



User guide: Accessing MyHR in the new way

We're changing the way we access MyHR to make it more secure. This guide will help you set up your Guest account.

October 2024

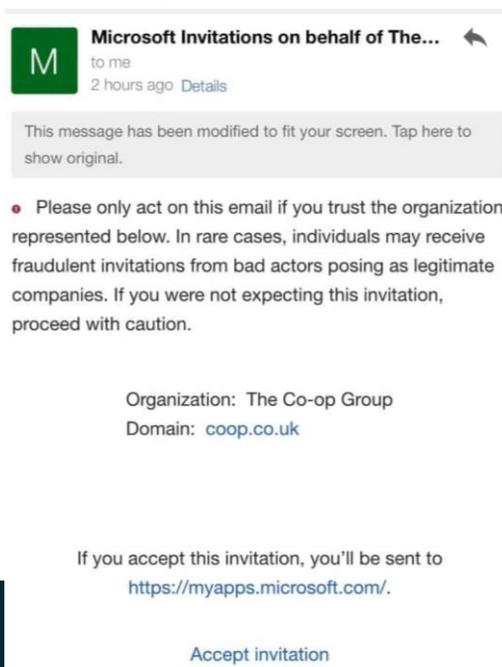
Introduction: what are we doing, and why?

We're committed to making the way we access our personal details and pay in MyHR as secure as possible.

What's changing?

You can now access MyHR through a Microsoft Guest Account. You will receive an invitation from Microsoft to your personal email address from '**Microsoft Invitations on behalf of The Co-op Group**'

When you set up this access, you will need to set-up Multi-Factor Authentication to make sure the person signing in is really you. You can set this up with a text message code, the Microsoft authenticator app, or through a phone call.

