

Business World Access for Shropshire Council domain users

These instructions apply to anyone who has a shropshire.gov.uk email address.

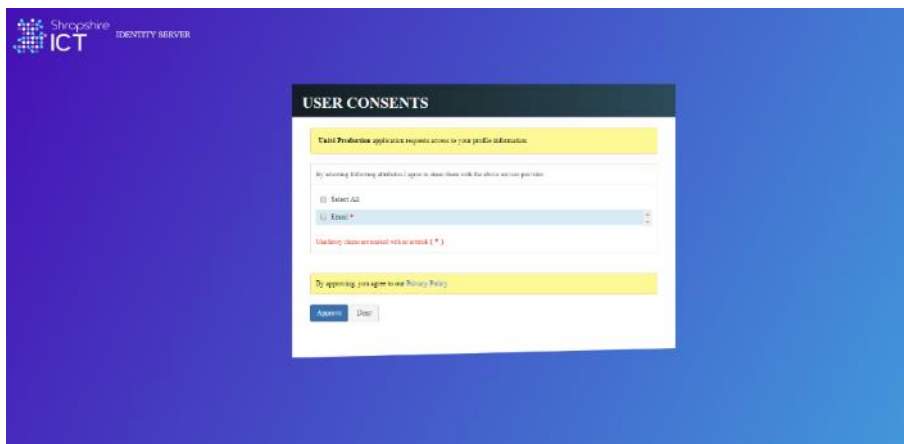
Scenario 1: Shropshire Council domain user with Shropshire Council PC/Laptop:

Whether working in the office, or remotely, the process from a council managed PC/Laptop is the same.

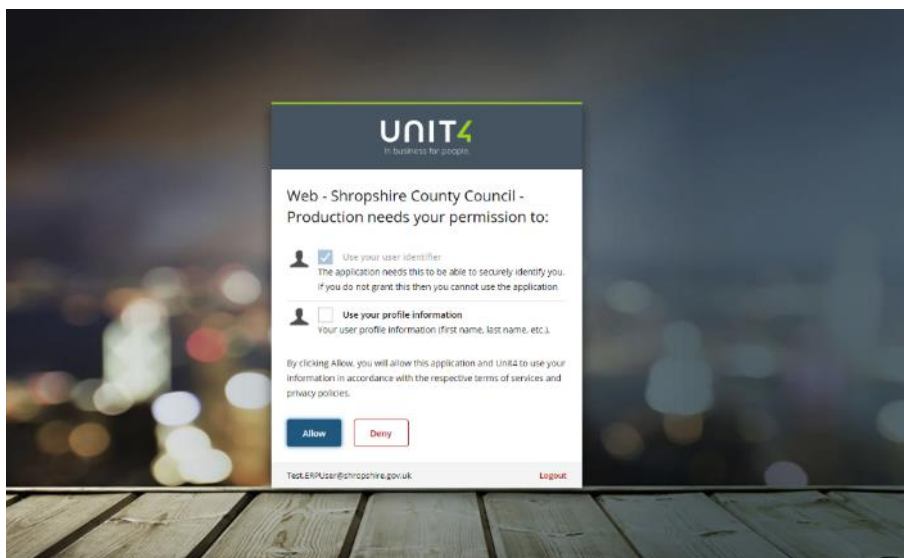
Navigate to the Business World system by clicking the Business World link, under quick links on the intranet page or by selecting the below URL:

https://ubw.unit4cloud.com/uk_sh1_prod_web/

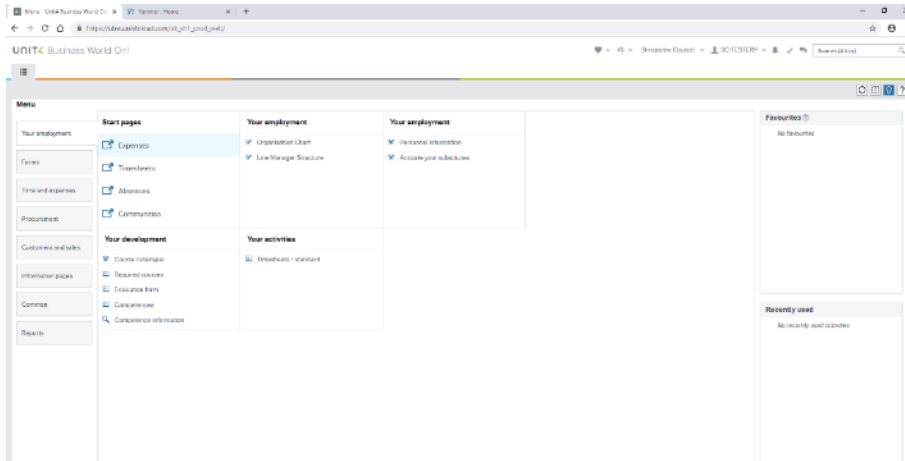
- 1) The first time you access the system you will be asked to consent to your active directory “identity” (email address) being shared with both the Shropshire Council identity platform (click the check box to accept and then click on “Approve”):



