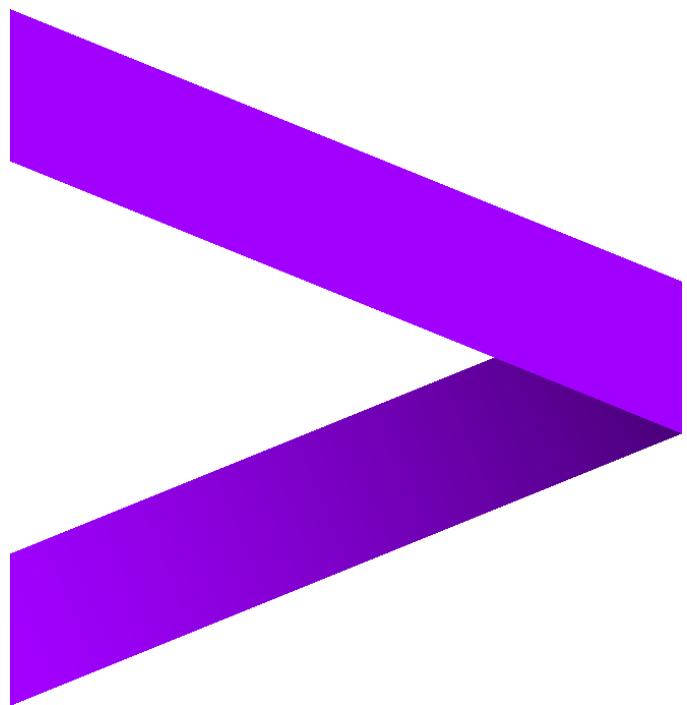
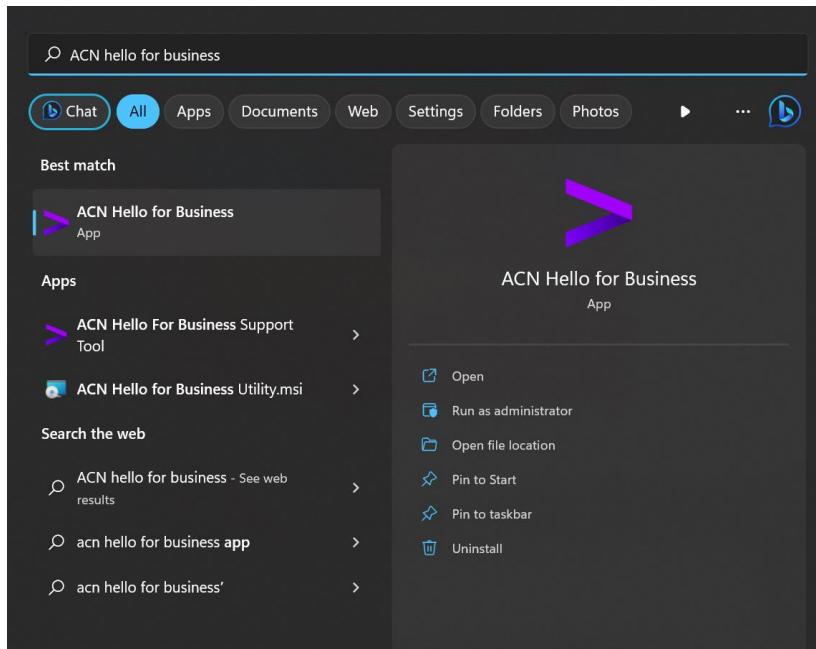


