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# User Guide

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**May 2020**

AEMO Azure Registration for External Participants

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## VERSION CONTROL

Version	Release date	Changes
#0.1	27/04/2020	Initial Draft
#0.2	19/05/2020	Formatting updates

# Summary

## **Registration for access to AEMO Azure Portal and Participant Services**

This user guide outlines the process for Market Participants to register for access to the AEMO Azure Environment and Participant Services.

Please have your email and mobile phone ready to complete the registration steps.

Registering for access to the AEMO Azure Environment and Participant Services will enable the Market Participant to complete Gas Market Access Requests (DWGM and STTM).

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# 1. Purpose

The purpose of this user guide is to provide Market Participant Administrators the ability to register for access to the AEMO Azure Environment and Participant Services, in order to be able to submit access requests for the DWGM and STTM Gas Market areas.

## 1.1 Scope

This document should be used as a user guide by Market Participant Administrators to register for access to the AEMO Azure Environment.

The Gas Market request process is covered in a separate document.

## 1.2 Glossary

Term	Description
<b>AEMO Azure environment</b>	This is AEMO's implementation of Microsoft Azure cloud services. AEMO will build, manage and deploy applications and tools for Market Participants on this cloud environment.
<b>DWGM</b>	Declared Wholesale Gas Market
<b>STTM</b>	Short Term Trading Market
<b>Gas Market Participant Administrators</b>	Market Participant users who are either one of the following contact types and are allowed to request for user access for a market participant organization: <ul style="list-style-type: none"><li>• IT Authorisation</li><li>• STTM SWEX / SWEXIE Authorised Signatory</li><li>• Authorised MIBB Security Contact</li></ul>
<b>AEMO public website</b>	<a href="https://aemo.com.au/">https://aemo.com.au/</a>

# 2. Registration process

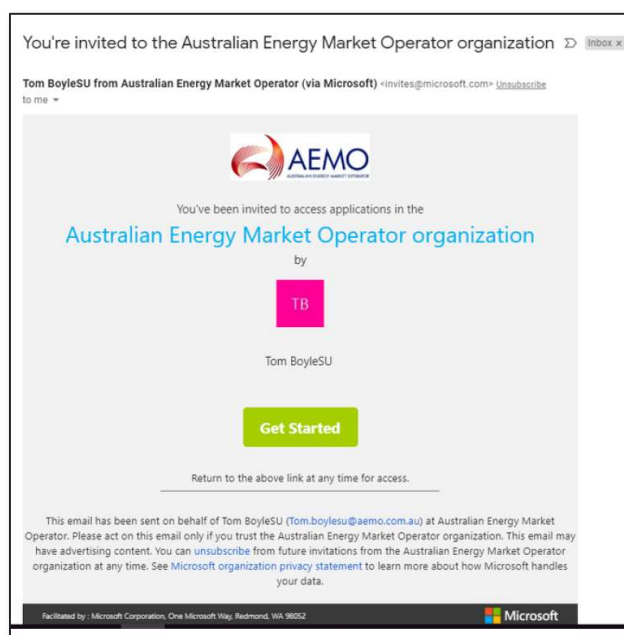
## 2.1 Register for access to AEMO Azure Environment

### Step 1

You should receive an email like the below inviting you to access applications in the Australian Energy Market Operator – be sure to check your Junk folder in case this email has been sent there directly.

If you don't have this email, please contact AEMO Information and Support Hub (support.hub@aemo.com.au).

