



CPT Collaboration Account Setup Instructions

2/22/2022

Login Instructions

- You will receive an email from the Azure Enterprise Admin at Microsoft
 - Link will not be coming from AMA
 - email address of invitation: AEA@amatoday.onmicrosoft.com
 - Check Spam filter if you don't receive it
- Click on the "Accept invitation" link
 - It is best to accept the invitation in a private browser window to avoid credential caching issues
 - Chrome: shift+control+n
 - Firefox: shift+control+P

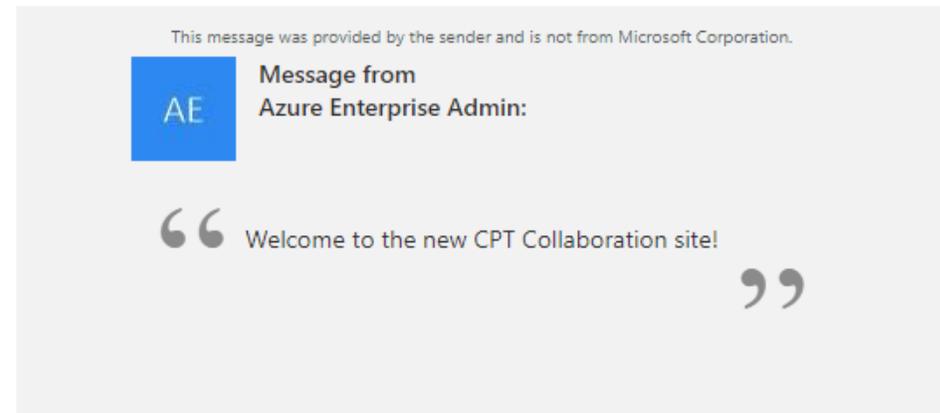


- Azure Enterprise Admin invited you to access applications within their organization

 **Microsoft Invitations on behalf of American Medical Association** <invites@microsoft.com>
To: bbenstead@yahoo.com

 Please only act on this email if you trust the individual and 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.

Sender: Azure Enterprise Admin (AEA@AMAtoday.onmicrosoft.com)
Organization: American Medical Association
Domain: [AMAtoday.onmicrosoft.com](https://amatoday.onmicrosoft.com)

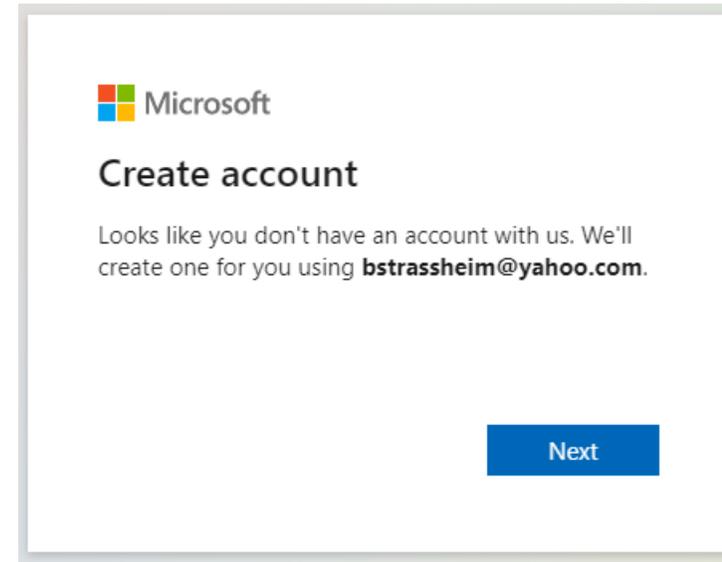


If you accept this invitation, you'll be sent to <https://amatoday.sharepoint.com/sites/CPTMeeting>.

[Accept invitation](#)