ACN Hello for Business Manual Enrollment Utility Instructions

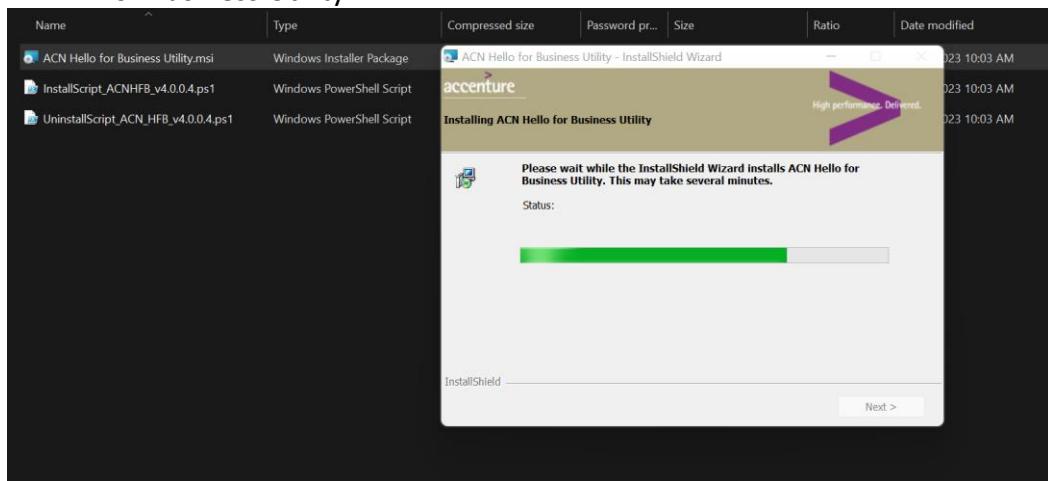


1 1. Enrollment Tool Instructions

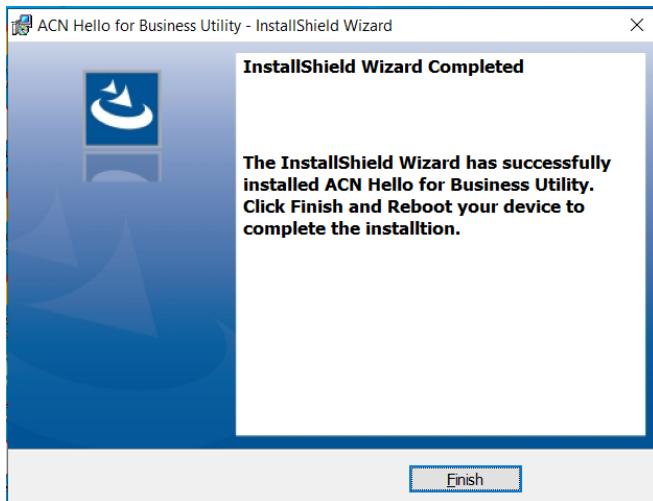
1. If not automatically prompted for Hello for Business, open the utility by going to the window's "search" menu on the lower left corner of your PC, search for ACN Hello for business click on the utility.



- a. If you do not find ACN Hello for Business application, download, unzip and install it from <https://go.accenture.com/HfBenrollment>
- b. Once the file is unzipped, double click on "ACN Hello for Business Utility".msi package to run it.
- c. Follow the InstallShield Wizard prompts to successfully install the ACN Hello for Business Utility.



- d. Click "Finish" when done installing the Utility package.



- e. Please reboot your machine to finalize the activation of the utility.
 - f. Once rebooted, login to your computer using your enterprise password.
 - g. Upon login into your device, you might see an automatic prompt: Proceed by clicking "Enroll Now" and proceed with step 3. If not automatically prompted for Hello for Business, open the utility by going to the window's "search" menu on the lower left corner of your PC, and double click on "ACN Hello for Business" utility.
-
2. Click on "Enroll Now" and your device will check for HfB pre-requisites. Once you meet the prerequisites you will see the "Done" message on bar and will be able to proceed with enrollment.

A screenshot of a web-based enrollment page for Windows Hello for Business (HfB). The page has a header with a purple arrow icon and the text "Windows Hello for Business (HfB)". The main title is "Enroll in Windows Hello for Business (HfB)". Below the title is a sub-section titled "Take five minutes to ensure a seamless workstation login experience" with a note: "Windows Hello for Business (HfB) is a secure multi-factor authentication method that uses HfB PIN or biometrics to allow [Passwordless](#) access to your Accenture workstation." Underneath this is a section titled "What you should know:" with two bullet points:

- When setting up a HfB PIN, it is recommended to use an 8-digit numeric combination.
- You never need to change your HfB PIN.

