



Business World User Guide

New user set up; Microsoft Authenticate and SSO

Title	New user set up: Microsoft Authenticate and SSO
Summary	<p>Before you can access any application within the Southampton City Council's (SCC) domain you will first need to set up Microsoft Azure Authenticate. This identity verification process enables the server to recognize who is login into our systems, this prevents unwanted external accesses and ensure only those who have permission can get through to our business systems.</p> <p>The verification process you set up will be linked to a telephone number or the Microsoft App, ensuring you are the person who is login in, and if not, the system will block any unauthorised access. If you notice activity or receive a code through to your device which you have not requested, please contact IT Service Desk immediately and report the suspicious activity (for schools please contact your IT support).</p> <p>As part of the login process, once you have cleared the verification process, you can then log into Business World via Single Sign On (SSO). This new efficient and secure sign in process enables users to automatically sign into their desired application through their network ID, (schools will link through their work email account) meaning you won't have to use a username or password any longer to log into Business World.</p> <p>For users, who have an SCC network ID. (i.e. those whose email addresses end @southampton.gov.uk), you may already have this set up. In which case you can jump to SSO section of the guide.</p> <p>For SCC staff: If you have any issues during the set-up process of Microsoft Authenticate, please contact IT service desk: IT Service Desk Online (southampton.gov.uk). For school staff: please contact your designated school IT support team.</p> <p>If you have any issues involving SSO please contact: bw.help@southampton.gov.uk</p>

1. SETTING UP 2 FACTOR AUTHENTICATION

- Please use this URL every time you want to log into Business World:
[Unit4 ERP \(unit4cloud.com\)](https://unit4cloud.com)
- (Schools, can log into this link direct from any PC without having to first log in via HSPN2)

The below is for users who have not yet set up Microsoft authenticate:

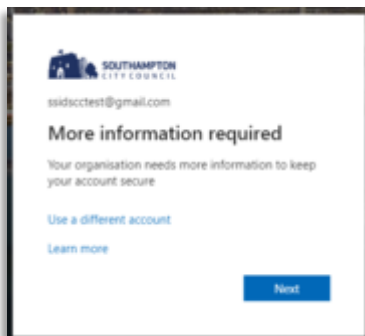
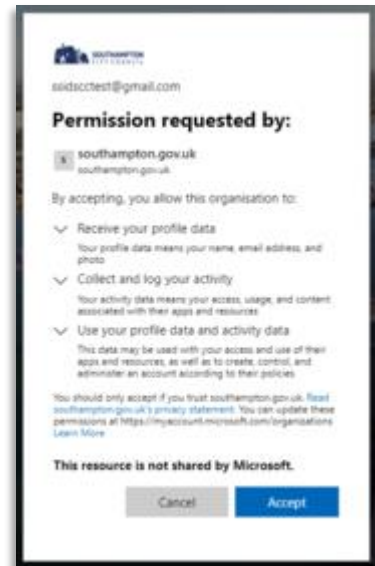
- Initially you will be asked to sign in using the address we have linked to your account. For SCC network users, this will be your network ID, ending with @southampton.gov.uk., e.g., SCSABAA9@southampton.gov.uk. For those of you **not** on SCC network, it will be your work email address.

- You will then be asked to enter your network password. For those not on SCC network, this will be your network password that links to your work email password.

