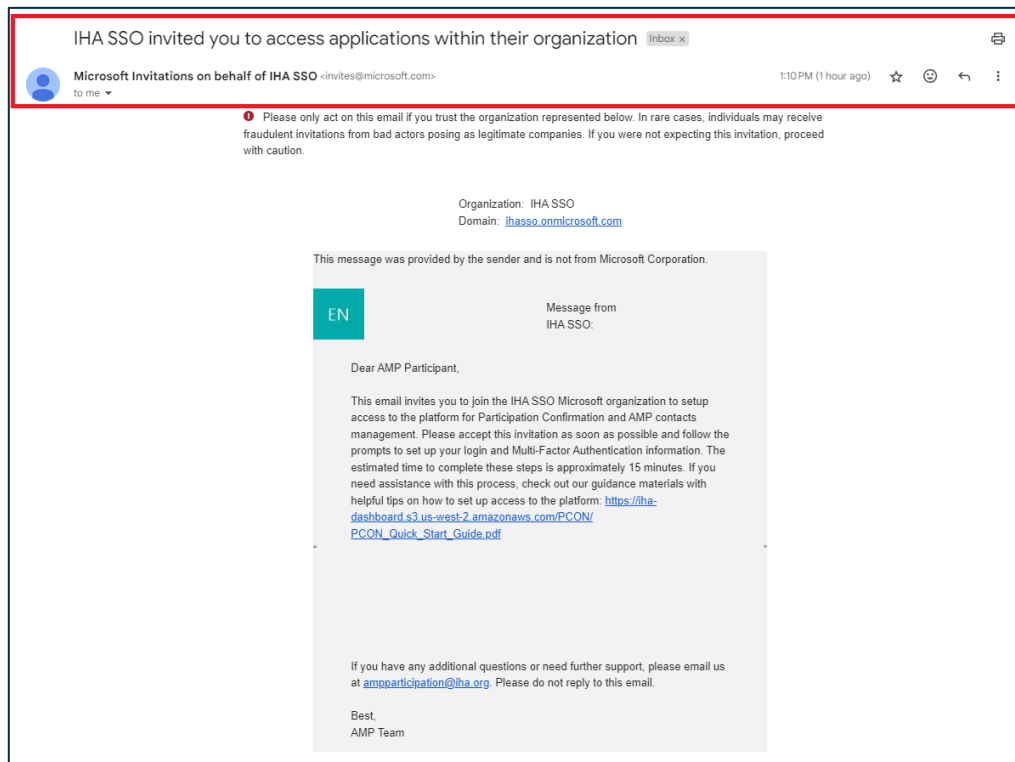


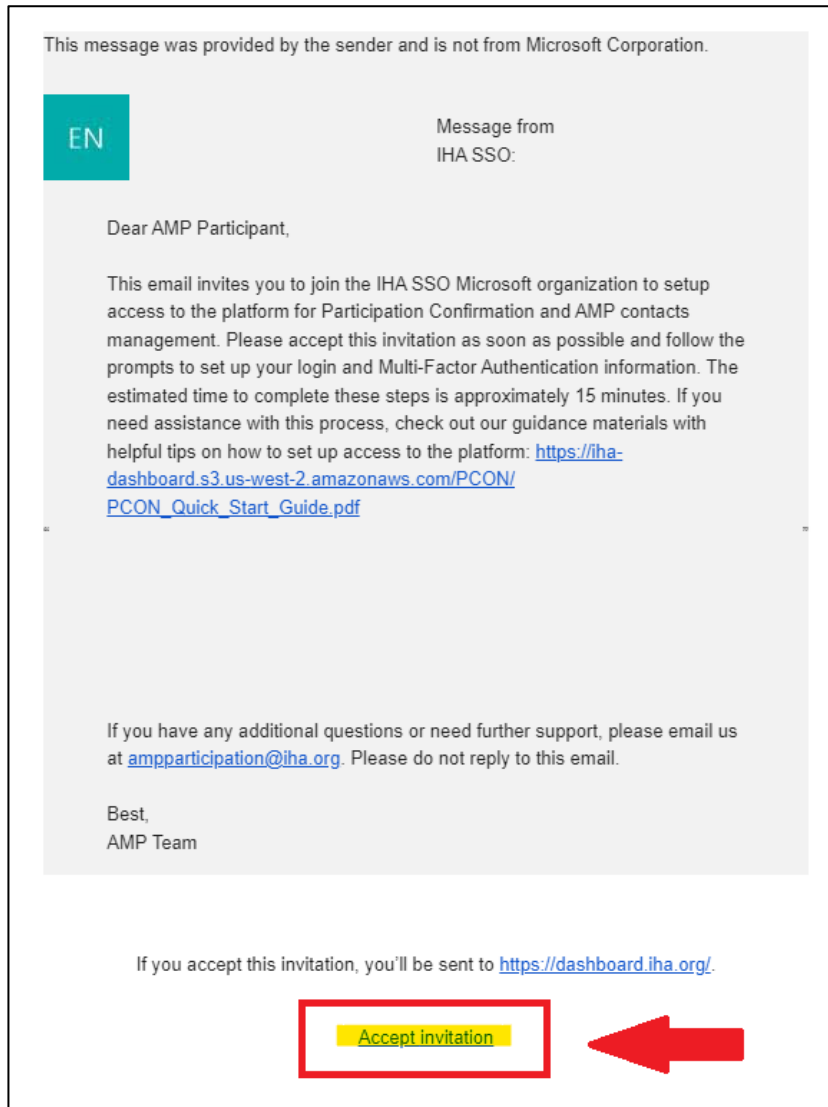
Quick Start Guide: Logging Into the AMP Portal for Participation Confirmation (PCON)

