Logging into the EOEA Incident Reporting System for the First Time
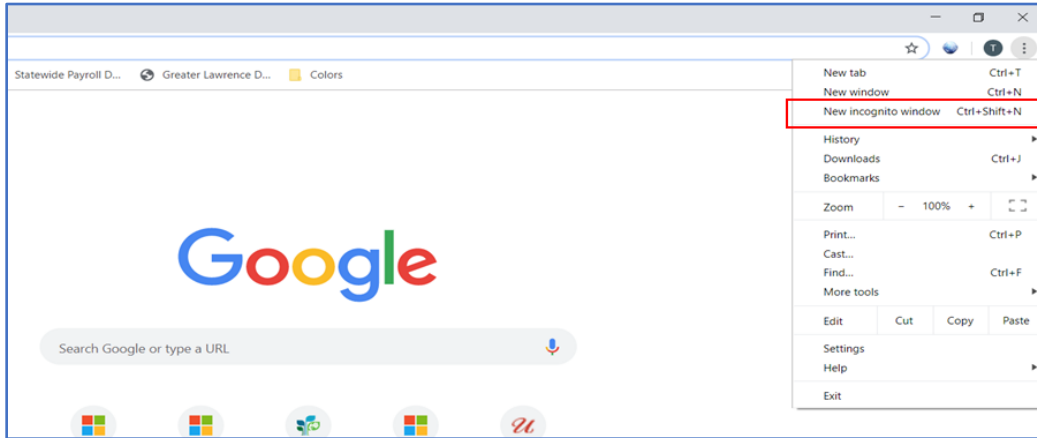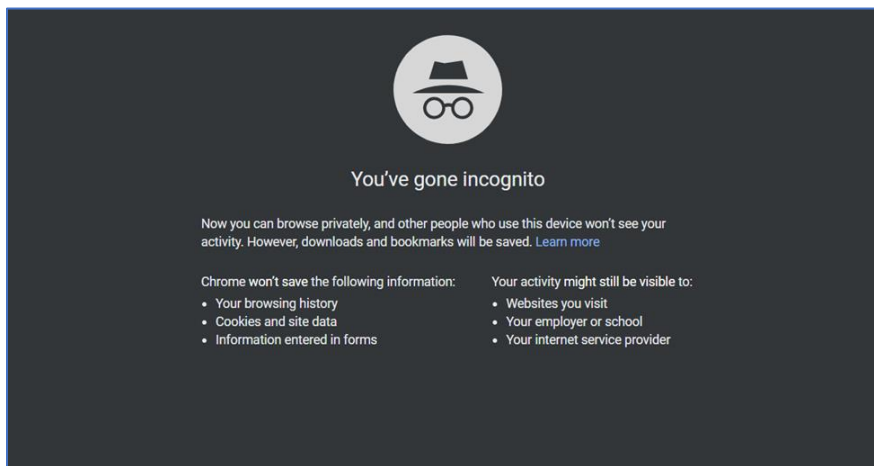
- Open Google Chrome
- Once in Google Chrome, select *New incognito window* (see picture below):
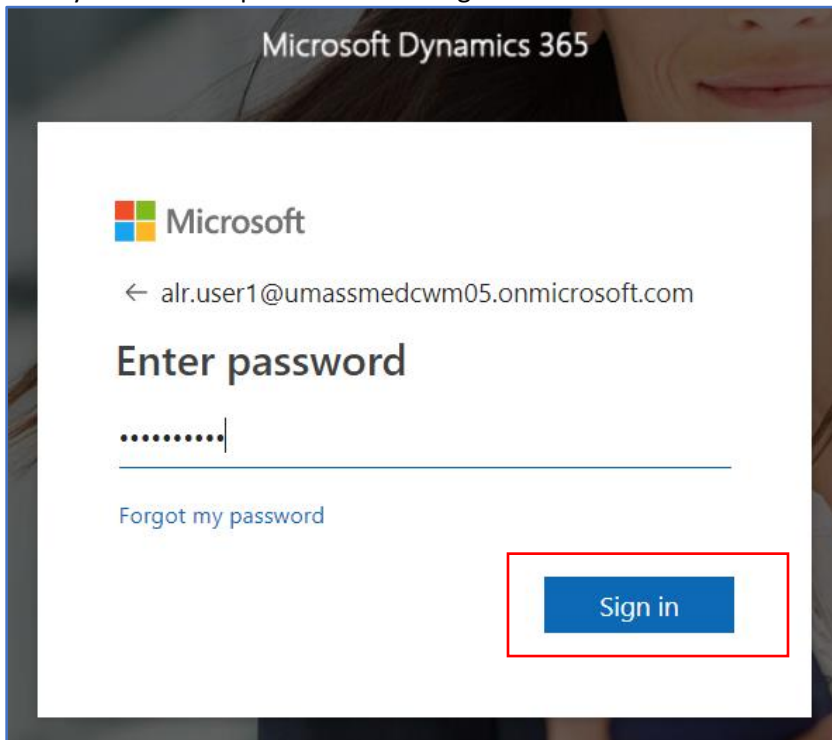

