

# How to log into my account using MS Authenticator

## My IDB Operations Portal

### OBJECTIVE

How to login into my account to access the IDB Extranet and the information about my operations with the IDB Group.

### Recommended Browsers:

Google Chrome version 85.0.4183.121 and above

Microsoft Edge version 85.0.564.63 and above

### Need help?

Contact [ExtranetSupport@iadb.org](mailto:ExtranetSupport@iadb.org) to report issues and please include the following information:

1. Description of the issue
2. Screenshots

## User Guide

## How to Log in to the Extranet Site using Microsoft Authenticator

## STEP 1

Go to the system you are trying to Sign-in to:

- Enter your user name** and click on Continue.
- Enter your password** and click on Continue

## STEP 2

Proof your identity by using the **one** of the 2-factor authentication of your choice.

Note: Your preferred authentication method will be selected by default, but you can change your preference at any point.

Your options are:

## OPTION 1

## Microsoft Authenticator App

See steps on page 2

## OPTION 2

## Email Login

See steps on page3

## OPTION 3

## SMS Login

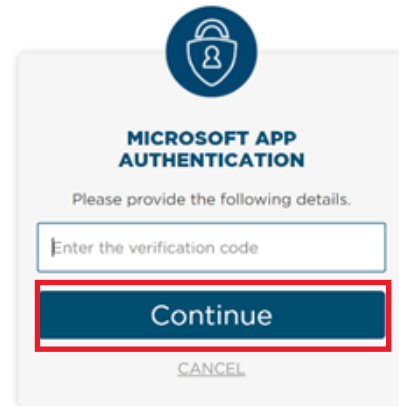
See steps on page 4

The following instructions explain the different steps for each options.  
Please note that you only have to use ONE of these options.

**STEP 1**

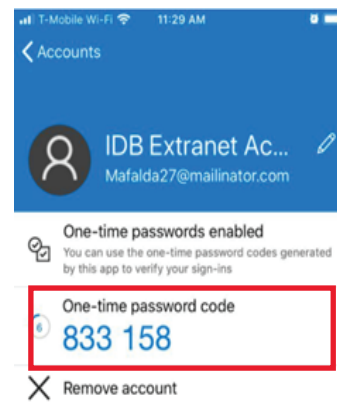
If your preferred authentication method is **MS Authenticator verification code**, you will see the screen on your right.

To continue, **please have your smartphone available**.

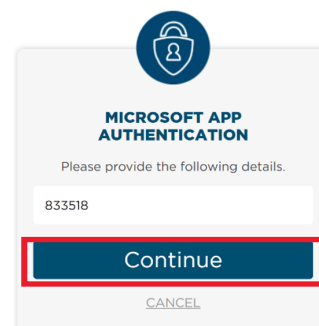
**STEP 2**

Go to your mobile device, and open **Microsoft Authenticator App**

Select your account and **get the one-time 6-digit password code**.

**STEP 3**

**Enter the 6-digit code** from previous step in the verification code field and click Continue to complete the login process.

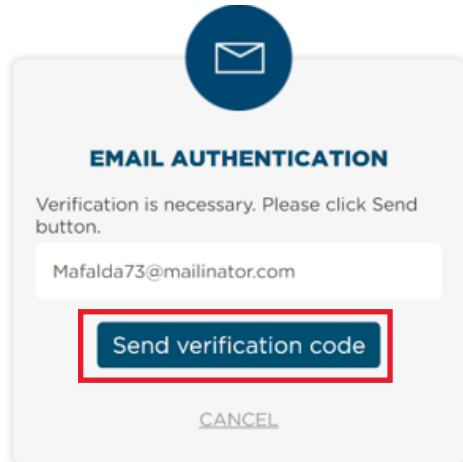


## How to Log in to the Extranet Site using Email Login

### STEP 1

If your preferred authentication method is **Email Login**, you will see the screen below.

To receive a one-time-passcode on your email inbox, **click Send Verification Code**



**EMAIL AUTHENTICATION**

Verification is necessary. Please click Send button.

Mafalda73@mailinator.com

**Send verification code**

[CANCEL](#)

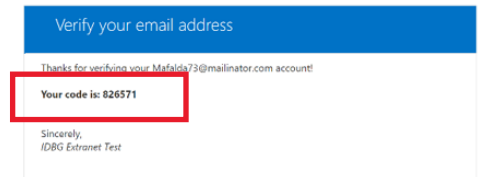
### STEP 2

**Go to your email inbox** and look for an email sent from: msonlineserviceteam

Subject: "IDB Group Extranet email verification code"

**Look for the 6-digit verification code.** Email example shown below.

Subject: IDBG Extranet Test account email verification code  
To: mafalda73  
From: msonlineserviceteam@microsoftonline.com  
Received: Wed Sep 16 2020 22:40:54 GMT-0400 (Eastern Daylight Time)  
Sending IP: 207.46.50.227  
Parts: [html](#)  
Attachments: [Subscribe to receive Attachments]



Verify your email address

Thanks for verifying your Mafalda73@mailinator.com account!