At the bottom of the page are links for "Need help?", "Get Enrollment Instructions", "See Our FAQs", and "Ask Questions". There is also a "Remind me later" button and an "Enroll Now" button. The footer contains the text "Let there be change" and "© 2021 Accenture All Rights Reserved. Accenture Highly Confidential. For Internal Use Only."

Note: If you are a Windows Hello convenience PIN user, your PIN/biometrics will be removed during this process, and you will be prompted to create a new PIN. If you have a compatible device and you're using the optional biometrics feature, you will be able to set up biometrics again if you choose to do so.

➤ Windows Hello for Business (HfB)

Enroll in Windows Hello for Business (HfB)

Take five minutes to ensure a seamless workstation login experience

Windows Hello for Business (HfB) is a secure multi-factor authentication method that uses HfB PIN or biometrics to allow [passwordless](#) access to your Accenture workstation.

What you should know:

- When setting up a HfB PIN, it is recommended to use an 8-digit numeric combination.
- You never need to change your HfB PIN.

Need help?

[Get Enrollment Instructions](#)
[See Our FAQs](#)
[Ask Questions](#)

Checking WHB certificate

➤ Let there be change

Remind me later **Enroll Now**

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- Legal and consent screen will pop-up. You must click on OK to acknowledge the pop up and then check the bottom left box acknowledging your understanding that enabling Biometric gestures are optional. Please scroll to the bottom of the legal statement to do so. Then select "Next" to continue:

➤ Windows Hello for Business (HfB)

Hello for Business Data Privacy Notice

Selection of a HfB PIN is mandatory, but the registration of biometric data (if available on your device) is entirely optional. If you would prefer NOT to register biometric data, you can select

You must check the bottom left box acknowledging your understanding that enabling Biometric gestures are **Optional** and processed for the sole purpose of enabling secure authentication to your device. Please **Read** and **Scroll** to the bottom of the legal statement to do so. Then select '**Next**' to continue:

Note: If you have a Bio sensor in your computer and wish to not enroll biometrics, you will still need to pass this notice and then you can "Skip" biometric enrollment on the next screen. Again, Biometrics is optional and can get skipped when prompted to set it up.

OK

access to your Biometric Data.

Cancel **Next**

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Selection of a HfB PIN is mandatory, but the registration of biometric data (if available on your device) is entirely optional. If you would prefer NOT to register biometric data, you can select 'Skip for now' on the next screen and proceed with your HfB PIN selection.

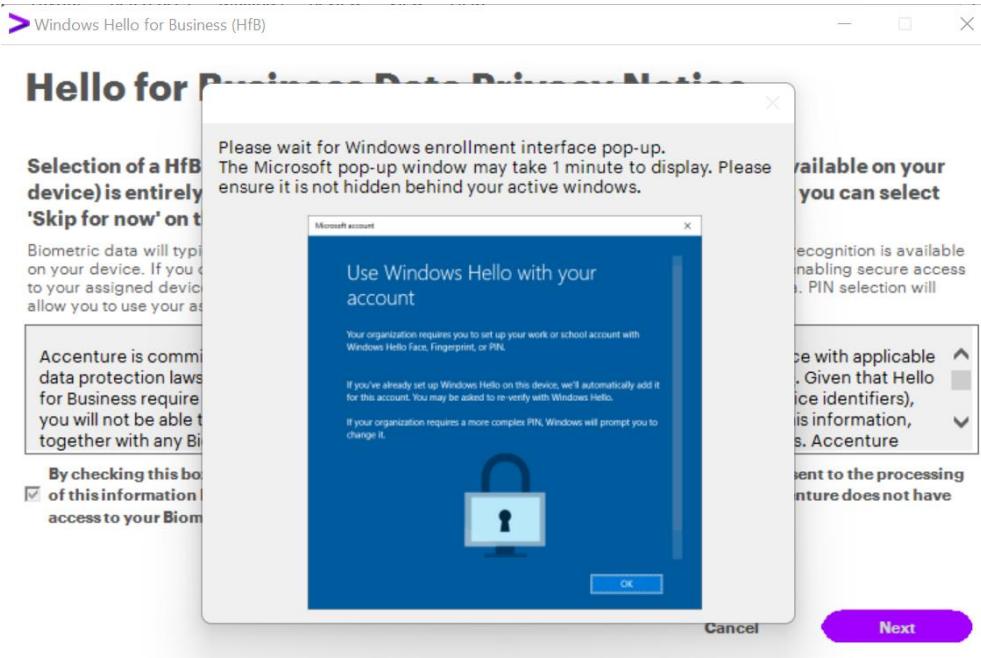
Biometric data will typically be your fingerprint but may also include your facial topography if facial recognition is available on your device. If you choose to register any Biometric Data, it will be used for the sole purposes of enabling secure access to your assigned device and internal applications. You are not required to register any Biometric Data. PIN selection will allow you to use your assigned device and perform your regular duties.

