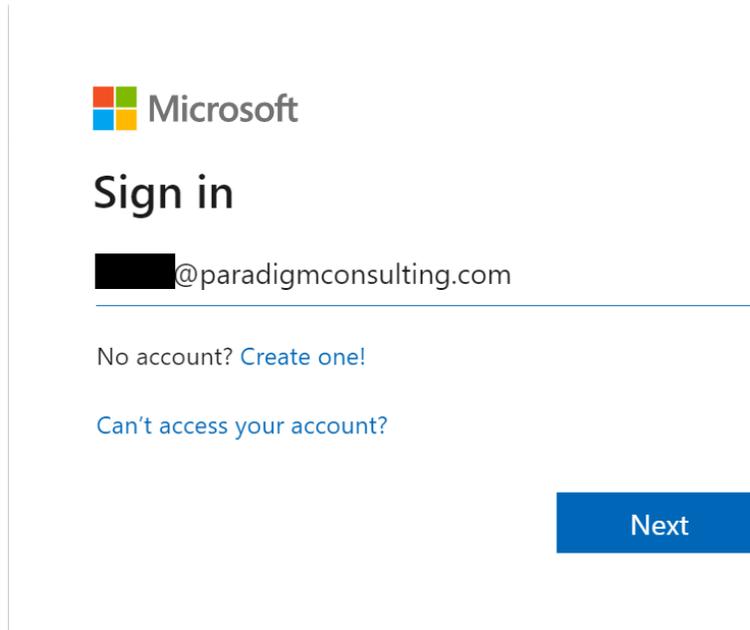


First Login for New Associate Accounts.

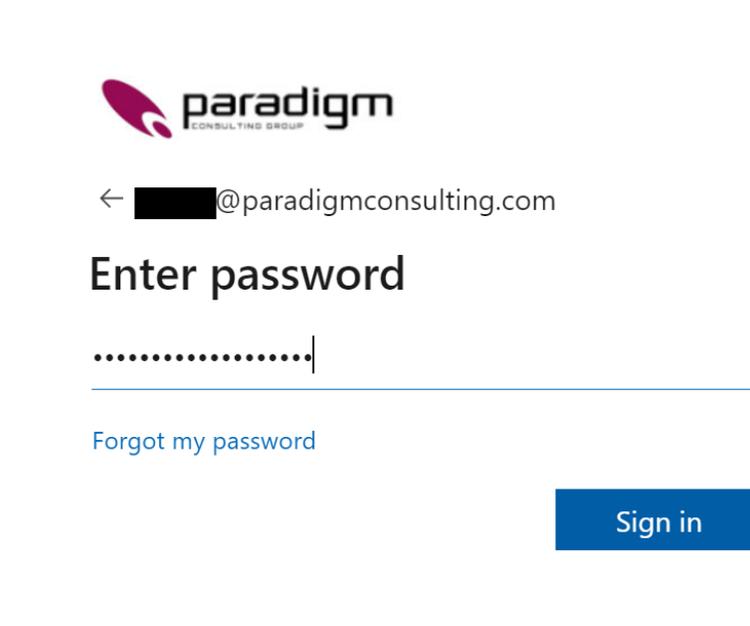
The first time you try to login to a Paradigm on-line resource you will have to change your password and setup at least one method of verifying your identity.

1. Launch the resource you are trying to connect to. For example, <https://timetracker.paradigmconsulting.com> to enter your time.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing a redacted email address followed by "@paradigmconsulting.com". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the form is a blue button labeled "Next".

