

# External User Manager Onboarding Guide

This guide leads you step by step through the entire onboarding process, to give you access to the Groz-Beckert KG teams environment

## Prerequisites:

- You have already been invited to join a team via a Groz-Beckert employee.
- You already have an invitation email to start the onboarding process
- You have access to one of the following authentication methods:
  - Hardware token (a 2 FA hardware token)
    - ATTENTION: simple hardware tokens are currently not supported
  - 2FA app (Authenticator app from Microsoft, Google or other providers)
  - A 2FA software on your computer

## Duration:

- If all requirements are met, the setup takes approx. 15 minutes.

## 1. To start your onboarding click on "Start Onboarding"

Hello 

You got invited from  to the following team / group EXT-  
 Please click the button below to start your Onboarding process.

[Start Onboarding](#)

Kind regards,



Groz-Beckert KG  
Parkweg 2  
72458 Albstadt

Sitz: Albstadt  
Headquarters: Albstadt, Amtsgericht Stuttgart HRA 401300  
Umsatzsteueridentifikationsnummer (German VAT ID No.): DE 144836167

\*\*\* Angaben zum Umgang mit personenbezogenen Daten finden Sie in  
unserer Datenschutzrichtlinie auf [www.groz-beckert.com](http://www.groz-beckert.com) \*\*\*

## 2. receive PIN by e-mail and enter

After you have started your onboarding, you will receive a verification PIN.

To successfully complete the verification, follow the instructions on your window.

If you have not received a PIN, you can request a new PIN via "Request new PIN".

### Please Enter your Verification PIN

We've just send you an mail with your personal verification PIN. Please check your inbox. If you haven't received your PIN in 5 minutes, request a new one with the link below!

Verify

[Request new PIN Code \(04:55\)](#)

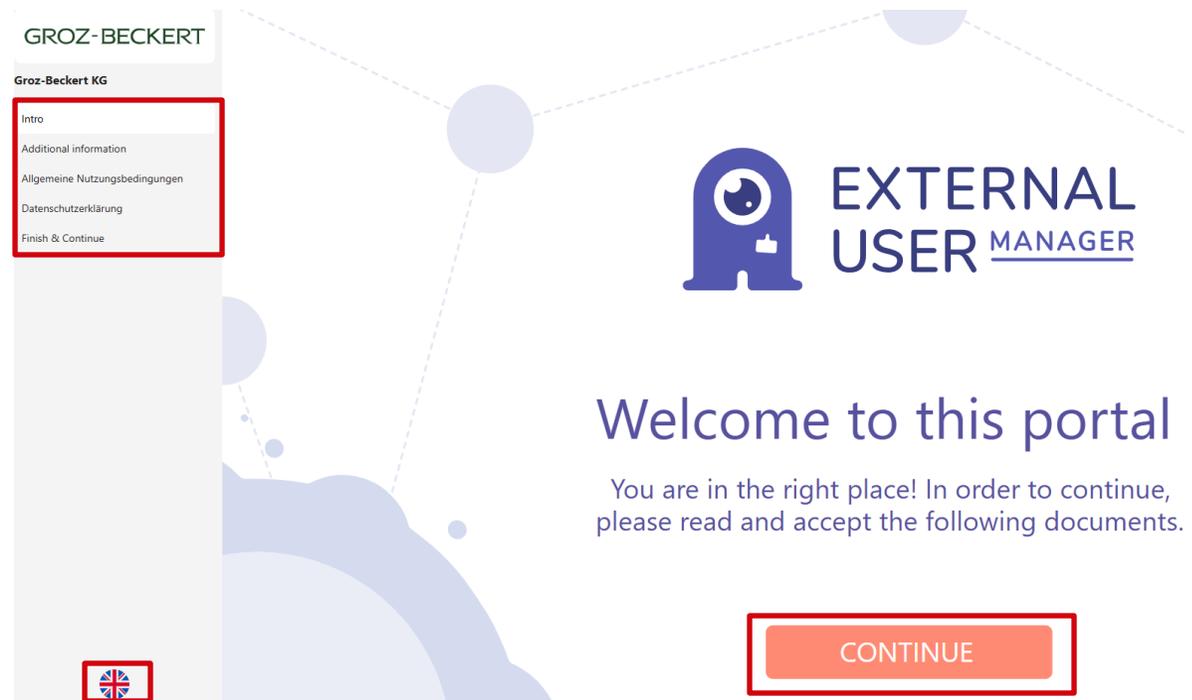
3. after entering the PIN, you will be redirected to the Manager Portal

4. continue the process with "Next"

Once you have arrived in the welcome window, you will see all the steps you need to go through to complete your onboarding on the left-hand side.