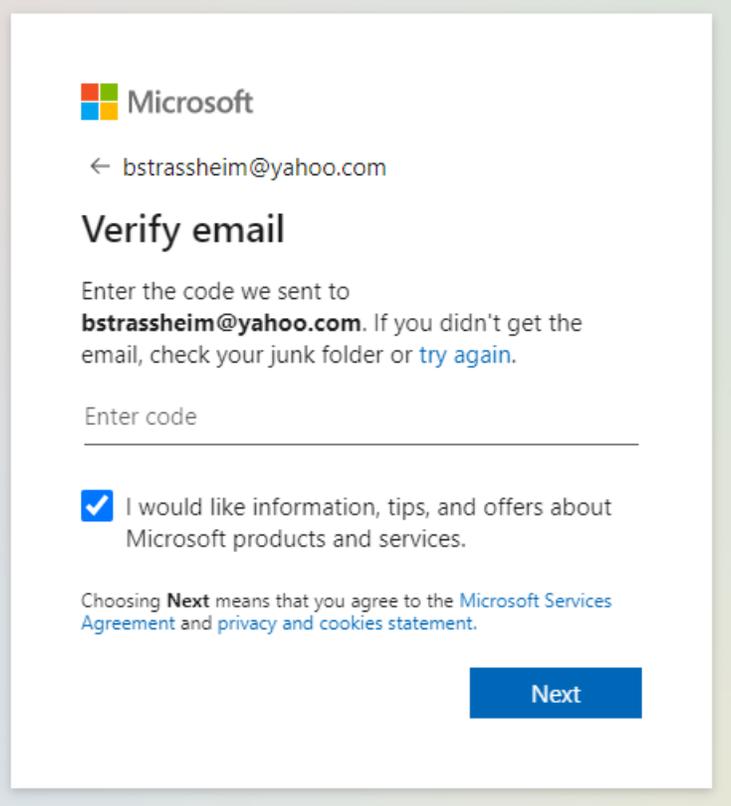
Create CPT Collab account

- You should be prompted to “Create account”
 - If you’ve previously used this email address to log in to Microsoft, go to [page 5](#)
- This account you are creating is just for access to the new CPT Collaboration; it is not the account you used to use with the old Collaboration.
 - Exception: if you have logged into the new RUC DB or have accessed the RUC Collaboration site, and the invitation was sent to the same email addressed used for that account, then it *will* be the same—use those RUC credentials.



Verify your information

- A code will be sent to your email account.
- Retrieve that code and enter it on this screen
- Click **Next** and follow the anti-robot prompts
- Some basic information will be gathered including your date of birth
 - DOB is gathered by Microsoft to detect if you are a minor
 - We suggest you don't put any date that makes you under 18—you will then go through a series of parental permission menus.



Microsoft

← bstrassheim@yahoo.com

Verify email

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

Enter code

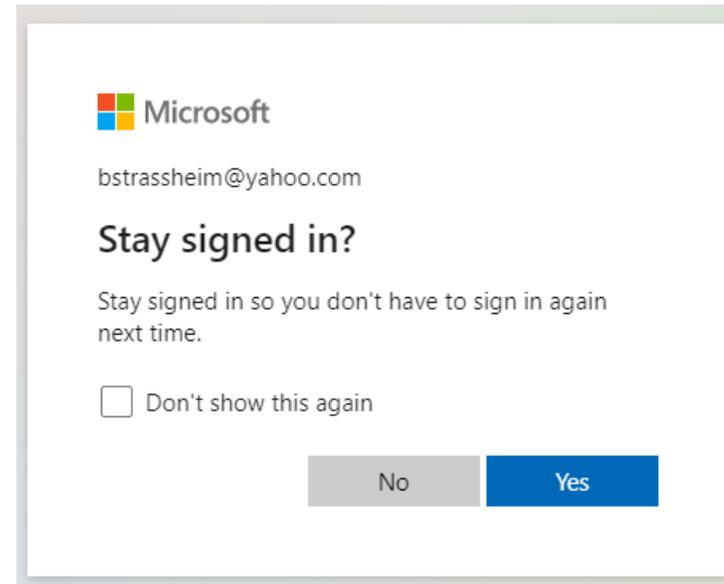
I would like information, tips, and offers about Microsoft products and services.

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

Next

Login Status

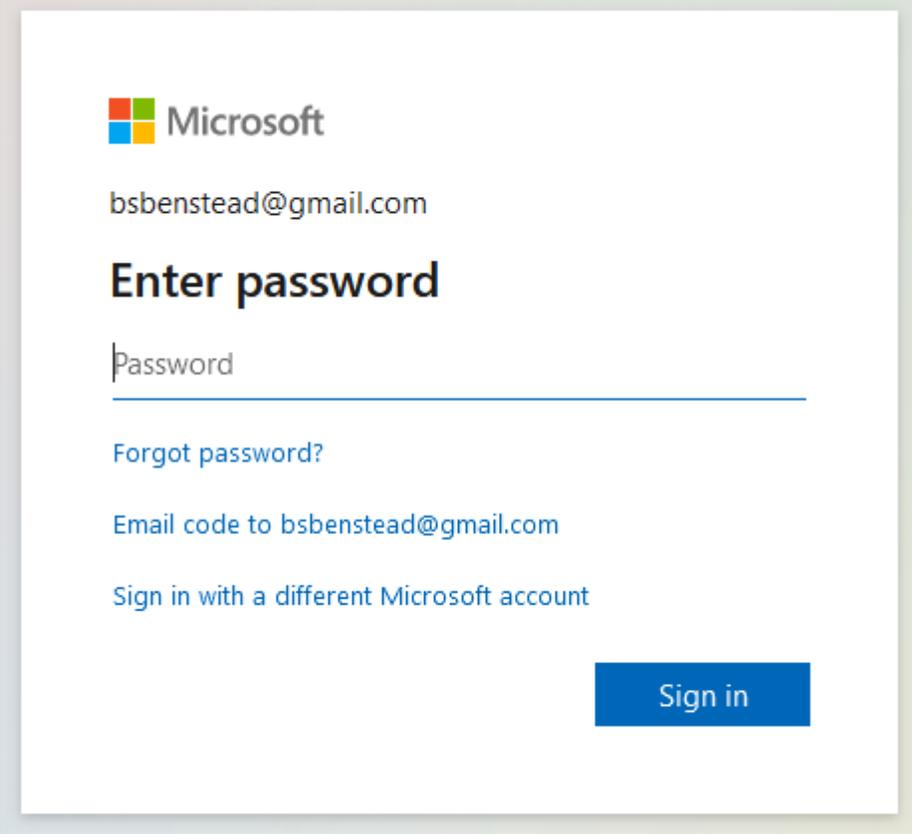
- You will be asked if you want to remained signed in
 - We suggest you stay signed-in
 - In the new Collaboration, the automatic sign out is now about eight hours
- Your new credentials will be this email address you've used and whatever password you have chosen.



