

HASHEDIN BY DELOITTE

**IT Onboarding
Process**

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MFA SETUP

- Click on the [link](#) and provide your Deloitte Email ID and password which you have received on your personal email id.

Sign in with your Deloitte account

By accessing this site, you confirm that this computer complies with your organization's security policy.

User Account

Password

☐ Select if signing in with your Deloitte laptop

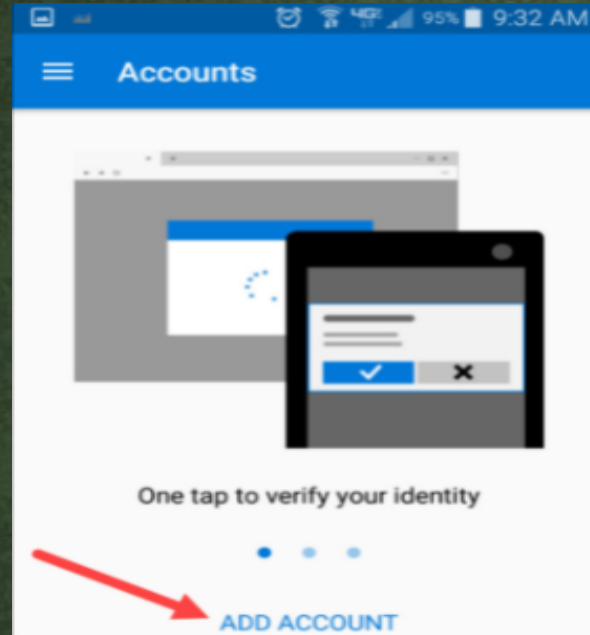
[← Back](#)[Sign in](#)

- After providing credentials click on Sign in.

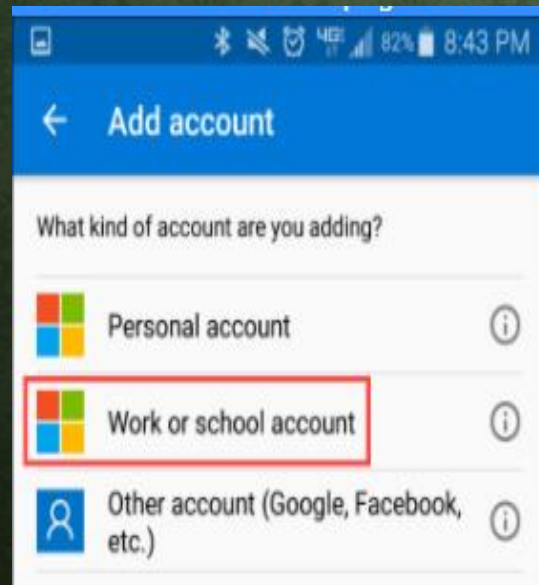
- Now you need to setup Microsoft authenticator app on your mobile device
- On the mobile device: open the Google play store or Apple store
- In the search field type "**Microsoft Authenticator**".
- Select the appropriate app and tap **INSTALL**.
- Launch the App.



- From the bottom of the page tap **Add Account**.



- From the Add Account page select **Work or school account**.