and with Business World (click on Allow):



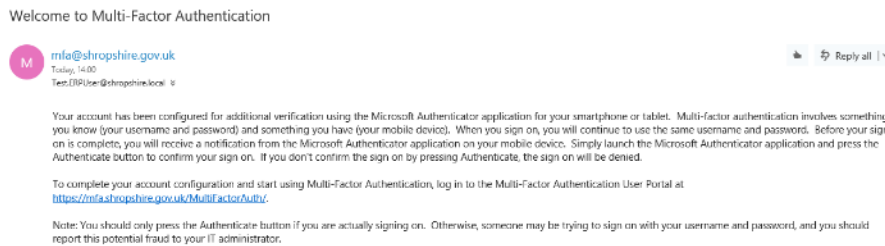
- 2) You will be forwarded to the Business World dashboard (note that on subsequent access attempts you will go directly from step 1 to 3):



Scenario 2: Shropshire council domain user on personal device:

If you wish to access the Business World system from a personal device (phone, tablet or PC), you will first need to register for Multi-Factor Authentication (MFA). You must complete these steps on your work PC before attempting to access Business World from a personal device:

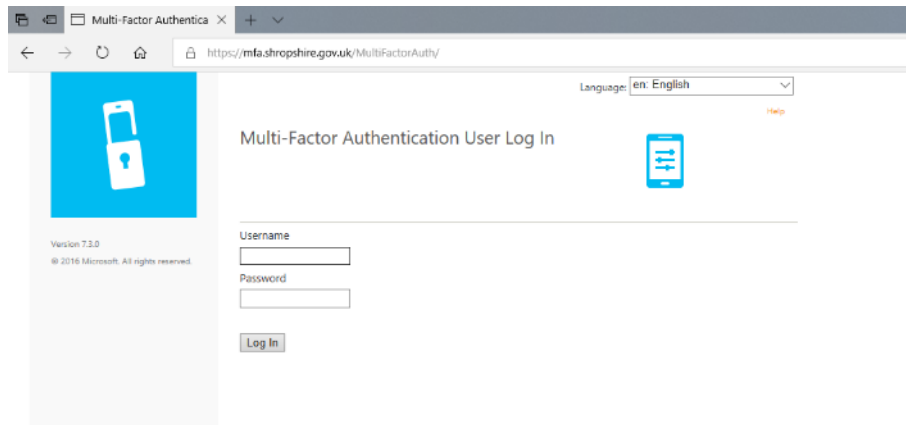
- 1) You should have received an email welcoming you to MFA as below. If you have not received an email, please contact the ICT Service Desk:



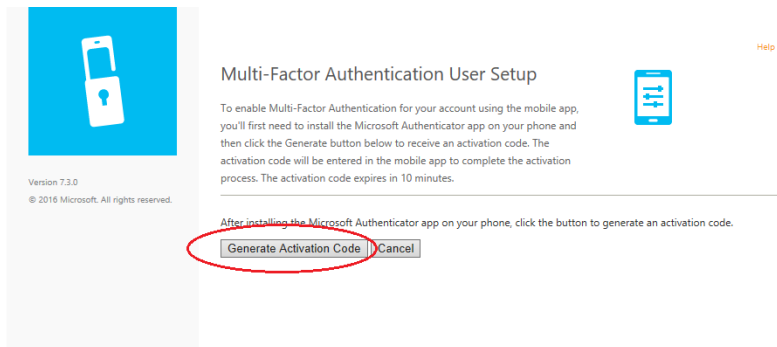
- 2) Before proceeding, you will need to download and install the Microsoft Authenticator application onto your smartphone or tablet (this can be either a work device or a personal one). The example below shows the application in the Google Play store – it is also available from the Apple store:



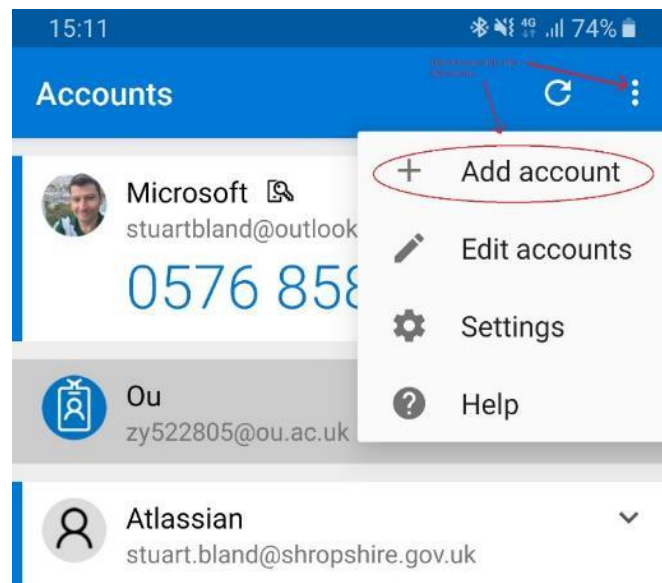
- 3) Once you have installed the Microsoft Authenticator application, click on the link in the welcome email or browse to <https://mfa.shropshire.gov.uk/MultiFactorAuth/>
- 4) Login with your network username and password (the same ones you logon to your work PC with):



- 5) Click on "Generate Activation Code":



- 6) On your phone or tablet, open the Microsoft Authenticator application and add a new account:



- 7) Scan the QR code with your phone/tablet (note that if your device does not support barcode scanning you can choose to enter the details manually, as displayed):

Multi-Factor Authentication User Setup

Follow the instructions below to activate the Microsoft Authenticator app on your phone and test an authentication using the mobile app.

Enter the following activation code and URL when prompted by the mobile app. The activation code expires in 10 minutes. You may generate a new code at any time.

Activation Code
466 693 681

URL
https://servicedesk.shropshire.gov.uk/MultiFactorAuthMobileAppWebService

[Generate New Activation Code](#)

After activation is complete, click Next to continue the setup process.

[Next](#) [Cancel](#)

8) A new entry will be added to the authenticator app:



9) Select security questions and enter answers (these are required to recover your account in the event that you forget your password in the future) then click continue:

Security Questions

Please choose security questions and answers before continuing. These questions will be used to validate your identity should you need support using Multi-Factor Authentication.

Question 1
What was your first pet's name?

Answer

Question 2
What is your favorite movie?

Answer

Question 3
Who is your favorite actor, musician, or artist?

Answer

Question 4
What is your favorite meal?

Answer

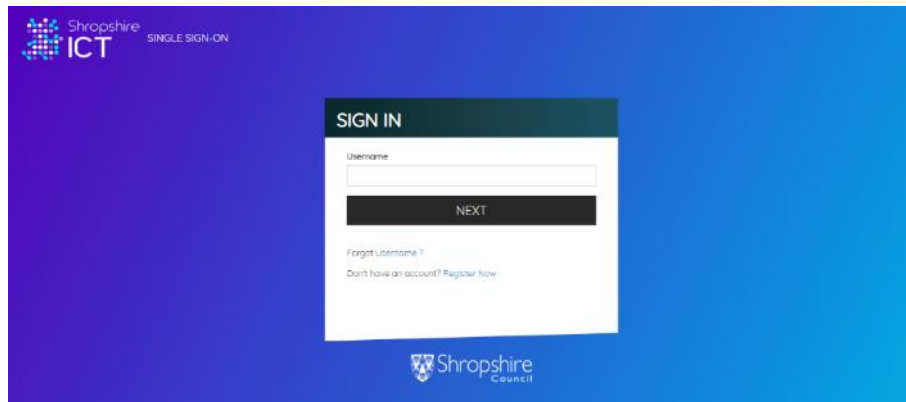
[Continue](#) [Cancel](#)

10) MFA setup is now complete, and you will be able to use Business World on a personal device

