Getting Access – FOCUS Portal

1. Open a web browser and go to the following website:
https://focus.faegredrinkercollaborate.com

2. Click the **Login** button
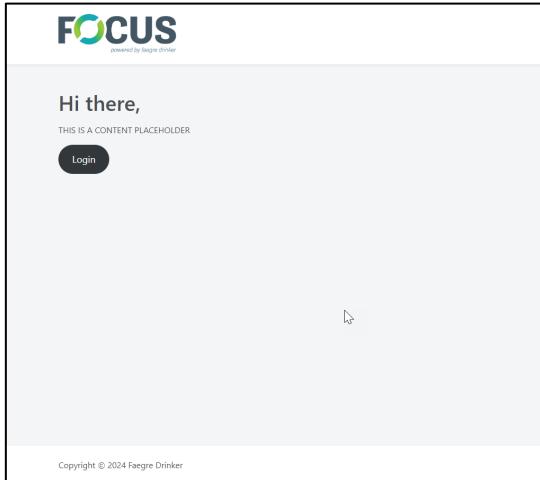
3. Choose Sign Up Now link
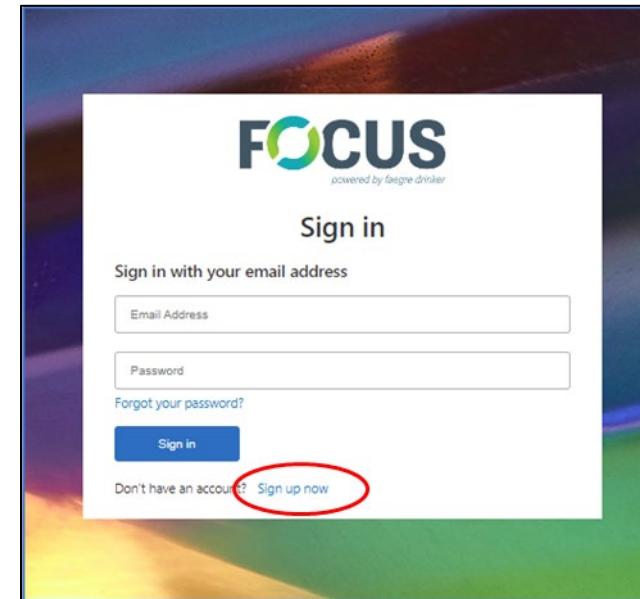
Getting Access – FOCUS Portal

4. Enter your company email address and press Send verification code button

5. Enter the code you received via email into the box and press **Verify Code**

6. Once your email address is verified, create a Password and provide your First and Last Name in the text boxes and press **Create.**
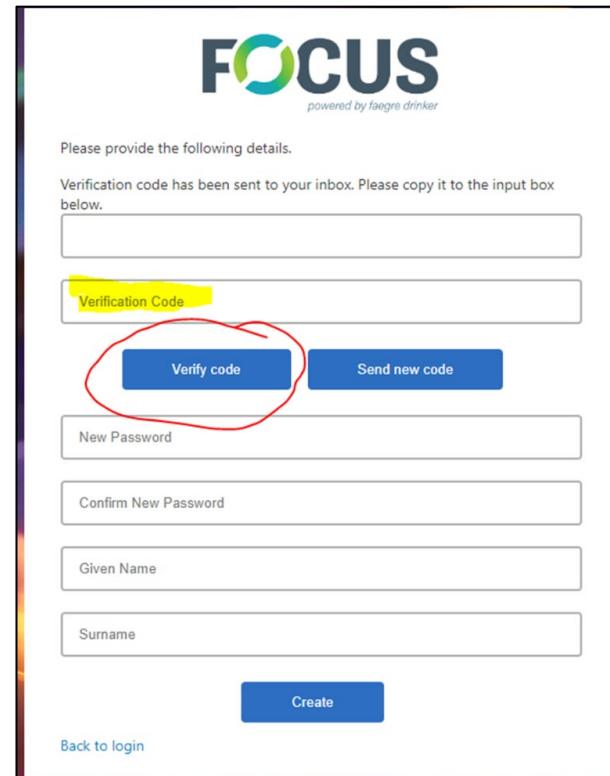
Getting Access – FOCUS Portal

7. You will be taken to the My Profile Page. Here you will fill out your profile.

   - The only required fields are **Company** and **Business Phone Number**.

   - You can complete the other fields later.

8. Choose your company by typing the first few letters and then select it from the available choices

9. Press **Save** when you have completed your profile.

Getting Access – Consortium Website

Approximately 10 minutes after saving your profile, the consortia you are eligible to participate through your company's membership will be verified.

