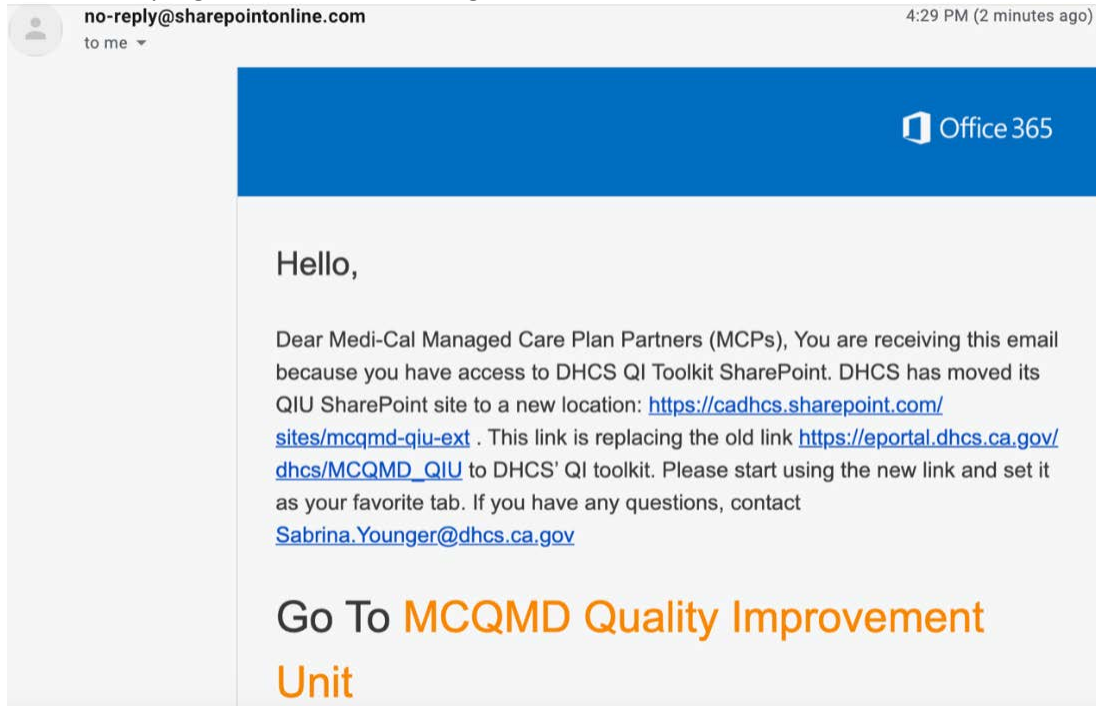


DHCS Sharepoint Online Sign In Procedure for External Users

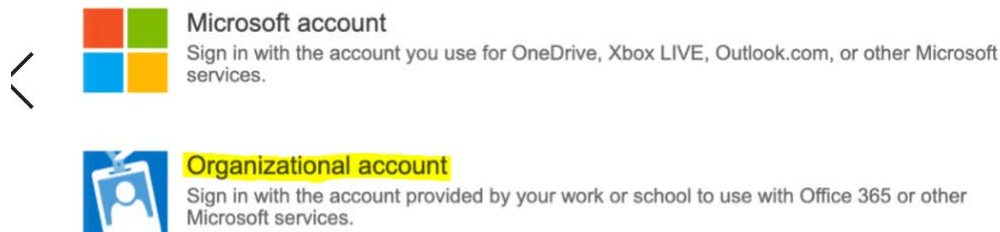
- 1) You will get an email that looks similar to this one for MCQMD Quality Improvement Unit. If you don't see it in your Inbox, check your Junk/Spam folder. Click on, "Go To..." and you should see our program name, PRIME Program.



- 2) You will get a screen that looks like this. Click on Organizational Account

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow California Department of Health Care Services to use your basic profile (name and email address) in accordance with their privacy statement. California Department of Health Care Services has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

- 3) You will receive a Sign-In screen. Click **Create One** to create an account.



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

4) Enter your email address and click next



Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next



Create account

dhcsspo@[REDACTED].com

[Use a phone number instead](#)

[Get a new email address](#)

Next

5) Create a password and click Next



← dhcsspo@[REDACTED].com

Create a password

Enter the password you would like to use with your account.

.....|

Show password

Next

6) Enter your birthdate and click Next



← dhcsspo@[REDACTED].com

Create account

We need just a little more info to set up your account.

Country/region

United States



Birthdate

January



1



1980



Next

- 7) You will receive an email with a four digit code to verify your email address. Enter the code that's in the email and click Next.



← dhcsspo@[REDACTED].com

Verify email

Enter the code we sent to **dhcsspo@[REDACTED].com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

- 8) Enter the captcha characters you and click Next



← dhcsspo@[REDACTED].com

Create account

Before proceeding, we need to make sure a real person is creating this account.



New

Audio

Enter the characters you see

Next

9) This screen will appear. Click Next.



dhcsspo@[REDACTED].com

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

WARNING: This is a State of California system for official use by authorized users; subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system shall be subject to disciplinary action, prosecution or both.

10) Enter a number that can receive SMS text messages or enter a number for a voice call to receive a 6 digit code for multi-factor authentication.



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

United States (+1)

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.

11) Enter the 6 digit code and click Verify

 Microsoft


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've sent a text message to your phone at +1 916 [REDACTED]

When you receive the verification code, enter it here

12) Once you have successfully verified, click Done and you will be taken to the Sharepoint Online site. You are done!

 Microsoft

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've sent a text message to your phone at +1 916 [REDACTED]

Verification successful!

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