At the bottom left you can change the language if required.

To continue, please click on "NEXT".



## 5. the invitation to Groz-Beckert KG "Accept"

Click on "Accept" to complete the intro and continue with the next step.

GROZ-BECKERT

Groz-Beckert KG

Groz-Beckert KG

Intro

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Finish & Continue



You have been invited to the following organization:

**Groz-Beckert KG**

Accept

Decline

## 6. fill in the specified fields.

The required additional information must be filled in for access to the invited team, then click on "Send".

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Groz-Beckert KG

✓ Intro

**Additional information**

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Datenschutzerklärung

Finish & Continue

  
Imprint  
Privacy Policy  
Terms and Conditions

**Additional information**

We require some data from you

Nachname / Surname\*

Vorname / First name\*

Firma / Company\*

➤ Send

## 7. accept general terms of use and privacy policy

In order to proceed with onboarding, you must accept the General Terms of Use and Privacy Policy.

To accept the above points, click on "Accept"

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**Allgemeine Nutzungsbedingungen**

Deutsch English

**General Terms of Use**

(Status: June 2021)

**I. Scope of Application**

These terms and conditions apply to the use of the Microsoft Teams data exchange platform. Extensive use of the platform requires agreement to these Terms of Use and the Privacy Policy, which is provided by the user upon initial registration.

**II. Authorized users and registration**

A user account is created for each user. Employees, other authorized representatives of the company and external third parties can register as users. Groz-Beckert KG decides at its own free discretion whether a person is admitted to use Microsoft Teams or not. There is no entitlement to registration and use, even for the aforementioned persons.

The user is solely responsible for the security of his password. The password must be kept secret. It may not be passed on to third parties. If further users are to be activated for the same company, a separate user name and password must be applied for. The user selects a password for the Microsoft Teams data exchange platform which only he uses for this service. He ensures that third parties do not have access to the user data and is liable for all activities carried out under this user data. Groz-Beckert KG employees will never ask any user for their login data and/or passwords.

Should the password become known to unauthorized persons, the user is obliged to inform Groz-Beckert KG immediately and to change the password without delay. If there is any suspicion that third parties have gained knowledge of a user's password or that the password has been misused, Groz-Beckert KG is entitled to block the user account in question until the situation has been clarified.

If any information requested during registration changes, the user must immediately notify his contact person at Groz-Beckert KG of the changed information. If and to the extent that a user violates or disregards these Terms of Use or violates legal provisions through use, he/she may be excluded from using the Microsoft Teams data exchange platform by Groz-Beckert KG with immediate effect. This applies in particular if untrue statements are made during registration or if the user fails to report changes. The user may at any time request in writing the deletion of the registrations existing for them.

**III. Use of the Microsoft Teams data exchange platform**

If no user activities have been registered on a user account for six months, Groz-Beckert KG may block the user account. Likewise, Groz-Beckert may block the individual user if

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Finish & Continue

**Datenschutzerklärung**

Deutsch English

**Privacy Policy**

(Status: March 2021)

Being responsible for the compliance with the applicable data privacy act, we, Groz-Beckert Kommanditgesellschaft, Parkweg 2, DE-72458 Abstadt, Mail: info@groz-beckert.com, Phone: +49 7431 10-0, Fax: +49 4731 10-2777, take all measures required by the applicable data privacy act, to guarantee the privacy of your personal data.

For all questions concerning this privacy policy statement, please contact our Data Protection Officer.

Groz-Beckert Kommanditgesellschaft, Data Protection Officer, Parkweg 2, DE-72458 Abstadt, Mail: data.protection@groz-beckert.com

**1. scope of application of the privacy policy**

By processing of personal data, the legislator understands activities such as the collection, recording, organization, filing, storage, adaptation or modification, reading, retrieval, use, disclosure by transmission, dissemination or any other form of making available, alignment or interconnection, restriction, deletion or destruction of personal data.

Personal data is any information relating to an identified or identifiable natural person.

This privacy policy applies to the data exchange platform <https://connect.groz-beckert.com/>.

I have read and agree to the terms and conditions outlined in the document.

**Accept**

I have read and agree to the terms and conditions outlined in the document.

**Accept**

## 8. complete onboarding from the User Manager

If onboarding is completed successfully, the External User Manager can be exited via "Join team"

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- Finish & Continue**

Onboarding successful!

You can access your environment here

**Go To Team**

Imprint  
Privacy Policy  
Terms and Conditions

## 9. Microsoft Setup

After completing your onboarding process, there are just a few steps left for the Microsoft setup.

