SSP Pure Broking

Azure Guide – covering how to:

- Download the Desktop Authenticator
- Download and configure the Remote Desktop Client
- Login, choose your preferred password, set-up Multi-factor Authentication (MFA) and print

**for Windows PC**

September 2024

PURE BROKING – AZURE

What is Microsoft Azure?

• Microsoft Azure, commonly known as 'Azure,' is Microsoft's public cloud computing platform. It provides world leading cloud computing services to well-known technology brands, such as HP and Fujitsu, as well as being utilized by Microsoft themselves.

• The upgrade will change how you log into Pure Broking by doing away with Citrix. It will provide access to a more modern, yet familiar desktop experience with enhanced security, reliability and performance.

• This investment is part of our commitment to bring SSP brokers the latest hosting experience enabling SSP to focus more of our R&D investment on our customers' needs and latest market innovations.
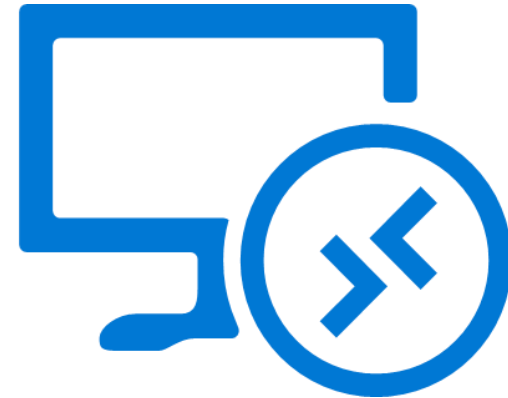
Secure • Scalable • Performant

What's next … in this guide we will show you how to set-up access to the Virtual Apps and set you on your way to enjoying your new desktop experience …

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The first 5 steps of this document apply if you will be using the Desktop Authenticator app for MFA rather than the Mobile app. If you intend to use the Mobile app, please skip to step 6.
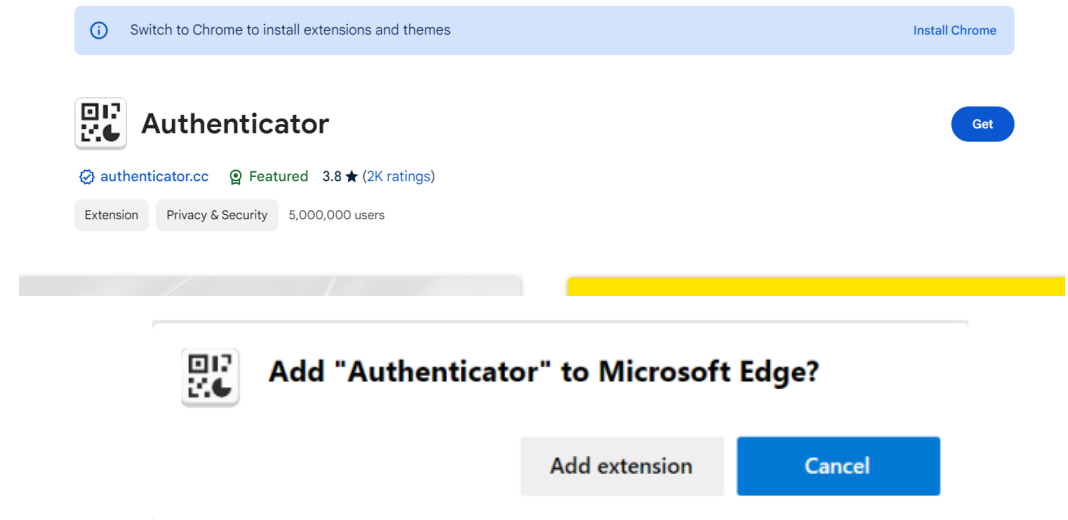
INSTALL THE DESKTOP AUTHENTICATOR

STEP 1

Use this link to access and install the Authenticator. This can be done

via Edge and Google Chrome Browsers

https://chrome.google.com/webstore/detail/authenticator/bhghoamapcdpbohphigoooaddinpkbai?hl=en

STEP 2

Click on 'Get' and then 'Add Extension'.

