Business World Access for Non-Shropshire Council domain users

These instructions apply to anyone who does NOT have a shropshire.gov.uk email address.

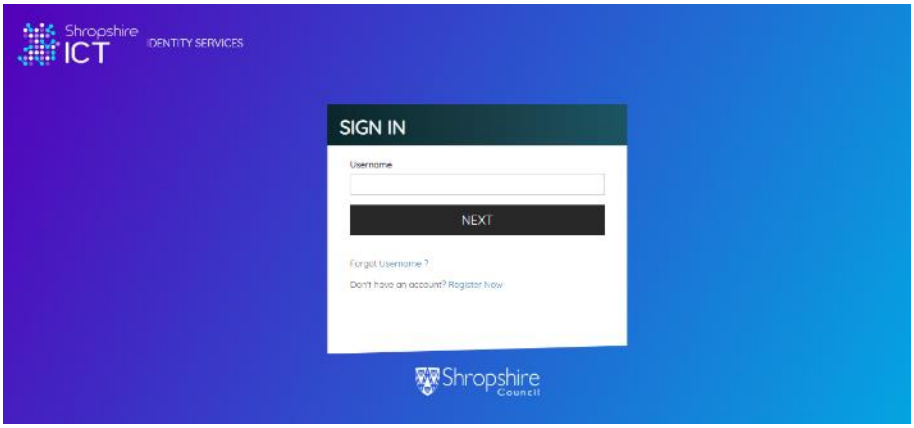
Scenario 1 - First time access: Non-Shropshire Council domain user with any device (work or personal) – **First time login only**:

Whether working on a work device, or a personal device, the process for users who do not have a shropshire.gov.uk email address is the same. The following instructions refer to the first time you attempt to access Business World. If you have already changed your password and setup TOTP then you should refer to Scenario 2, below, for instructions on logging into the system.

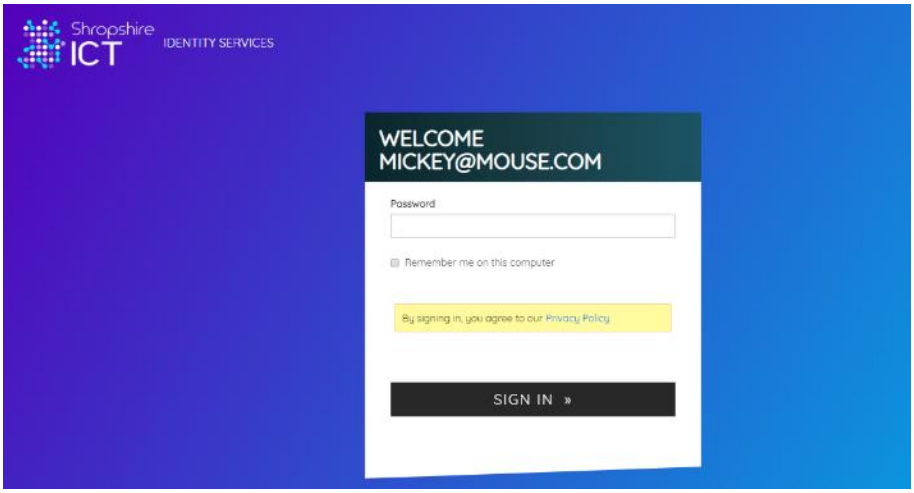
1) Before attempting to access the system for the first time, you must complete a number of pre-requisite steps as follows:
    a. Make sure you know the email address registered in MyView as this will be you Business World userid.
    b. Make sure you know your National Insurance number and your date of birth as these will make up your initial password in the format: LLNNNNNNLYYYY
    c. You will need a tablet or smartphone with an authenticator application installed (we recommend either Microsoft Authenticator or Google Authenticator, but any app which supports 6-Digit one-time-passcodes will work – You may already have one of these for accessing your Google or Microsoft accounts)
    d. Download a suitable application from the app store before attempting to access Business World for the first time
    e. If you do not have a smartphone or tablet available, you will be able to receive your passcodes via email – in this case make sure you have access to the email address from step 1a.