Accenture is committed to keeping your personal data secure, and processing it in accordance with applicable data protection laws and our internal policies, including [Accenture's Data Privacy Policy 0090](#). Given that Hello for Business require limited personal data to function (your Enterprise ID, Name, assigned device identifiers), you will not be able to use your assigned device if you do not provide your personal data. All this information, together with any Biometric Data, will be strictly used for authentication and security purposes. Accenture

By checking this box, and to the extent that you choose to register any Biometric Data, you consent to the processing of this information by Accenture, in the manner and purpose described above, noting that Accenture does not have access to your Biometric Data.

Cancel **Next**

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Accenture is committed to keeping your personal data secure, and processing it in accordance with applicable data protection laws and our internal policies, including [Accenture's Data Privacy Policy 0090](#). Given that Hello for Business require limited personal data to function (your Enterprise ID, Name, assigned device identifiers), you will not be able to use your assigned device if you do not provide your personal data. All this information, together with any Biometric Data, will be strictly used for authentication and security purposes. Accenture

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Cancel **Next**

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4. [ONLY FOR BIOMETRIC CAPABLE DEVICES]: Please skip to step 5 if not applicable to you.

After all pre-requisites are met, and you proceed with enrollment, you will be prompted to set up your Biometrics (optional) and PIN. Click on "Yes, Set Up" or "Skip for now" to add biometrics:

Want to set up Windows Hello to sign in faster and more securely?

 Use face recognition

Your camera works with Windows Hello to recognise you, giving you a simple, password-free way to verify your identity.



Use your fingerprint

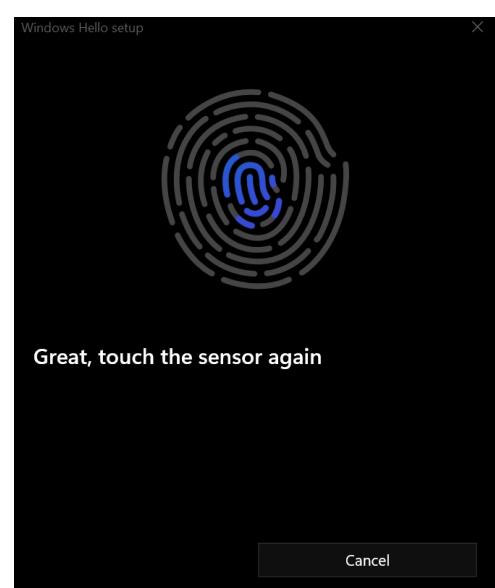
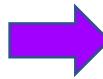
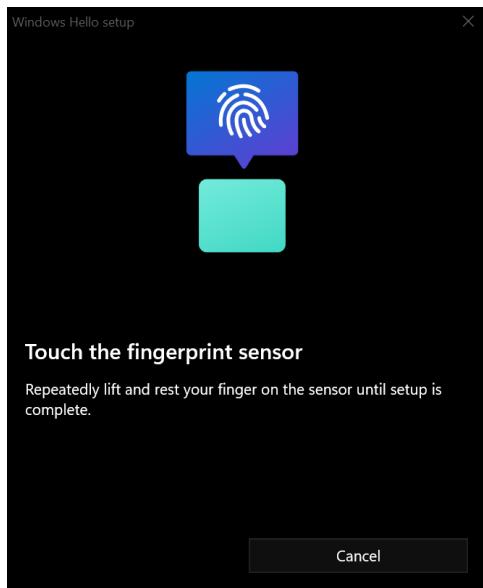
Your device also has a fingerprint sensor that works with Windows Hello so you can sign in securely with just your finger.

