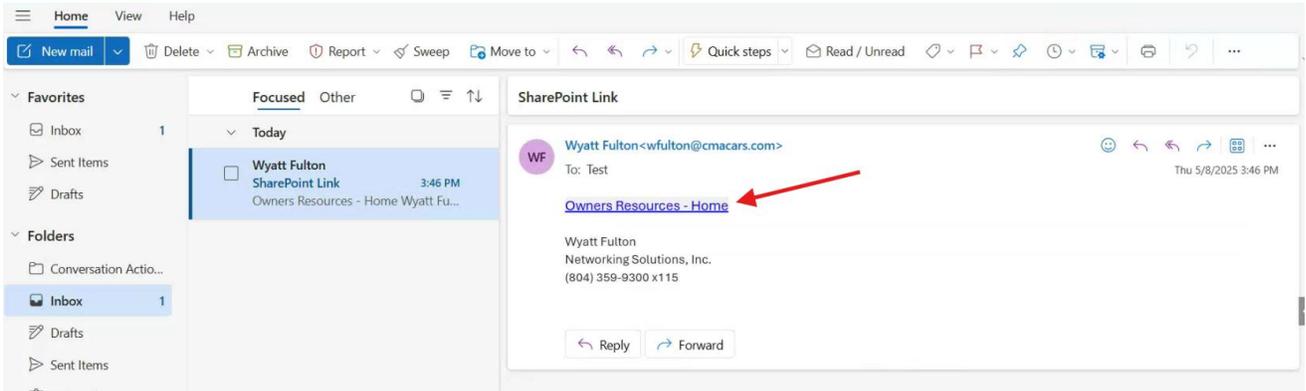
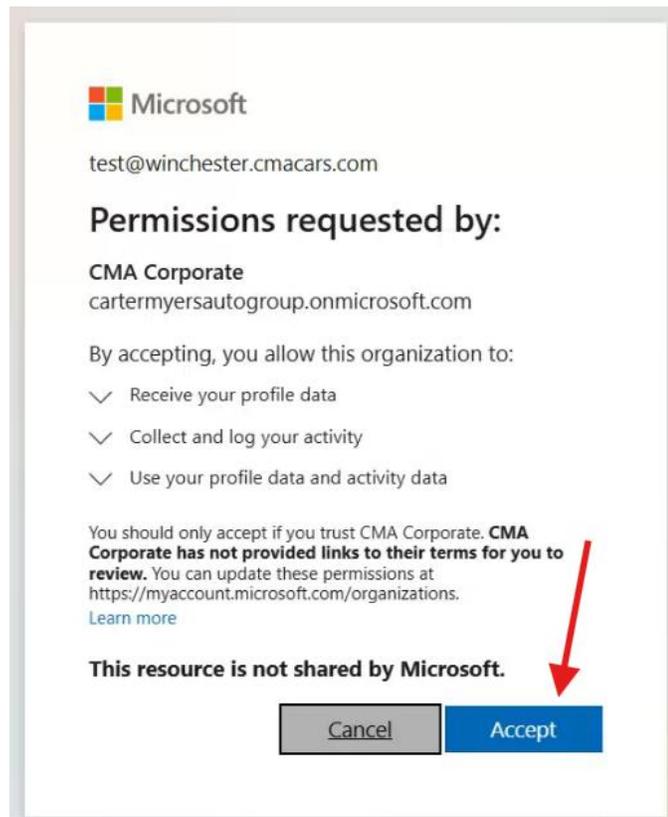


How to access the CMA Resources SharePoint for the First Time

1. Login to “[Office.com](https://office.com)” using your work credentials.
2. Click on the SharePoint link provided to you. ([Owners Resources](#))