This document is a step-by-step guide for first time users of how to join the IHA SSO Microsoft organization and set up access to the [AMP Portal](#). Please see steps 1-10 below.

1. Check your email inbox for a Microsoft invitation. If you do not see a Microsoft Invitation on behalf of IHA SSO in your inbox, please check your spam and/or junk folders before contacting ampparticipation@iha.org for additional support. IHA will work with you to ensure you receive an invitation to set up access to the AMP Portal.
 - **Email subject:** IHA SSO invited you to access applications within their organization
 - **Sent from:** Microsoft Invitations on behalf of IHA SSO invites@microsoft.com

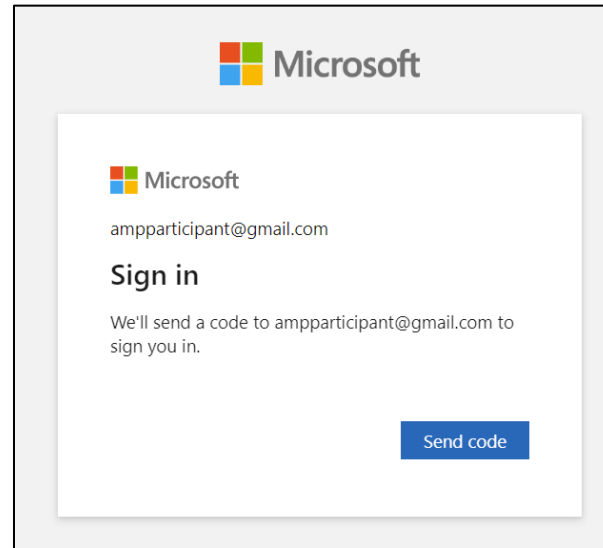


2. Select “Accept Invitation” in your Microsoft invitation email.

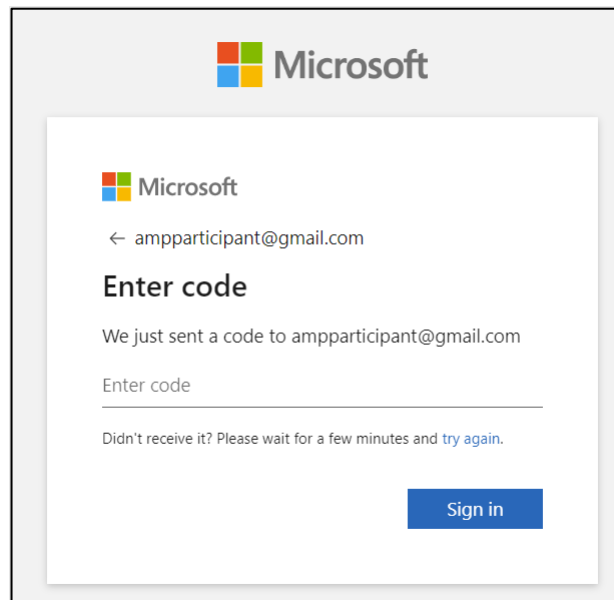


3. Set up your Microsoft sign in by following the prompts below.

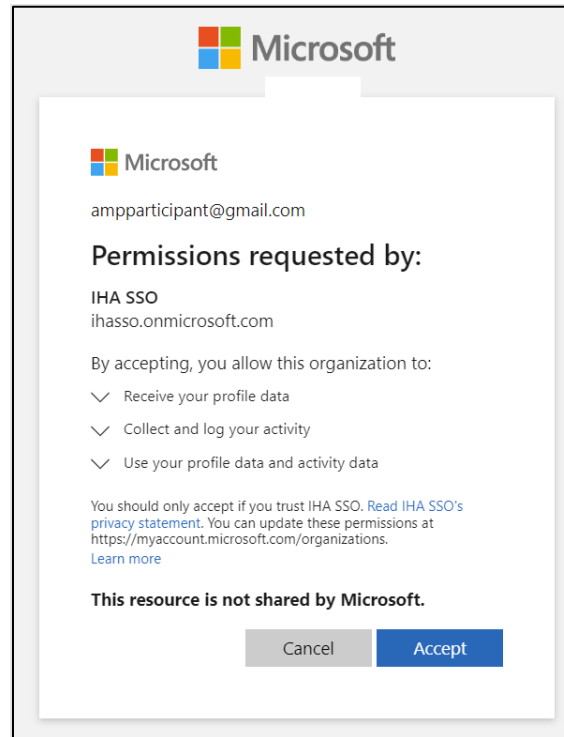
- a. Select “Send code” to receive a security code via email.



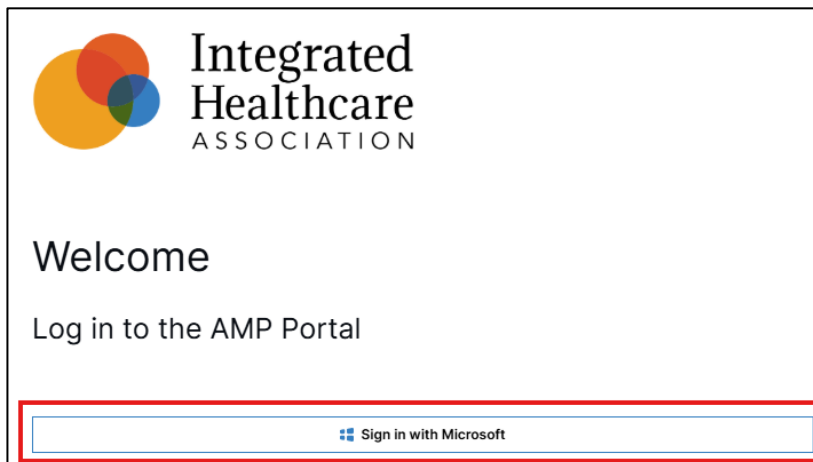
- b. Enter the security code to complete account verification. Then, select “Sign in.” Note that code will expire after 30 minutes.



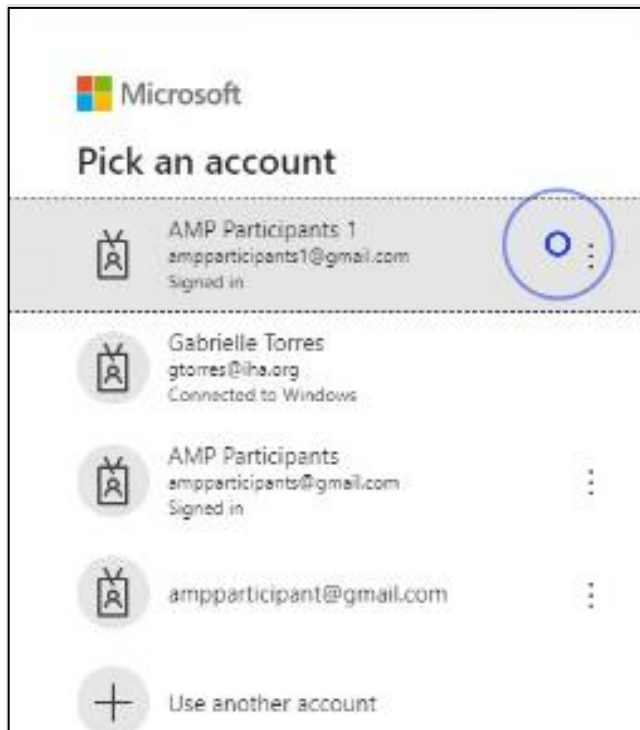
c. Accept the IHA SSO privacy terms.