[Learn more about account protection](#)

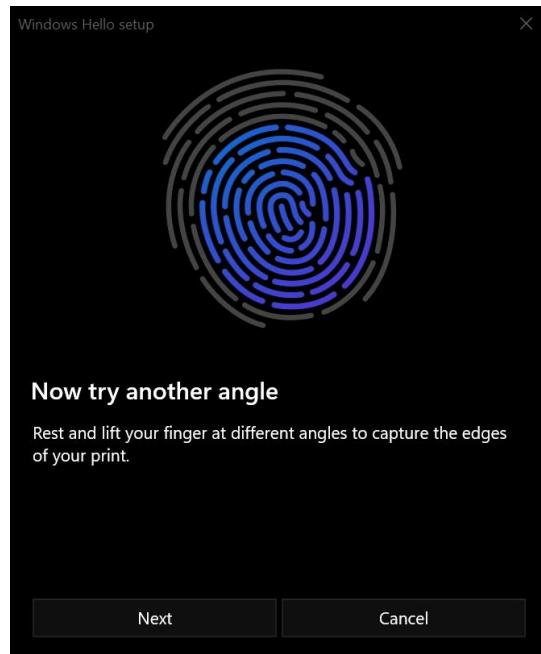
[Skip for now](#)

[Yes, set up](#)

Note: While setting up your fingerprint, you will see the below prompts guiding you in this process

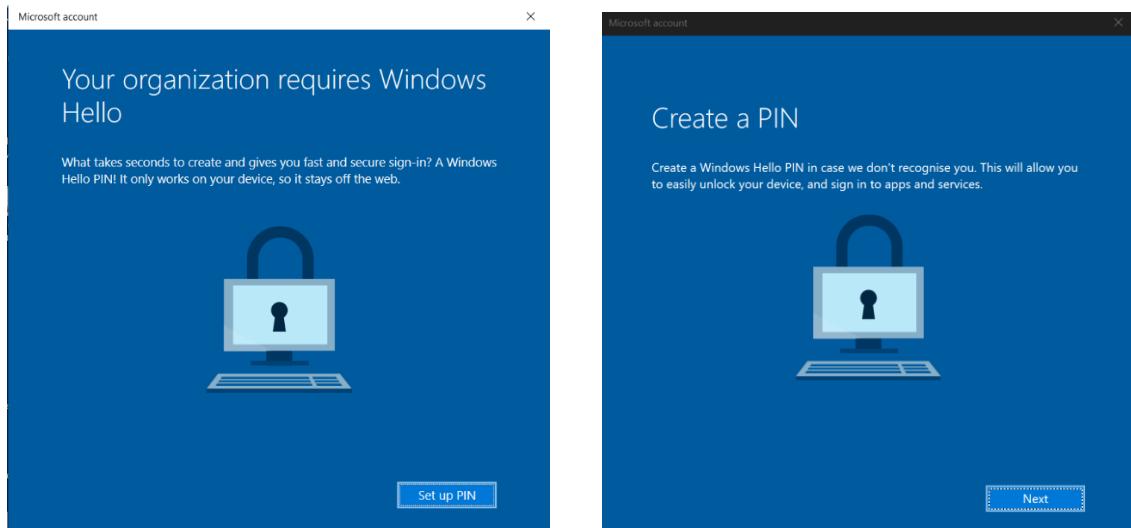


Note: Repeatedly lifting and placing your finger on the sensor is helpful



Note: Try and capture different angles of your finger by clicking on Next

5. Click on “Set up PIN” or “Next” to continue with PIN enrollment:



6. You will be prompted for MFA, enter the code on your Authenticator App as displayed and confirm your identity as shown below:



sagar.kar.choudhury@accenture.com

Approve sign-in request

Open your Authenticator app, and enter the number shown to sign in.