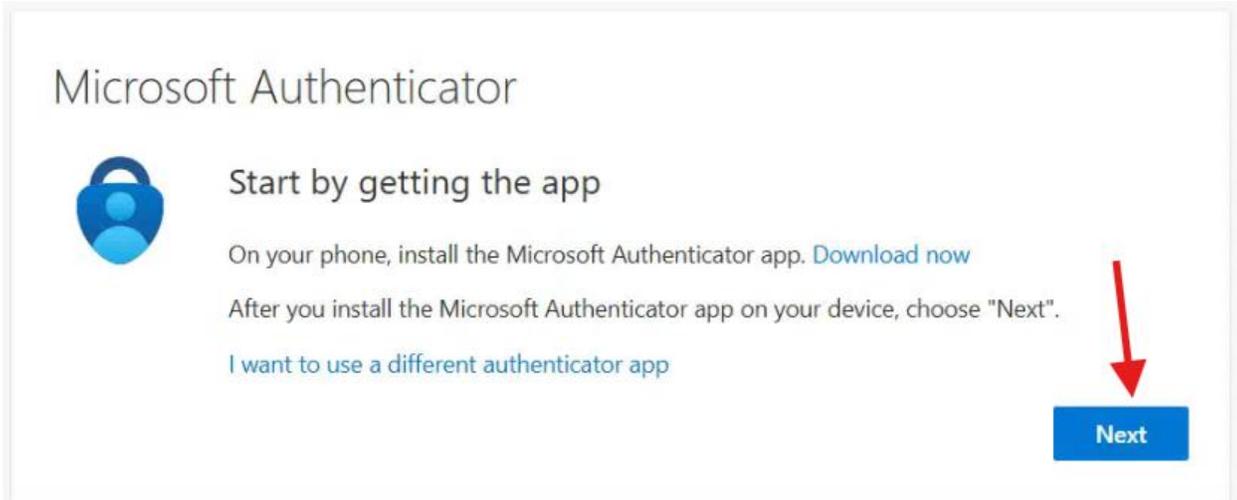
3. The site will ask you to share some information for tracking. Click Accept on the first prompt.



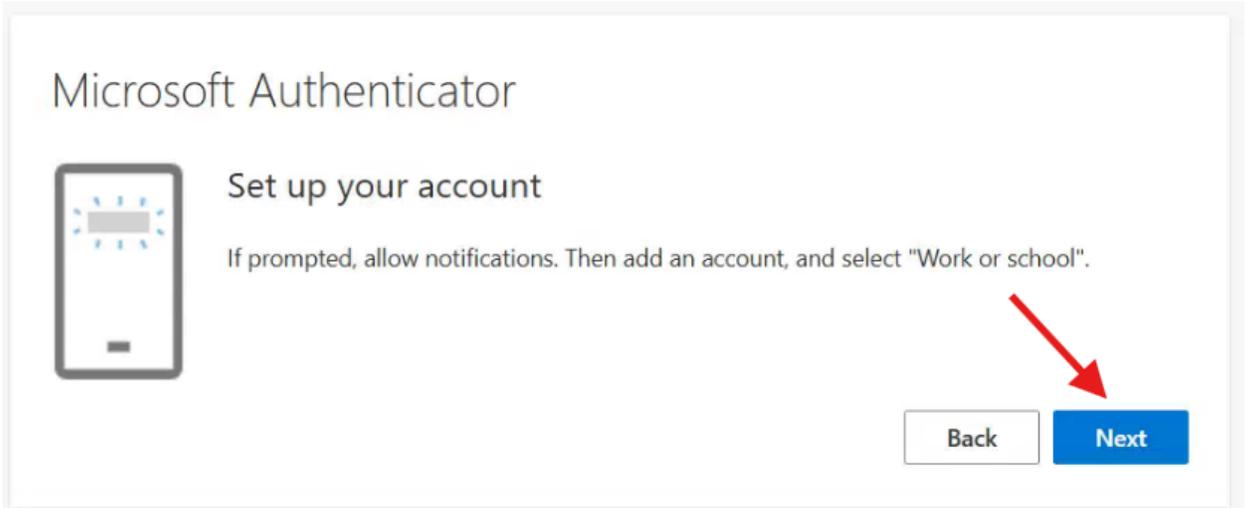
4. Due to the SharePoint site being a Corporate Resource, you will need to set up an MFA for the site the first time you login.



