



IOSA Repository Extranet – Migration to O365

Dear IOSA Repository Member,

At IATA, we are continually striving to improve our systems to ensure a more secure and seamless working environment.

As a result, the IOSA Repository Extranet site has been migrated to the new modern environment in O365, which offers enhanced security, improved collaboration, simplified information exchange, and better productivity.

Your next action

- 1. You have received an email from Microsoft asking you to go to the new site. (Please check your spam/junk folder).
- 2. Clicking on the link in the invitation email will trigger the onboarding process. Please follow the steps to get access to the new site.
- 3. You can find below a detailed step-by-step guide to access the new site.
- 4. If you have not received the email please email us at isusterm@iata.org

Important NOTE: Please note that the old site will soon be moved offline.

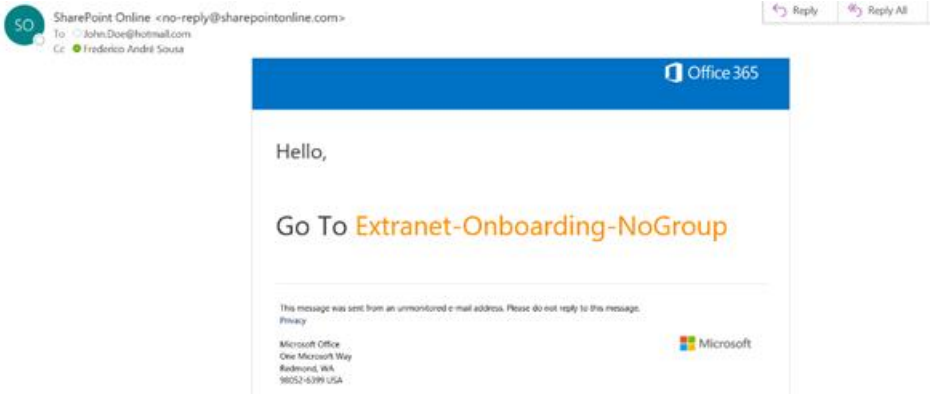
The IOSA Operator Questionnaire will be migrated in the next few weeks, and you will be receiving a separate communication to that effect.

If you have any questions or issues regarding the process or in the future with the files or their content, don't hesitate to contact the support team via extranet@iata.org

Onboarding process steps

Below is a step-by-step process to ensure the onboarding process to the new site is as seamless as possible.


- The email you will receive will look similar to the one below.




- Once you receive the email, click on the site name that is in orange.
- After clicking on the site name, you will have the options to access the site using your personal account or the organization account, based on which email you received the invitation

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow International Air Transport Association to use your basic profile (name and email address) in accordance with their privacy statement. International Air Transport Association has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.


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Microsoft account
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.
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Organizational account
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

- If you have received an invitation on your personal account, please choose **Microsoft account option**.
- If you have received an invitation on your business account, then choose **Organizational account option**
- The account must be configured as a Microsoft account.
- If the account it is already configured to be a Microsoft one when you started the registration process, then the next step will be to enter his Microsoft password, and then will be redirected to the site homepage
- If your account is not configured to be a Microsoft one, when entering your email address, you will receive an error message saying that the Microsoft account does not exist, and you can create one by clicking on the **Create one!** link

 Microsoft


Sign in

That Microsoft account doesn't exist. Enter a different account or [get a new one](#).

No account? [Create one!](#)

Next

- On the Create account window, enter your email address and click Next

 Microsoft


Create account

[Use a phone number instead](#)

[Get a new email address](#)

Next

- Create a password for your Microsoft account and click Next button. Could be one of your existing passwords or just select to enter a new one.

 Microsoft


Create a password

Enter the password you would like to use with your account.

☐ Show password

Next

- Add your country and birth date and click Next

 Microsoft

Create account

We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region

Romania

Birthdate

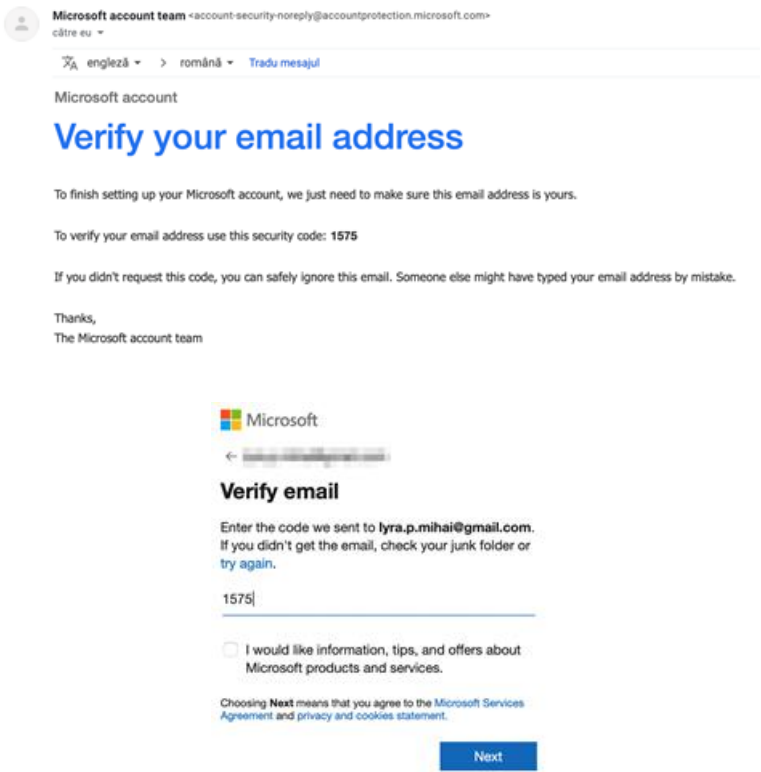
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1981

Next

- An email with a confirmation code will be sent to your email address. You must enter the code and then click on Next button.








- Solve the security puzzle



- You will be automatically redirected to the site's homepage that was shared with you.

After you have registered, please remember to update any bookmarks to point to the new IATA Extranet.

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