



Accessing the Corporate Partner Dashboard for the First Time

1. Check your emails for one sent to you from **'invites@microsoft'** with a subject line : **'Education & Training Foundation invited you to access applications within their organization'**. You may need to check your spam folder.
2. In this email, click the 'Accept Invitation' button

Organization: Education & Training Foundation
Domain: etfoundation.co.uk

If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=e24a1328-026b-4643-975c-67da3ba4c9fe>.

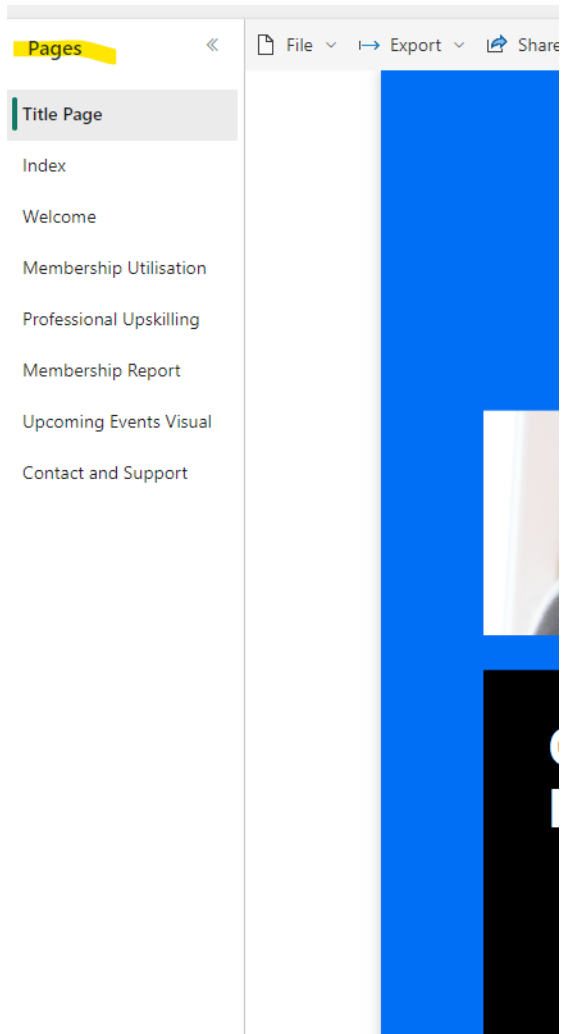
Accept invitation

3. Once accepted, you may have to log in to Microsoft within your browser and go through the Microsoft authenticator app (if you don't have this app, it will need to be downloaded from your phone's app store). Please see [link here](#) for more information on how to add a new account to your authenticator app. If you are unable to log in at this point, please contact your ETF Relationship Manager.

4. When you have signed in, you will be re-directed to a home page with the url: <https://myapplications.microsoft.com/>

5. You can now ignore this page and access the Corporate Partner dashboard through this [link](#).

6. When the dashboard has loaded, you will be presented with a title page. You will see a large blue box at the bottom of the page with your organisation name in it. Click this box once. This activates the visuals on the other pages and allows you to view your data. If you don't click this, the other pages will be blank.



7. You can now navigate through the other pages of the report which are selectable from the lefthand side of the screen.

8. The index page provides more detail on the usage of each of the pages and how you can extract the data from them.

9. If you have any questions please consult the FAQ document provided. If you still need help, please contact your ETF Relationship Manager