

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** 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, find the screen you see on the right and enter the following:

- Enter your **username and password**
- Click the button **Sign-in**

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 page 3

OPTION 3

SMS Login

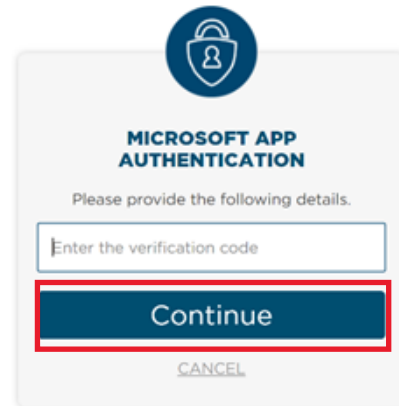
See steps on page 4

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

STEP 1

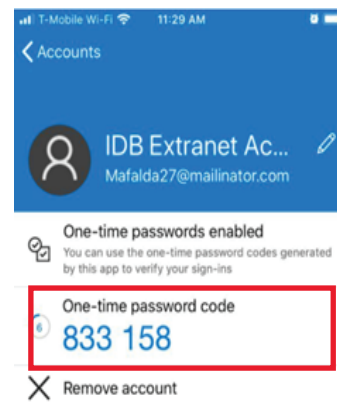
If your **preferred authentication method is MS Authenticator** verification code, you will see the screen on your right.

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

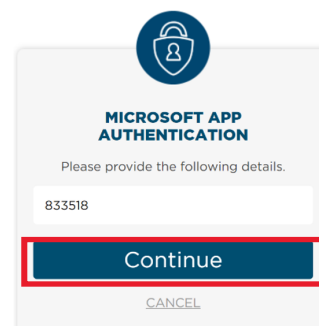
**STEP 2**

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.

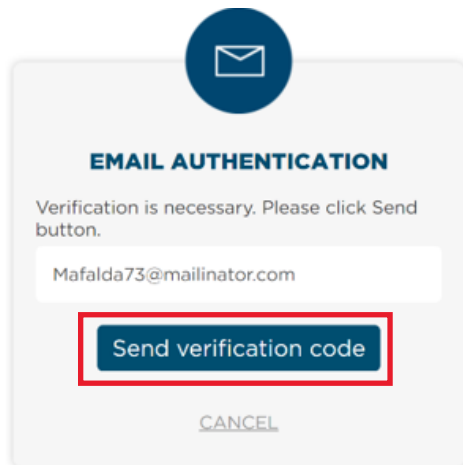


How to Log in to the Extranet Site using Email Login

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 and email sent from: **msonlineservicesteam**
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: msonlineservicesteam@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!

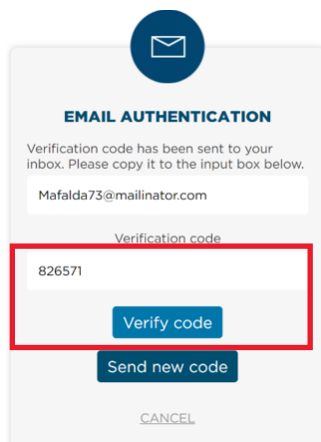
Your code is: 826571

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

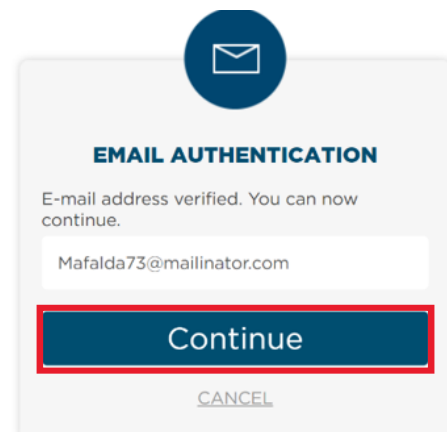
Send new code

[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

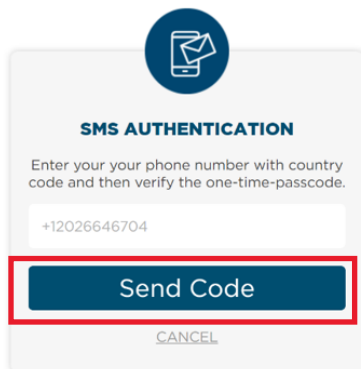
Continue

[CANCEL](#)

STEP 1

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

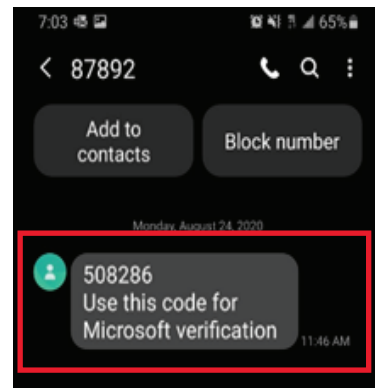
To receive a one-time-passcode on your cellphone via text message, click **Send Code**



The screen displays a circular icon with a smartphone and an envelope. Below it, the text reads "SMS AUTHENTICATION" and "Enter your your phone number with country code and then verify the one-time-passcode." A text input field contains the number "+12026646704". A red rectangular box highlights the "Send Code" button. At the bottom, there is a "CANCEL" link.

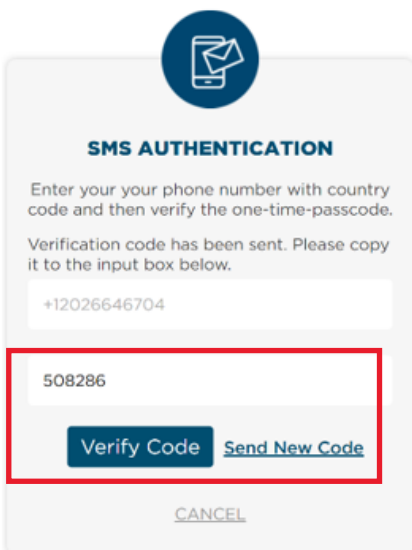
STEP 2

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.

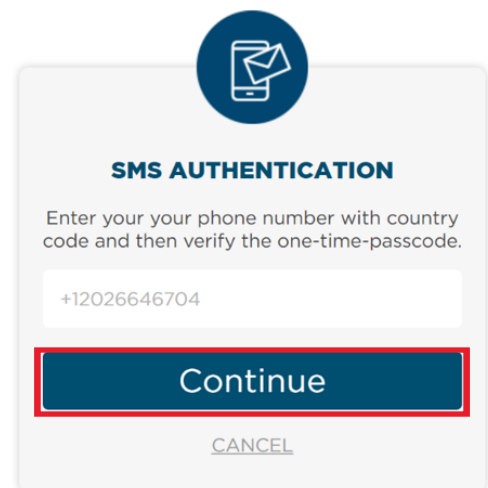
Note: You can click *"Send New Code"* in case you have not received any or the previous code received has expired.



The screen displays the same "SMS AUTHENTICATION" header and instructions as Step 1. The text input field now contains the verification code "508286", which is highlighted by a red rectangular box. Below the input field are two buttons: "Verify Code" and "Send New Code". At the bottom, there is a "CANCEL" link.

STEP 4

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



The screen displays the same "SMS AUTHENTICATION" header and instructions. The text input field contains the number "+12026646704". A red rectangular box highlights the "Continue" button. At the bottom, there is a "CANCEL" link.