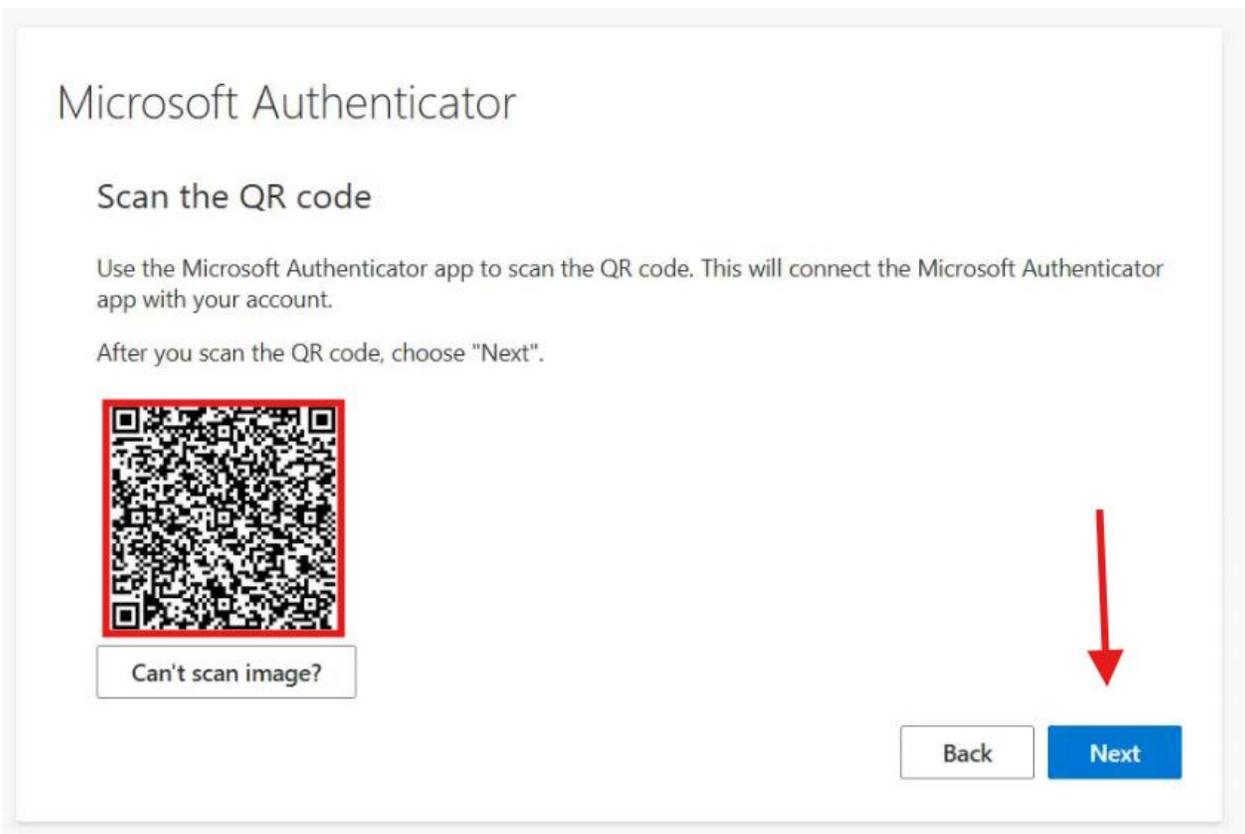
5. Next follow the prompts to setup your MFA for the SharePoint site. Start by opening up your Microsoft Authenticator app on your phone or downloading it on the Google Play or App Store. Once you have done that, click Next.