4. Wait to be redirected to the AMP Portal login page. Then, select “Sign in with Microsoft.”

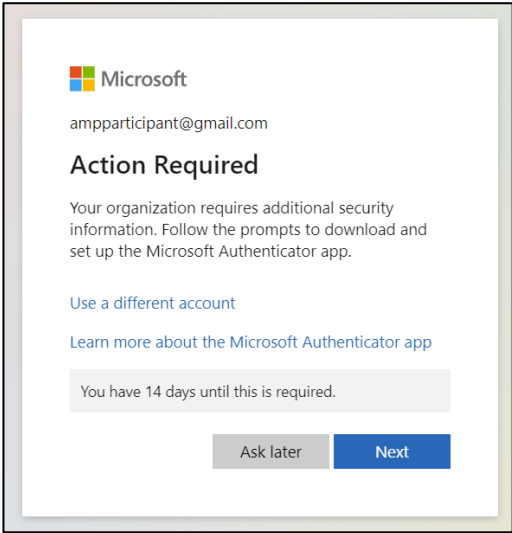
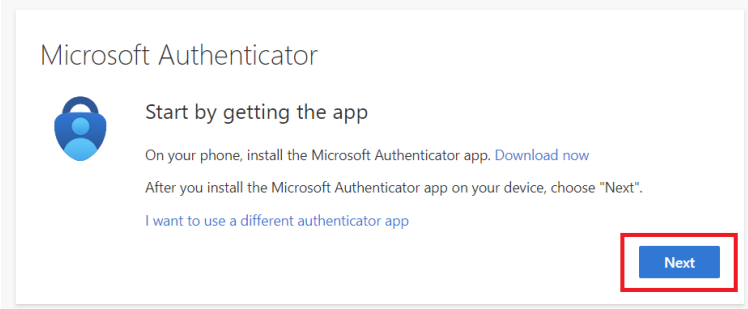


5. If you have multiple email accounts, you may be prompted to select your log in email account.

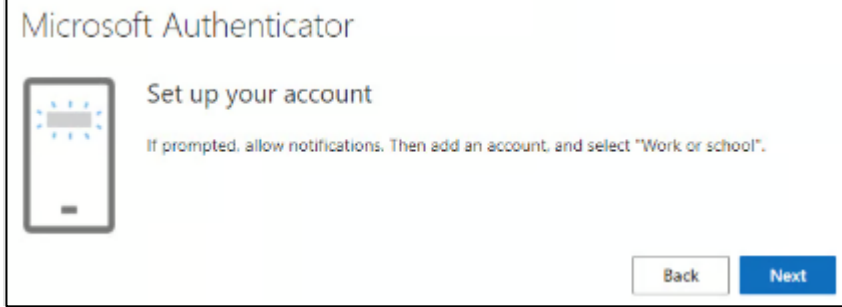


6. Set up Multi-Factor Authentication (MFA) via the Microsoft Authenticator App (option 1 below) or a similar application (option 2 below). There is a 14-day buffer before it is required, if needed. However, it is recommended that you set up MFA immediately by following the prompts below.