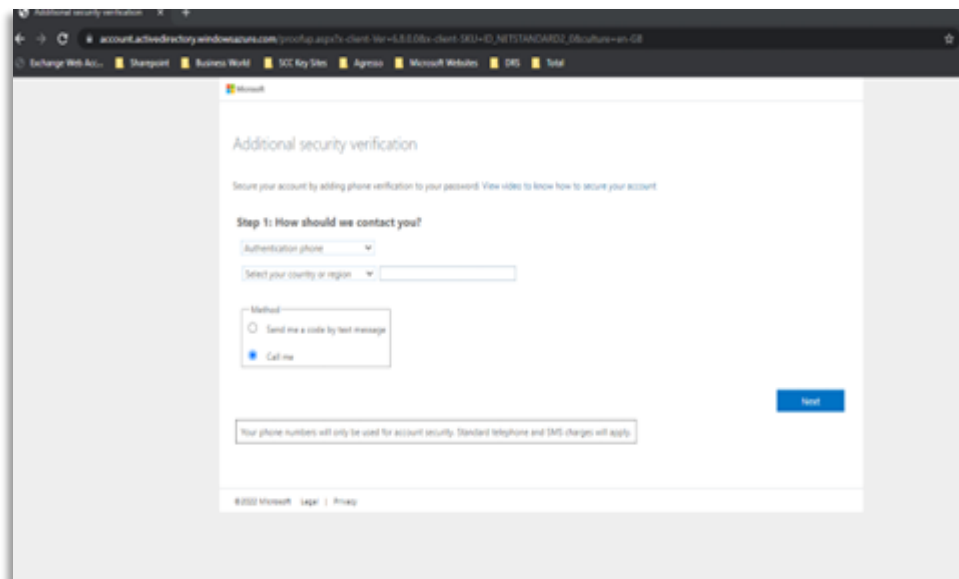
- If when completing **the above two stages**, you have not set up 2 factor authentication you will be prompted to set it up at this point. You will have a code sent to your email account which you will need to enter on screen as directed -

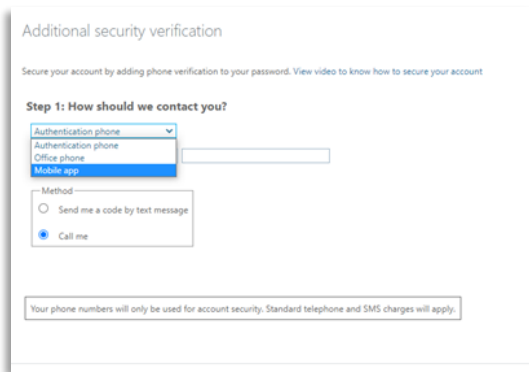
Click **Sign In**

- You will be presented with the screen on the right.
- Accept this.
- You will then get a holding screen while the system starts the authentication setup
- Once completed you will be directed to the screen below, where you will be requested to complete additional information.



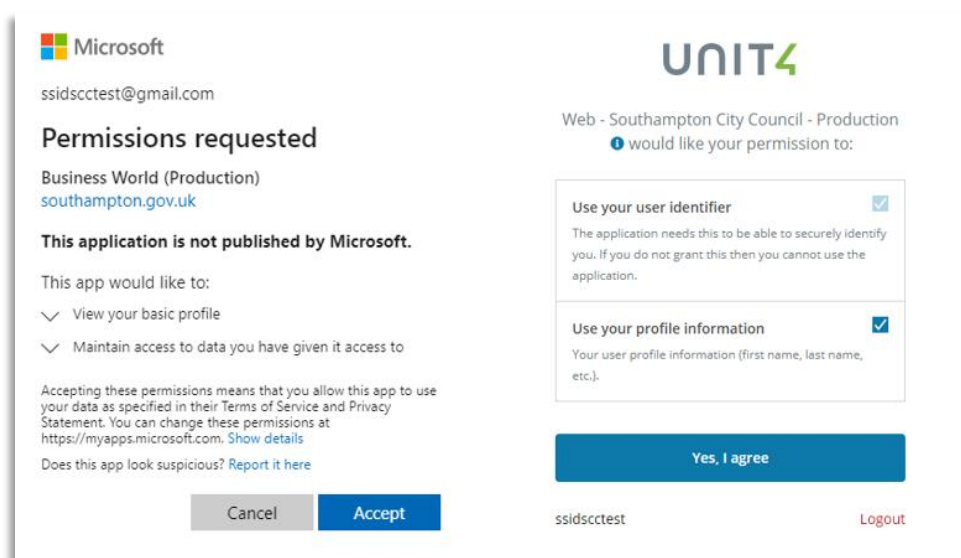
- When you click on next, it will take you into the Additional Security Verification screens for you to set up the methods you wish to be contacted. We recommend a mobile device or the Microsoft Authenticator app, which you can download to your device through this link:
- [Microsoft Mobile Phone Authenticator App | Microsoft Security](#)





- Use the initial dropdown box to set up each of the methods you wish to choose, it is highly recommended that you have more than one method and they are not all linked to the same device.
- Complete this set up for the Authentication.