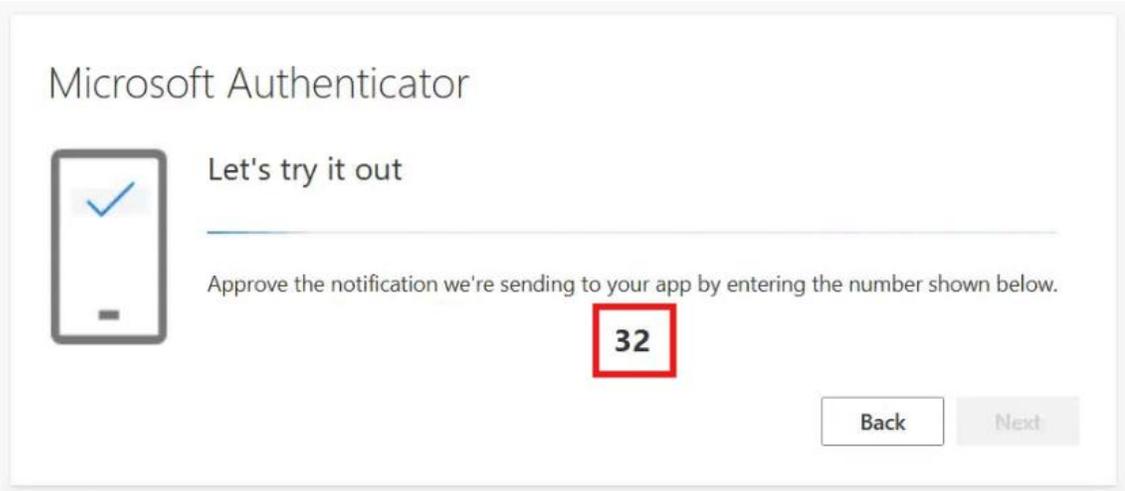
6. At the top right corner of the app on your phone, click the “+” icon then select “Work or school account”. Click “Next” on your computer.



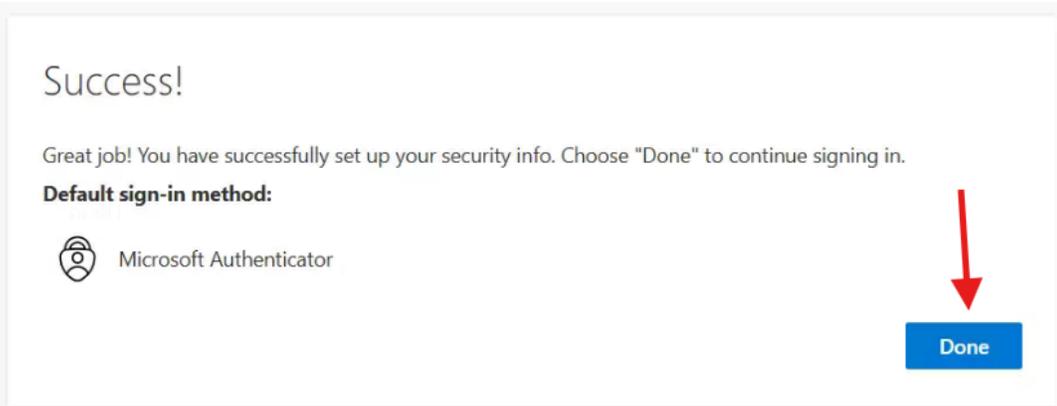
7. There should be a pop-up on your phone screen asking for the next selection, click on “Scan QR code” then scan the code on your computer screen. Once you have done that, click “Next” on your computer.



- The system will send a prompt to your phone for a code, this code will be displayed on your computer. Go ahead and type in the code that your screen gives you into the app on your phone and click “Yes”



- Your computer screen should be updated to let you know that your MFA has been successfully set up. Go ahead and click “Done” on your computer.



- You should now be redirected to the SharePoint site and can navigate through it!