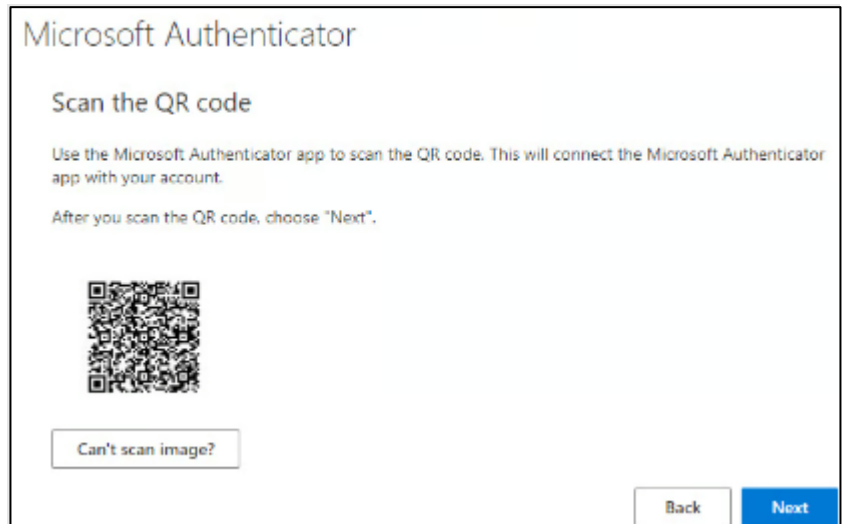
Option 1: Microsoft Authenticator App (Step-by-Step Interactive Tutorial [available](#))

a. Select “Next” to follow the necessary prompts to download and set up your authenticator app for MFA.	
b. Download the Microsoft Authenticator app on your cell phone. This is an app designed and offered by Microsoft Corporation. Once this is complete, select “Next”. Note: You must ensure you’re using the Microsoft Authenticator for this option to be successful. If you already have a different authenticator app (e.g., Salesforce Authenticator, Duo Mobile, etc.) downloaded on your phone, please follow the instructions outlined in Option 2: Alternative Authenticator Apps.	
c. On your phone, set up your Microsoft Authenticator App account. Follow the prompts in the app to allow notifications and accept the privacy statement.	

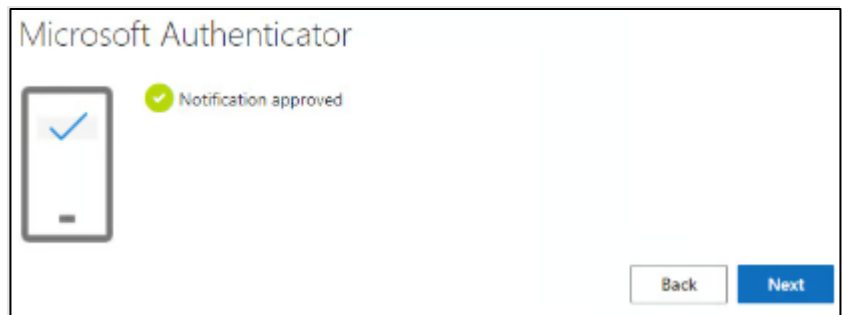
d. Once that is complete, select “Next” on your browser.



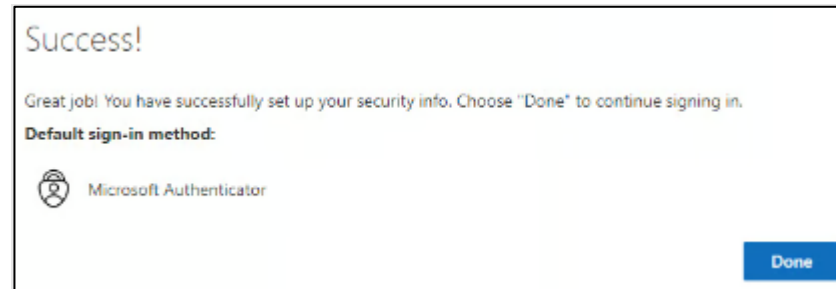
e. In your Microsoft Authenticator app, add a new “Work or school” account and scan the displayed QR code to connect your Microsoft Authenticator app to your account. Once this is complete, the “Next” button will turn blue, indicating your account is connected. Select “Next” to proceed.



f. Ensure your notification is approved then select “Next.”

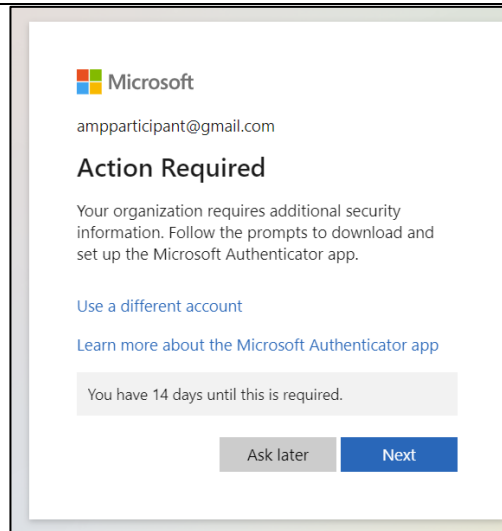


- g. Select “Done” once you have successfully set up your MFA and security information.