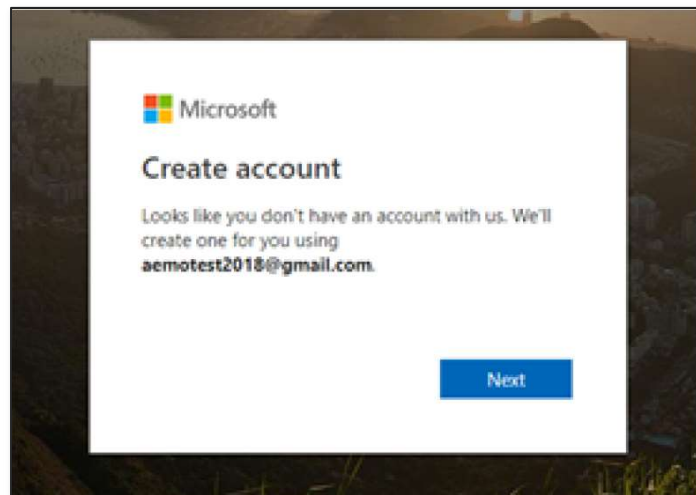
Click on the 'Get Started' button to begin the registration process.



### Step 2:

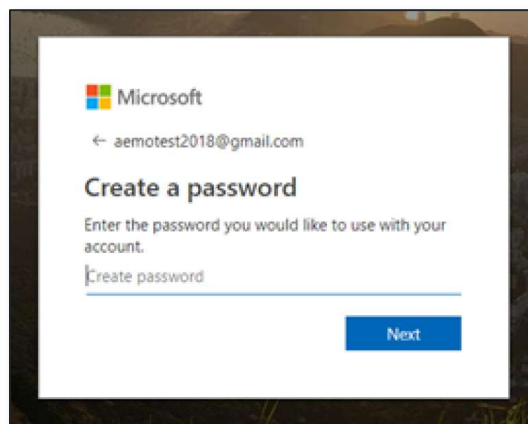
After clicking the 'Get started' button your browser will open and you'll see the following message.

**Check if the email is correct before clicking 'Next'.** If the email address is not correct please contact AEMO information and Support Hub (Support.Hub@aemo.com.au).



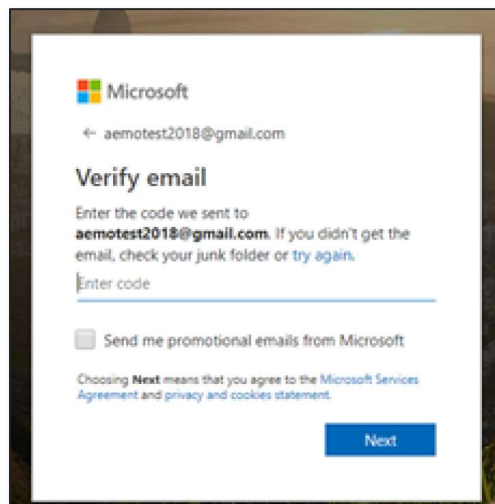
### Step 3:

Create a password of your choice and click 'Next'.



### Step 4:

Go through the verification process by entering the code you have received via email and click 'Next'.



## Step 5:

Review and Accept Permissions which is required for you to access AEMO's Azure environment.