    Navigate to the Business World system by clicking the Business World link
    https://ubw.unit4cloud.com/uk_sh1_prod_web/

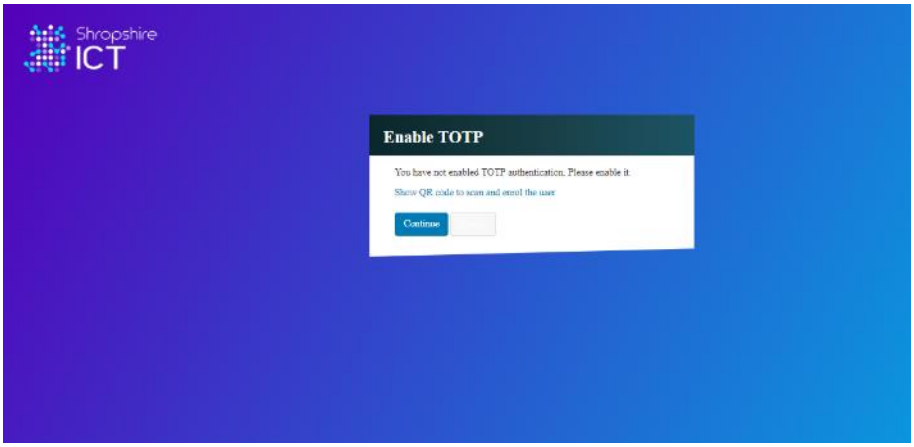
2) At the Identity Server page, enter your email address (from 1a) and click NEXT:



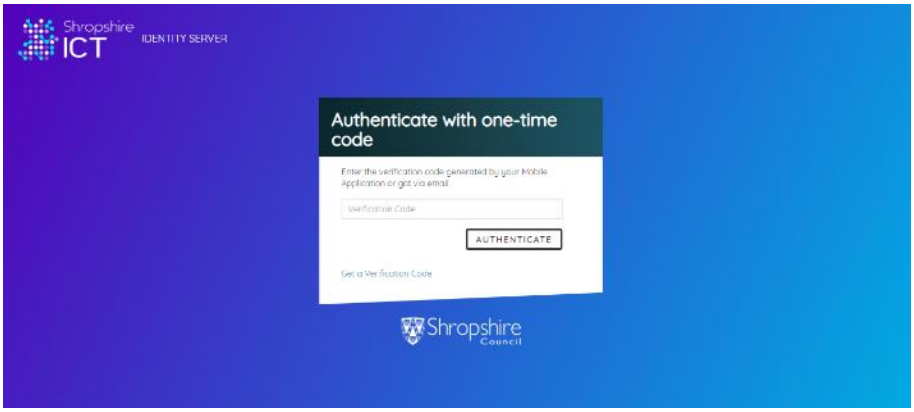
3) Enter your password (see note 1b above) and click SIGN IN:



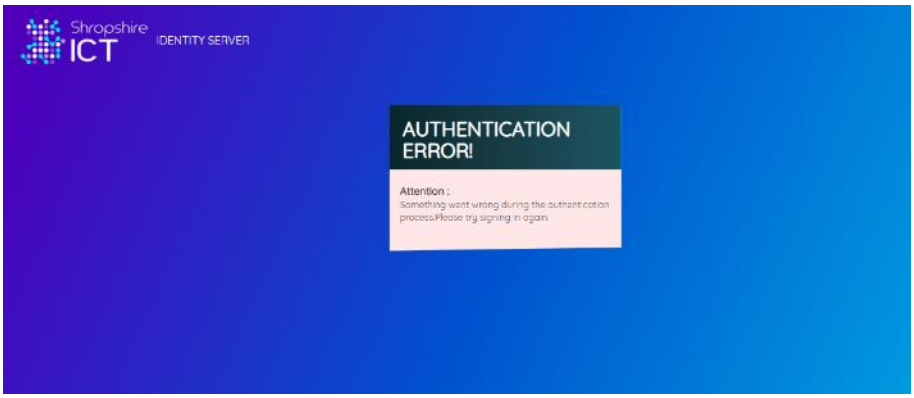
4) You will be prompted to change you password. Please enter a new Password and click on Continue.
5) You will be prompted to setup TOTP (Multi-Factor Authentication). If you have a smartphone or tablet with an authenticator application installed (see note 1c above) click on Show QR code to scan and enrol the user and skip to step 14 below.
6) If you do not have a tablet or smartphone on which to install an authenticator application, click Continue at this stage:



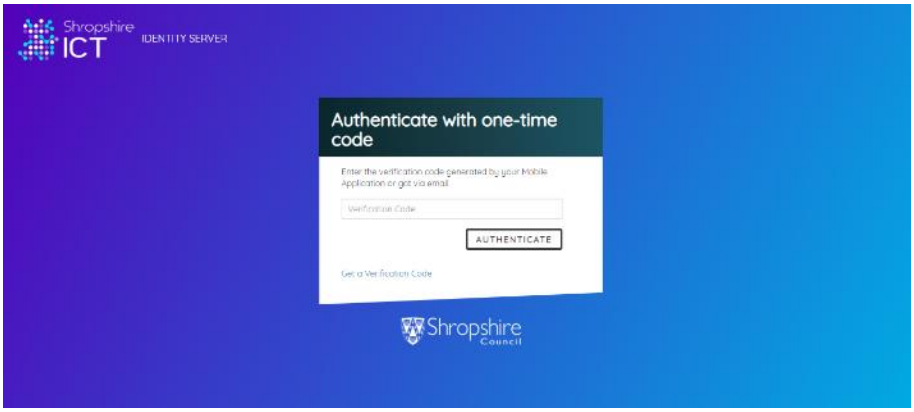
7) Click on AUTHENTICATE:



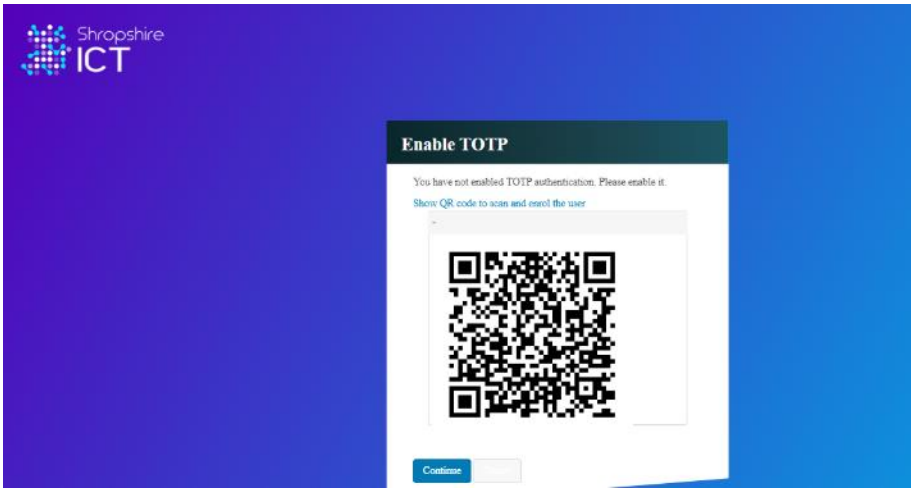
8) An error will be displayed as you have not yet entered a valid TOTP code:



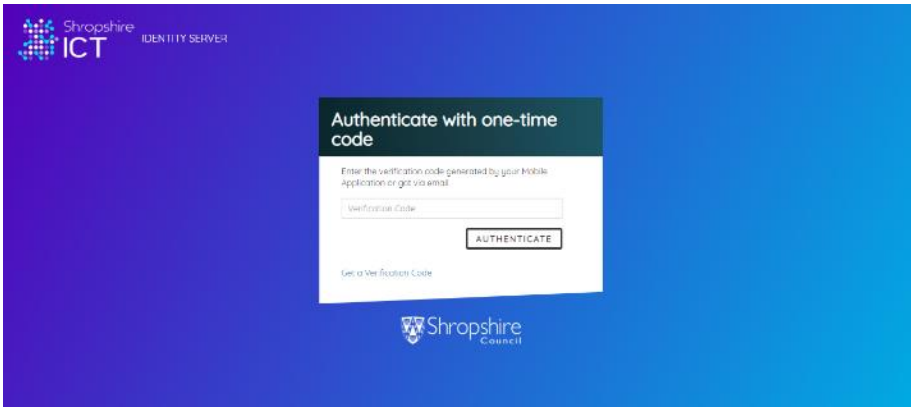
9) At this stage you should close your browser, then start the process again from step 2. This time, after entering your password at step 4, you will be directed back to the TOTP screen:



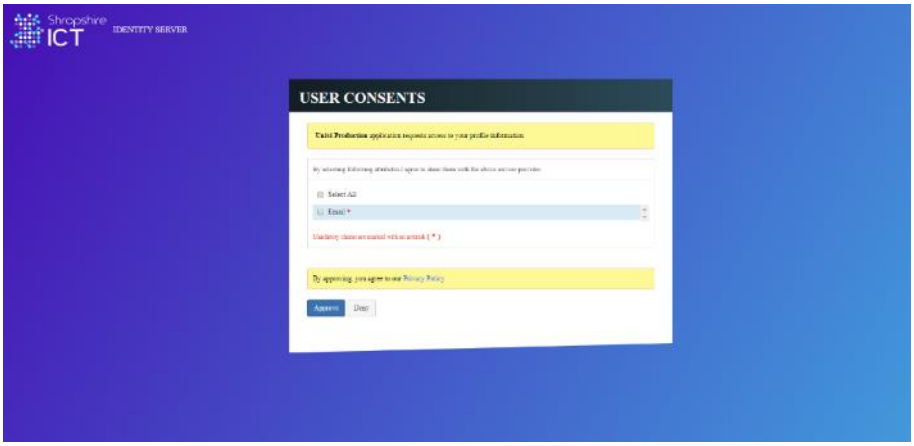
10) Click on "Get a Verification Code" – a pop-up message will appear stating that a code has been emailed to you
11) Open your email (see note 1e above) and refresh until the email arrives (the email will be from identity@shropshire.gov.uk) – The email will contain your One Time Passcode (note that the code is only valid for 5 minutes)
12) Enter the code into the box (step 9) and click AUTHENTICATE. Now please proceed to step 16 below.
13) If you have a smartphone or tablet with an authenticator application installed (see note 1c above) you should open the authenticator application and add a new client (note that you may need to find instructions on how to do this from your authenticator provider). When prompted to do so, scan the QR code to configure the app and then click Continue:



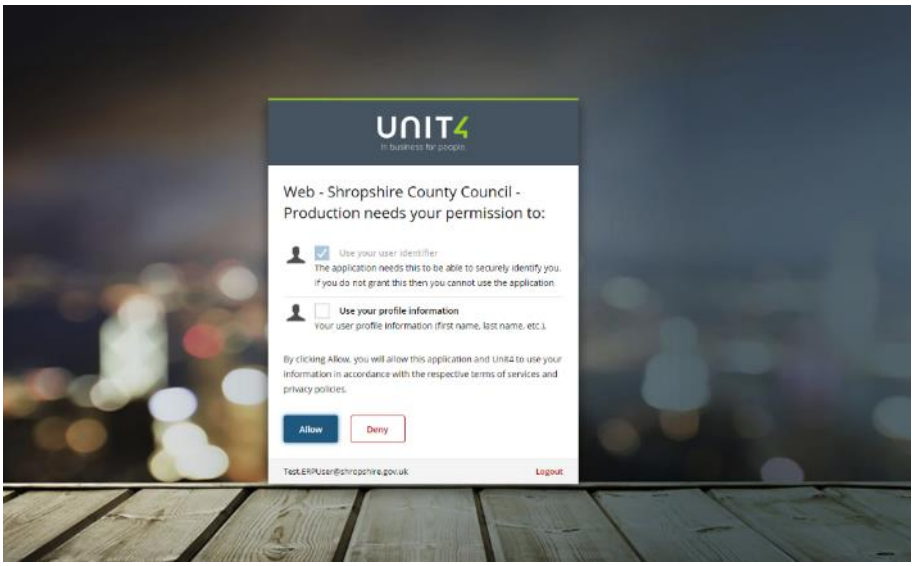
14) Enter the code displayed in your authenticator application and click on AUTHENTICATE:



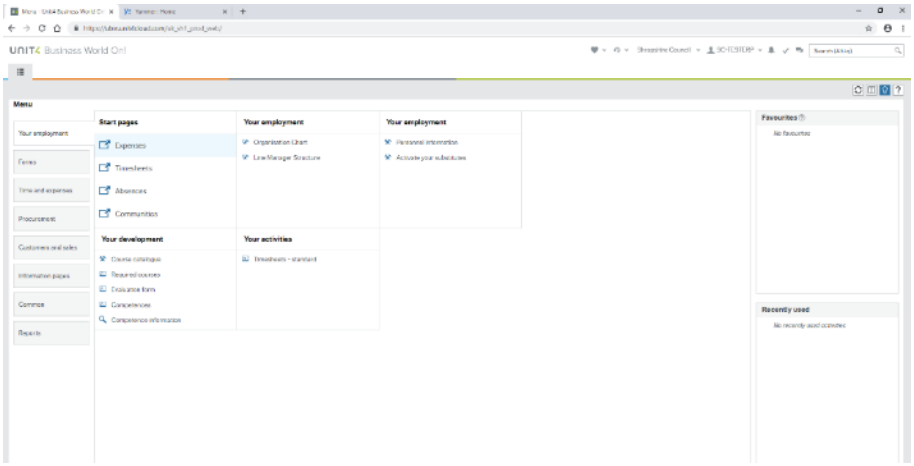
15) The first time you access the system you will be asked to consent to your active directory "identity" (email address) being shared with both the Shropshire Council identity platform (click the check box to accept and then click on "Approve"):



and with Business World (click on Allow):

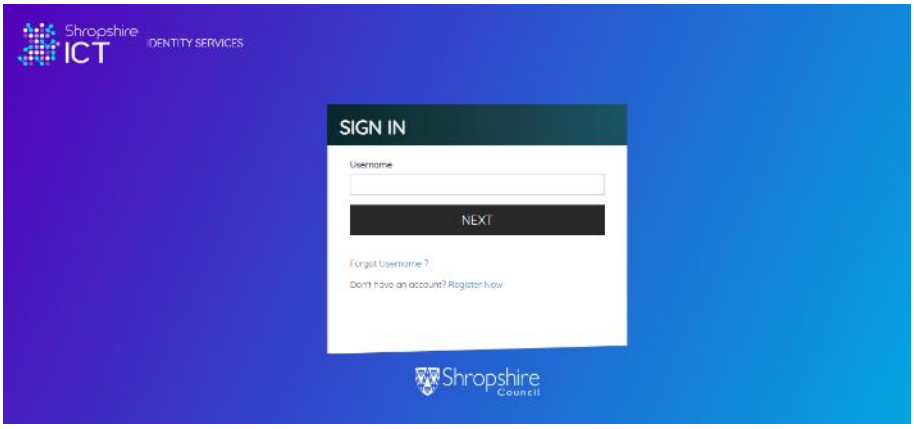


16) You will be forwarded to the Business World dashboard:

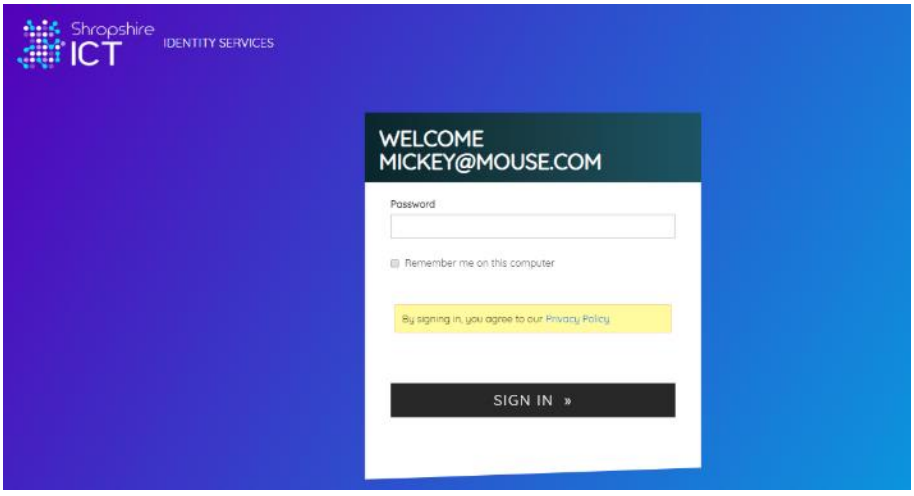


<u>Scenario 2:</u> Non-Shropshire Council domain user with any device (work or personal) – **Subsequent access**:

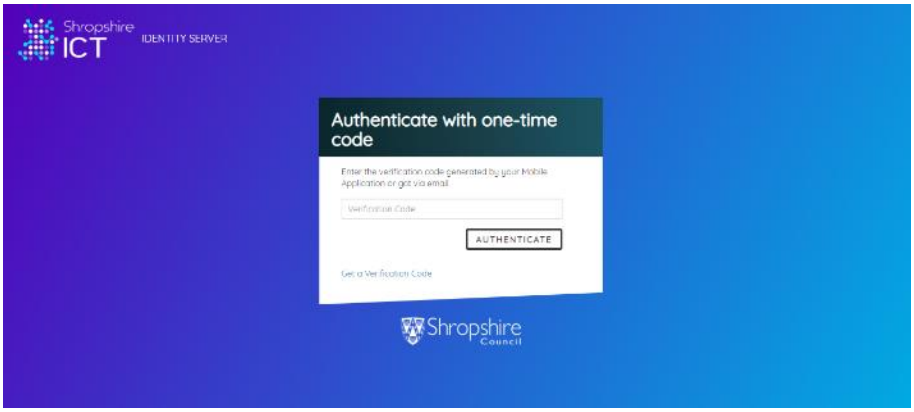
1) Navigate to the Business World system by clinking the Business World link, under quick links
2) At the Identity Server page, enter your email address (from 1a) and click NEXT:



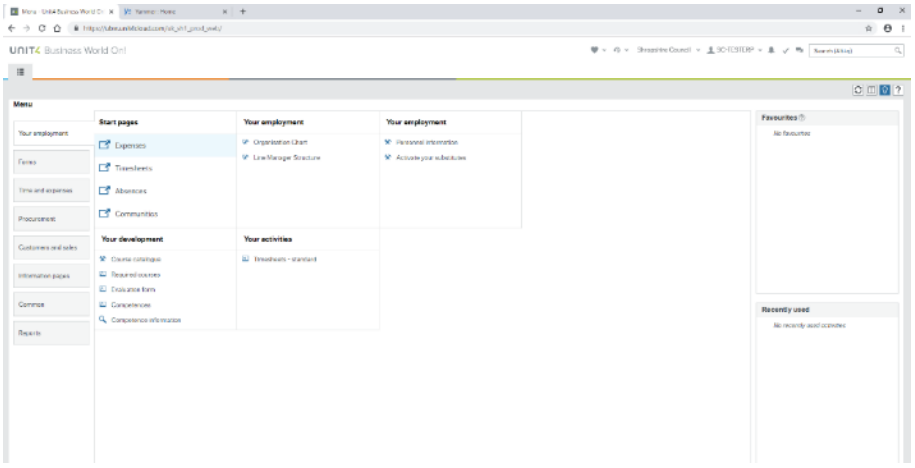
3) Enter your password (see note 1b above) and click SIGN IN:



4) Enter the code displayed in your authenticator application and click on AUTHENTICATE (if you do not have an authenticator application, click on Get a Verification Code, and then input the code from the email you receive instead):



5) You will be forwarded to the Business World dashboard:


UNIT4 Business World On!
Menu
Your employment
Forms
Time and expenses
Procurement
Customers and sales
Information pages
Common
Reports
Start pages
Expenses
Timesheets
Absences
Communities
Your employment
Organisation Chart
Line Manager Structure
Your employment
Personal information
Activate your substitutes
Your development
Course catalogue
Required courses
Evaluation form
Competences
Competence information
Your activities
Timesheets - standard
Favourites
No favourites
Recently used
No recently used screens