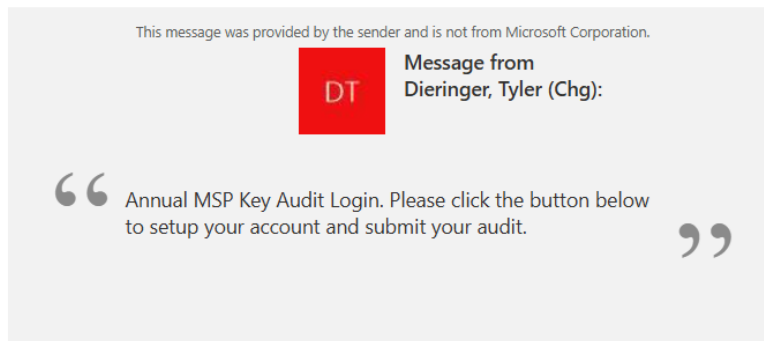


## MAC Keys Audit – Login Instructions

You will receive a message from Microsoft from the email address:  
[invites@microsoft.com](mailto:invites@microsoft.com)  
and it will look like:

Sender: Dieringer, Tyler (Chg) ([chg.tdieringer@mspmac.org](mailto:chg.tdieringer@mspmac.org))  
Organization: Metropolitan Airports Commission  
Domain: [mspmac.org](http://mspmac.org)



If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=5d7e2cd6-db7a-47be-bcc5-6bde478bab2>.

[Accept invitation](#)

(please note - [chg.tdieringer@mspmac.org](mailto:chg.tdieringer@mspmac.org) is a procedural mailbox and **is not monitored**)

1. Click **Accept invitation**
2. A new window will open and you will be prompted to enter a password – invitation accounts **do not have passwords** and you must select **Other ways to sign in**



zz\_zip@yahoo.com

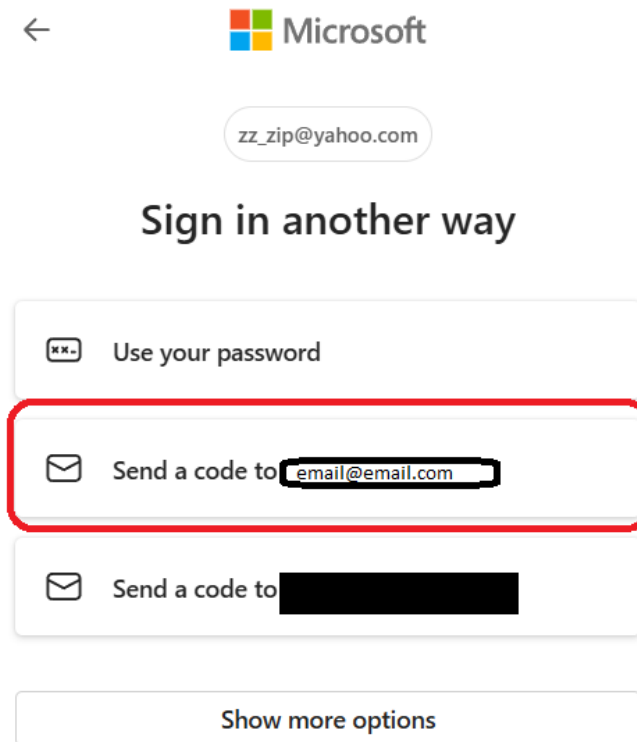
Enter your password

Next

[Other ways to sign in](#)

[Sign in with a different Microsoft account](#)

3. Select your email address as the option to send a code to:

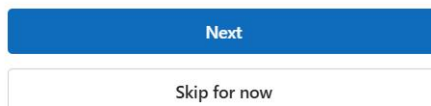


4. A six-digit code will be sent to your email address. Please note that it may take several minutes to receive the code and it may end up in your spam or junk folder. Enter the code at the prompt screen.
5. You may choose **Skip for now**. This is not necessary for this audit.

Sign in faster with your face,  
fingerprint, or PIN



Create a passkey to sign in to your Microsoft account. No passwords, apps, or codes needed.



6. Select **Yes**

Stay signed in?



Skip having to sign in every time. [Learn more](#)

Yes

No

7. Select **Accept**

Permissions requested by:



**Metropolitan Airports Commission**  
mspmac.onmicrosoft.com

By accepting, you allow this organization to:

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

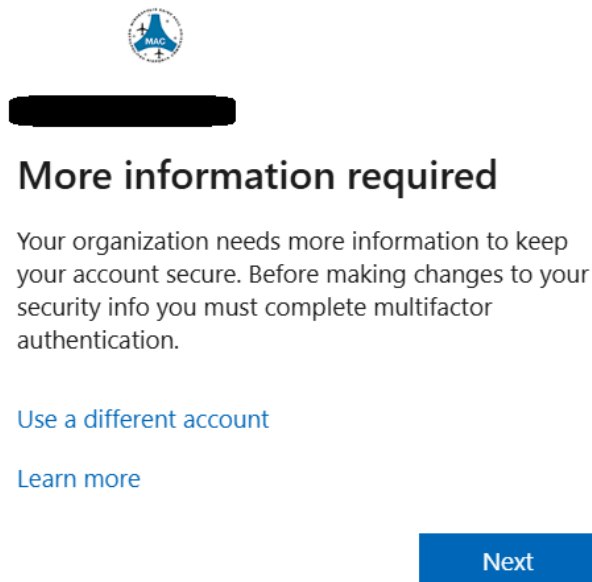
You should only accept if you trust Metropolitan Airports Commission. [Read Metropolitan Airports Commission's privacy statement](#). You can update these permissions at <https://myaccount.microsoft.com/organizations>.  
[Learn more](#)

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

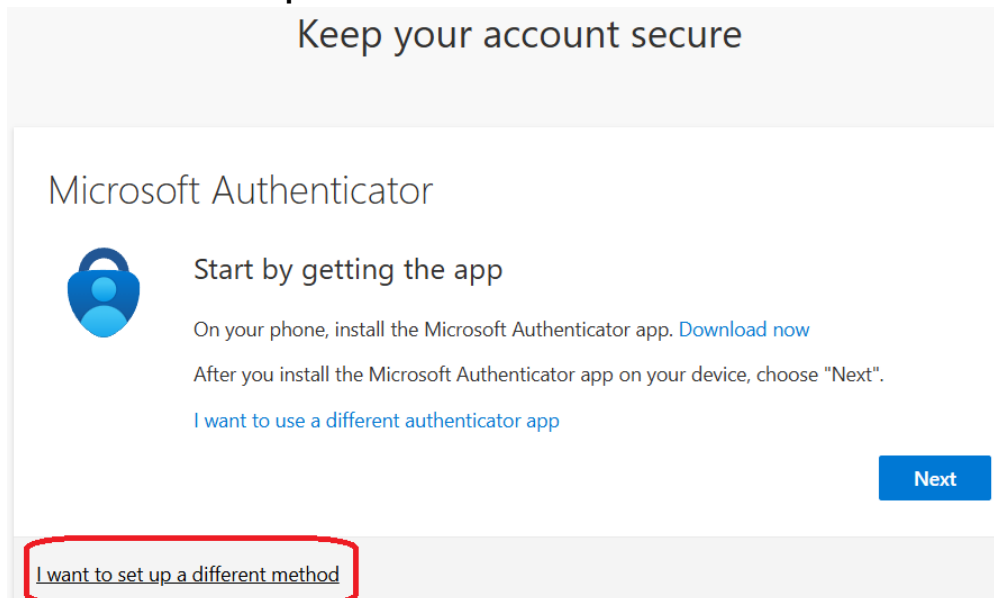
Cancel

Accept

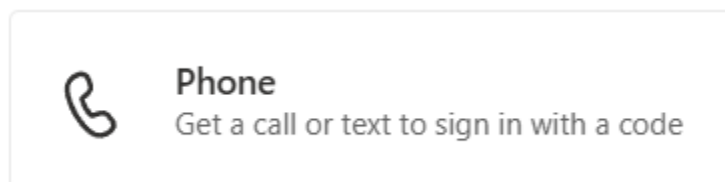
8. This step will start the process of setting up MFA for your guest account – select **Next**



9. Select **I want to set up a different method** at the bottom



10. Choose **Phone** for the different method



## 11. Enter a valid phone number that can receive text messages

Keep your account secure

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

Country code	Phone number
United States (+1) ▼	<u>Enter phone number</u>

Choose how to verify

☒ Receive a code

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

12. The next screen will prompt for the code. Please note that the code may take several minutes to arrive. This code does not come from MAC, it is an automated service from Microsoft. If you do not receive the code at all, please try the following:

- Restart your phone
- Switch from WiFi to your carrier's service or vice versa
- Contact your cell provider to make sure SMS code for MFA is enabled

### Other troubleshooting steps:

--No user will be able to login to MAC resources from outside the US or Canada. If you cannot login from one of these countries, you will need to do a manual audit.

--If you are logged in to Microsoft with your company's account, you may need to open the invite in an incognito window or in private browser to view the keys audit as a quest

<https://support.google.com/chrome/incognitowindow>  
[Browse InPrivate in Microsoft Edge - Microsoft Support](#)

--If you registered in previous years and your MFA option is expired, it may fail the login attempt with a message that reads "**does not meet the criteria**" Please email a valid cell number to

[mac-keyaudits@mspmac.org](mailto:mac-keyaudits@mspmac.org)  
and we will update the account

--If you experience any other login issues, please email a screenshot to

[mac-keyaudits@mspmac.org](mailto:mac-keyaudits@mspmac.org)

We will not process the request for help without a screenshot. Thank you.