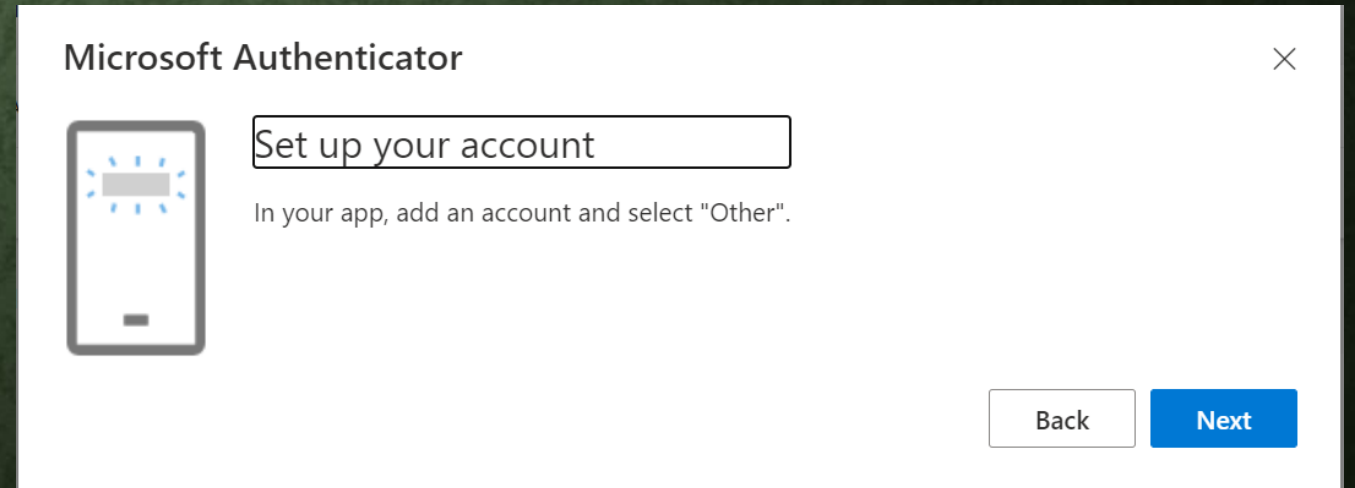
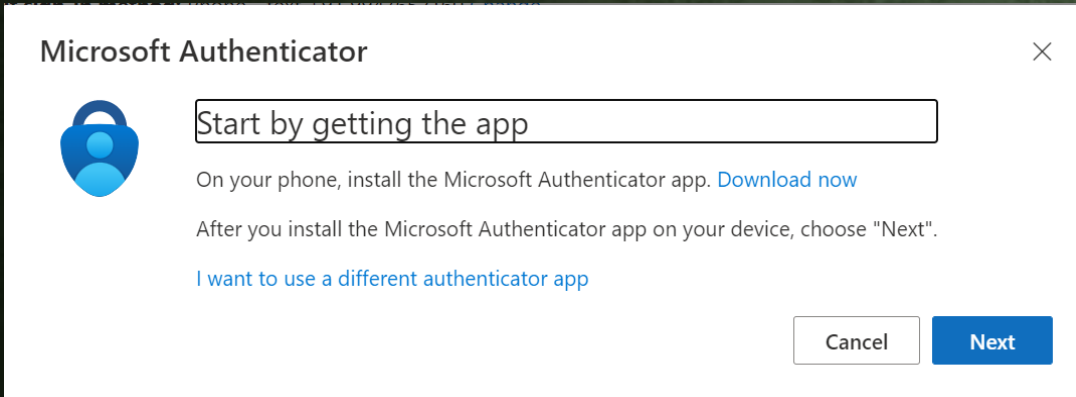


- On the "Add account" page, under "Allow Authenticator to take pictures and record video?" tap **Allow**.

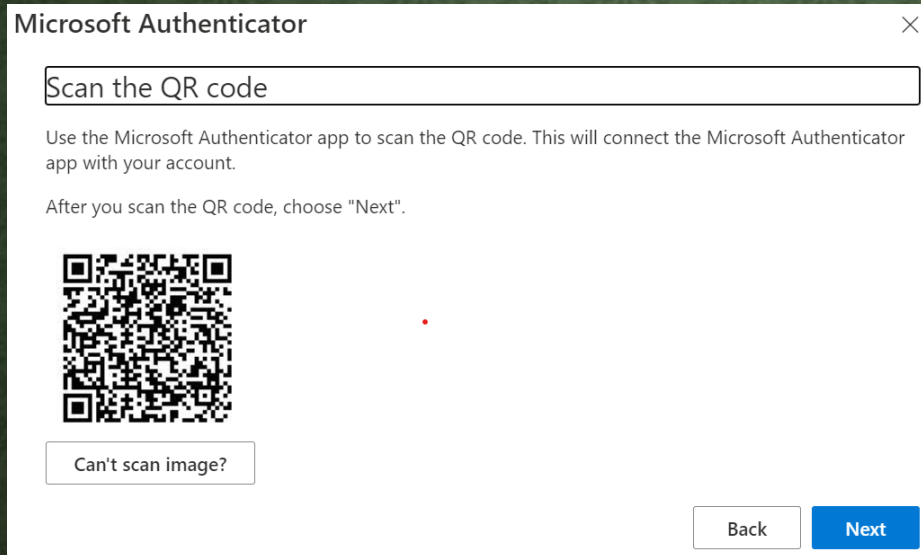


Below steps needs to be performed on the laptop

- On the "Microsoft Authenticator" page, click **Next** and then **Next** again.