- You will see this screen

- Copy and paste or type in this URL: **https://umassmedcwm05.crm.dynamics.com/main.aspx**
- You will see this screen
- Use the credentials sent to you for the Dynamics System. Credentials will be *your* firstname.lastname@umassmedcwm05.onmicrosoft.com
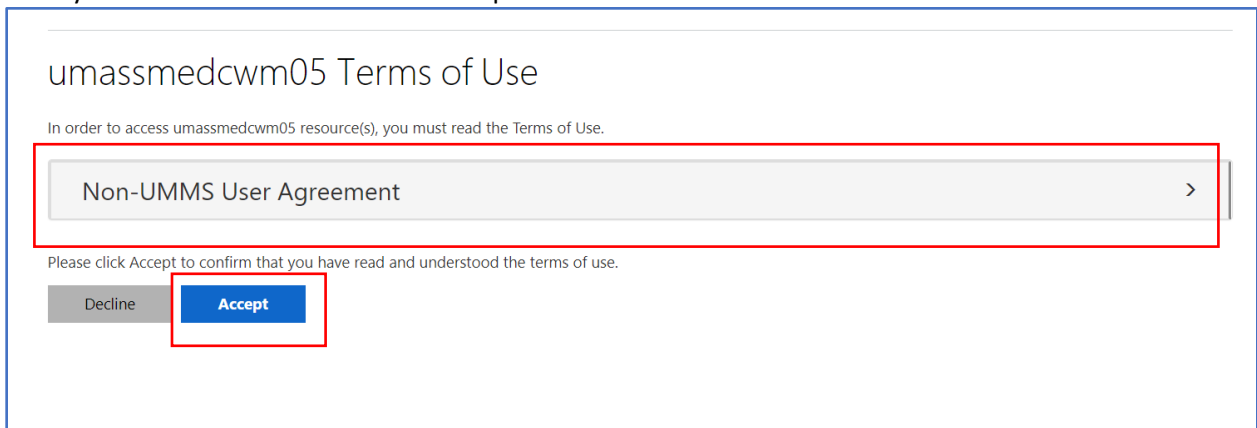- Select Next
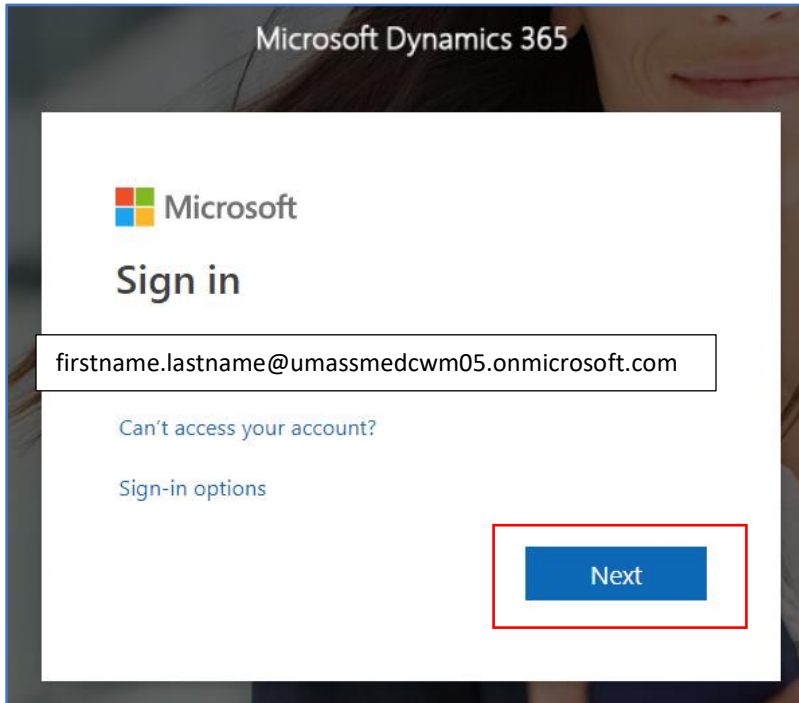
- After you enter the password select Sign in