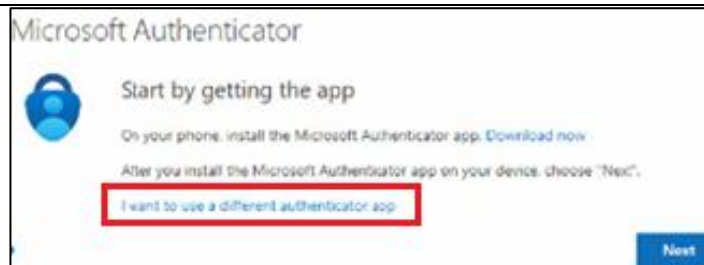
Option 2: Alternative Authenticator Apps

- a. Select “Next” to follow the necessary prompts to download and set up your authenticator app for MFA.



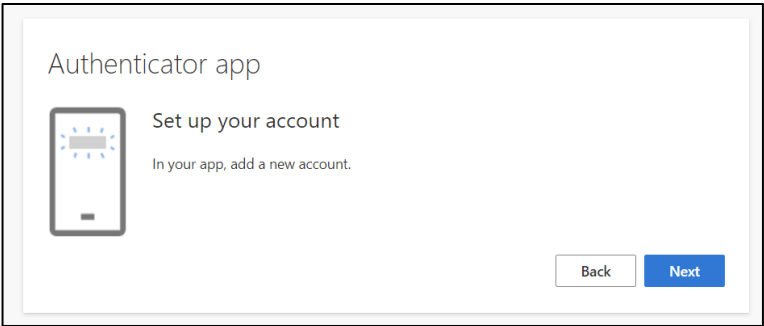
- b. Download and use an alternative authenticator app such as Salesforce Authenticator or Duo Mobile on your cell phone. Once this is complete, select “I want to use a different authenticator app.”

Note: You must NOT use the Microsoft Authenticator app for this option to be successful. If you would like to use the Microsoft Authenticator app, please follow the

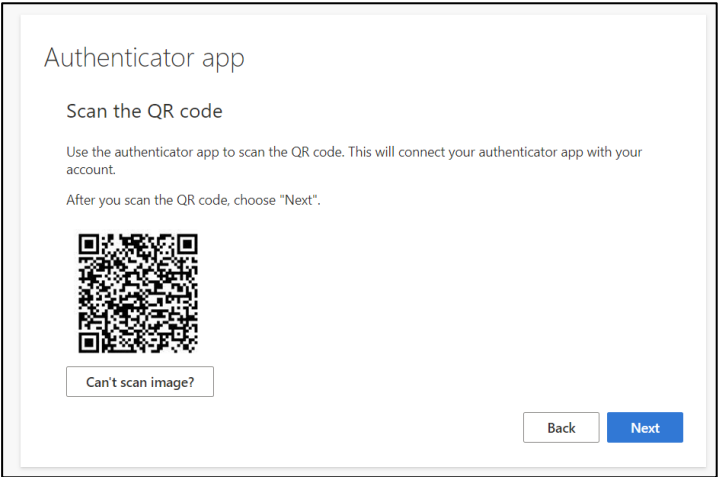


steps outlined in Option 1: Microsoft Authenticator App.

- c. Set up your authenticator app account. Follow the prompts in the app to allow notifications and set up basic settings. Once that is complete, select “Next”.



- d. In your authenticator app, add a new account and scan the displayed QR code to connect your authenticator app to your account. Once this is complete, select the blue “Next” button on your browser.



- e. Enter the code shown in the authenticator app on your browser. The “Next” button will turn blue.

Authenticator app



Enter code

Enter the 6-digit code shown in the Authenticator app.

Enter code

Back Next

- f. You will see a confirmation page confirming that you successfully set up MFA. Select “Done” to finish set up.

Success!

Great job! You have successfully set up your security info. Choose “Done” to continue signing in.

Default sign-in method:

 Authenticator app

Done

- g. Select “Done” once you have successfully set up your MFA and security information.

Success!