- Under "**Scan the QR code**", a QR code appears. This is required to be scanned from the smartphone Microsoft Authenticator app to complete the enrollment process.



- After scanning the QR code from the laptop, the Microsoft Authenticator app will be configured on the **mobile device**, and it will begin to generate random codes every 20 seconds.

Access to DeloitteNet Home Page

- Open a new tab and browse the URL <https://my.dnet.deloitte.com> and provide Deloitte credentials
- Submit the 6-digit code displaying on your MS authenticator app and sign in
- Now few **Acknowledgement pages** will be opened, need to acknowledge by clicking on “**I Agree/I have read/I Acknowledge**”

Transportation Acknowledgement

- I understand that Deloitte U.S. India¹ provides transport services (including night transport services) through third party vendors to employees as per national and state laws, local government orders/ notifications, transport policy and guidelines of Deloitte U.S. India.
- I have read and understood the transport policy and [guidelines](#) related to the use of transport option(s) provided by Deloitte U.S. India.

Specific to transport option(s) provided by Deloitte U.S. India, I understand and agree to the following:

- Use night transport services, shuttle services and ad-hoc transport strictly in accordance to the transport policy and guidelines of Deloitte U.S. India.
- If I use the transport option provided by Deloitte U.S. India, I will be vigilant about my own safety.
- If I do not use the transport option provided by Deloitte U.S. India, then I shall be solely responsible for my safety to and from Deloitte offices and will not hold Deloitte U.S. India liable in the event of any contingency.
- Agree to abide by the safety and security guidelines issued by Deloitte U.S. India and Deloitte U.S. India shall in no way be liable on account of my contravention of any of the safety and security guidelines.
- Agree to be cognizant of and acknowledge that I am bound by all Deloitte U.S. India policies while using transport, shuttle or ad-hoc services.

If I choose to make my own transport arrangements to and from Deloitte offices, irrespective of my log-in and log-out timings including night shifts, I understand and agree to the following:

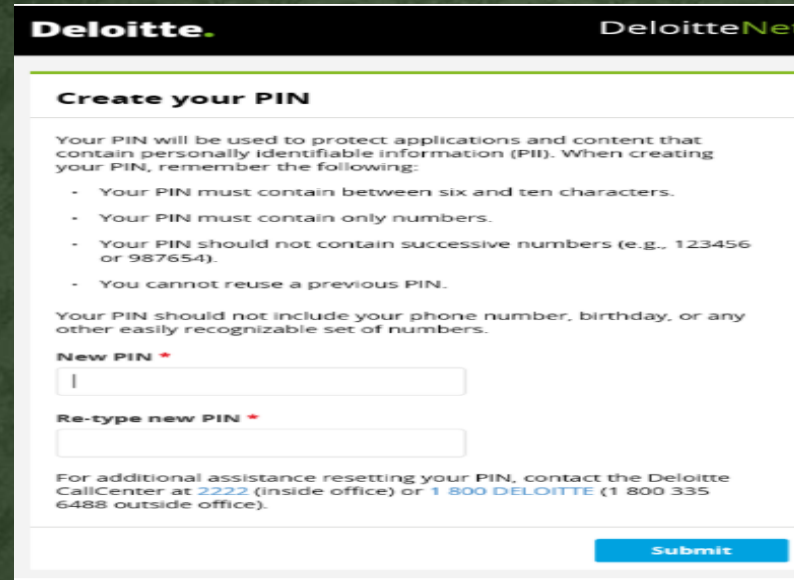
- I will be responsible for my own safety at all times while travelling to and from Deloitte U.S. India offices.
- I understand that night transport, shuttle services and ad hoc transport are provided by Deloitte U.S. India and I am voluntarily not availing such services.
- I will be responsible for my own safety if I choose not to use the night transport, shuttle or ad-hoc transport services or if I get in/off mid-way while using such services.
- I release Deloitte U.S. India from any liability arising out of choosing my own transport and not adhering to Deloitte U.S. India transport services.

I acknowledge that I am insured under the group insurance scheme provided by Deloitte U.S. India (which would also cover accidents).

¹ As used in this document, "Deloitte U.S. India" means Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited, Deloitte Consulting India Private Limited, Deloitte Financial Advisory Services India Private Limited, Deloitte Tax Services India Private Limited, Deloitte Support Services India Private Limited and Deloitte Special Projects India Private Limited.