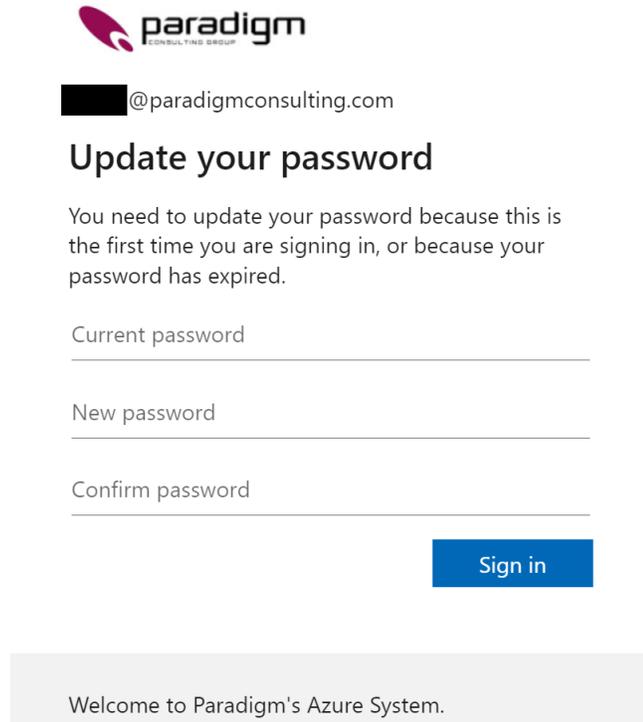
2. Use your new login ID and click next.



The screenshot shows the Paradigm Consulting Group password entry page. At the top left is the Paradigm Consulting Group logo. Below it, there is a back arrow icon followed by a redacted email address and "@paradigmconsulting.com". The main heading is "Enter password" in a large, bold font. Below this is a password input field with a series of dots and a cursor. At the bottom left, there is a link that says "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

Welcome to Paradigm's Azure System.

3. Enter the password that was originally given to you and click Sign in.




[redacted]@paradigmconsulting.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

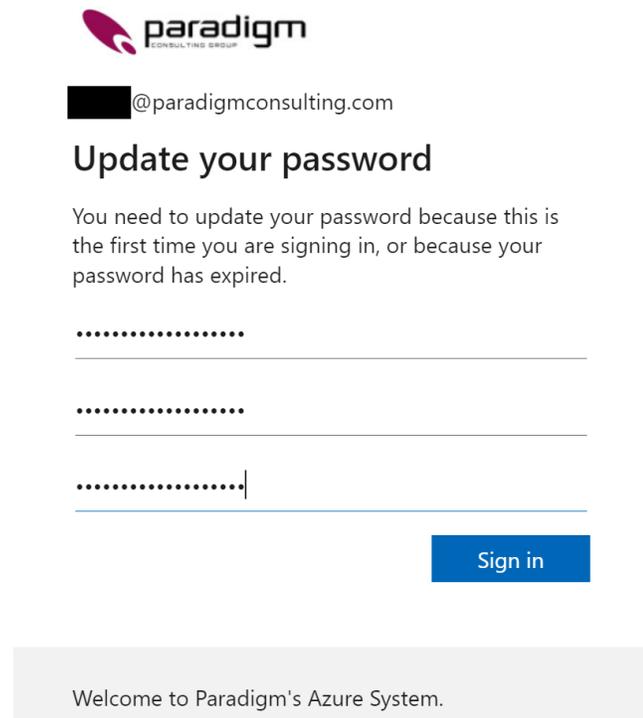
New password

Confirm password

[Sign in](#)

Welcome to Paradigm's Azure System.

4. Next you will be prompted to update and set a new password.




[redacted]@paradigmconsulting.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....|

[Sign in](#)

Welcome to Paradigm's Azure System.

5. Enter your current password and then enter and confirm a new password and press Sign in.



██████@paradigmconsulting.com

More information required

Your organization needs more information to keep your account secure

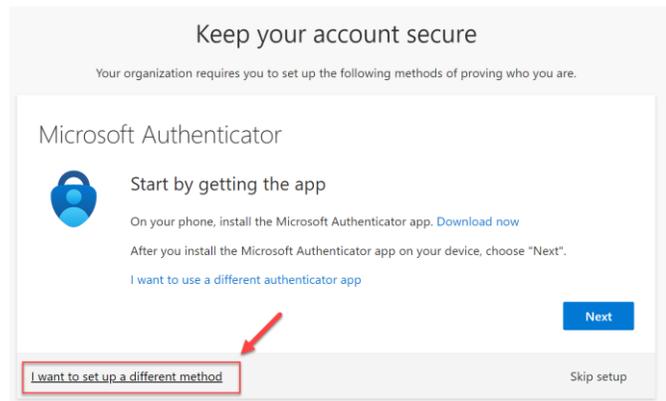
[Use a different account](#)

[Learn more](#)

Next

Welcome to Paradigm's Azure System.