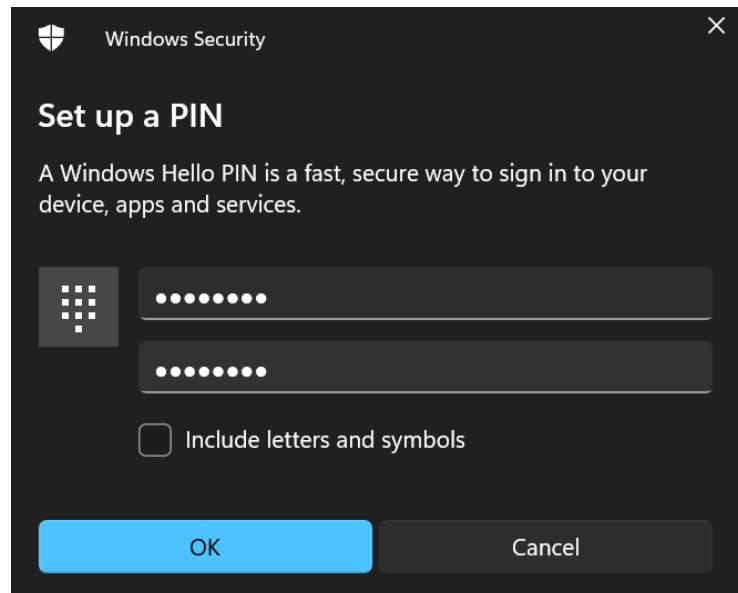
94

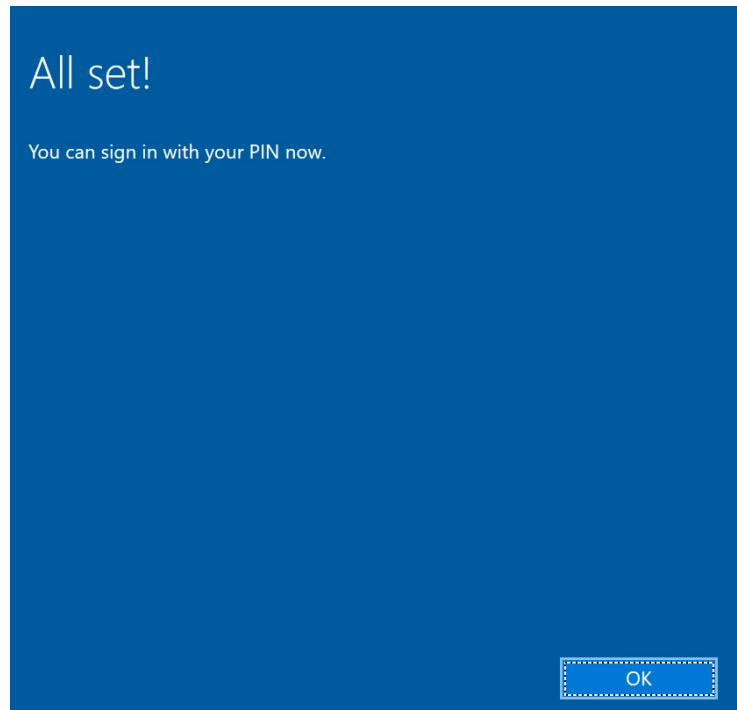
No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

Unauthorized access or activity of this system is a violation of Accenture Policies and may be a violation of law. Unauthorized use may result in reprimand, dismissal, financial penalties, and legal action.

7. Please create an 8-digit numeric PIN of your choice and click OK:





Note: After clicking “Ok”, it will proceed to the success form:



> Windows Hello for Business (HfB) — □ ×

Congratulations sagar.kar.choudhury!

You are now successfully enrolled in Hello for Business (HfB). Thank you for taking the first step in your [Passwordless](#) journey at Accenture. Your HfB credentials should be ready for immediate use but in rare cases, it may take 30 minutes to 24 hours.