1. On the FOCUS portal, click on My Organizations on the left menu bar
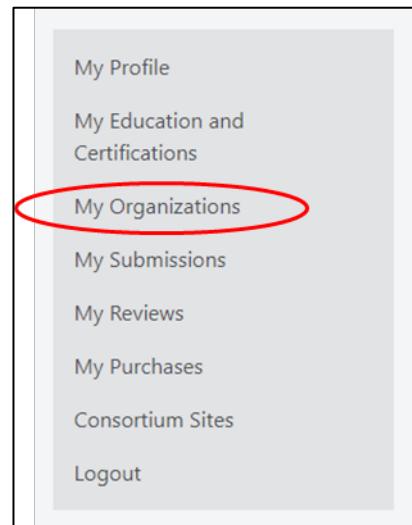
2. You should see the consortia listed under **My Organizations** at the top of the page.
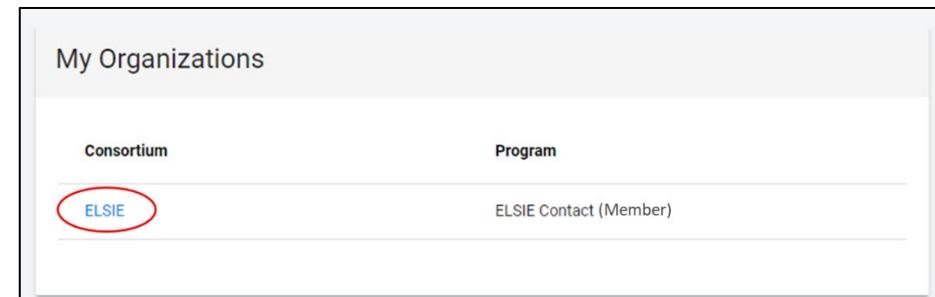
3. Click the ELSIE link to be taken to the ELSIE website

4. Click the **Login** button in the header menu. If prompted, enter your credentials to the FOCUS portal
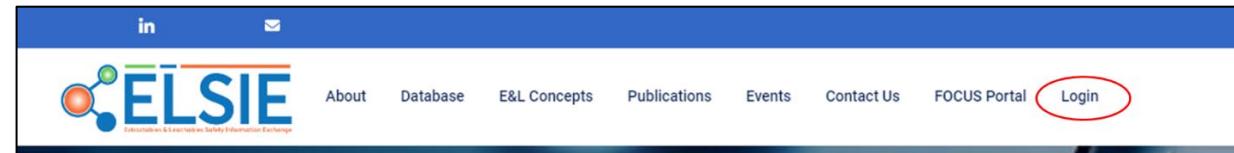
Getting Access – Consortium Website

5. After login, the header menu updates to show the "Member's only" choices
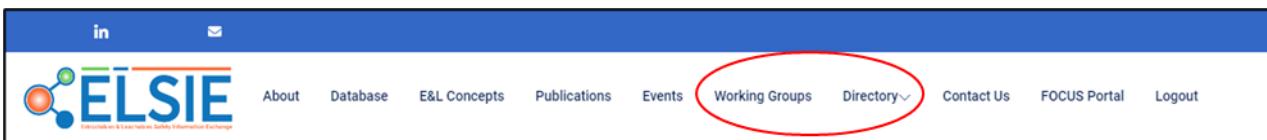
6. Click **Working Groups** to be taken to the working group selection page.

- From here you can join and leave various Working Groups/Committees/Subteams.

- All groups are organized into "Divisions". Each Division corresponds to a separate Team on MS Teams and each "Working Group" is a separate Channel under that Team.

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- Requests to join Working Groups under Divisions numbered 04 and 05 whose names don't start with an underscore (_) are automatically approved for member participants

- Consortium guests, and all other groups require verification of eligibility by the Secretariat before access is granted

Getting Access – Consortium Website

7. Choose the Groups you wish to join by checking the **Join** box next to each group and press **SAVE**. *Note joining any ELSIE group will automatically join you to the ELSIE Home group so no need to select that.*

- The joining process for auto-approved groups takes approximately 10 minutes
- Once your request is approved, you will receive an email notifying you if the request was APPROVED or DENIED.

# Getting Access – MS Teams (MFA Setup)

1. When each request is approved, you will receive an email from Microsoft (invites@microsoft.com) inviting you to the Teams resource.

   - You will get multiple emails, one for each group you signed up for.

   - You only need to complete the "Accept invitation" step once

2. Click on the "Accept invitation" link in the email you received

   - Some users find it easier to right-click on the link, select "Copy Hyperlink", and paste the link into a private browser window.

From: Microsoft Invitations on behalf of Faegre Drinker Collaborate <invites@microsoft.com>
Sent: Wednesday, October 16, 2024 11:32 AM
To: Hardwick, Maureen Donahue <maureen.hardwick@faegredrinker.com>
Subject: Faegre Drinker Collaborate invited you to access applications within their organization

This Message originated outside your organization.

⊗ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. **If you were not expecting this invitation, proceed with caution.**

Organization: Faegre Drinker Collaborate
Domain: faegredrinkercollaborate.com

If you accept this invitation, you'll be sent to https://teams.microsoft.com/.