- A prompt will come up to change your password.
  Current Password: enter the password provided to you previously *(PASSWORD IS CASE SENSITIVE)*
  New Password (at least 8 charters with at least one capital letter and a number and special character)
  Confirm Password (renter your new password)
- Select Sign in
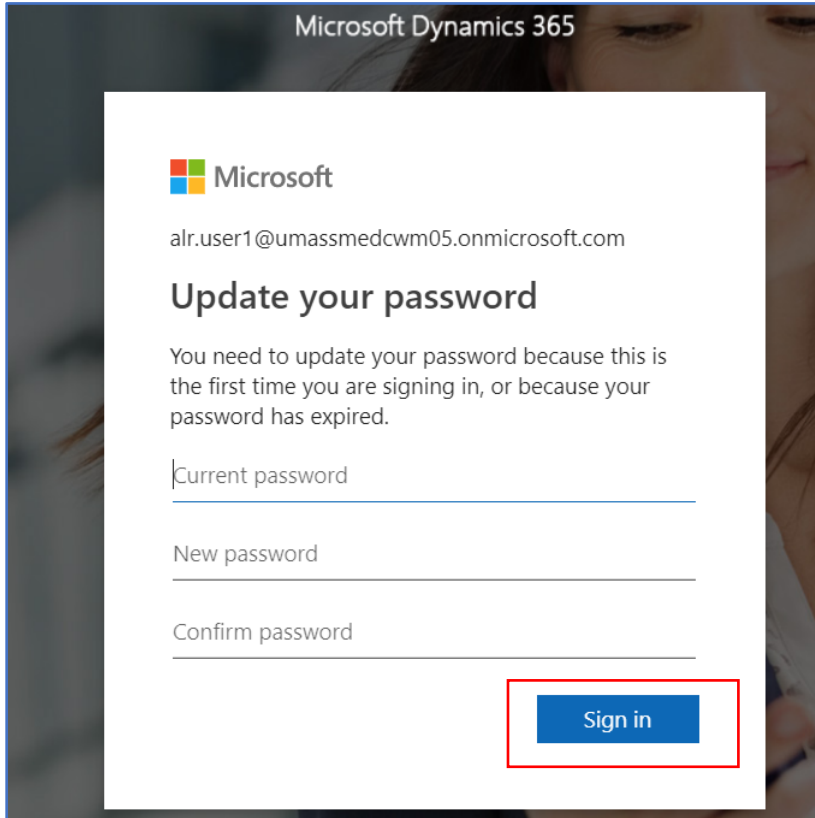
- A new screen will appear requiring signing of the Non-UMMS User Agreement
- You must click on the document and view it.
- After you view the document select Accept