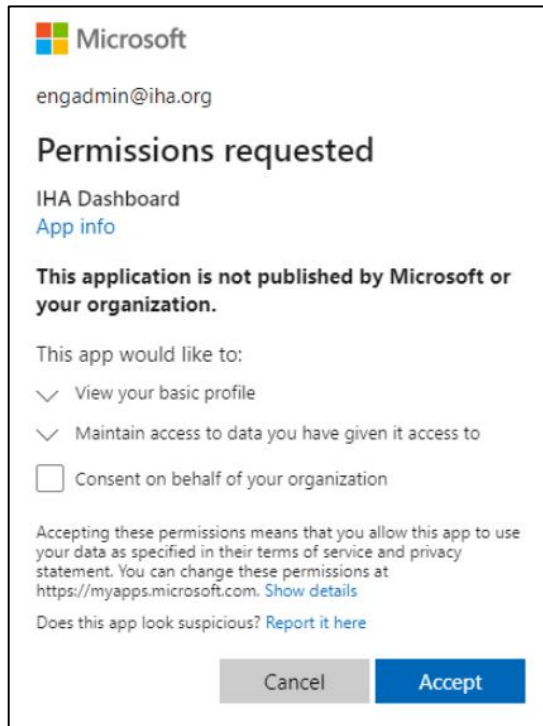
Great job! You have successfully set up your security info. Choose “Done” to continue signing in.

Default sign-in method:

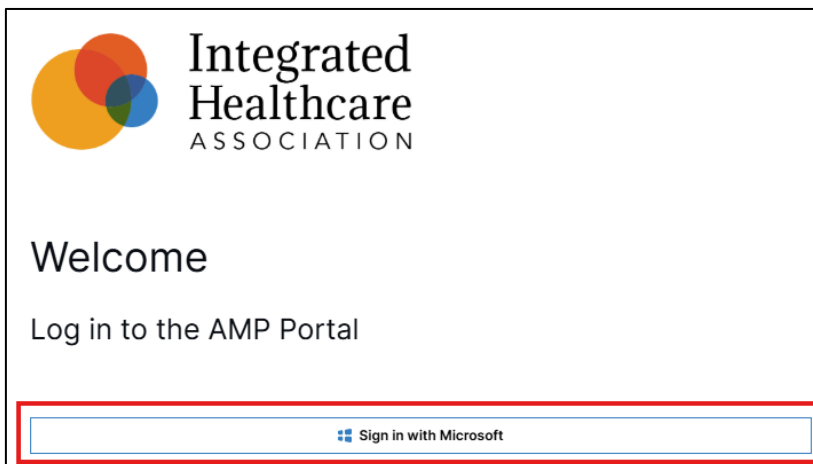
 Microsoft Authenticator

Done

7. Once MFA set up is completed, you will see a page requesting permissions. Select “Accept” to grant AMP Portal permissions.



8. The AMP Portal page (<https://dashboard.iha.org/>) will refresh and prompt you to log in. Select “Sign in with Microsoft.”



9. Once all of these steps are complete, you will gain access to the full site.

[Organization Profile](#)[Contracts Roster](#)[Contacts](#)[Resources](#)[Logout](#)

Align. Measure. Perform.

Welcome to the AMP Portal

Please note the important dates listed below for the Participation Confirmation process

Pre-Participation Confirmation:

- Pre-PCON surveys become available: *October 9, 2025*
- Pre-PCON surveys are due: *October 22, 2025*

Participation Confirmation:

- PCON begins for all organizations *November 6, 2025*

Organization Profile

Explore and manage organization data. Respond to surveys about your organization.

[Go to Organization Profile](#)

Contracts Roster

View and edit contracts.

[Go to Contracts Roster](#)

Contacts

Manage organization contacts.