Accept invitation

This invitation email is from Faegre Drinker Collaborate (faegredrinkercollaborate.com) and may include advertising content. **Faegre Drinker Collaborate has not provided a link to their privacy statement for you to review.** Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the Microsoft Privacy Statement.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

▦ Microsoft

Getting Access – MS Teams (MFA Setup)

- *Note, these instructions assume you already have a Microsoft Account, likely through your employer*

  - *If you don't have a Microsoft account, you can sign-up for a free Microsoft account*

1. After clicking the link, you should have been directed to the Consortia Teams Site – **Faegre Drinker Collaborate**

2. You may be prompted for your current Microsoft account information and password (**not FOCUS info**)

3. A pop-up will be displayed stating More Information is required. Press **Next**
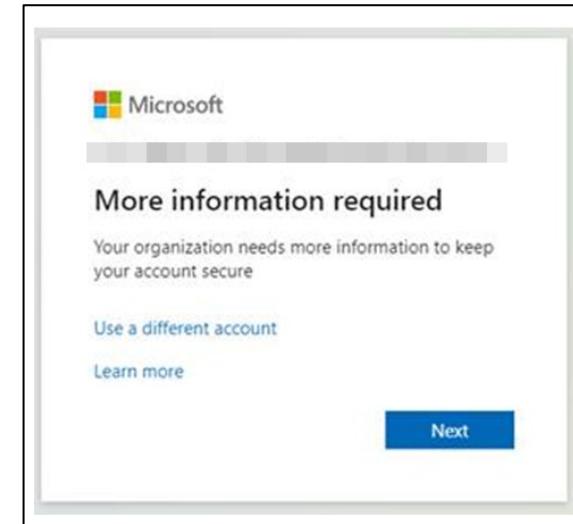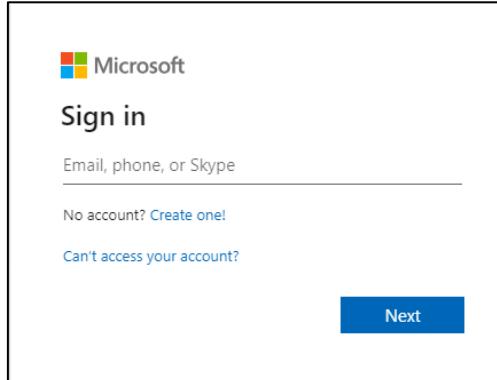
Getting Access – MS Teams (MFA Setup)

4. Follow the prompts to configure your Multi-Factor Authentication (MFA) method:

   - Microsoft Authenticator app: Press **Next**

   - Different Authenticator app (e.g., Duo): Choose **I want to use a different authenticator app** link

   - SMS Text: Choose **I want to select a different method** link and choose **Text**

5. Complete the MFA registration process and then log into Teams

6. You can switch between the **Faegre Drinker Collaborate** Teams environment and other environments you have access to by clicking on the top right of the Teams window and selecting the Teams environment you want.
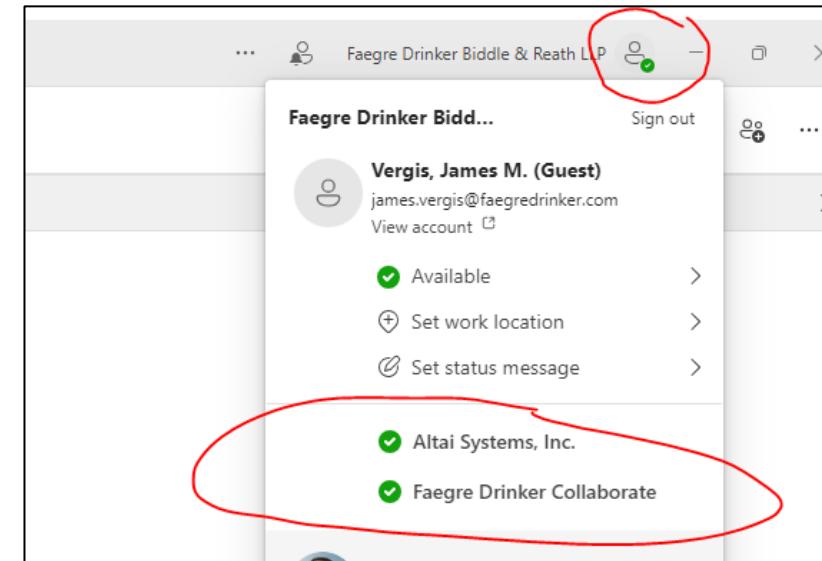
Getting Access – MS Teams (Channels+Files)

- Once you have configured MFA and logged into Faegre Drinker Collaborate, the groups you signed up for should be displayed along with the "Consortium Main" Team

- If any Channels are missing or you receive an access error to any of the content, please contact the platform admin(s)

- In any of the Teams channels, click on the File Repository tab and confirm you have access to the files.