- A new screen will appear – Select Next
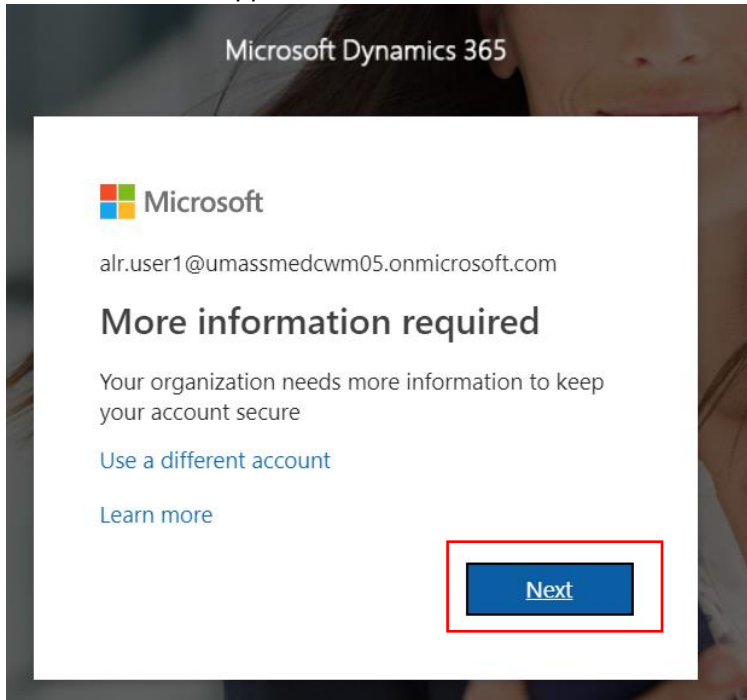
- A screen prompting you to confirm your password will display
- Select re-enter my password
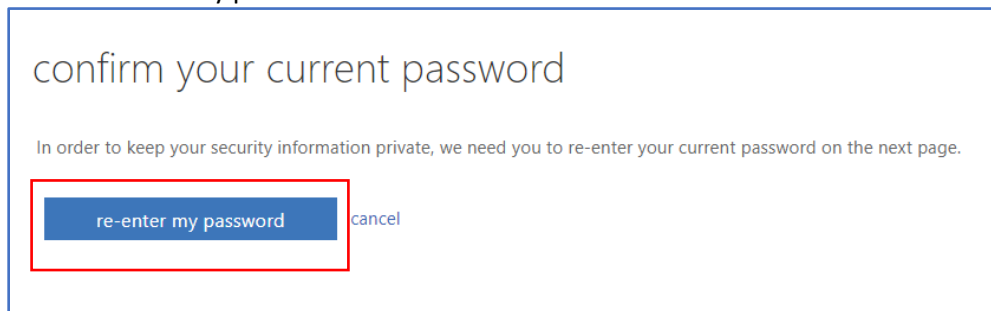
- Please check to make sure *your user name is displaying*.
  If it is displaying, type in the password you just created. Sign in