After you have clicked on 'Join team', a Microsoft window will open requesting the necessary authorizations so that you can log in to the guest team with your authentication data

Click on "Accept" to grant the authorizations.

### INFO:

This authorization does NOT give Groz-Beckert access to your authentication data. This is a Microsoft internal authentication method between 2 tenants.



### Permissions requested by:

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Default Directory. **Default Directory has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>.

[Learn more](#)

**This resource is not shared by Microsoft.**

Cancel

Accept

## 10. Setting up 2-factor authentication

- To complete your setup, you need to create two-factor authentication (2FA for short)
- If you are already using the Microsoft Authenticator, you can continue by clicking "Next" in the window below.
  - The setup with the Microsoft Authenticator is continued on the next page (10a)
- If you are using an alternative app or software, please go to "I would like to use a different authenticator app"
  - The setup with an alternative app or software is continued on Step (10b)
- We advise you not to use another method, e.g. SMS authentication, as these may only be used three times due to our company guidelines and then expire.



## 10 a. Microsoft Authenticator App

- For the Microsoft Authenticator App you may simply "Continue" to the next page
- You should now see a QR code on your screen
- Now open your Authenticator app
- On the "Set up account" page, you must create a new entry in the app.
- To do this, go to the "+" symbol in your app and click on "Set up work or school account".
- In the last step, a 2-digit number appears on the monitor, which must be entered and confirmed in the Authenticator app.

## 10 b. Third-party provider 2 FA Apps

- If you are using an alternative app to the 2 FA, go to: "I would like to use a different Auth. App"
- A window with a barcode should now appear.
- Create a new entry in your 2 FA app or software and scan the barcode
- If you are not able to scan the barcode with your device
  - Click on " The image will not be scanned"
  - You will now be shown a secret key
  - Create a new entry in your 2 FA app or software and enter the secret key manually.

As soon as the new entry has been created in your app, you must click on "Next" and enter a 6-digit test check digit from your new entry in the 2 FA on the computer to confirm.

### 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?

Enter the following into your app:

Code



URL

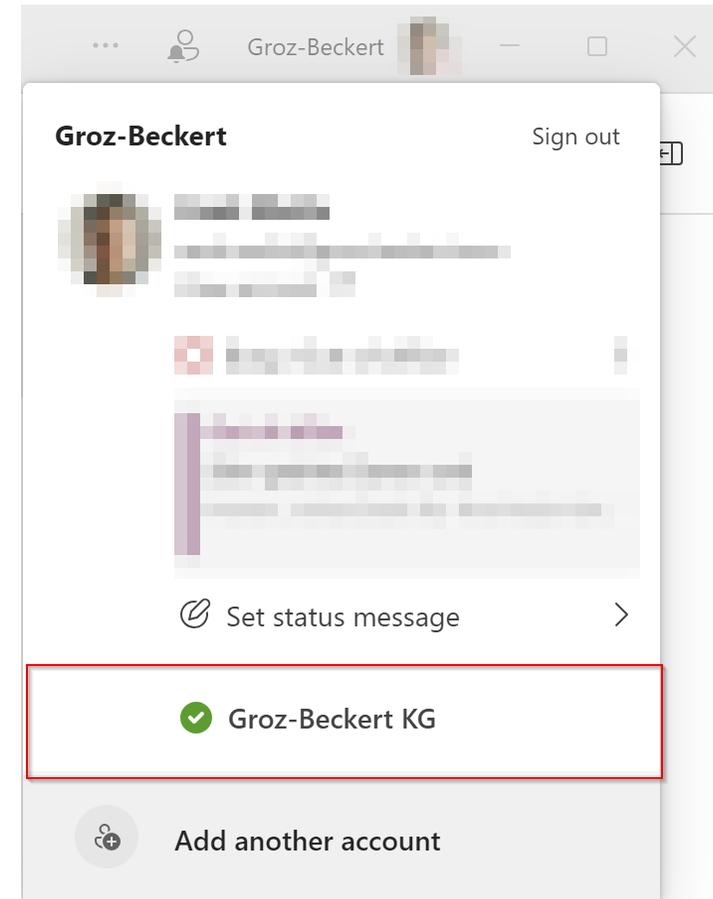
Back

## Teams view

*After you have followed these instructions, your user should have been successfully added to the guest team.*

*If you now open your Teams client and select your profile at the top right. Your new Groz-Beckert Team guest account will appear there.*

*You can now switch between your company and the host company with a single click.*



If you have any questions or problems, please contact the internal IT department of Groz Beckert KG

Phone: (+49) 7431 10 - 2103

E-mail: [support@groz-beckert.com](mailto:support@groz-beckert.com)

