

# Battelle File Exchange (FX): File Retrieval - Initial Account Set Up

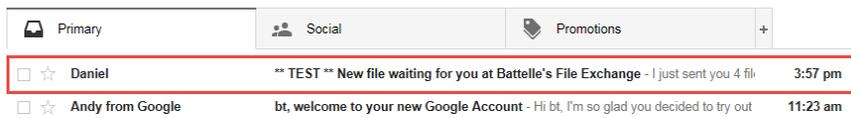
## Description

As an option, FX employs the use of multi-factor authentication (MFA) to secure the access to Battelle Restricted and Controlled files. The sign on process leverages Microsoft Work or Personal accounts, and requires additional security verification for MFA.

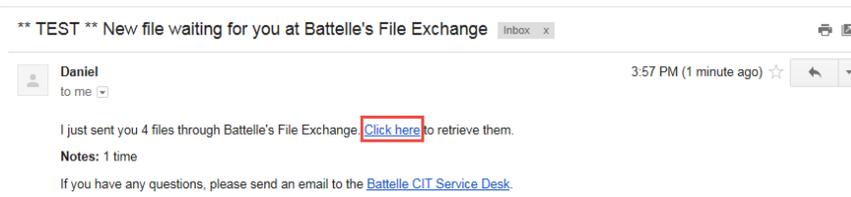
This article walks through what a recipient sees when retrieving files for the first time from FX with MFA. If you already have a Microsoft Work or Personal account, then you will follow steps 1-3 and 15-19. Otherwise, you will follow steps 1-14 to create a new Microsoft Personal account.

## Steps

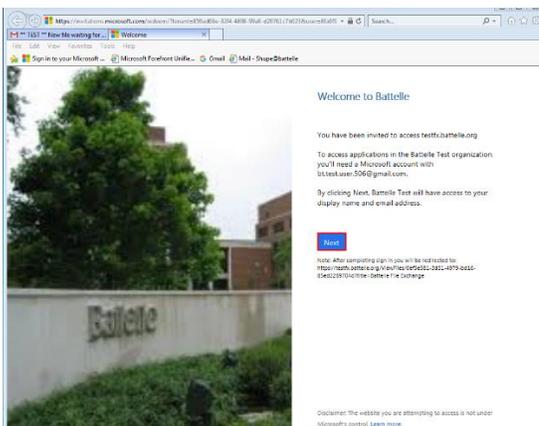
1. You will receive an email from the Battelle File Exchange application.



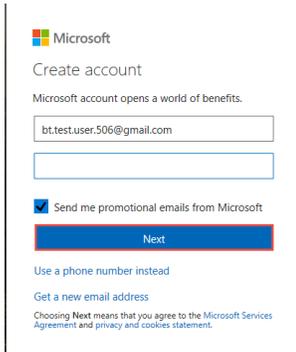
2. Open the email and click the "Click here" link.



3. A web browser will open, click "Next".

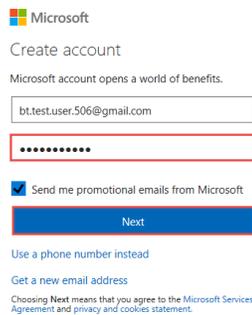


4. At the Microsoft prompt, click "Next". If the screen below does not display, click [here](#).



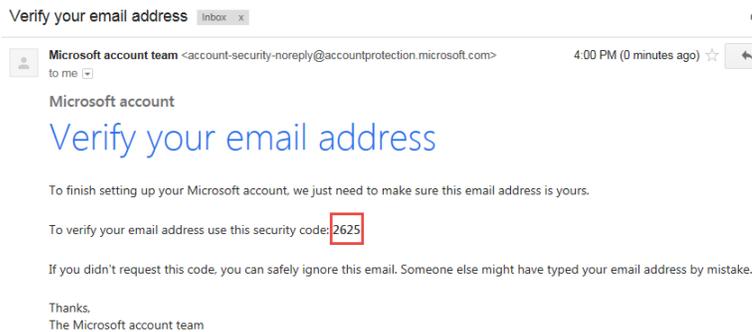
Microsoft  
Create account  
Microsoft account opens a world of benefits.  
bt.test.user.506@gmail.com  
  
 Send me promotional emails from Microsoft  
Next  
Use a phone number instead  
Get a new email address  
Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

5. Enter a password for your new Microsoft account and click "Next"

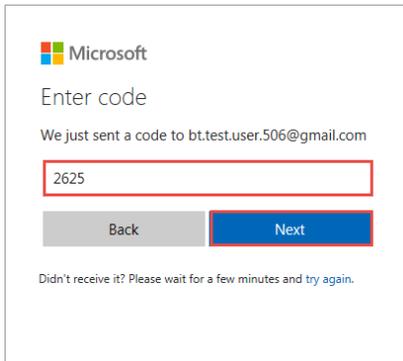


Microsoft  
Create account  
Microsoft account opens a world of benefits.  
bt.test.user.506@gmail.com  
••••••••  
 Send me promotional emails from Microsoft  
Next  
Use a phone number instead  
Get a new email address  
Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

