



TENGIZCHEVROIL (TCO)

user guide

How to configure Temporary Access Passcode (TAP)

1

Contact with TCO IT Help Desk tcoithelp@tengizchevroil.com

During the email communication with the TCO Help Desk agent, you will receive your Temporary Access Passcode (TAP) code. The code is valid for eight hours.

follow
these
steps:

1. Sent email to tcoithelp@tengizchevroil.com in **CC** put your supervisor
2. In subject mail, please, text **special** title:
**TAP code Registration for ____
your Name /Surname**
3. In body mail, please, text your:
1. Name / Surname
2. CAI
3. Personal mailbox

TAP code Registration for Roman Chernyakhovskiy

tcoithelp@tengizchevroil.com

TAP code Registration for Roman Chernyakhovskiy

Dear Help Desk,

Please, could you assist me with a TAP code for access to MFA

1. Roman Chernyakhovskiy
2. RCDN
3. mymail@outlook.com

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Best regards

Send

2 Install Microsoft Authenticator

Install Microsoft Authenticator application from:

AppleStore (iPhone)

PlayMarket (Android)

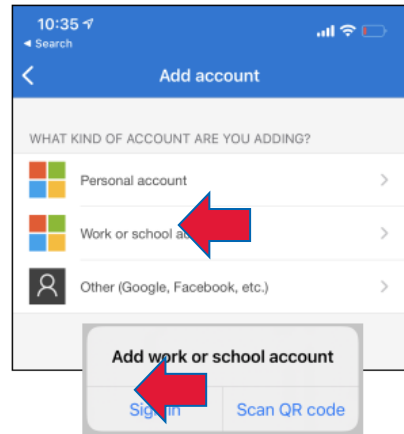
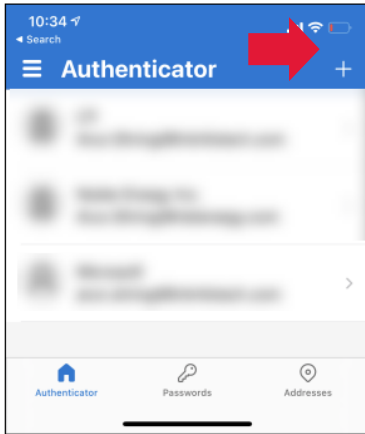


Microsoft Authenticator
Microsoft Corporation
★★★★☆ (86)

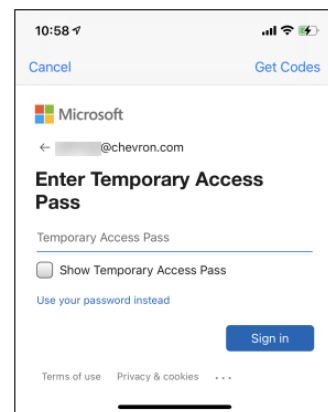
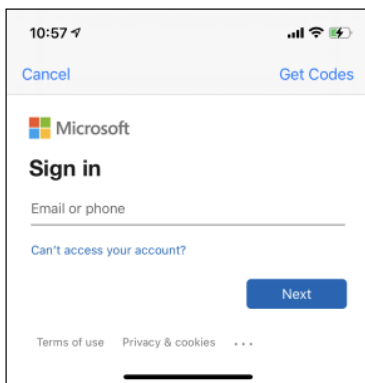


3 Use your smartphone and TAP to enroll

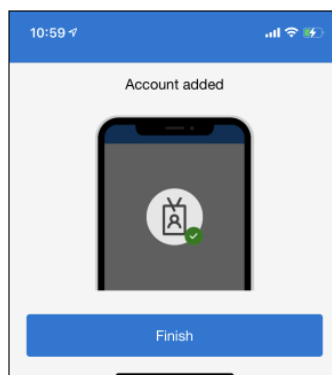
1. Open the Microsoft Authenticator app from your smartphone.
Select and add your **TCO email address**.
2. Select **Work or School Account**.
After the pop-up displays select Sign in.



3. Once the Sign in screens displays enter your **TCO email address** and select **Next**.
4. Enter the **Temporary Access Pass** code you received from the Service Desk and select **Sign in**.

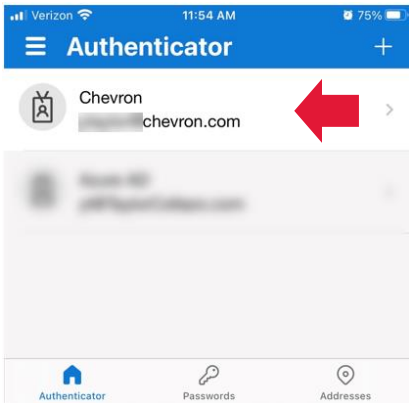


6. Select **Finish**.

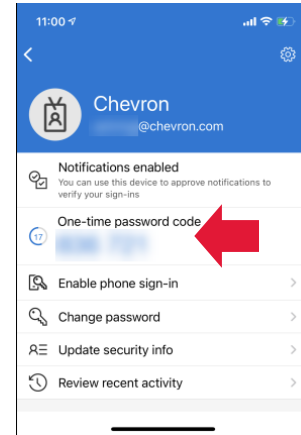


Confirm authentication setup

Once you have added your TCO account from the main screen confirm the below items:



1. Confirm your email **TCO email account** exists
2. Tap your TCO email account exists
3. Confirm that the **one-time password code** option exists.
4. Once verified close the application, your authentication setup is complete.



If your account or one-time password does **not** exist, contact the **TCO Service Desk** to restart the authentication process.

need help?

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- Contact the TCO IT Service Desk
 - Call +7 771 007 5500
 - Email to tcoithelp@tengizchevroil.com