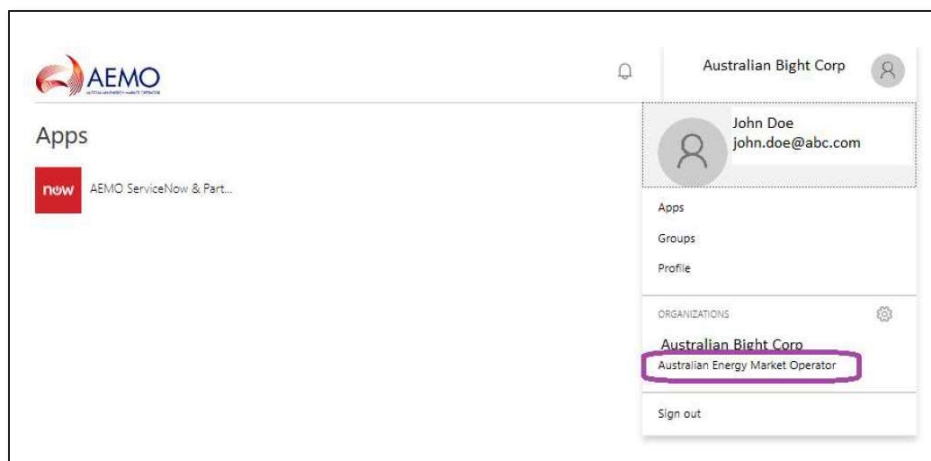


## 2.2 Complete additional verification step

### Step 6:

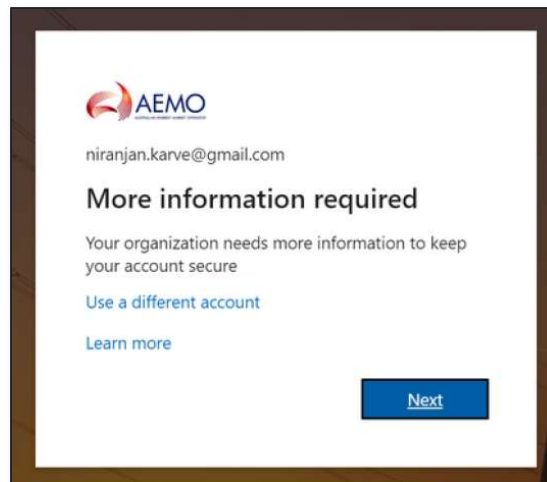
On successful authentication you will come to the Azure environment landing page. Initially you may see applications published by your organisation.

Click on your company name on the right-hand corner of the screen and under 'Organisations' select 'Australia Energy Market Operator', and then click on the 'AEMO ServiceNow & Participant Portal' tile in your list of Apps.



### Step 7:

Upon clicking on the 'AEMO ServiceNow & Participant Portal' tile, click 'Next' to complete additional security verification steps.



### Step 8:

In the Additional Security verification screen, you'll have three options to choose from to set up additional verification:

1. Authentication phone
2. Office Phone (not preferred)
3. Mobile App

The steps below outline the 'Mobile app' option, which is preferred,

A screenshot of a Microsoft account security screen titled 'Additional security verification'. It says 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. Under 'Step 1: How should we contact you?', there is a dropdown menu with 'Authentication phone' selected. To the right of the dropdown is a text input field. Below the dropdown is a 'Method' section with two radio buttons: 'Send me a code by text message' (which is selected) and 'Call me'. At the bottom right is a blue button labeled 'Next'. At the bottom left, there is a small disclaimer: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

### Step 9:

Select 'Mobile app' in the dropdown and select 'Use verification code', before clicking 'Set up'.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Mobile app

How do you want to use the mobile app?

☐ Receive notifications for verification

☒ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.


### Step 10:

Complete the steps as indicated by the prompts to download the Microsoft Authenticator app and add the account. Once all steps are performed click 'Next'.

## Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 816 466 767

Url: <https://bn1napad11.na.phonefactor.net/pad/748331956>

If the app displays a six-digit code, choose "Next".

Next

### Step 11:

On the 'Additional security verification' screen, click 'Next' and then enter the verification code from the Microsoft Authenticator mobile app and click 'Verify'.

**Additional security verification**

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Mobile app

How do you want to use the mobile app?

- ☐ Receive notifications for verification
- ☒ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured for notifications and verification codes.

Next

**Additional security verification**

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: Enter the verification code from the mobile app**

Enter the verification code displayed on your app

350844

Cancel Verify

## Step 12:

After entering the verification code, add a backup security verification option (this is in case you cannot access your app).