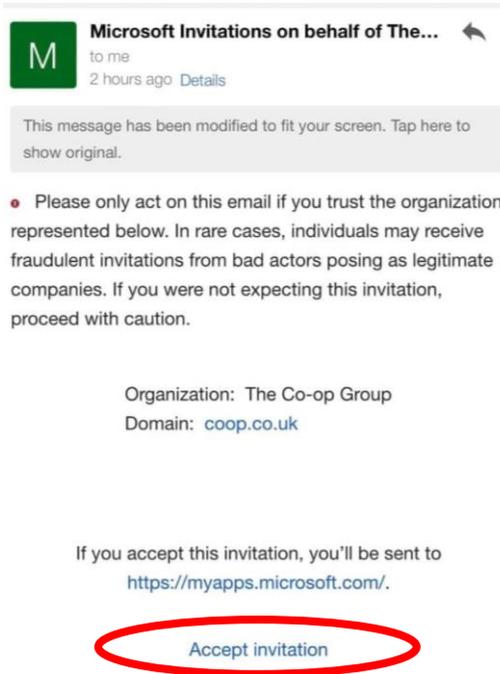


Setting up a Guest Account

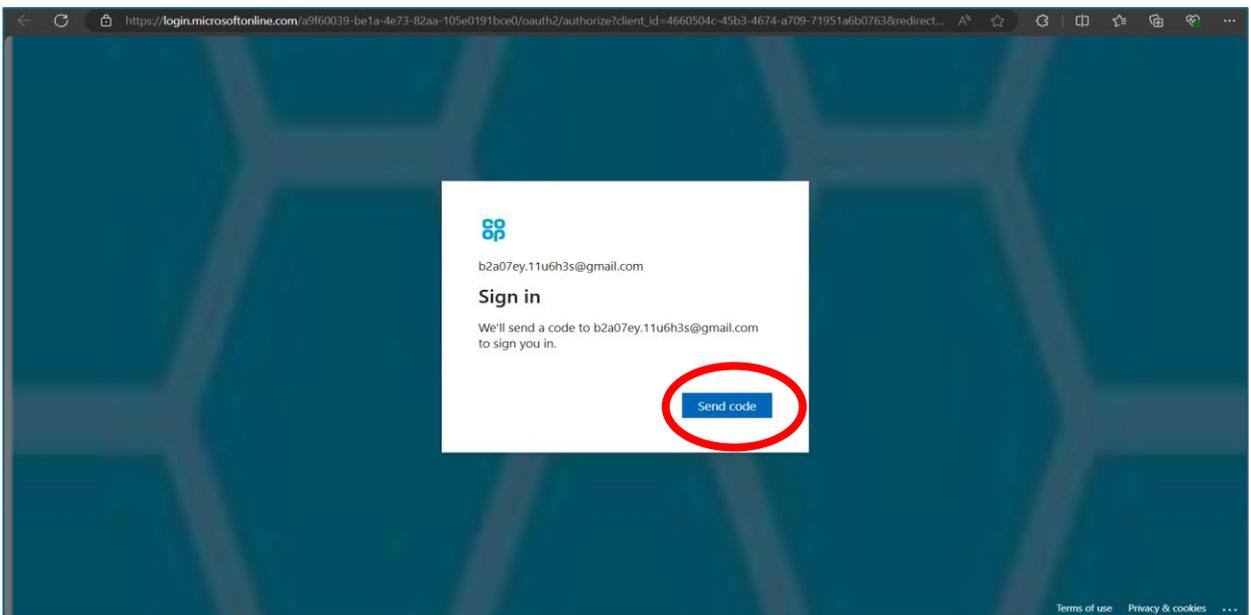
1. Login to your personal email account, and you will find a Microsoft invitation. If you can't find in your inbox, check your junk/spam folder.

Microsoft Invitations on behalf of The Co-op Group

Open this email and Click on **Accept invitation**



2. Click on **Send Code**



Setting up a Guest Account

3. Check your personal email account for a Verification Code

nonprodcoop.onmicrosoft.com

Account verification code

To access nonprodcoop.onmicrosoft.com's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

31986488

If you didn't request a code, you can ignore this email.

[Privacy Statement](#)

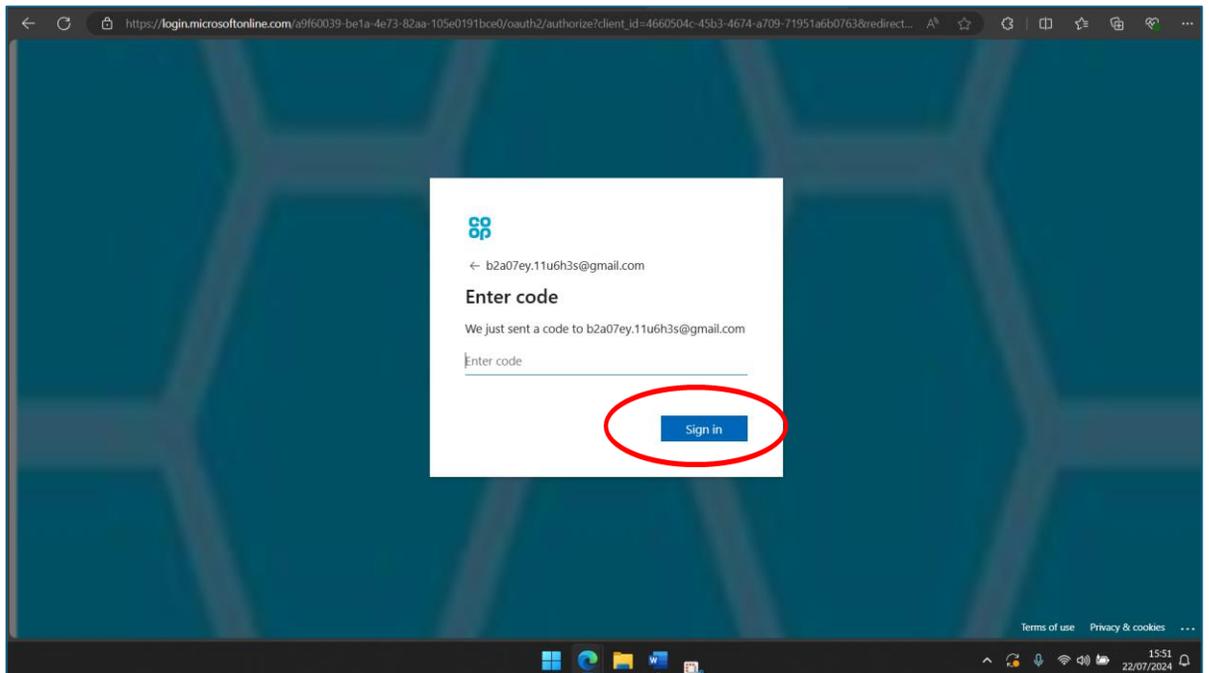
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

