

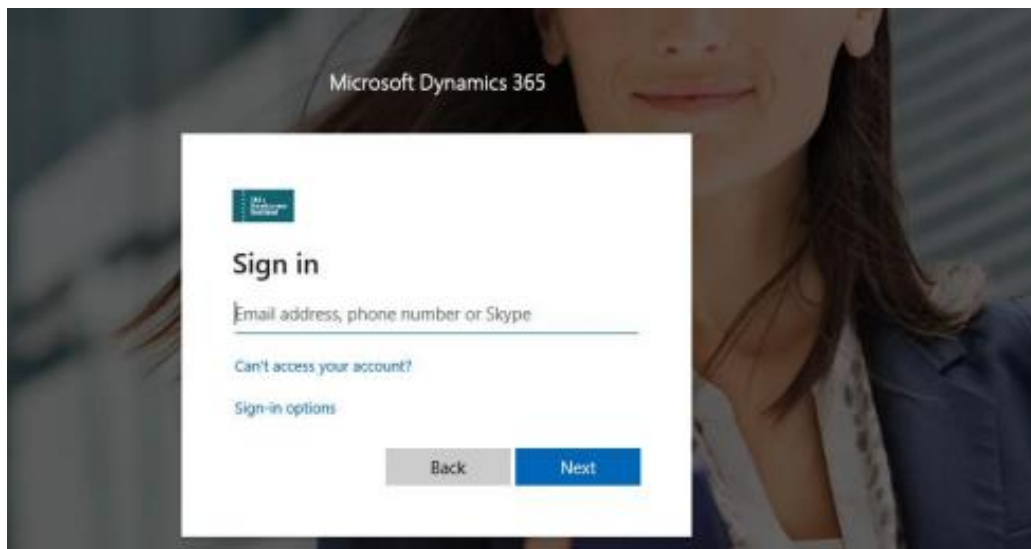
SESAP

Quick Start Guide

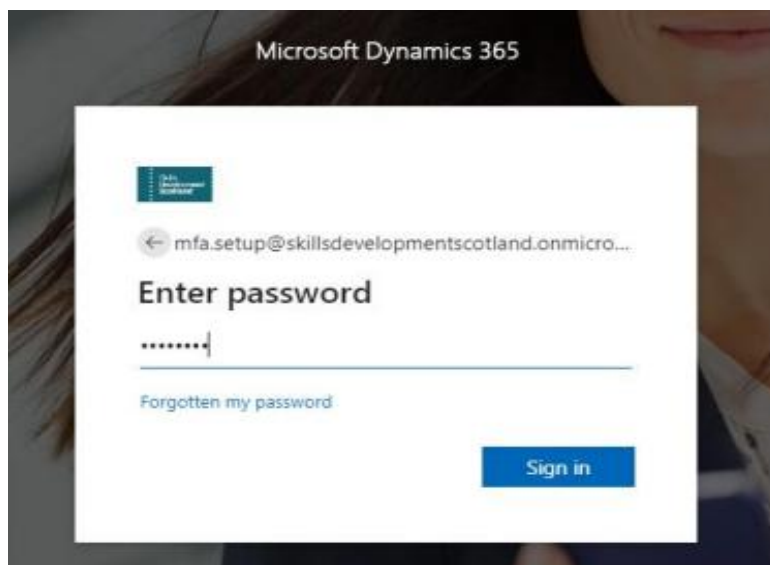
Accessing SESAP and MFA Setup

This document will provide guidance for external SESAP (Self Evaluation Single Action Plan) users on how to log into SESAP and steps for setting up the MFA (Multifactor Authentication) on the account. If your organisation uses Office365, you may need to access the system using an InPrivate or Incognito web browser to avoid O365 from automatically attempting to log you in using your internal email account details rather than your SESAP account.

