



WORLD BANK GROUP  
**GOVERNORS' PORTAL**

ONLINE VOTING | COMMUNICATIONS | NOMINATIONS & ELECTIONS | ANNUAL MEETINGS DOCUMENTS

# Account Activation Instructions

## FOR NEW USERS



# GOVERNORS' PORTAL

**These instructions apply only to persons who meet the following criteria:**

1. Their email address has been registered by the World Bank Group Corporate Secretariat (SEC) as having a designated role in the Governors' Portal.

And

2. They have received the welcome email from [WBGGovernorsPortal@WorldBankGroup.org](mailto:WBGGovernorsPortal@WorldBankGroup.org)

## **What you Need**

- A computer, tablet or mobile device connected to the internet.
- Access to the email account that was provided to SEC for access to Governors' Portal.
- Your iPhone or Android phone. You will be required to download the Microsoft Authenticator app for login.

*Note: To ensure security during the confidential voting process, authentication to the Governors' portal requires Multi-Factor Authentication (MFA). The World Bank Group is leveraging the Microsoft MFA. When you log into the portal in your internet browser, you will also receive a message on your smartphone in the Microsoft Authenticator app to approve or deny logging into the portal.*

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### WORLD BANK GROUP GOVERNORS' PORTAL

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Warm welcome from the Corporate Secretariat of the World Bank Group.

You are receiving this email because your account is registered with the World Bank Group Corporate Secretariat as having a designated role in the Governors' Portal.

To get started, a one-time activation of your account is required. Please click on this [link](#).



2a



jdoe\_minfin@yahoo.com

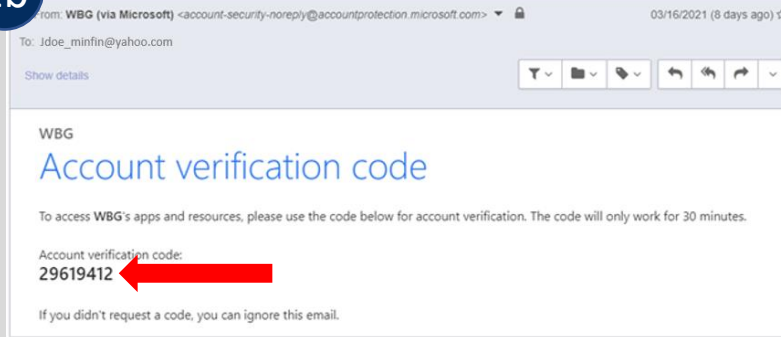
### Sign in

We'll send a code to jdoe\_minfin@yahoo.com to sign you in.



Send code

2b



2c



← jdoe\_minfin@yahoo.com

### Enter code

We just sent a code to jdoe\_minfin@yahoo.com

Enter code



Sign in

# Account Activation Instructions

## FOR NEW USERS



1. Please open the welcome email sent to you personally from **WBGGovernorsPortal**. Click on the **link** in that email to start the process.



**You will be automatically logged in if you have an account with gmail.com, msn.com, hotmail.com or outlook.com, or if your organization is part of the **Microsoft Partner Network**. If this is the case, proceed to step 3.**




2. **All other accounts** will be prompted to receive an **Email OTP** containing a One-Time Password (code) that will be used for registration:

- a. Click on **Send Code** to receive it via email.

- b. Please open the email you would have received from **WBG (via Microsoft) <account-security-noreply>** and **copy the Account verification code**.


- c. Enter the 8-digit account verification code and click on **Sign in** to proceed.

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 WORLD BANK GROUP

jdoe\_minfin@yahoo.com

### Review permissions

 WORLD BANK GROUP

The WorldBank Group TST WBGOT.onmicrosoft.com

**This resource is not shared by Microsoft.**

The organization The WorldBank Group TST would like to:


- Sign you in
- Read your name, email address, and photo

You should only accept if you trust The WorldBank Group TST. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. [Read The WorldBank Group TST's privacy statement.](#) The WorldBank Group TST may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/WBGOT.onmicrosoft.com>

Cancel Accept



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 WORLD BANK GROUP

jdoe@yahoo.com

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next



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### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)