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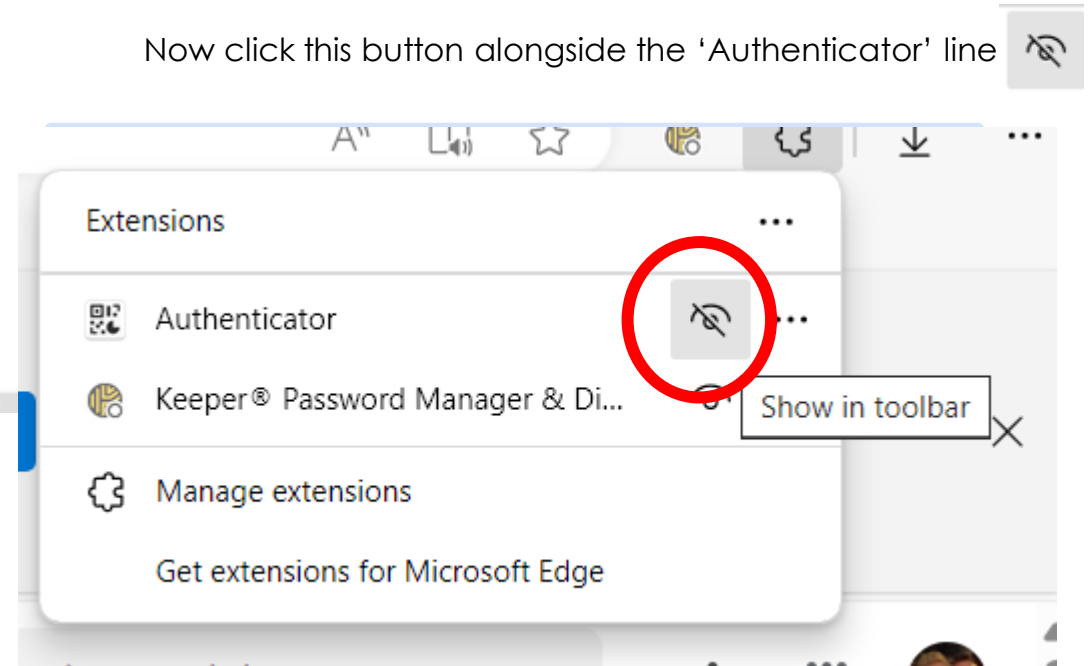## INSTALL THE DESKTOP AUTHENTICATOR

STEP 3

The new extension will be hidden by default. To permanently 'pin' it to your browser task bar click the button circled below

STEP 4

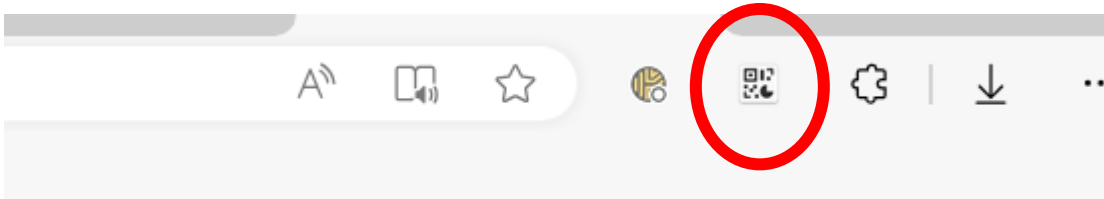Now click this button alongside the 'Authenticator' line

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INSTALL THE DESKTOP AUTHENTICATOR

STEP 5

The Authenticator will now be shown by default on the task bar
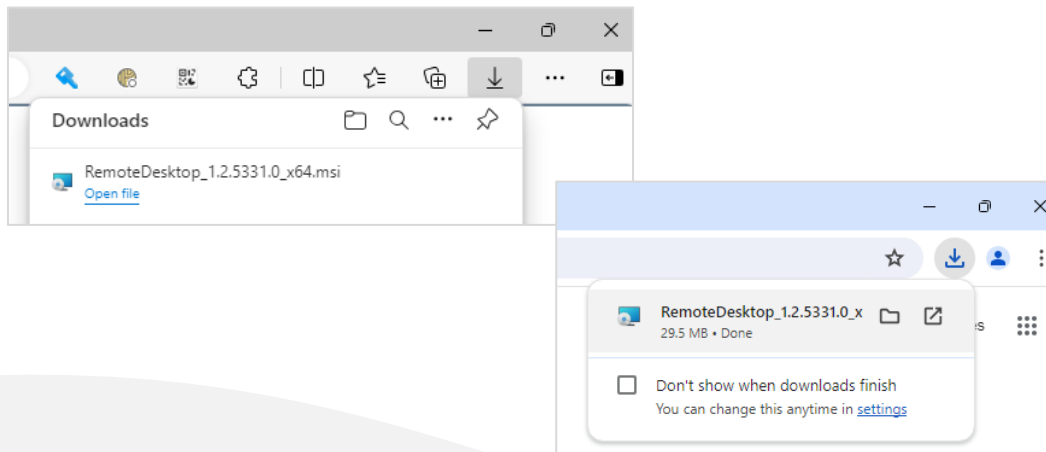
PURE BROKING – AZURE

