

Administrative body Guidance

Login, navigation and how to manage the Project



Table of Contents

Administrative body Guidance	1
Navigation for External Users	10
How FO Manages the Project	11



How the administrative body logs into the system with Microsoft

Step 1: Logging In

- Go to the login page.
- Enter your email address in the field where it says "[someone@example.com](#)".
- Click on "Next".

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Sign in

someone@example.com


[Can't access your account?](#)

Next

Step 2: Confirm Your Email

- You will be asked to confirm by entering a code sent to your email address.
- Check your email for the message and enter the code in the "Enter code" field.
- Click on "Sign in".



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← safefov826@nalwan.com

Enter code

We just sent a code to safefov826@nalwan.com

Enter code

[Sign in](#)

Step 3: Grant Access Permissions

You will be presented with a page explaining the permissions required by the system:


- **Receiving your profile data:** The organization can access information such as your name, email address, and any other data associated with your Microsoft account.
- **Collecting and logging your activity:** The organization may record the actions you perform in the system or application you are trying to access.
- **Using your profile and activity data:** The organization can use the collected data for administration, analysis, or other purposes deemed necessary by the organization.
-

Consequences of Accepting

- **Security:** If you trust that the Nordic Council of Ministers will handle your data correctly and only use it for the necessary purpose, you can safely accept.
- **Privacy:** The organization may be able to see and use some data they might not otherwise have access to. It is important to ensure that the organization has a data security policy in place.
- **Access to the system:** If the user does not click "Accept," they will likely not be able to access the system or service they are trying to use.

Click "Accept" if you trust the system.





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Permissions requested by:

Nordisk Ministerråd
nordenorg.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Nordisk Ministerråd. **Nordisk Ministerråd has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>.
[Learn more](#)

This resource is not shared by Microsoft.

Step 4: Additional Requirements

- The system may require more information to protect your account:
 - Click on "Next" to complete this step.



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More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Step 5: Set Up Microsoft Authenticator


- **Download the app:**
 - If you don't already have the app, you can download it by clicking on the "**Get now**" link.
- **Configure the account:**
 - Open the Microsoft Authenticator app.
 - Scan the QR code displayed on the screen.
 - Follow the instructions to link your account to the app.



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Keep your account secure

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

[I want to set up a different method](#)

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Keep your account secure

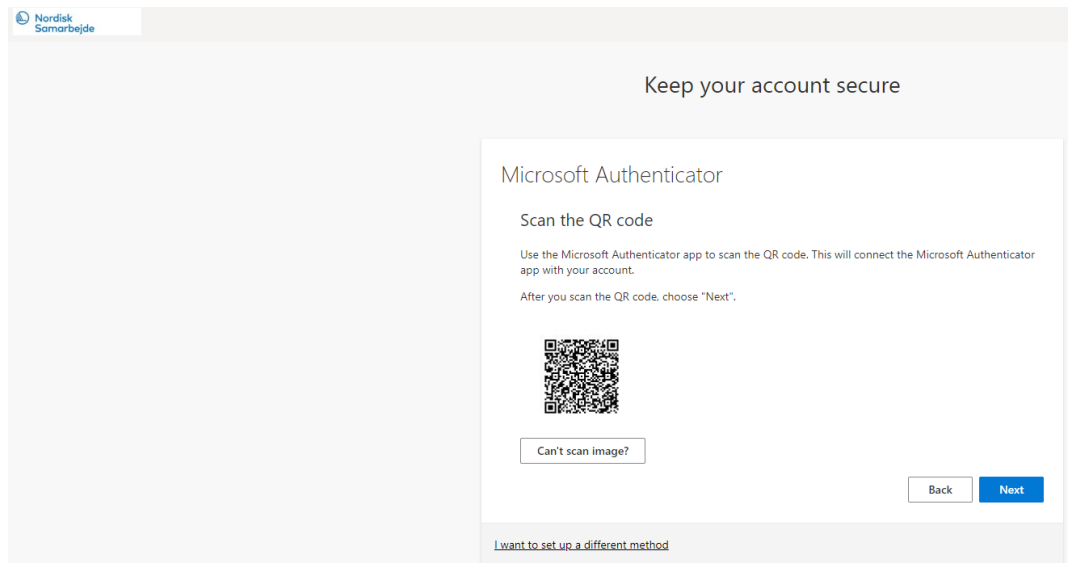
Microsoft Authenticator

 **Set up your account**

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

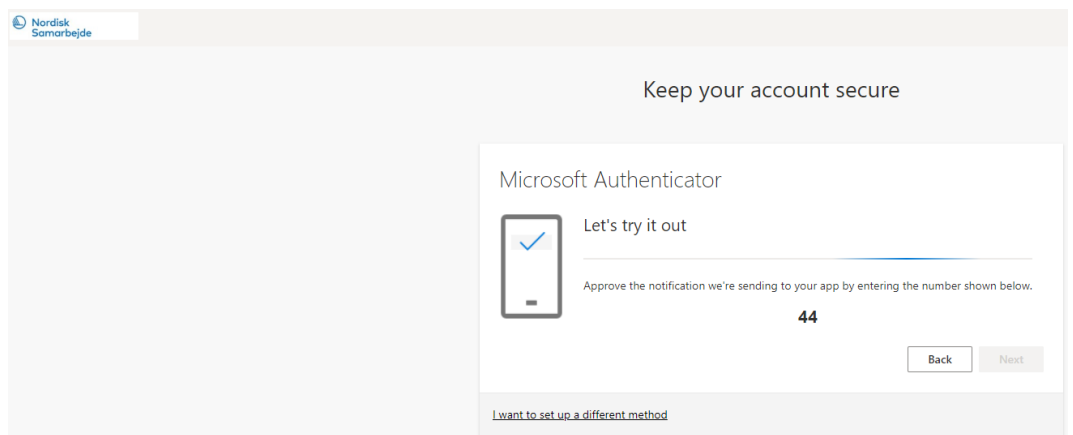
Back **Next**

[I want to set up a different method](#)