I Agree

- Next step is to create a “**Pin**”. Pin must contain only numbers between 1 to 9 and minimum 6 digits should be there.



The screenshot shows the 'Create your PIN' page on the DeloitteNet portal. The header includes the Deloitte logo and 'DeloitteNet'. The main heading is 'Create your PIN'. Below it, a paragraph explains that the PIN is used for security and provides instructions: it must be 6-10 digits, contain only numbers, not be a sequence of consecutive numbers, and not be a previously used PIN. It also warns against using phone numbers or birthdays. There are two input fields: 'New PIN' and 'Re-type new PIN', both with red asterisks indicating they are required. A 'Submit' button is at the bottom right. Contact information for the Deloitte CallCenter is provided at the bottom left.

Deloitte. DeloitteNet

Create your PIN

Your PIN will be used to protect applications and content that contain personally identifiable information (PII). When creating your PIN, remember the following:

- Your PIN must contain between six and ten characters.
- Your PIN must contain only numbers.
- Your PIN should not contain successive numbers (e.g., 123456 or 987654).
- You cannot reuse a previous PIN.

Your PIN should not include your phone number, birthday, or any other easily recognizable set of numbers.

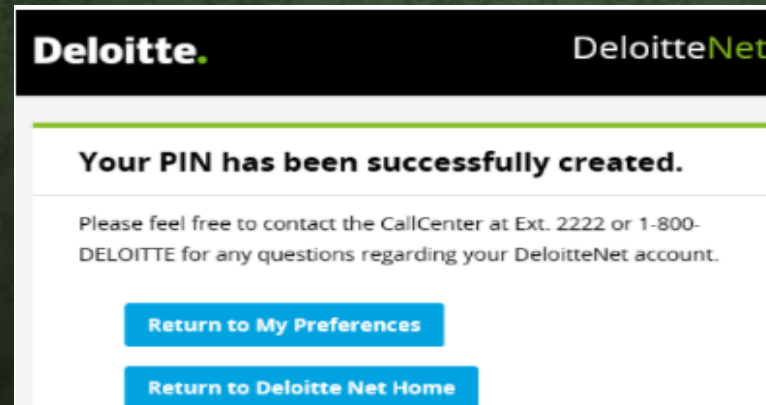
New PIN *

Re-type new PIN *

For additional assistance resetting your PIN, contact the Deloitte CallCenter at [2222](#) (inside office) or [1 800 DELOITTE](#) (1 800 335 6488 outside office).

Submit

- Enter and Re-Enter your new PIN and click on **Submit**
- You should see a page stating that your PIN has been successfully created and click “**Return to Deloitte Net Home**”



The screenshot shows the confirmation page after a PIN has been created. The header is the same as the previous page. The main heading is 'Your PIN has been successfully created.'. Below it, a paragraph encourages the user to contact the CallCenter for any questions. There are two blue buttons: 'Return to My Preferences' and 'Return to Deloitte Net Home'.

Deloitte. DeloitteNet

Your PIN has been successfully created.

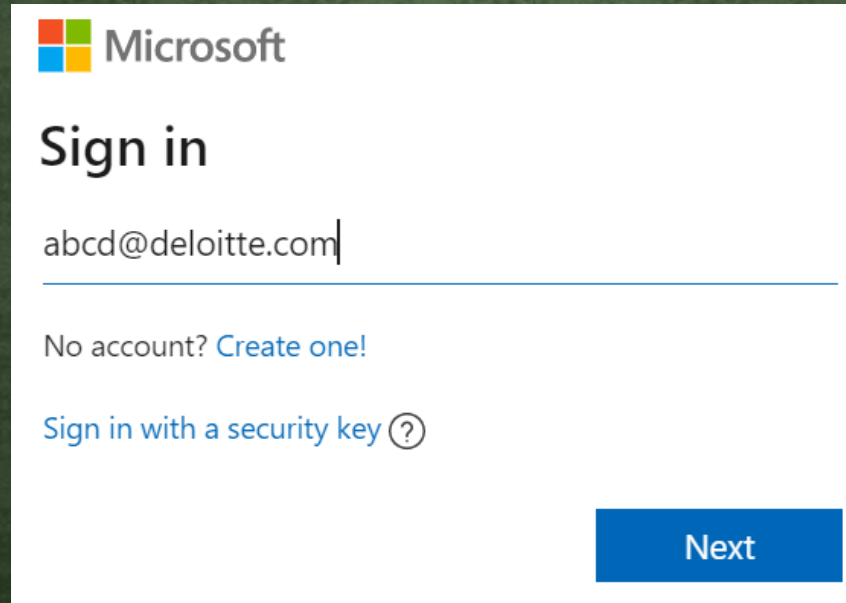
Please feel free to contact the CallCenter at Ext. 2222 or 1-800-DELOITTE for any questions regarding your DeloitteNet account.