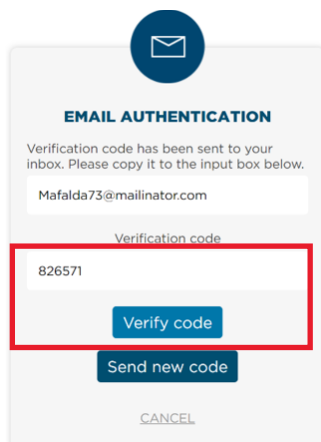
**Your code is: 826571**

Sincerely,  
IDBG Extranet Test

### STEP 3

**Enter the 6-digit code** received via email in "Verification code" field in the Extranet login site, and **click Verify Code**

Note: You can click "Send New Code" in case you have not received any or the previous code received has expired.



**EMAIL AUTHENTICATION**

Verification code has been sent to your inbox. Please copy it to the input box below.

Mafalda73@mailinator.com

Verification code

**826571**

**Verify code**

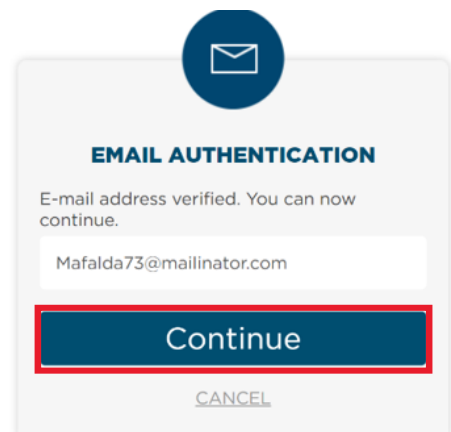
**Send new code**

[CANCEL](#)

### STEP 4

The message on the screen will confirm that your email address has been verified.

**Click continue to complete the process,** you will be redirected to the target system.



**EMAIL AUTHENTICATION**

E-mail address verified. You can now continue.

Mafalda73@mailinator.com

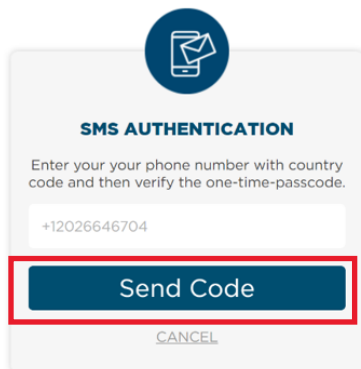
**Continue**

[CANCEL](#)

**How to Log in to the Extranet Site using SMS Login****STEP 1**

If your preferred authentication method is **SMS Login**, you will see the screen below.

To receive a one-time-passcode on your cellphone via text message, **click Send Code**



**SMS AUTHENTICATION**

Enter your your phone number with country code and then verify the one-time-passcode.

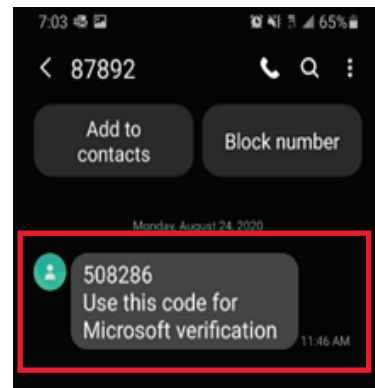
+12026646704

**Send Code**

[CANCEL](#)

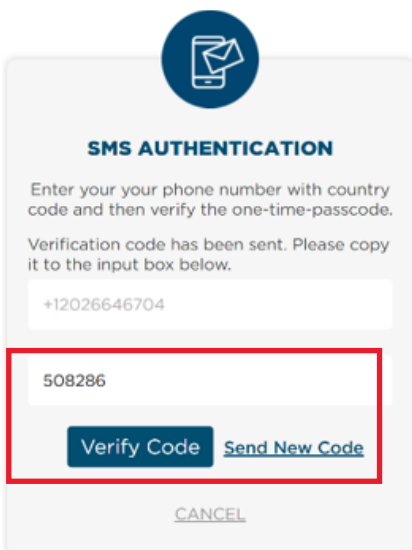
**STEP 2**

**Check your cellphone.** You should have received a text message like the image below with a **6-digit verification code**:

**STEP 3**

**Enter the 6-digit code** received via text message on the Extranet login site **Click Verify Code**.

Note: You can click *"Send New Code"* in case you have not received any or the previous code received has expired.



**SMS AUTHENTICATION**

Enter your your phone number with country code and then verify the one-time-passcode.

Verification code has been sent. Please copy it to the input box below.

+12026646704

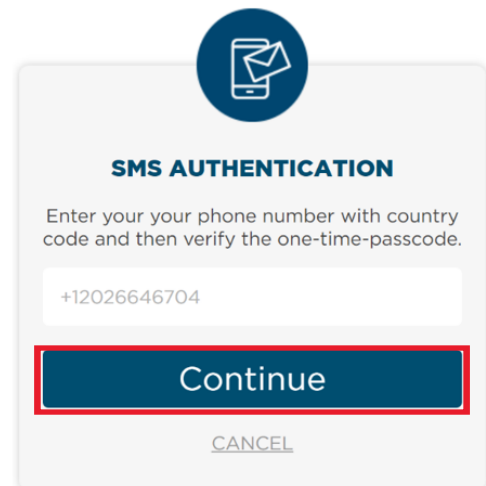
508286

**Verify Code** [Send New Code](#)

[CANCEL](#)

**STEP 4**

**Click Continue to complete the process**, you will be redirected to the target system.



**SMS AUTHENTICATION**

Enter your your phone number with country code and then verify the one-time-passcode.

+12026646704

**Continue**

[CANCEL](#)