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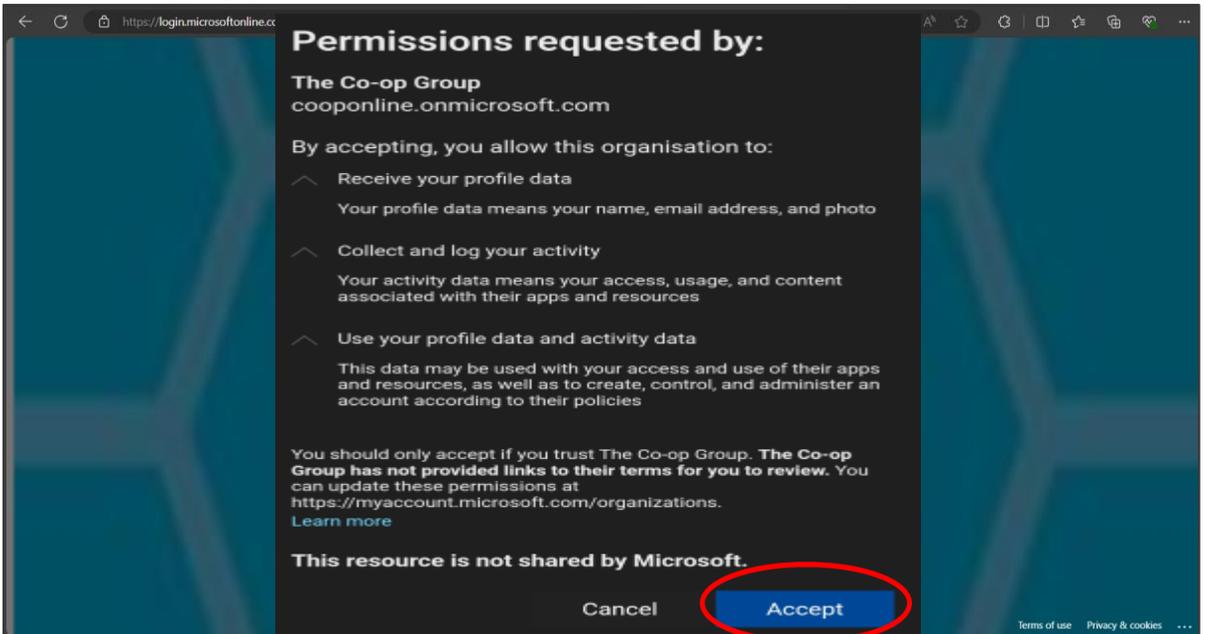