**Additional security verification**

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

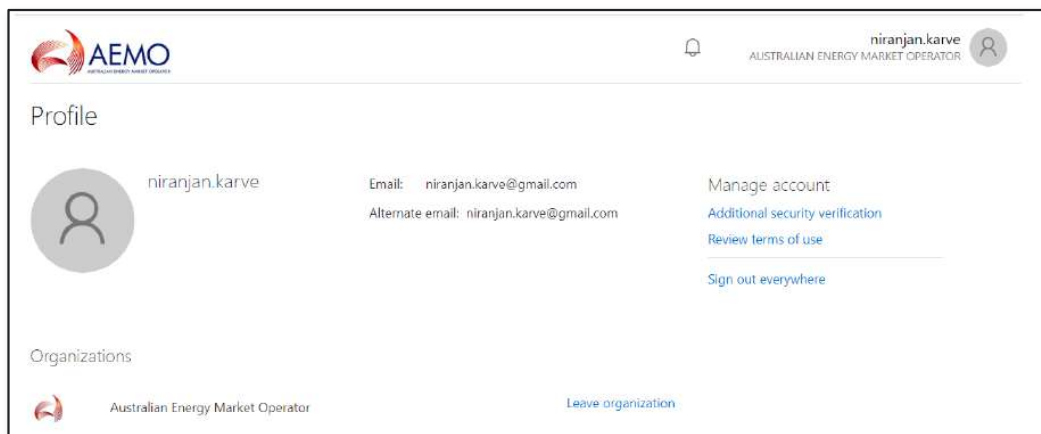
**Step 3: In case you lose access to the mobile app**

Australia (+61) 499014851

Done

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

On successful completion of these verification steps, you will see the below screen.



## 2.3 Re-login to test your login and security verification

### Step 13:

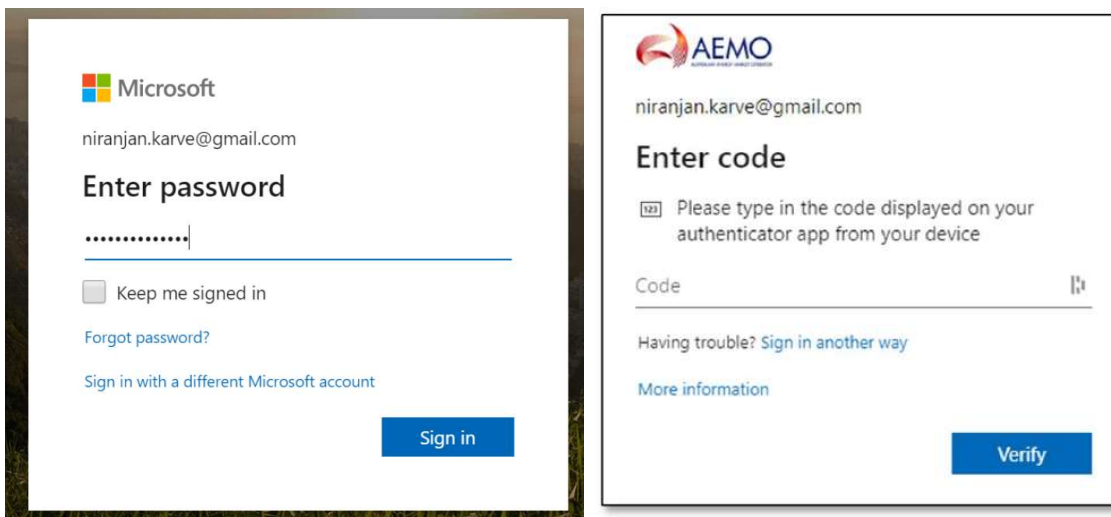
Click on your company name on the right-hand corner of the screen and select 'Sign out'.

If you close the browser, you can re-access the Azure Environment by either:

- A. Going directly to the following link <https://account.activedirectory.windowsazure.com/> or
- B. Going to the [AEMO public website](#), selecting 'Access Market Portals' in the top left of the screen and selecting 'Participant Services' in the list.

### Step 14:

Re-enter your password, and select 'sign in', then input the code from your authenticator app and select 'Verify'. You should now be successfully logged into the Azure environment.



See the 'User Guide – Gas Market Access Request for DWGM Retail and STTM' for instructions on completing a gas market request.