Return to My Preferences

Return to Deloitte Net Home

Outlook Setup

- Click on the <https://amemail.deloitte.com/mail/> URL and provide your Deloitte Credentials to sign into outlook.

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field containing the email address "abcd@deloitte.com". Below the input field, there is a link that says "No account? Create one!". Further down, there is a link that says "Sign in with a security key" followed by a question mark icon. At the bottom right, there is a blue button with the text "Next".

Microsoft

Sign in

abcd@deloitte.com

No account? [Create one!](#)

[Sign in with a security key](#) (?)

Next

- Until you get Deloitte laptop, Outlook can be opened on browser in your personal laptop.

Teams and OneDrive

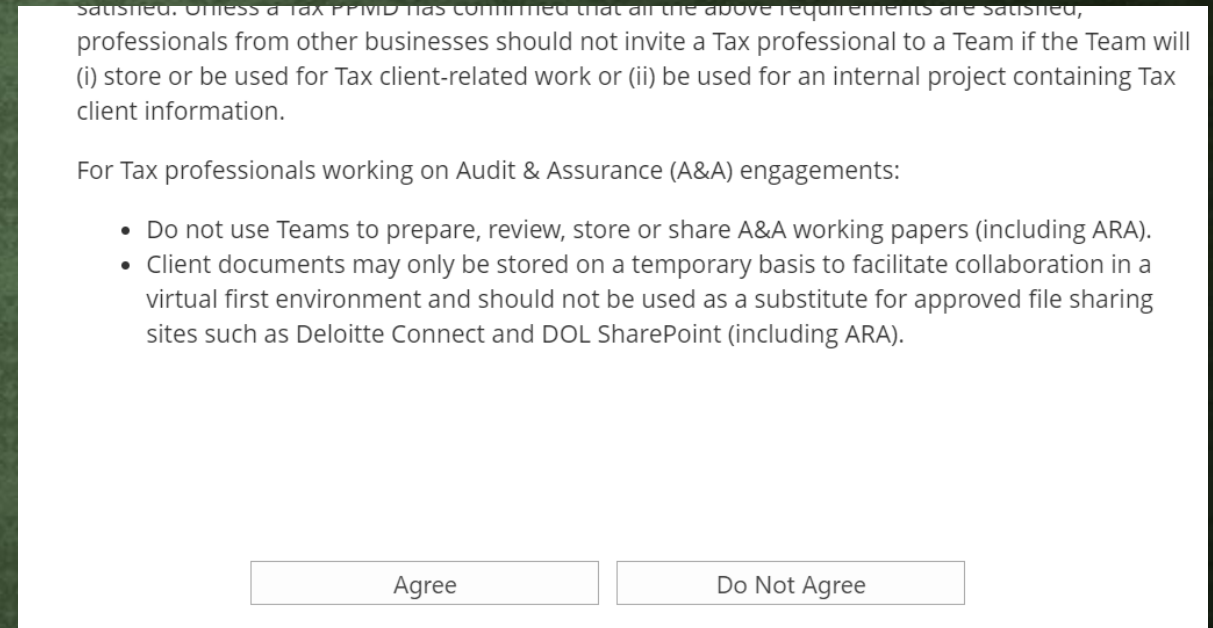
Acknowledgement

- Click on the Acknowledgment [Link](#) in another tab of the browser where you logged into the Deloitte Net.