- **If you share a computer, the previous user may appear here. *If it is a different user name – select Sign in with another account***
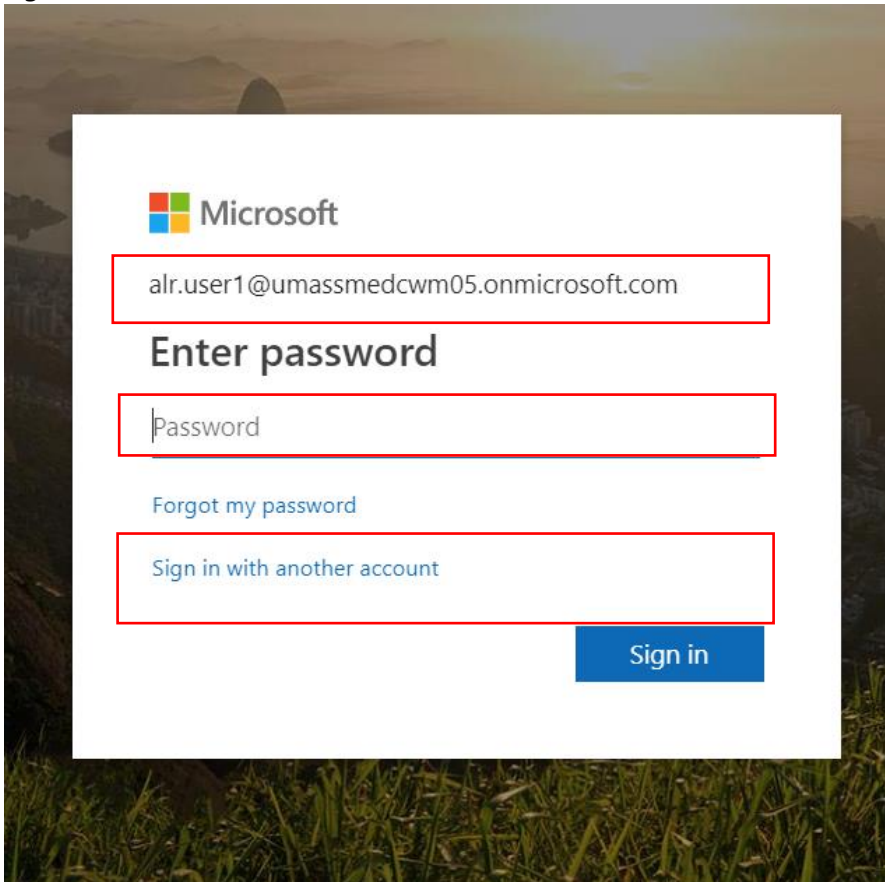
- *(Skip if already signed in with your user account)*
- Select Use another account
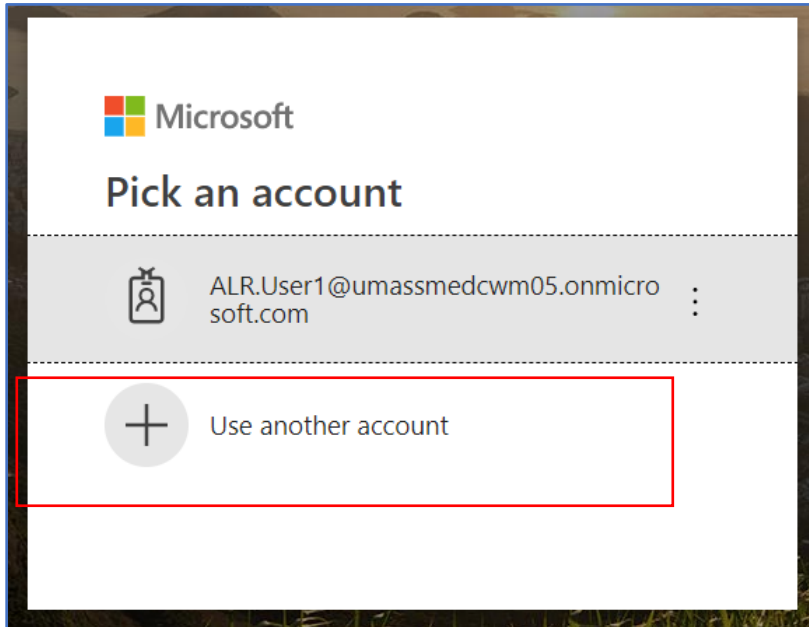
- Type in *your username*
- Select Next
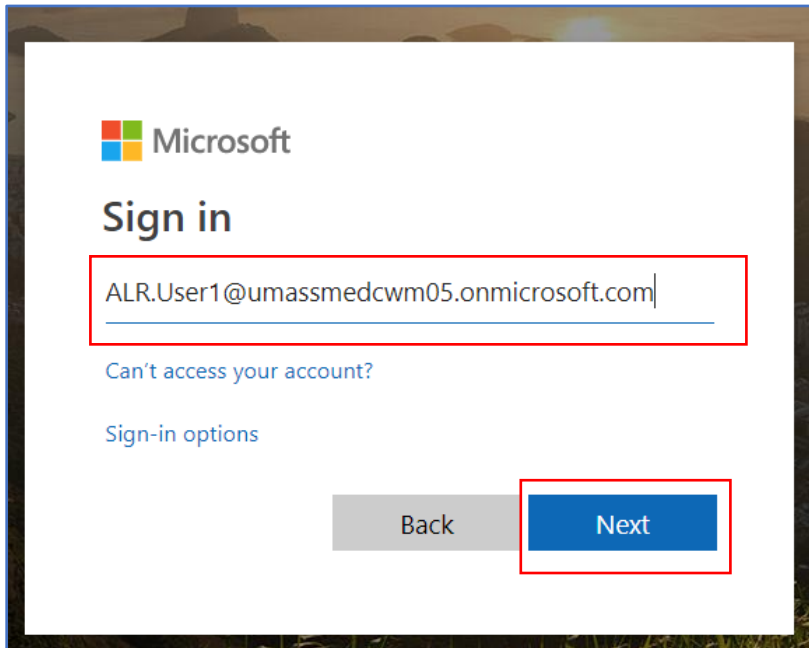
- Type in the password you just created.
  Sign in