- You will now need to setup an authentication method, press Next to continue.



- To use the Microsoft Authenticator app, download the app to your phone and [click here](#) to continue the steps from the next section. We will continue and setup your phone to accept a code that you enter. To continue select the option displayed in the red square box "I want to set up a different method" and follow the remaining steps below.

Choose a different method ×

Which method would you like to use?

Phone

Cancel

Confirm

- Select Phone from the pull-down menu and select Confirm.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Canada (+1)

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

9. Select Canada (+1) from the pull-down list, enter you phone number with area code with no spaces (shown in red above), make sure Text me a code is selected and click Next.

Phone

We just sent a 6 digit code to +1 204 [REDACTED] 2. Enter the code below.

Enter code

[Resend code](#)

Back

Next

10. The next screen will confirm the number the verification code was sent to and wait for you to enter that code.

Phone

We just sent a 6 digit code to +1 204 [REDACTED] 2. Enter the code below.

[Resend code](#)

Back

Next

11. Enter the code that was sent to your phone and click Next.

Phone

 SMS verified. Your phone was registered successfully.

Next

12. You will see a SMS confirmation screen, click Next to continue.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+1 204 [REDACTED] 2

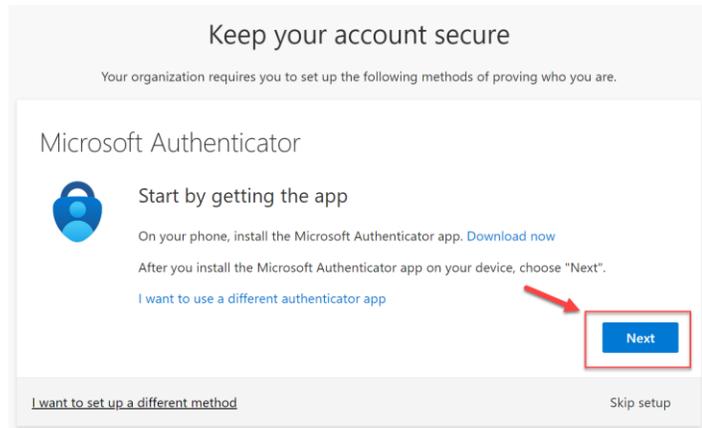
Done

13. The Success screen is the last verification screen displayed to acknowledge that your verification method is setup. Press Done to exit and continue logging into the Paradigm resource.

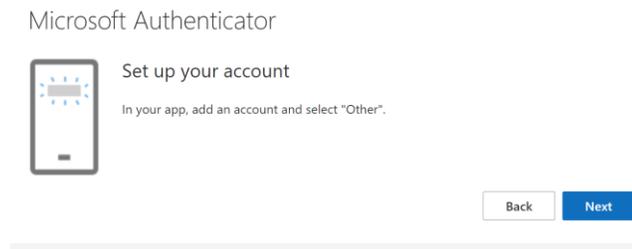
Setting up the Microsoft Authenticator App.

Using your phone, you will have to install the app via the iPhone App store or the Google Play store.