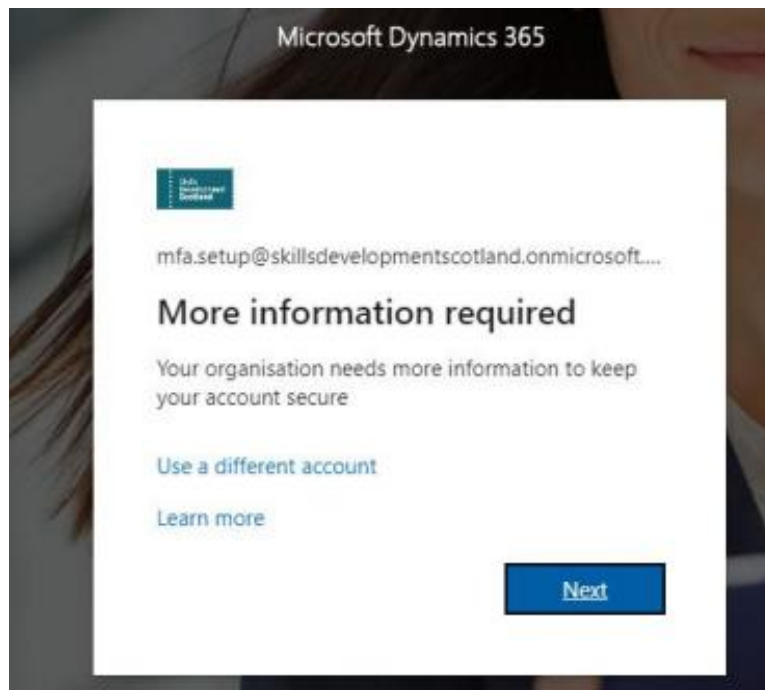
1. After a user account has been requested the user will receive a username & temporary password from SDS by email. The username and password will be sent in two separate emails. To enhance security, external accounts are required to setup multi-factor authentication (MFA) the first time the account is accessed. MFA requires that users download the Microsoft Authenticator app on their smartphone or tablet. The authenticator app will be used to verify each login attempt made by the user when accessing SESAP.
2. To access SESAP, open your web browser (Google Chrome or Microsoft Edge) and enter the following URL into the search bar: <https://sesap.crm11.dynamics.com/>
3. The following page will be displayed. Enter the username provided by SDS and click Next. Note: SESAP usernames follow this format – firstname.lastname@skillsdevelopmentscotland.onmicrosoft.com



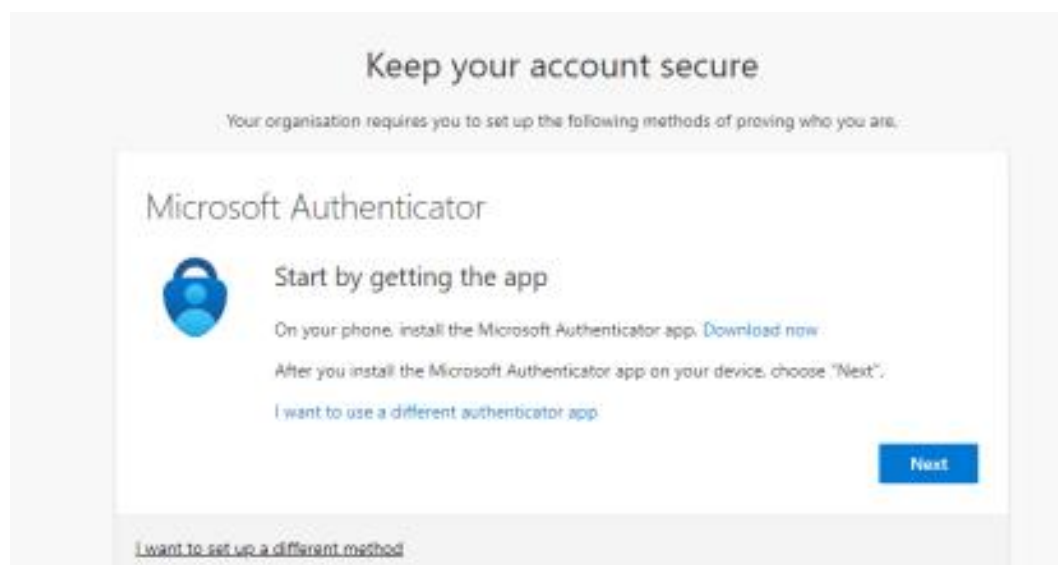
4. Enter the temporary password that was sent to you by email and click on “Sign in”:



5. The MFA must now be setup for your account. Prior to setting up the MFA, the screen below will be displayed. Click on Next to begin the setup:



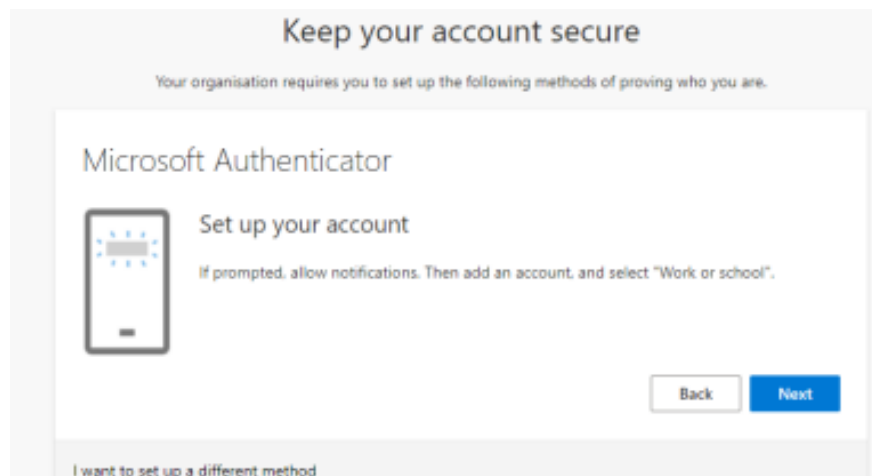
6. At this stage, you will be prompted to download the Microsoft Authenticator app on your phone or tablet device. Once you have completed (Step 7), click on 'Next':



7. On your phone or tablet device, search for the Microsoft Authenticator app in the App Store or Google Play Store and download this:

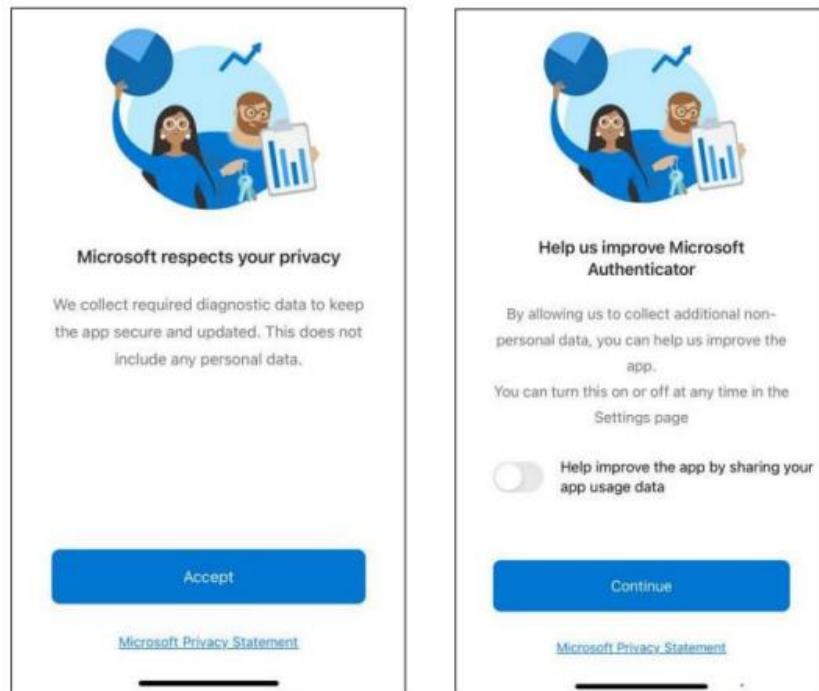


8. Back on your laptop or PC, you will be asked to add an account on the app. If prompted, allow notifications. Ignore the statement to select “Work or school”. Press ‘Next’ which will take you to the screen shown at Step 12.