- Needs to acknowledge both teams and OneDrive by clicking one by one on “**Acknowledge Rules of the Road for Microsoft Teams and for OneDrive**”

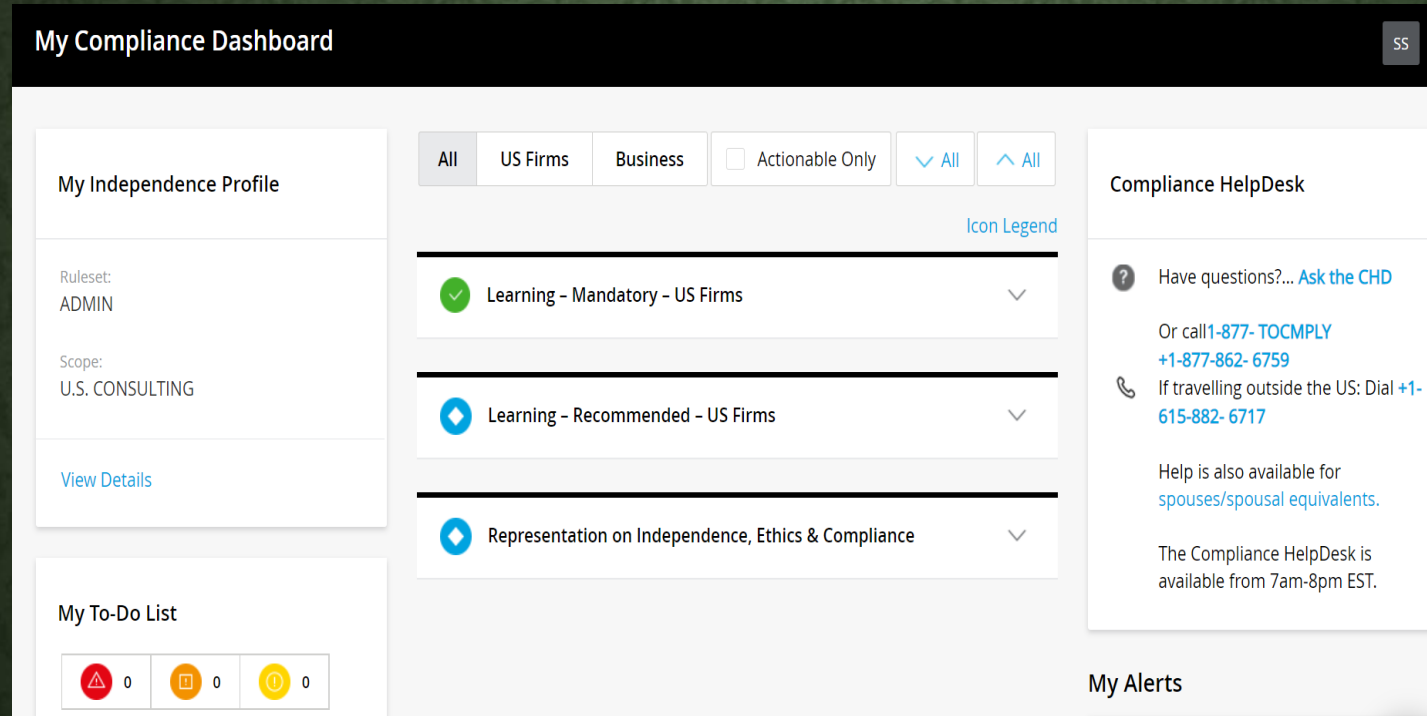
- New tab will open where we need to click on “**Click here for Acknowledge of Rules**” then scroll down and click on **Agree**



- Once the acknowledgement is done you will get a Thank You note, then your Teams and OneDrive will get activated in 24 hrs.

Access to MCD Dashboard

- Open the URL <https://mcd.deloittenet.deloitte.com> and provide Deloitte credentials to sign in.



- Your courses will be updated under “**Learning – Mandatory – US Firms**” after 24 hours since you have onboarded.

TIPS AND TRICKS

- For "Access Denied" error in Deloitte Net, wait for 24-48hrs to get access to Dnet.
- Deloitte password should not be changed until user receives Deloitte laptop.
- Until receiving Deloitte laptop, outlook and MS Teams can be opened on browser from personal laptop (Using Outlook/MS Teams application are restricted in Personal Laptop)
- MCD Dashboard should be opened on Mozilla Firefox in personal laptop until user receives Deloitte laptop.
- For MFA reset, call to the Deloitte support team number 040-67622222 from personal mobile.
- For Skype dial pad enabling, call to the Deloitte support team number 040-67622222 from personal mobile.
- For any IT related issues, send email to hashedinitsupport@deloitte.com

Thank You 😊