4. Enter Verification Code and Click on **Sign in**

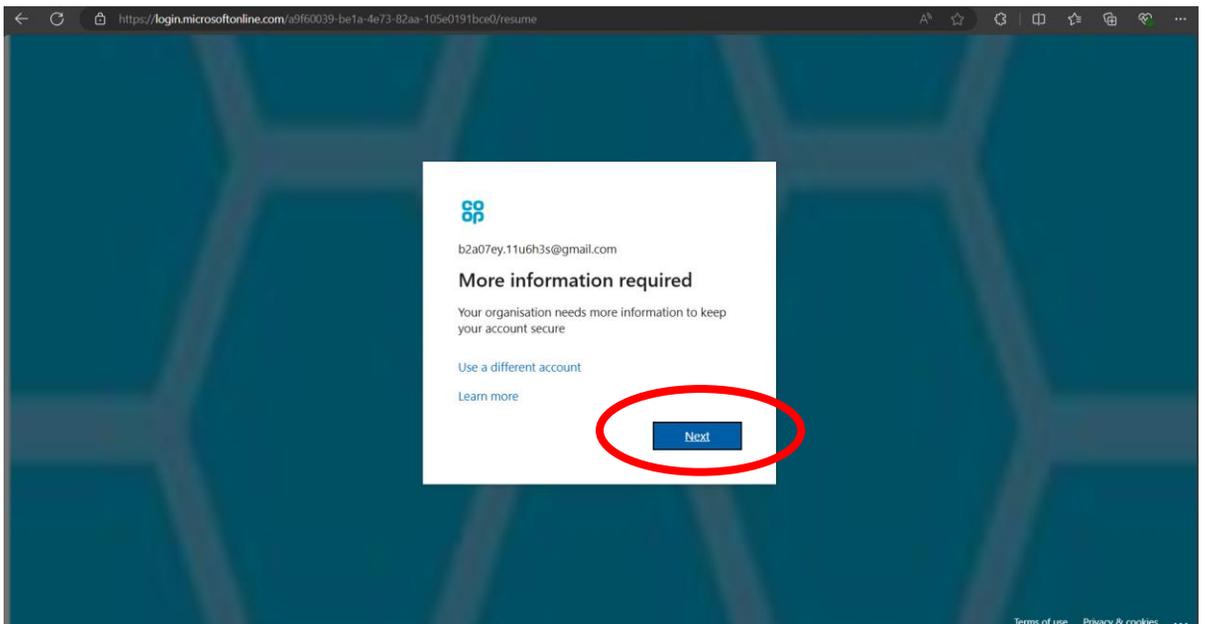


Setting up a Guest Account

5. Click on **Accept**



6. Click on **Next**



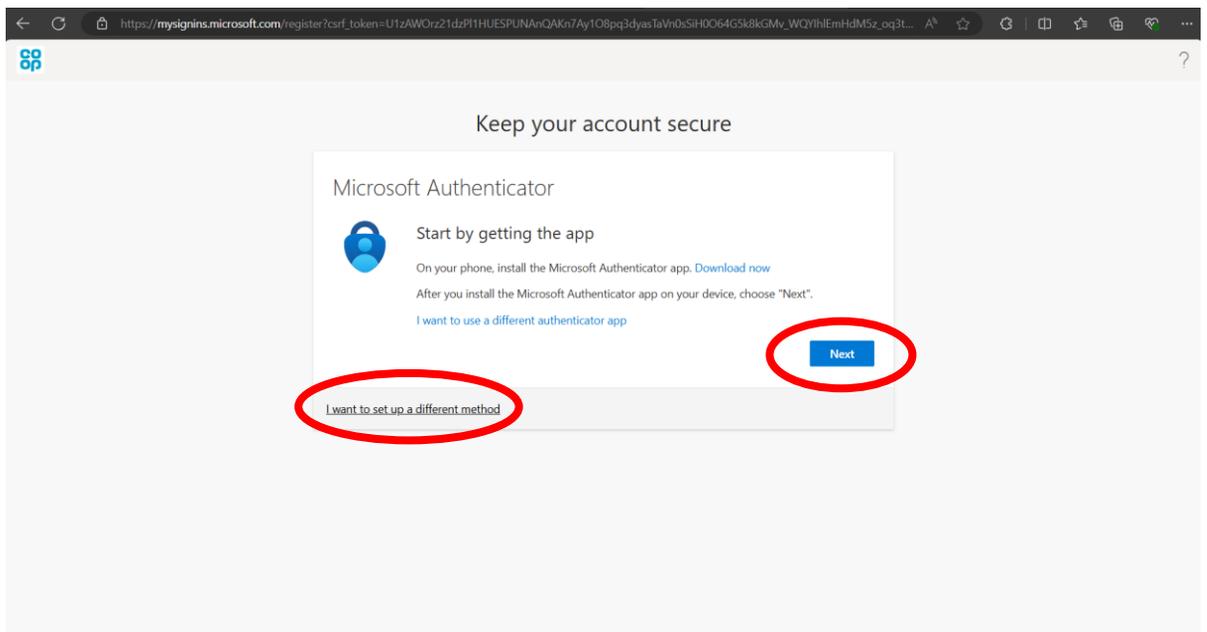
Setting -up multi-factor authentication (MFA)