Steps 9 & 10 of this guide will be conducted on the app if you are downloading or using it for the first time. If you already use the Microsoft Authenticator app for another account or have logged into it previously, skip steps 9 & 10 and go straight to step 11.

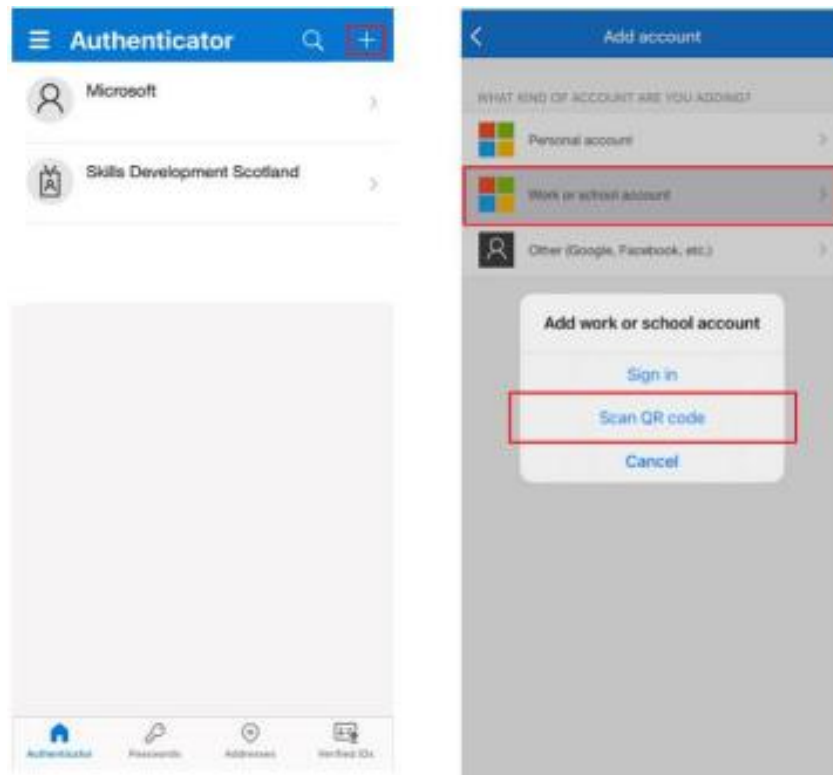
9. On the Authenticator mobile / tablet app, press 'Accept' on the first prompt then 'Continue' on the second prompt:



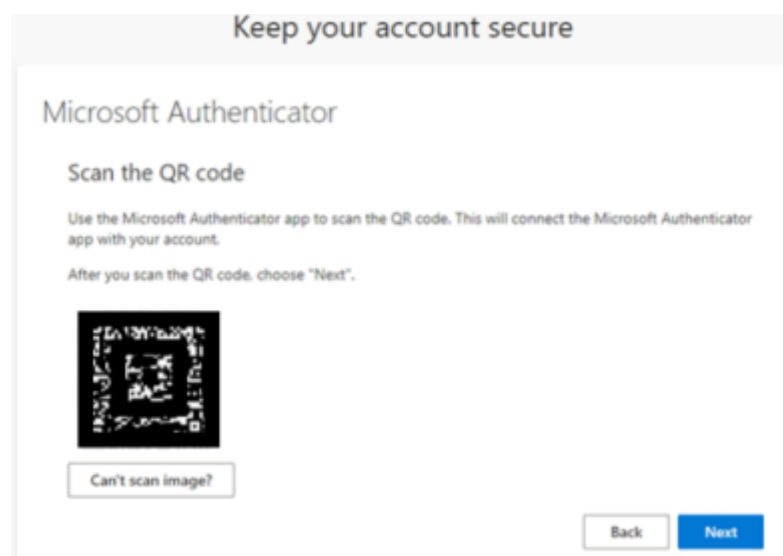
10. On the next app prompt, you will select the option 'Scan a QR code' and allow the app access to open your camera. Your device's camera will then open.