[Go to Contacts](#)

Resources

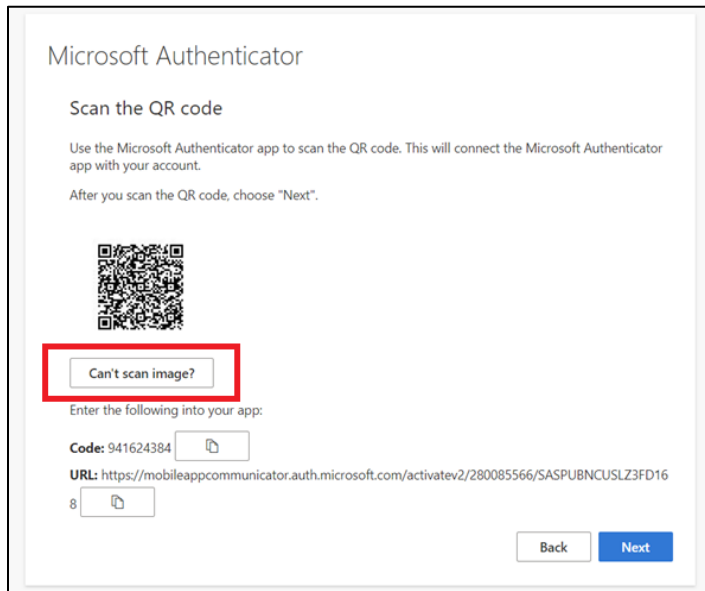
View How-To guides and other reference material.

[Go to Resources](#)

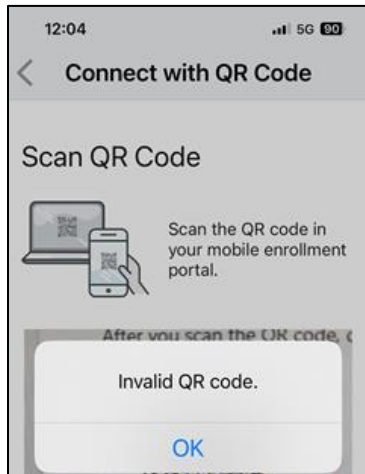
Tips

Having trouble? Try these quick tips:

1. Check your email's spam/junk/clutter folders if you did not receive a Microsoft invite.
2. If you're unable to scan the QR code to set up MFA on your phone, select "Can't scan image?" to enter a code instead.

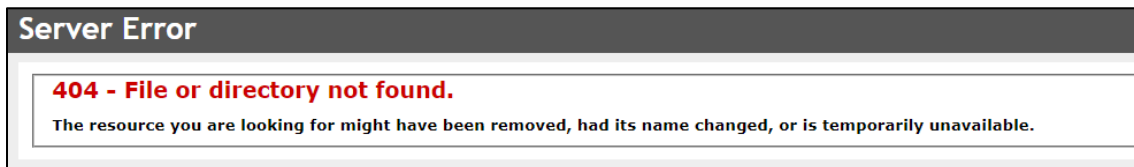
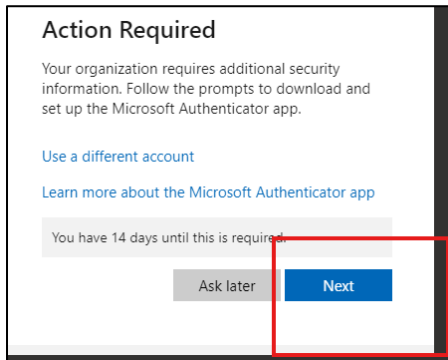


3. If you're seeing an "Invalid QR code" message or unable to enter a numerical code, you may be using the incorrect authenticator app. Please ensure you're using the correct authenticator app when setting up MFA. Option 1 requires you to use the Microsoft Authenticator app and Option 2 requires you to use any authenticator app **other than** the Microsoft Authenticator app.



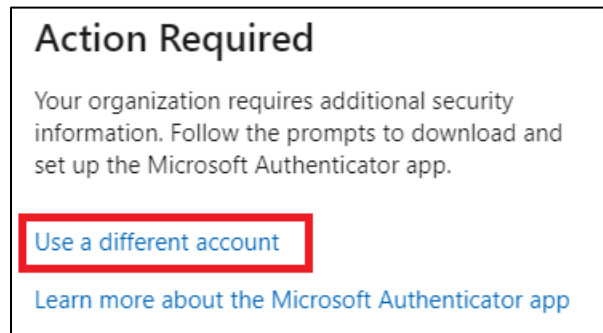
4. Some organizations may have additional security requirements which can prompt you to a server error page when trying to set up MFA.

- Error Message



- Suggested Workaround

- Select "Use a different account."



- Continue to use your work email address (please do not use any personal email addresses). Then follow the prompts to use an authenticator app.

Support

Still need help? Contact IHA's support team by emailing ampparticipation@iha.org