- Select No when this screen displays and Don't show this again

- Select the way you want to receive a password reset if you forget your password. This needs to be a phone number or email that you would receive with a password reset. *(You only need to select one.)*

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can ve secure. You'll need to set up at least 1 of the options below.

🔴 Authentication Phone is not configured. Set it up now
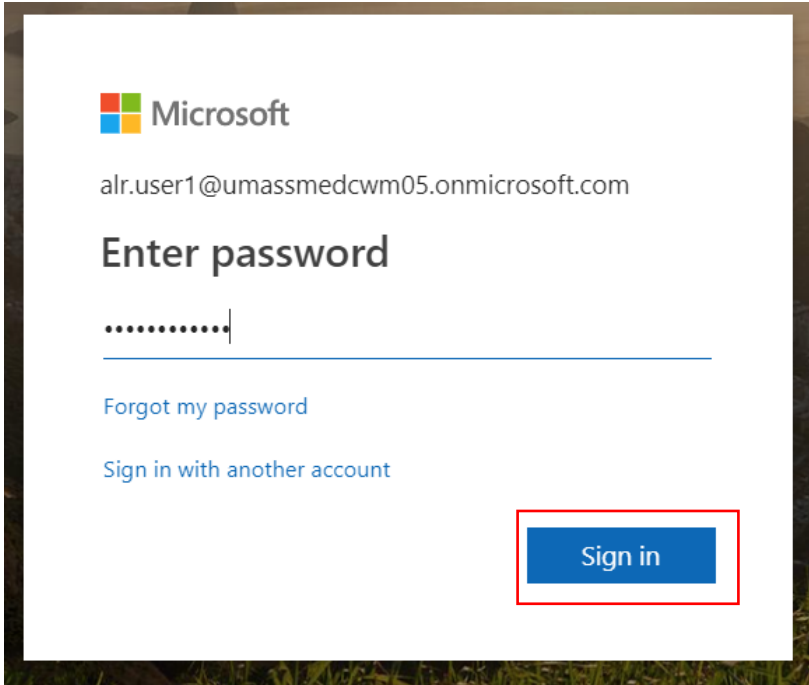
🔴 Authentication Email is not configured. Set it up now

finish   cancel

- An Authentication code will be sent to *either your email or your phone* (depending on what you selected.

don't lose access to your account!