1. This time we will continue the process setting up the Authenticator app.



2. Once you have the authenticator app installed on your phone you are ready to click on the Next button to continue.

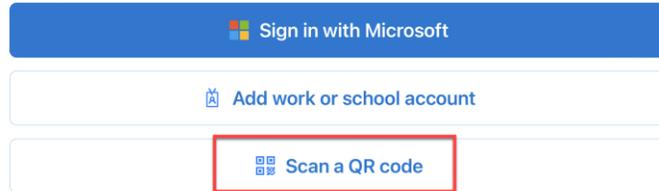


3. Click on Next to continue to the next screen.



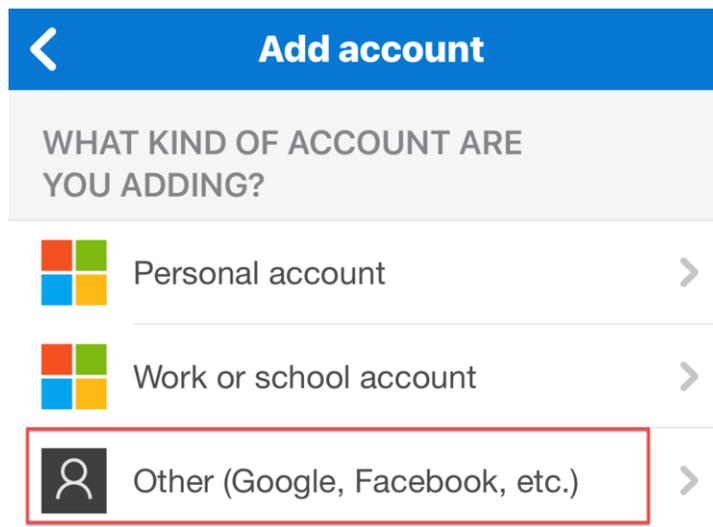
Peace of mind for your digital life

Secure your accounts with multi-factor authentication.



You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

4. If this is the first time you are using the app, just select Scan a QR code (displayed above).



5. If you have already used the app for other accounts, just click the plus (+) key to add an account and then select Other account. This will now turn on the camera so you can scan the QR code displayed on your computer monitor.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

6. Hold your phone up and scan the code on your screen.

Microsoft Authenticator

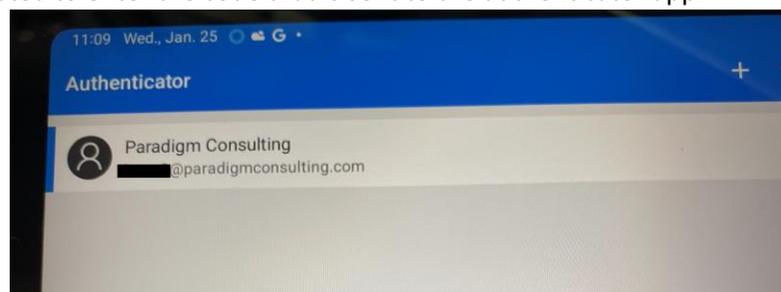


Enter code

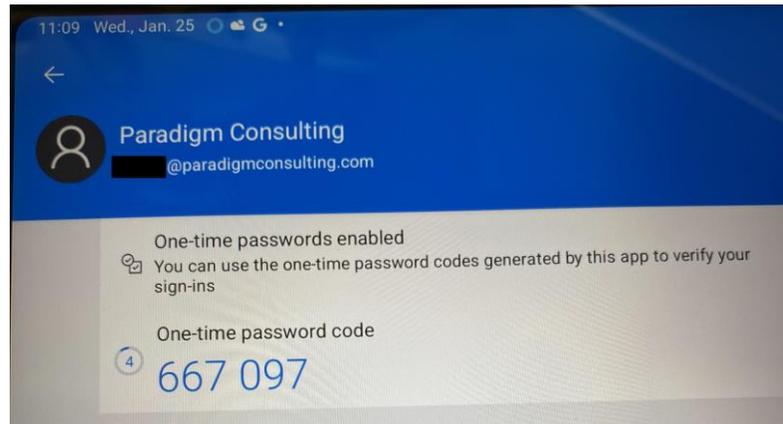
Enter the 6-digit code shown in the Microsoft Authenticator app.

Back Next

7. Now you will be prompted to enter the code that is sent to the authenticator app.



8. On your phone, select the new Paradigm account that was just created.



9. You will now see the code that you must enter on your PC. Please note that you have a limited time to use this code. When the timer (displaying 4 in the above circle) runs out a new code will be generated.

Microsoft Authenticator

Enter code

Enter the 6-digit code shown in the Microsoft Authenticator app.

Back Next

10. Enter the code and press Next.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Authenticator app

Done

11. The success page should be displayed, click Done and you have finished setting the Authenticator App.