Next




# Account Activation Instructions

## FOR NEW USERS

 3. Click **Accept** on the Review permissions screen.

 4. Click **Next** to proceed to Multi-Factor Authentication (MFA) setup.

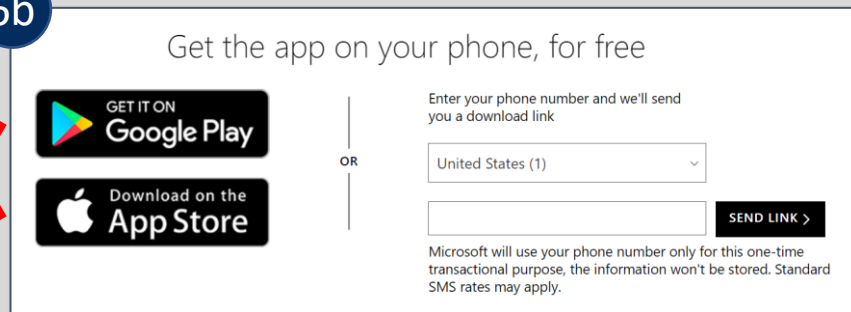
 5. Click **Download Now** if you don't have the Microsoft Authenticator App already installed on your smartphone.

Otherwise, click **Next** and proceed to step 7.

6a



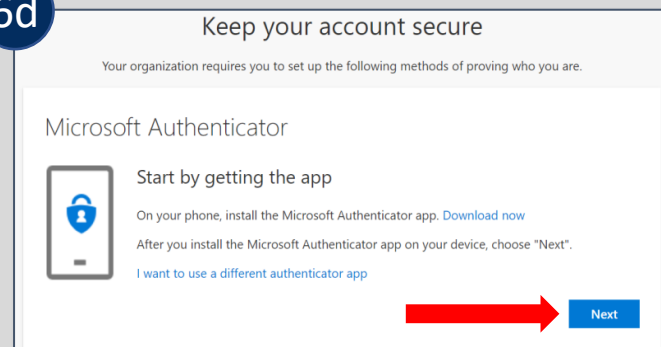
6b



6c



6d



# Account Activation Instructions

## FOR NEW USERS



6. Steps to download the **Microsoft Authenticator App** to your mobile device:

- a. On Microsoft Authenticator's website, click on **Get the App** to proceed.
- b. Click on **Google Play** if your smartphone is Android or **App Store** if your smartphone is iOS. Alternatively, insert your phone number, click on **Send Link** to receive the link for download via SMS, and click on the link to be redirected for Google Play/App Store.
- c. On your smartphone, select **Get** to install the Microsoft Authenticator App.
- d. On your computer, click **Next**.

**7a** Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".


Back Next

**7e** Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

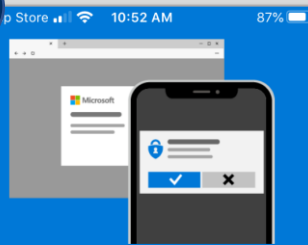
After you scan the QR code, choose "Next".



Can't scan image?

Back Next

**7b**



Set up passwordless sign-in for your personal Microsoft account

Add personal account


Scan QR code

Skip

**7c**

Accounts

Ready to add your first account?



Add account

Already have a backup? Sign in to your recovery account.

Begin recovery

**7d**

Accounts

WHAT KIND OF ACCOUNT ARE YOU ADDING?

Personal account

Work or school account

Other (Google, Facebook, etc.)