6. You will receive an email with a code. (e.g. 2625)

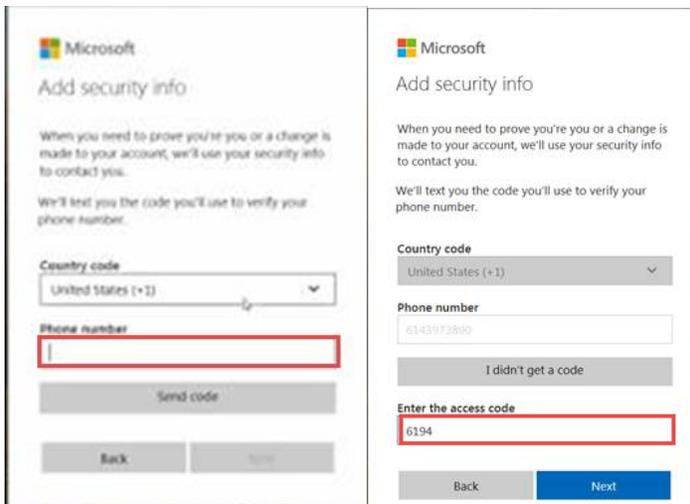


7. Type in the code and click "Next" (e.g. 2625)



Microsoft  
Enter code  
We just sent a code to bt.test.user.506@gmail.com  
2625  
Back Next  
Didn't receive it? Please wait for a few minutes and try again.

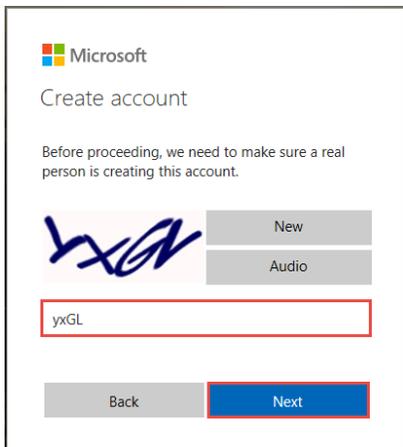
Note: Depending on the internet service provider, you may receive the following screens. Input information as prompted.



Microsoft  
Add security info  
When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.  
We'll text you the code you'll use to verify your phone number.  
Country code: United States (+1)  
Phone number: [redacted]  
Send code  
Back Next

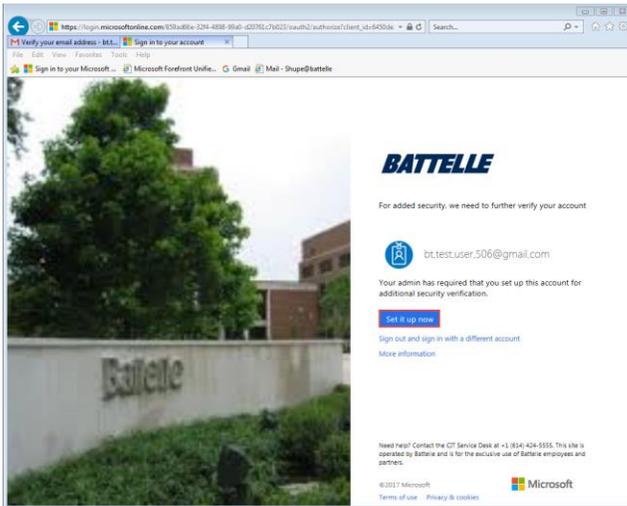
Microsoft  
Add security info  
When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.  
We'll text you the code you'll use to verify your phone number.  
Country code: United States (+1)  
Phone number: 6143973890  
I didn't get a code  
Enter the access code: 6194  
Back Next

8. Type in the code and click "Next". (e.g. yxGL)



Microsoft  
Create account  
Before proceeding, we need to make sure a real person is creating this account.  
New  
Audio  
yxGL  
Back Next

9. Click on "Set it up now".



10. Select your country or region from the drop down and type in a phone number that the system can either call or text and click, choose either "Send me a code by text message" or "Call me" and click "Next". (e.g. XXXXXXXXXX)

#### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

##### Step 1: How should we contact you?

Authentication phone

Select your country or region  XXXXXXXXXX

Method

Send me a code by text message

Call me

Next

11. You will receive either a text or phone call with a code, type the code and click "Verify".

#### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

##### Step 2: We've sent a text message to your phone at +1 (614)397-3890

When you receive the verification code, enter it here

Cancel

Verify

12. Click "Done".

#### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

##### Step 2: We've sent a text message to your phone at +1 (614)397-3890

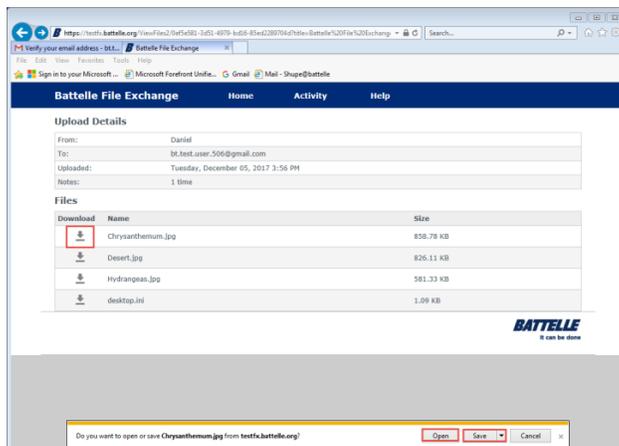
Verification successful!

Done

13. You will receive a code either by phone or text, enter the code and click "Verify".

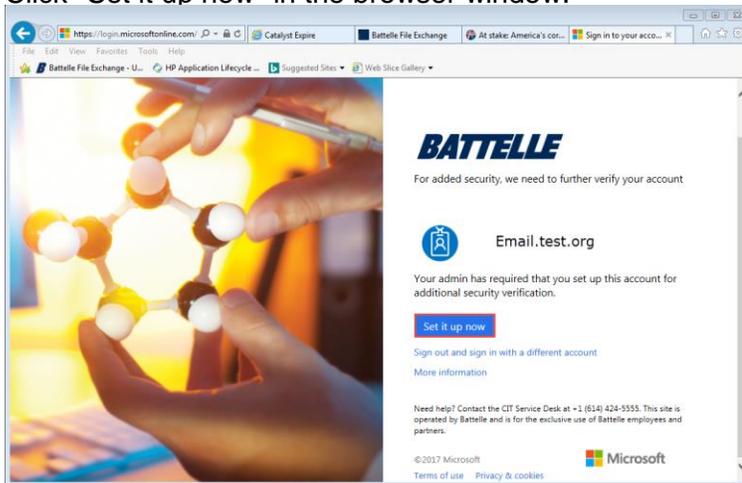
The screenshot shows the Battelle login verification interface. At the top left is the Battelle logo. Below it, the email address 'bt.test.user.506@gmail.com' is displayed next to a profile icon. The main heading is 'Enter code'. Below this, there is a checkbox with the text 'We texted your phone +X (XXX)XXX-XXXX. Please enter the code to sign in.' A text input field contains 'XXXXXX'. A blue 'Verify' button is positioned below the input field. At the bottom left, there is a link for 'Having trouble? Sign in another way' and another link for 'More information'. A grey box at the bottom contains contact information for the CIT Service Desk and a disclaimer that the site is for Battelle employees and partners.

14. You will be taken to the FX page where you can download each file listed.



**This completes the instructions for the first-time retrieval of files from FX. Please close your browser when you have finished using the system. The files will be available in FX for 7 days. The remaining instructions apply if you already have a Microsoft Work or Personal account.**

15. Click "Set it up now" in the browser window.



16. Select your country or region from the drop down and type in a phone number that the system can either call or text and click, choose either "Send me a code by text message" or "Call me" and click "Next". (e.g. XXXXXXXXX)

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

17. You will receive either a text or phone call with a code, type the code and click "Verify".

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +1 (614)397-3890**

When you receive the verification code, enter it here

18. Click "Done".

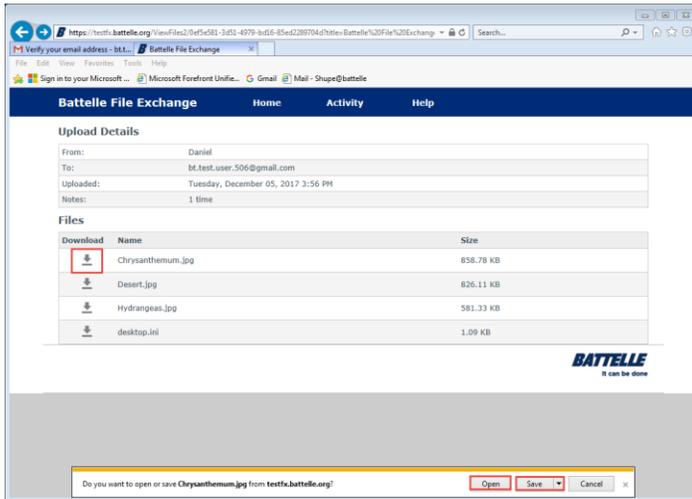
Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +1 (614)397-3890**

Verification successful!

19. You will be taken to the FX page where you can download each file listed.



**This completes the instructions for the first-time retrieval of files from FX. Please close your browser when you have finished using the system. The files will be available in FX for 7 days.**

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