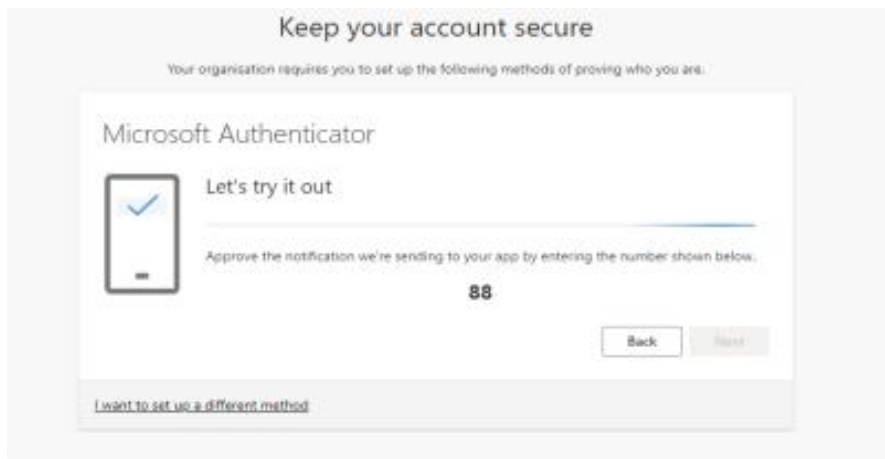
11. If you already use Microsoft Authenticator app or have logged in previously you will see a similar screen to the below left. Simply click on the + icon on the top right-hand corner on your phone or tablet. You will then be taken to the next screen where you will click on “Work or school account” and then “Scan QR code”:



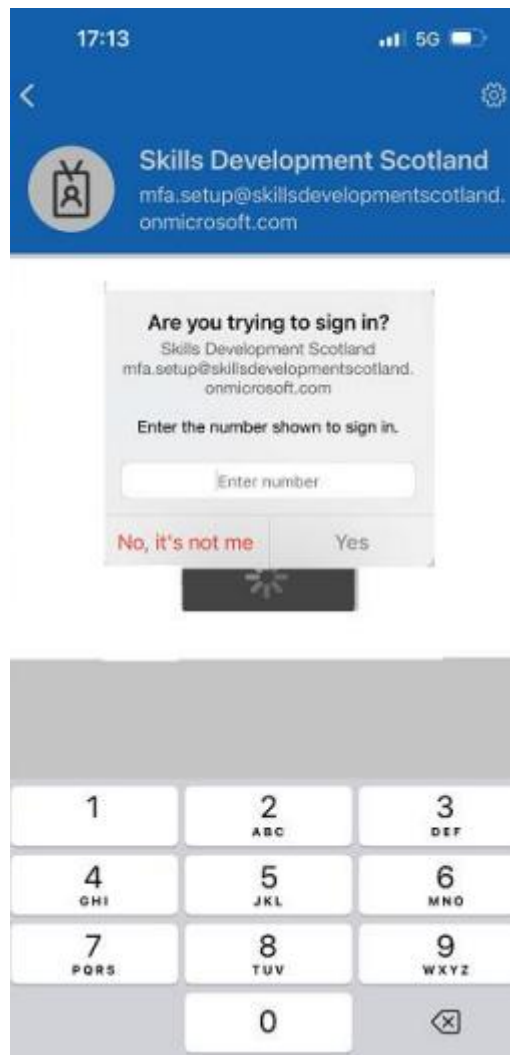
12. On your laptop or PC, you will see the following screen. Using your phone’s camera, which has now opened from the app, position the camera over the QR code that is displayed on your laptop/PC (**not the image below**) to proceed, then press ‘Next’:



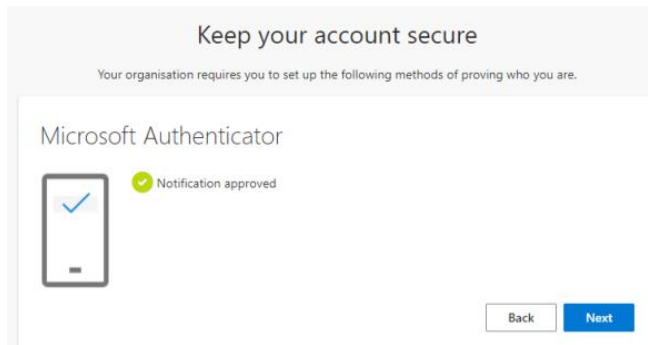
13. The system will now send you an authenticator code:



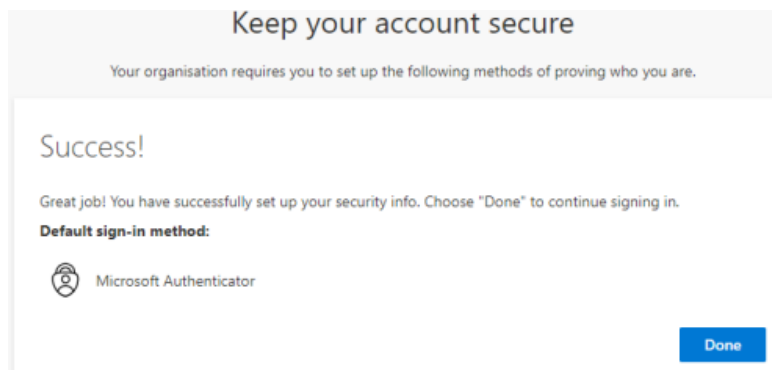
14. On your mobile app, input the number that shows on your laptop / PC screen per the example screenshot above:



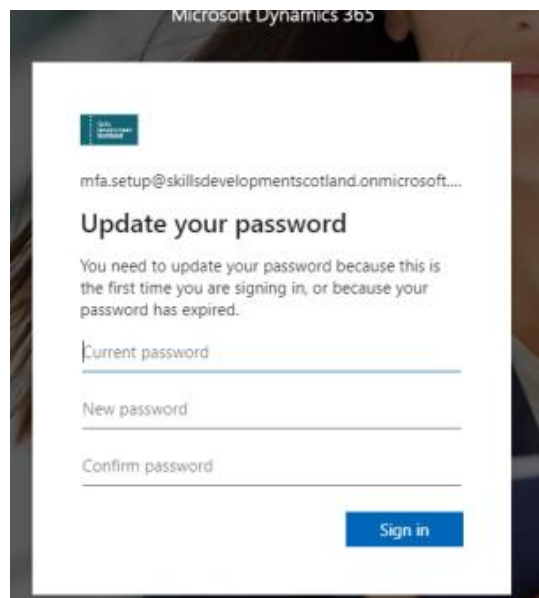
15. On your laptop / PC you will see the notification has been approved. Press 'Next':



16. On your laptop / PC screen, press 'Done' to complete the process:



17. The next screen will prompt you to update the temporary password on the account to a secure password of your choice:



- Input the temporary password that was supplied by SDS
 - Input a new password that you create
 - Enter the password you have created again then click on "Sign in" to log into SESAP
- If you experience any issues, please email SESAP.Support@sds.co.uk