# Account Activation Instructions

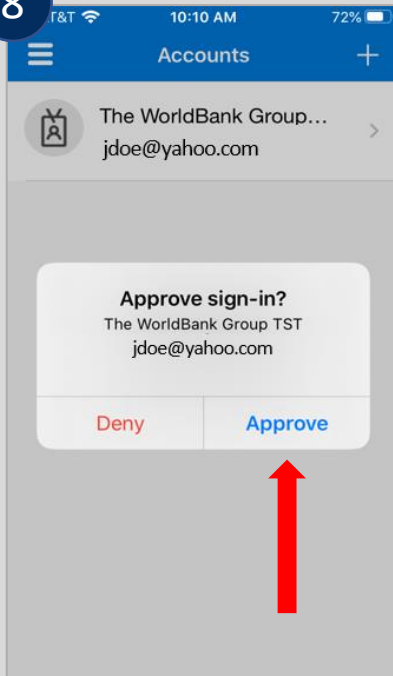
## FOR NEW USERS



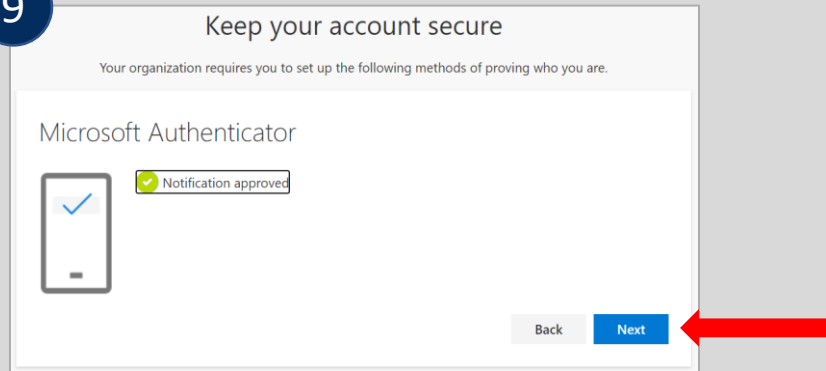
7. Steps to **set up your account** in the Microsoft Authenticator App:

- On your computer, click **Next** at the "Set up your account" screen.
- On your smartphone, using the Microsoft Authenticator App, select **Skip**.
- On your smartphone, then click on "+" sign at the top-right corner of the next screen.
- On your smartphone, then select "**Work or school account**". The **camera** will be activated within the app and will ask you to scan a QR code. Use your smartphone to **scan the QR code** already displayed on your computer screen. This will register your account in the Microsoft Authenticator App.
- On your computer, click **Next** at the "Scan the QR code" screen.

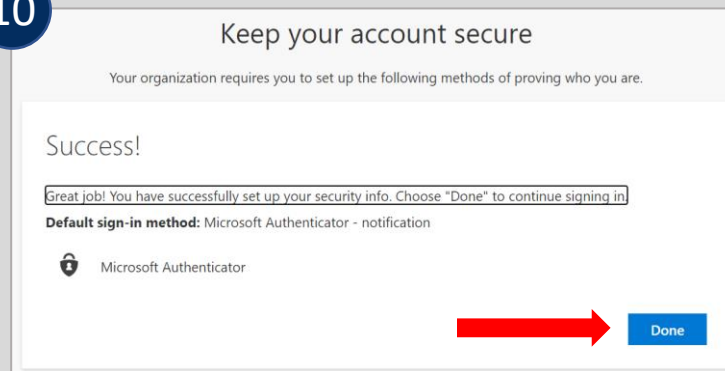
8



9



10



# Account Activation Instructions

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8. On your smartphone, select **Approve**.

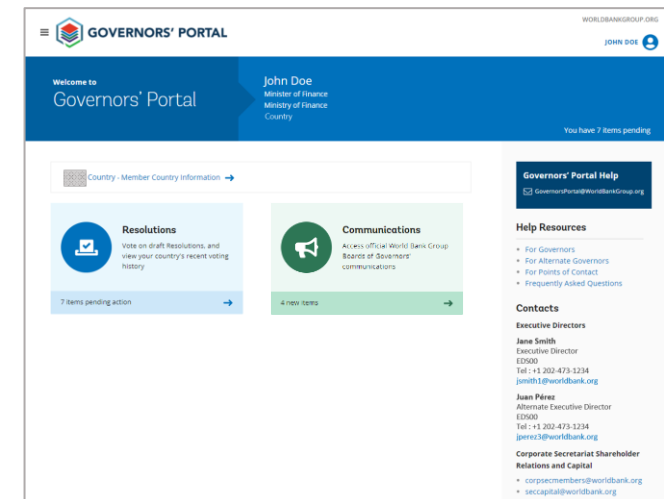


9. On your computer, click **Next** at the “Notification approved” screen.



10. On your computer, click **Done** at the “Success!” screen to finalize the authentication process.

Congratulations! You’ve successfully obtained access to the Governors’ Portal.





**GOVERNORS' PORTAL**

**For support, please contact:**

**[GovernorsPortal@WorldBankGroup.org](mailto:GovernorsPortal@WorldBankGroup.org)**