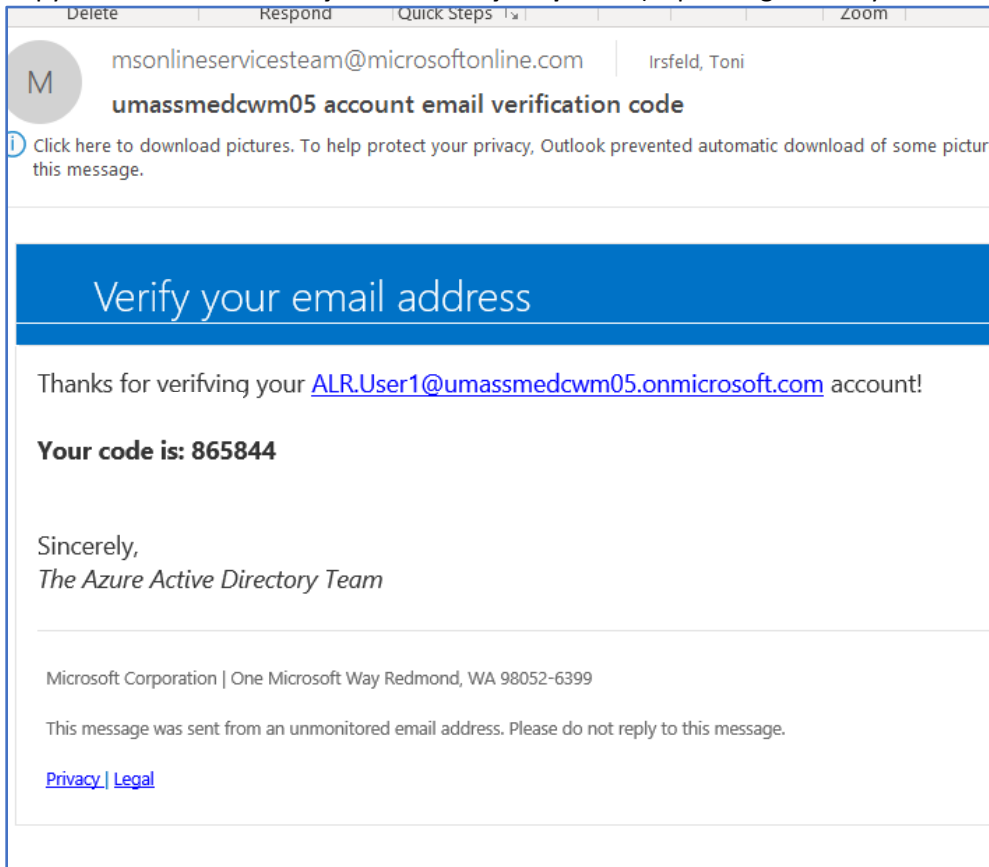Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

toni.irsfeld@umassmed.edu

email me

back

- Copy the code from *either your email or your phone* (depending n what you selected).

Delete | Respond | Quick Steps | | | | Zoom

M | msonlineservicesteam@microsoftonline.com | Irsfeld, Toni

umassmedcwm05 account email verification code

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictur this message.

Verify your email address

Thanks for verifving your ALR.User1@umassmedcwm05.onmicrosoft.com account!

Your code is: 865844

Sincerely,
The Azure Active Directory Team

Microsoft Corporation | One Microsoft Way Redmond, WA 98052-6399

This message was sent from an unmonitored email address. Please do not reply to this message.