Previous Microsoft Sign-in

- If you had previously associated this email address with a Microsoft account*, you can
 - Use that password
 - If you've forgotten the password, use the "Forgot password" link to reset your password

*You may have created a Microsoft account if you use an Xbox, have purchased a Microsoft Subscription, etc.



Microsoft

bsbenstead@gmail.com

Enter password

Password

[Forgot password?](#)

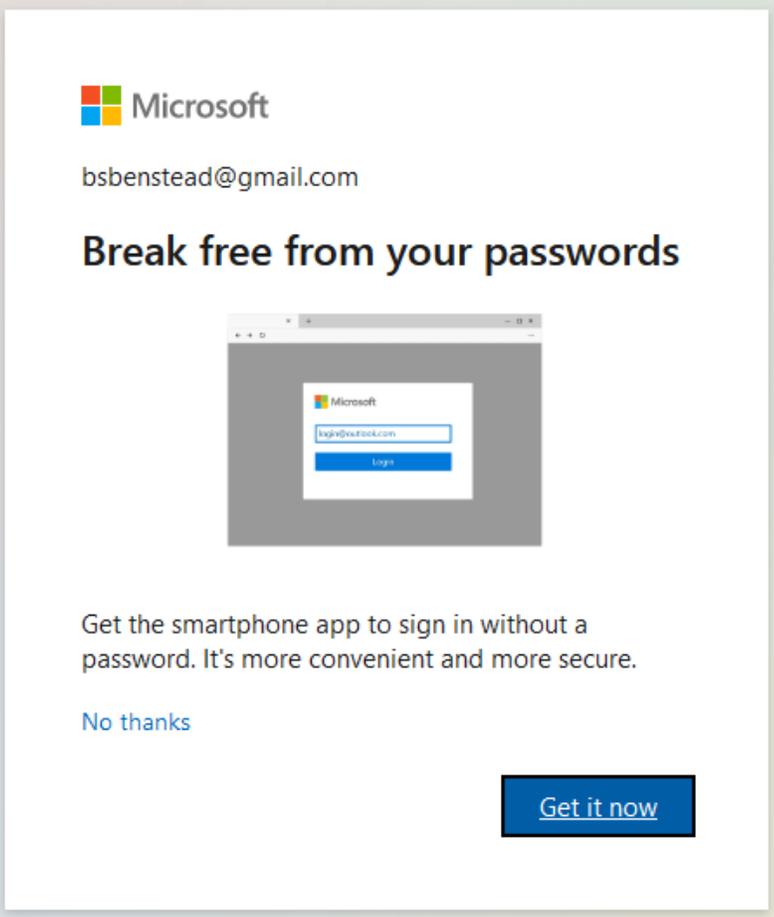
[Email code to bsbenstead@gmail.com](#)

[Sign in with a different Microsoft account](#)

Sign in

Alternative authentication

- You may be prompted to sign-in in the future with alternative authentication methods:
 - Smartphone app
 - Individual-use codes sent to your email every time you log in
 - This would be instead of establishing a password
- You can use any of these alternative methods—whatever works best for you.



The image shows a Microsoft sign-in advertisement. At the top left is the Microsoft logo. Below it, the email address 'bsbenstead@gmail.com' is displayed. The main headline reads 'Break free from your passwords'. In the center, there is a screenshot of a Microsoft login page with a text input field containing 'log@outlook.com' and a blue 'Log in' button. Below the screenshot, the text says 'Get the smartphone app to sign in without a password. It's more convenient and more secure.' At the bottom left, there is a link 'No thanks' in blue. At the bottom right, there is a blue button with the text 'Get it now' in white.