7.

The default method is to download the free **Microsoft Authenticator** app which you need to have installed on your mobile device from the App Store.

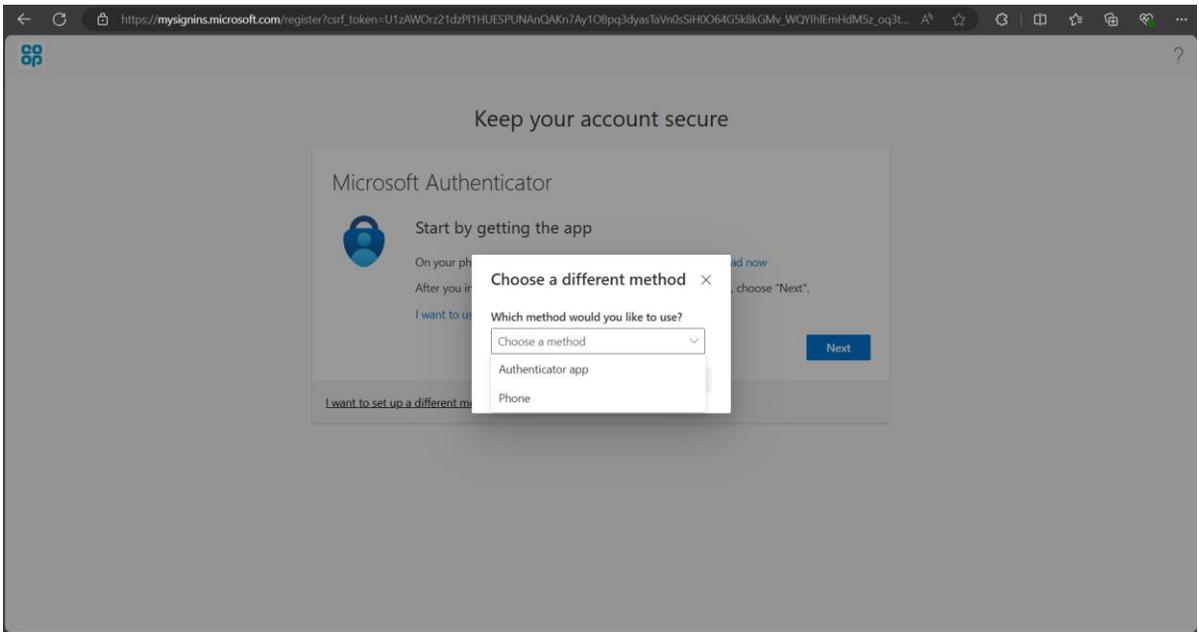
If you want to use the Authenticator App, download it to your mobile device and choose **Next**.

If you want to setup a different method, such as a text code, click **'I want to set up a different method'**



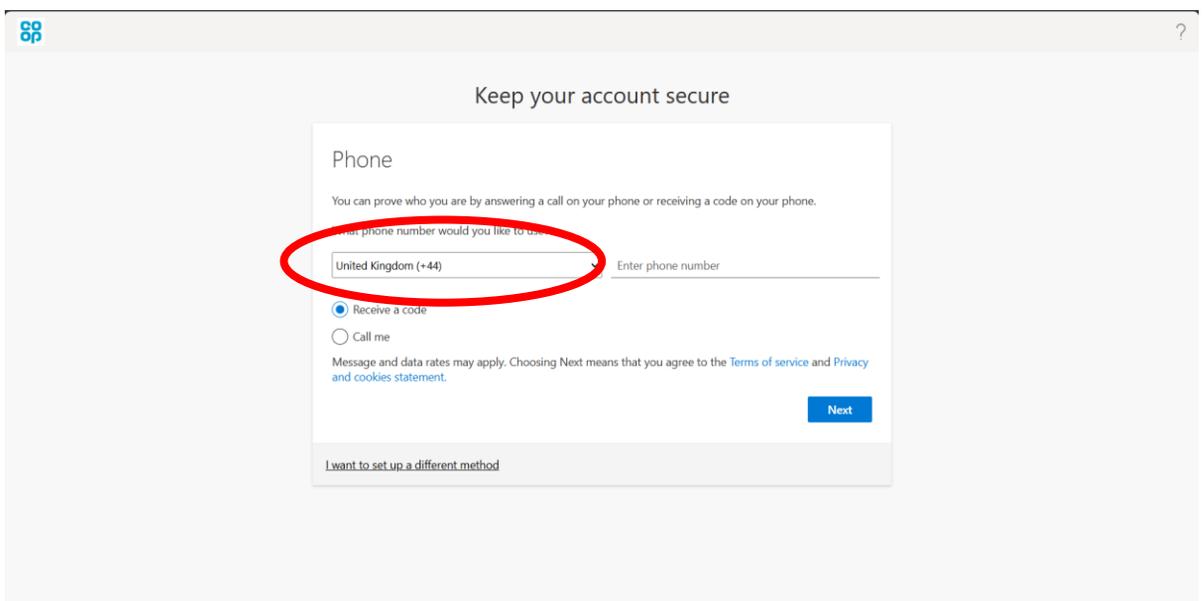
Setting -up multi-factor authentication (MFA)

7b. If you chose **I want to set up a different method** at the bottom left of the screen, a pop-up appears, and you can choose **'Phone'**



7c. Make sure you have selected the correct country code, and then enter your phone number without the first '0'. You can then choose to 'Receive a code' via text message, or 'Call me' where you can verify when you've answered the call.

Continue the steps to complete multi-factor authentication set-up.



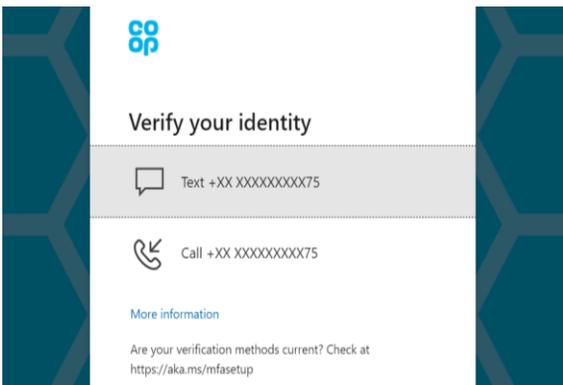
Accessing MyHR

8.

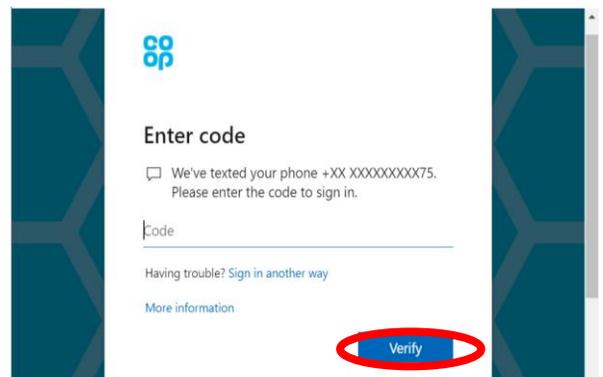
You can visit MyHR the way you did previously through bookmarks and links



Enter your personal email address, choose 'Next'
Enter your personal email address password



Choose your verification method to verify your identity



Enter the text code or verify with a call, and select Verify to login to MyHR