Privacy | Legal

- Type in the code in *your email or phone* and click on **verify**

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

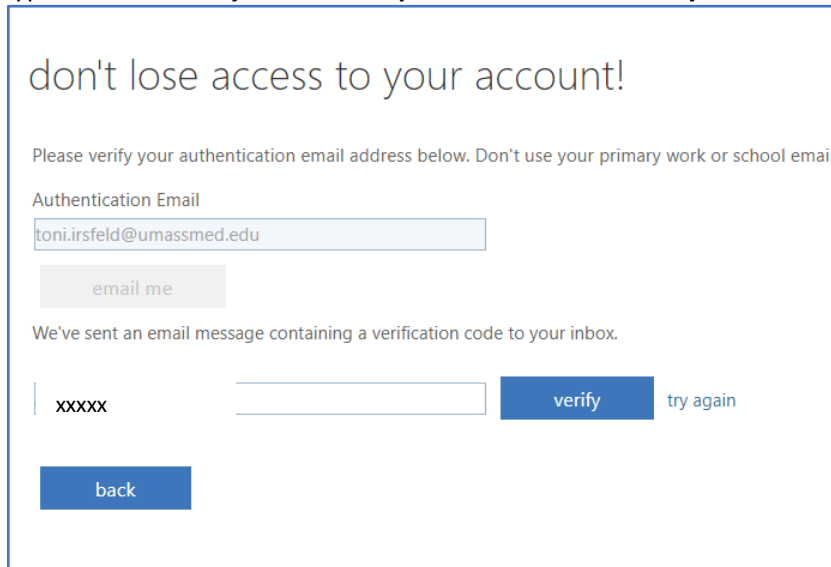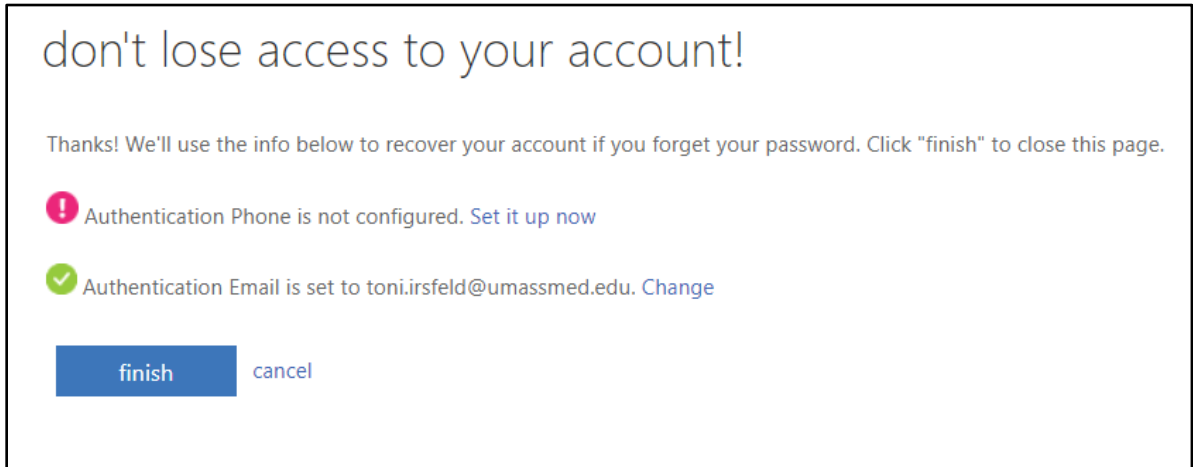Authentication Email

toni.irsfeld@umassmed.edu

email me

We've sent an email message containing a verification code to your inbox.

| xxxxx | | verify | try again |

back

- Select Finish

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

⊗ Authentication Phone is not configured. Set it up now

✓ Authentication Email is set to toni.irsfeld@umassmed.edu. Change

[finish]   cancel

- You will be logged into the database and should see this dashboard.
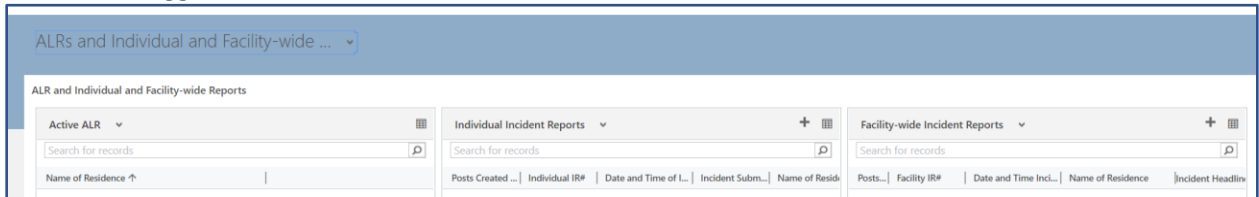
- Save this URL to your favorites.

When you log back into the database, remember to use Google Chrome Incognito (see above)