- There are 2 final stages to complete (as shown below), once these have been accepted and agreed to, everything will be set up for your use.



2. LOGGING IN VIA 2 SET AUTHENTICATION

The below is for users who have set up Microsoft Authenticate:

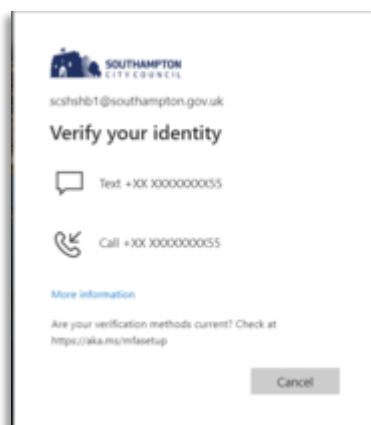
- Please use this URL every time you want to log in to Business World:
[Unit4 ERP \(unit4cloud.com\)](http://Unit4 ERP (unit4cloud.com))
- (Schools, can log into this link direct from any PC without having to first log in via HSPN2)



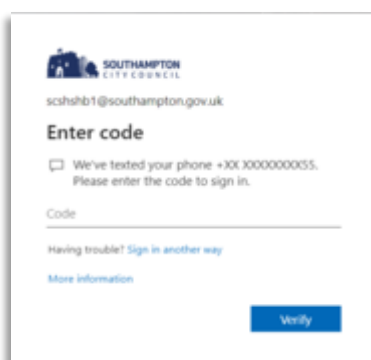
- Initially you will be asked to sign in using the address we have linked to your account.
- For SCC Network users, this will be your network ID, ending with @southampton.gov.uk. e.g., SCSABAA9@southampton.gov.uk
- For those of you **not** on SCC network, it will be your work email address.



- You will then be asked to enter your network password.
- For those not on SCC network, this will be the password that links to your work email address.



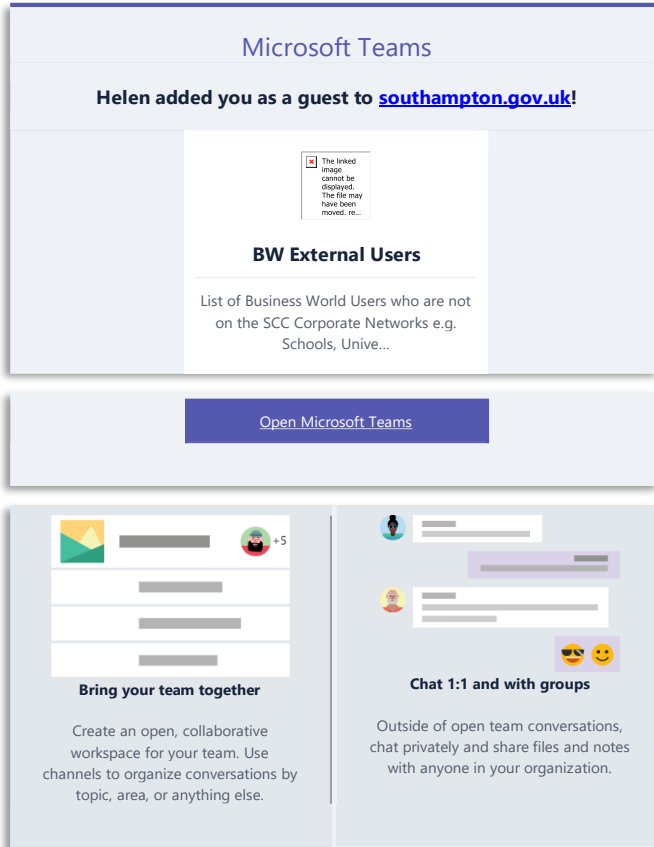
- Once Password has been confirmed, you will then be asked to verify your identity via the method you have selected to be contacted with.
- Click on the option you wish to be notified by.



- A text with a code will be sent via your chosen method of verification.
- Enter the code received on this screen and click Verify.
- Once you have verified your code you will automatically be signed into Business World. If you do not log out of the network, or your Laptop/PC, you will not need to go through this process again, you will automatically be logged back in.
- If you have opted to use the Authentication App, it will differ slightly to the above, you will be asked to follow the in-app directions to approve sign-in request. Once verified you will log in automatically.

3. SCHOOLS AND NHS (EXTERNAL USERS SET UP)

- As an external user of Business World, you will have been added to our external users TEAMS group, which is a portal we use to link external accounts to the SCC domain.

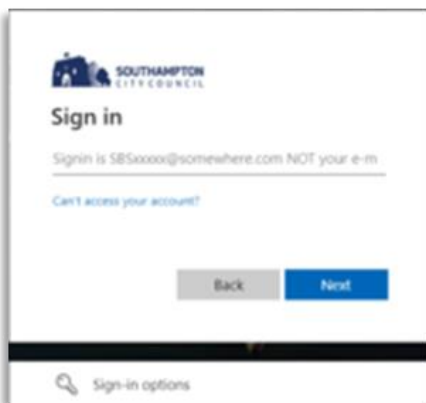


- You will have received an invite email to your work email account inviting you to join our external users TEAMS group

- please accept by opening the invite and follow the online instructions to connect your account to TEAMS, once the link has been established, you can close the TEAMS application down, you will not need to do anything further, it's a one-off action.

- We recommend for ease you use a mobile device you have rather than a shared work phone for security reasons to receive authentication code each time you log in, or the Microsoft authenticate app. (You can download the app from here [Microsoft Mobile Phone Authenticator App](#) | [Microsoft Security](#))

- Please then log onto Business World via the cloud using this link: [Unit4 ERP \(unit4cloud.com\)](https://unit4cloud.com)
- When you logon, please use your work email address and the corresponding password for this email account. This is the email we have registered your access against:

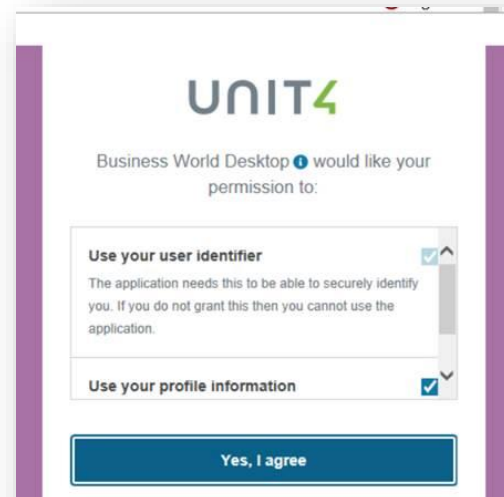
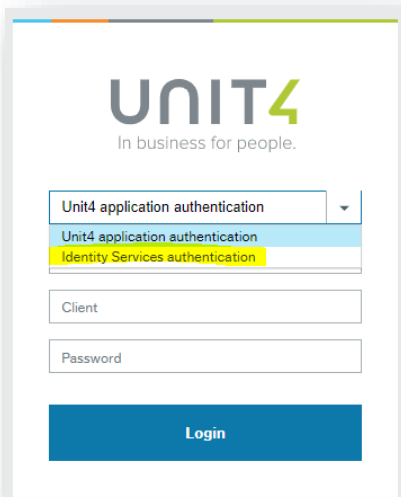


- From here you will be asked to set up Microsoft authentication. For direction on how to set up Authentication please go to section 1 of this guide.
- Once you have access to Business World, it's not necessary to log out entirely from the system, this will trigger the reauthentication process. If you wish to stay logged in, you only have to X out of the page.
- If you have any technical issues setting up this one-off authenticate process, or any issues in future regarding Microsoft Authenticate, we advise you to contact your institutions IT support as we don't have connections to external computers outside the SCC domain to assist. However, any issues with SSO please get in contact with bw.help@southampton.go.uk

3. LOGGING ON VIA SINGLE SIGN ON

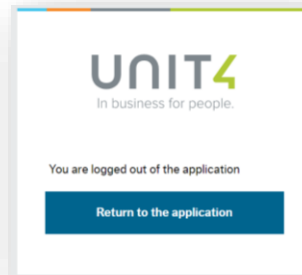
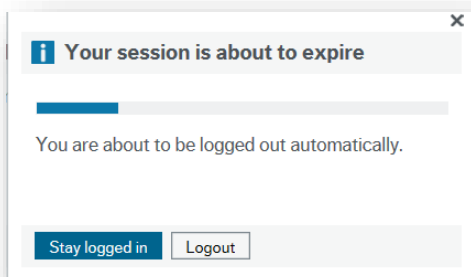
The below is for ALL (INTERNAL AND EXTERNAL) users who have set up Microsoft Authenticate:

- Please use this URL every time you want to log in to Business World:
[Unit4 ERP \(unit4cloud.com\)](https://unit4cloud.com)
- (Schools, can log into this link direct from any PC without having to first log in via HSPN2)
- Logging on to Business world has changed to **Single Sign On**. This means you no longer need to enter a username or a password to log on. Please follow the simple steps below:
- Please select **Identity Services Authentication** as per the screenshot below highlighted in yellow and click login.



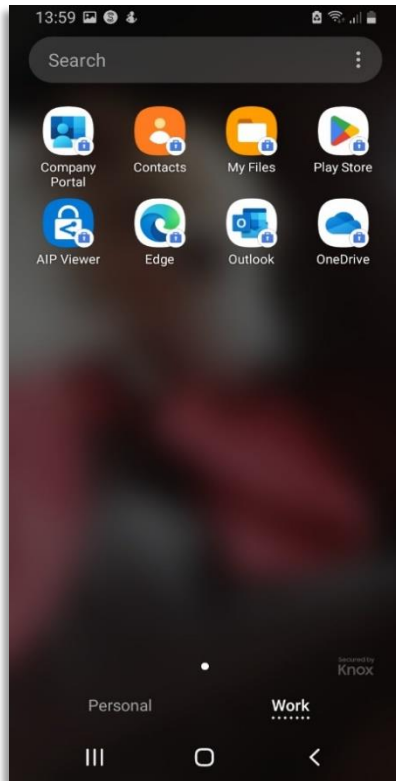
- As this may be the first time you are logging in using single sign on, you may need to click **Accept** on the Terms pop up.

- Each subsequent time you log in, you will only need to select **Identity Services Authentication**.
- Session timeout – if there has been no activity in your Business World session for several minutes, the session may time out.
- You will see one of the messages below. You will be informed your session is about to expire or find you have been logged off. All you need do is either log off or log back on to reconnect.

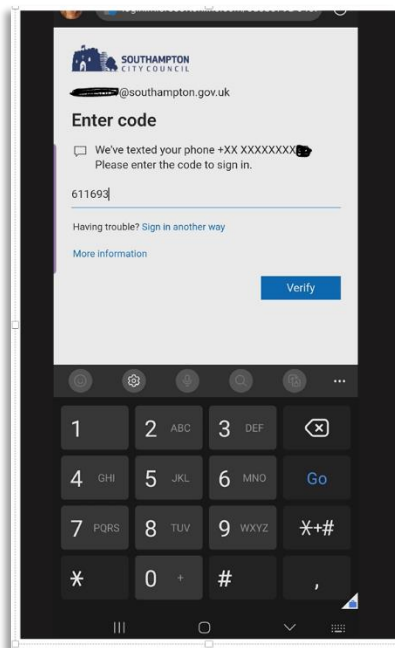


4. LOGGING IN VIA MOBILE DEVICE

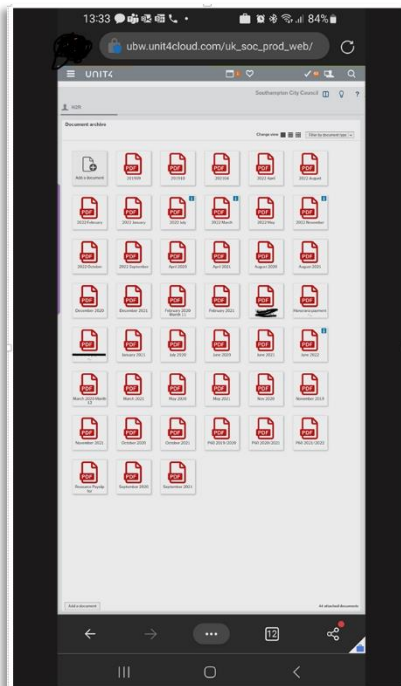
- Before you are allowed to access any SCC systems via a mobile device you will need to first download 'Microsoft Intune'. You can do this via Google Play or Apple Store depending on what model phone you have. For guidance please visit: [Get the Intune Company Portal app | Microsoft Learn](#)
- This company portal application system will secure your device and will manage all Microsoft applications you download to your phone. Please follow the instruction on screen using your network ID and password when prompted. Please note: As part of the download process, Microsoft will also download a selection of company approved applications like edge and outlook to your device for functionality and security, please use these when doing any work relating to SCC systems.



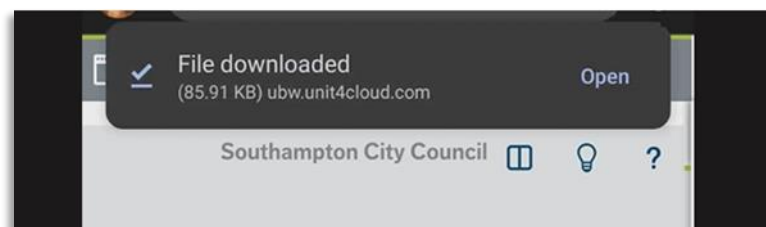
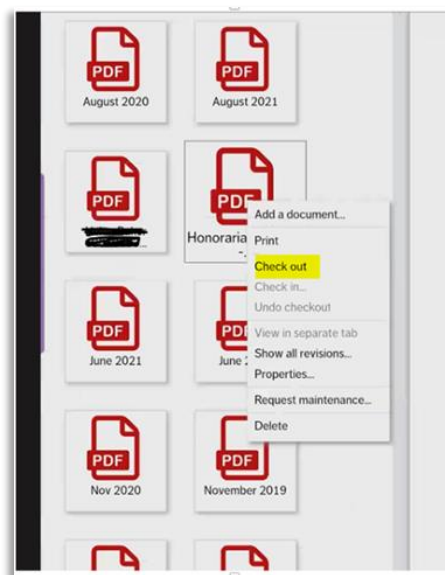
- Once you have the application ready on your phone you will see it will automatically split your phone in to two sections ‘Personal’ where all your own apps are and ‘Work’, where all the SCC approved apps will be (please note different phones will have different layouts):
- All applications in the work page are secured by Microsoft Azure Authentication, you will observe there is a lock on each one of them. You will need to verify your identity whenever you open one up. We recommend you use your mobile or the Microsoft authentication app to receive the code for ease of use. (You can download the app from here [Microsoft Mobile Phone Authenticator App | Microsoft Security](#))



- Please enter the code sent when prompted and click verify, if entered correctly this will automatically open your desired application.
- Please save Business World URL [Unit4 ERP \(unit4cloud.com\)](http://unit4cloud.com) to your device so it ready when you want to log on. Paste this URL into the edge browser and it will open up your payslip page on Business World:

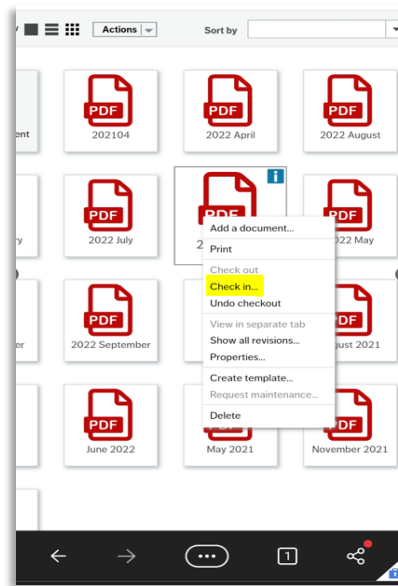


- Depending on what device you are using, if using an Apple phone you can simply click on any payslip you want to view and it will open up. However with Android devices you will need to hold down on the payslip icon and select 'Check out' to download and view:



- If it's your first time doing this you will need to allow access to files on your phone, please press allow when prompted, this will then allow download to start and when it completes it will allow you to open the file. If you miss the pop up, you can go to 'My files' on your phone and under downloads you will find a copy of the payslip you downloaded to your device.

- You wont be able to download the same file to another location untill you check the document “back in”, effectively reversing the process, to do this hold down the payslip icon and select ‘check in’:



FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at Bw.help@southampton.gov.uk.