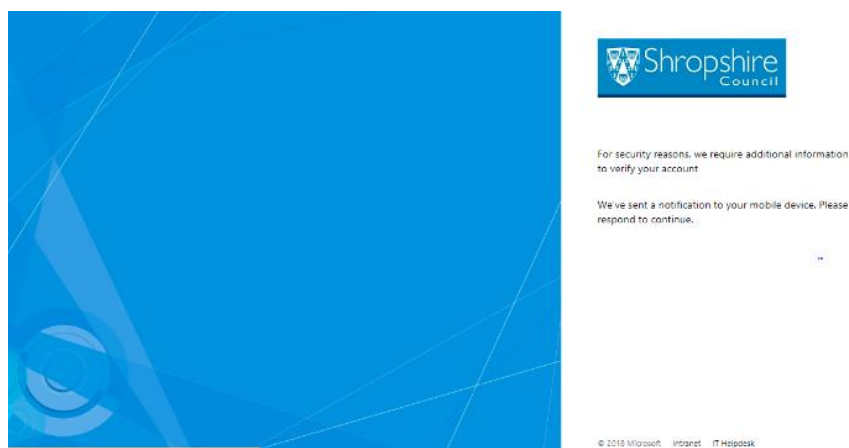
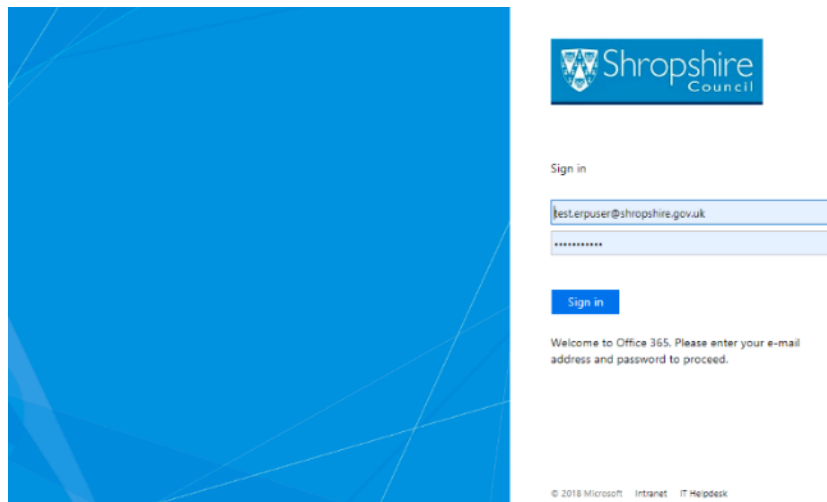
11) To access Business World on your personal device, either click on the link on the Shropshire Council website, or enter the URL into your browser:

https://ubw.unit4cloud.com/uk_sh1_prod_web

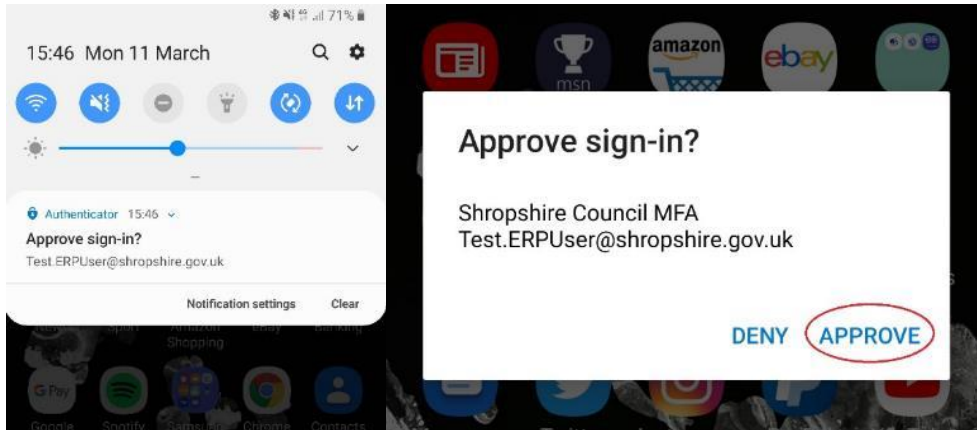
12) Enter your Shropshire Council email address (must be @shropshire.gov.uk) and click Next:



13) Enter your Shropshire Council email address and your domain password (the one you use to logon to your work PC) and click Sign in:



14) You will now be asked to approve the access request on your phone or tablet (the device you previously setup for MFA) – note: these screenshots are taken from Android, the behaviour may be different on Apple devices:



15) After approving the request on your phone/tablet, your browser will automatically log in to Business World:

