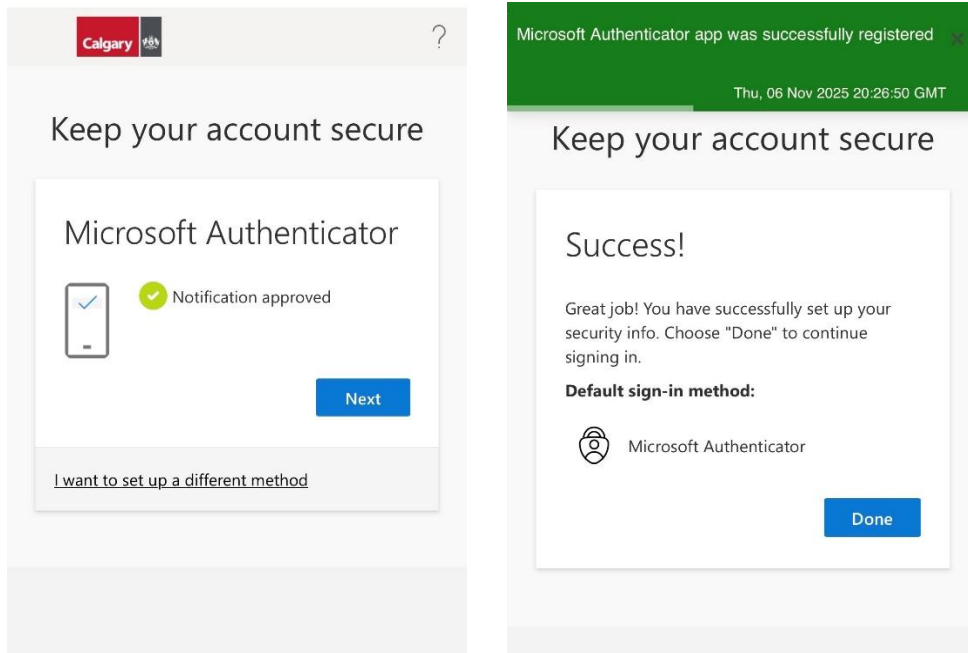
9. Click '**Pair your account to the app by clicking this link**', and it will take you to the Microsoft authenticator screen and you should see your email account paired with authenticator. Once this link is confirmed, go back to the City of Calgary page and click '**Next**'



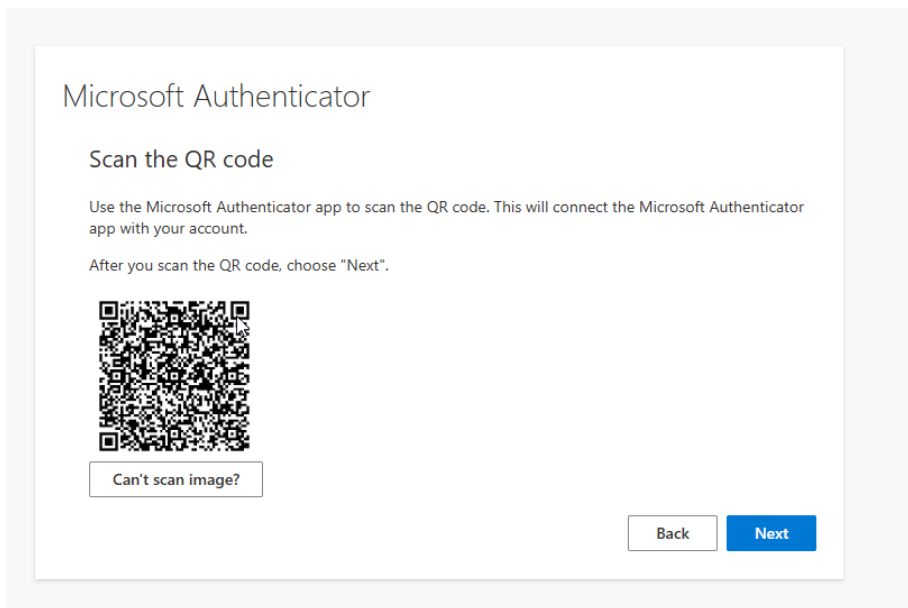
10. The next page indicates a number that you will have to enter in authenticator to verify this is you accessing your account. Click the bubble at the top that says 'Approve sign-in?'. Enter '60' into the next screen that pops up and ok.



11. If the number entered is correct, the notification will be approved. Click '**next**' and then click '**Done**'.



12. You can also use a QR code to connect your account to Microsoft Authenticator. Scan the QR code and follow steps 10 & 11 to ensure that it is working.



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.