Step 6: Confirm the Setup

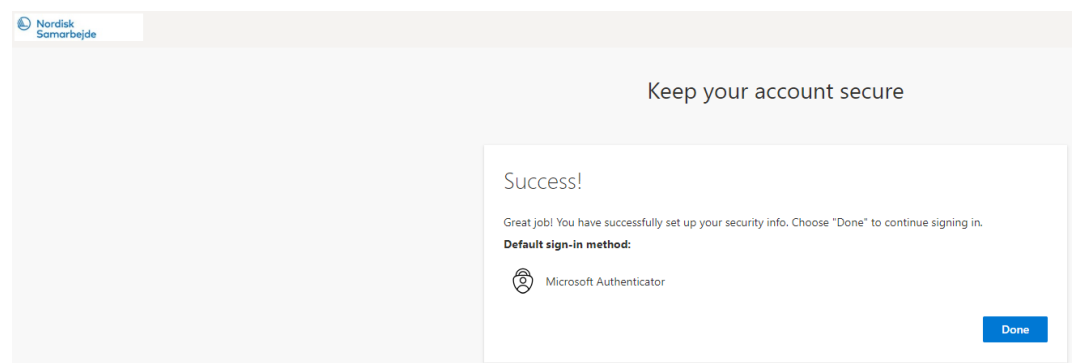
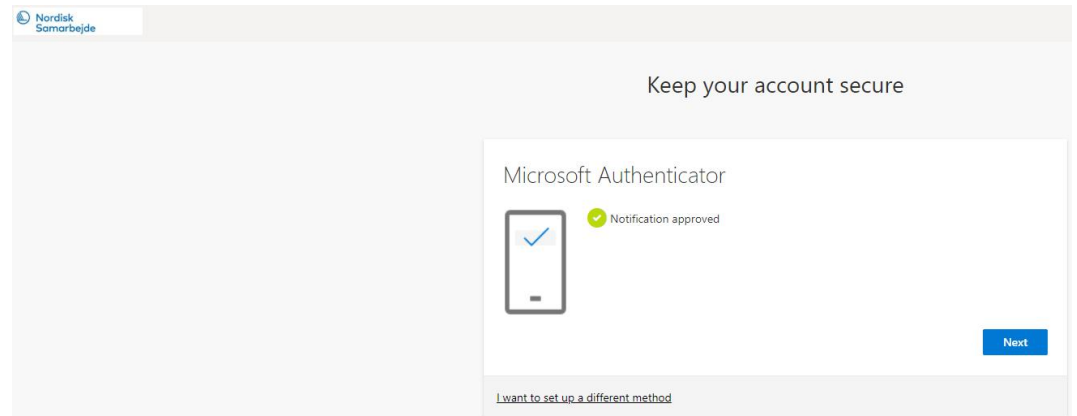
- Once the account is configured in the Authenticator app, test the setup:
 - Approve the message sent to the app.
 - Confirm by entering the code displayed.





Step 7: Complete

- Once all security settings are in place, you will see the message "Done!".
- Click on "Done" to proceed to the system.



Tips and Troubleshooting

- **Missing email?**
 - Check your spam or junk mail folder.
- **Problems with the QR code?**
 - Select "Can't scan the image?" for alternative methods.
- **Using a different account?**
 - Click on "Use a different account" to start over.



Navigation for External Users

1. Overview of Projects

When an external user logs in, they will see an overview of their projects under the "My Projects & Programs" tab. Here, they will find the project's ID, title, type, status, and sector.

2. Edit description

To fill in, make changes to the project description, and submit it for review by the Nordic Council of Ministers (NMR), click on "**Edit description**" next to the relevant project.

3. Managing the Project

Click on the **project's title** to open the project's administration page.

External User
Change role Logout

My Overview

1 My Projects & Programs Refresh table

ID	Project Title	Type	Status	Sector
257		Project	Ready For Description	

2 Edit description

3



How FO Manages the Project

Project Administration

Project ID

Description of the project's purpose
The purpose provides a description of the primary sector, goal, and sub-goals the project is designed to meet. The description is included in the invitations sent to the administrative body and any additional project participants.

"Projektet [navn] skal bidra til [sektor]'s mål X om [måtektst], via delmål X.X [delmål tekst]. Mål og delmål skal benyttes ved utfylling av prosjektbeskrivelsen.

Title
Required*

1 [Update Title](#)

Assigned advisor

Assigned coordinator

Invite an external user

Email
Required*

User Type
Required*

2 [Send invite](#)

External users

Email	User Type	Actions
piaham@norden.org	<input type="text" value="Project Manager"/>	

3 [Update external user role assignments](#)

When you click on the **project's title**, the project's administration page will open. From this page, the person with the role of "Project Manager" has the ability to:

1. Update the project title
2. Invite external users who can edit and read the project description
 - **Update roles:**
 - You can add external users as project managers or participants by entering their email address and



selecting the appropriate role from the dropdown menu.

- Click on "**Send invite**" to invite the user. The invitation will be sent to the provided email address.

3. Existing users' roles can also be edited in the "External users" list.

Rights and Troubleshooting

- Only individuals with the role of "Project Manager" can access and manage the project.
- Only individuals with the role of "Project Manager" can submit the project description.
- Individuals with the role of "Project Participant" can access, edit, and save the project description, but they cannot submit it.
- Missing email?
 - Check your spam or junk mail folder.