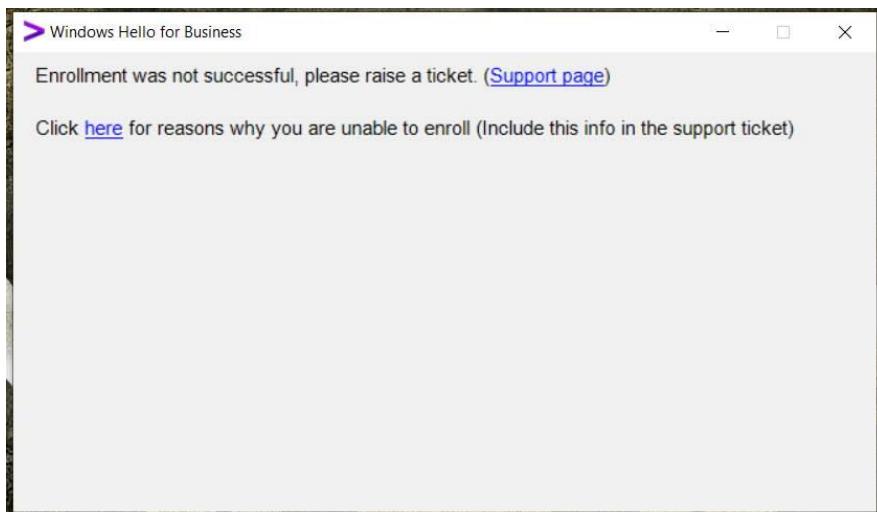
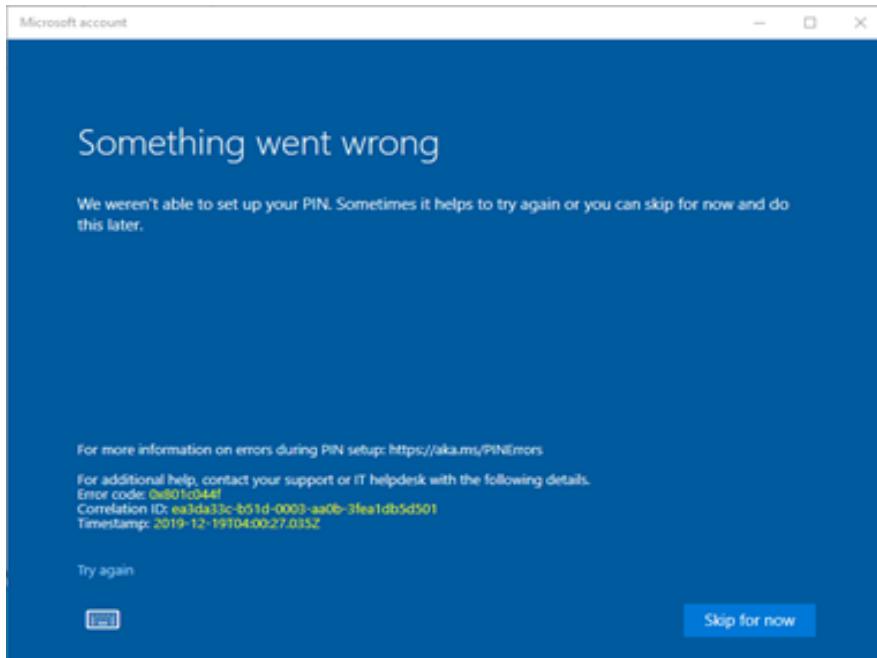
Remember to use your HfB PIN/biometric gesture every time you log in to your device.

Tip: You may need to select “other options” the first time you log in.

Please refer to the [Yammer](#) page for additional info and discussions.

2 HfB Utility- Errors/Issues

If you encounter an issue during enrollment, please do the following: (See example below of errors.)



1. Take a screenshot of the error message(s), and run the "ACN Hello for Business Support Tool" from the Windows start menu to collect logs. Find the zipped logs file in C:\Program Files\Accenture\ACN Hello for Business Utility\Support Tool.
2. Raise a ticket with [Technology Support](#) attaching the screenshot and logs.