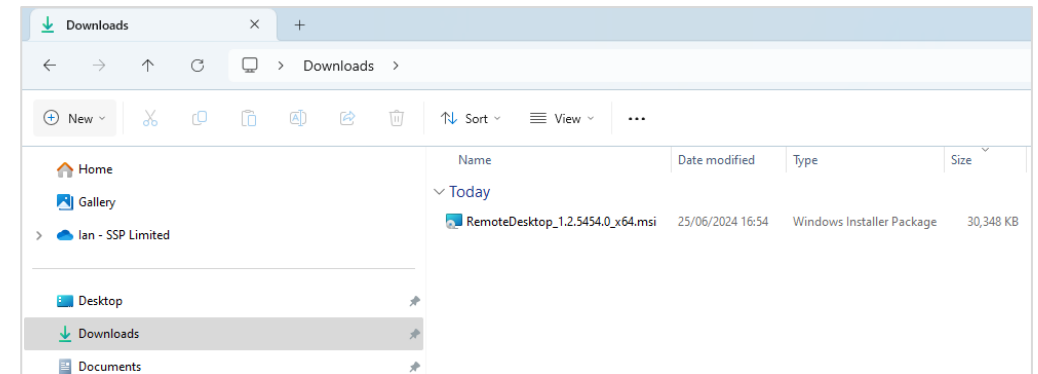## INSTALL THE REMOTE DESKTOP CLIENT

STEP 6

Use this link to access the Microsoft Website to install the Remote

Desktop client.

[Remote Desktop client (MSI)](#)

STEP 7

Click on 'Open file'. If you cannot see this option in your browser open

Windows Explorer (Windows key + E), navigate to 'Downloads' folder

and double-click on the file 'RemoteDesktop_1.x.yyyy.z_x64.msi' *****

* Note – the version number of the Remote Desktop is correct at the time of writing this guide,

however, is subject to change as Microsoft release newer versions. Simply select the version
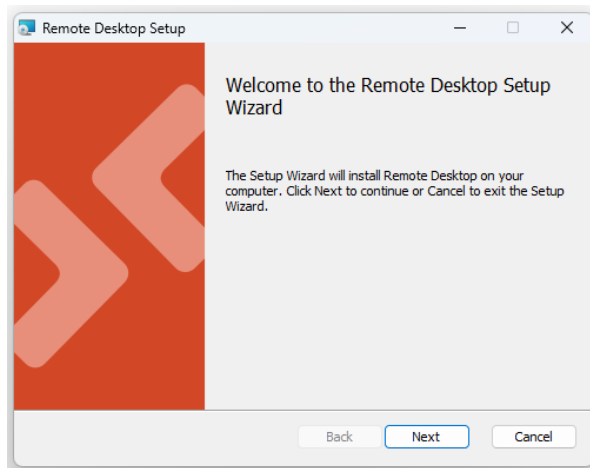
presented …

PURE BROKING – AZURE
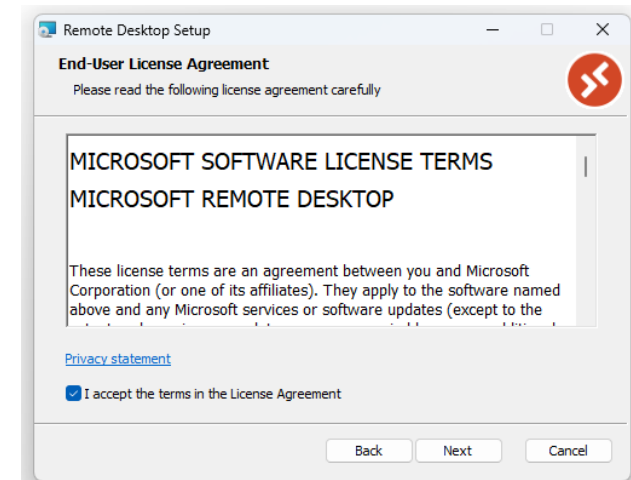
INSTALL THE REMOTE DESKTOP CLIENT

STEP 8

A new Window will be displayed to complete the 'Setup Wizard.'

Click 'Next.'

STEP 9

Click to accept the terms in the license agreement and click 'Next.'

PURE BROKING – AZURE

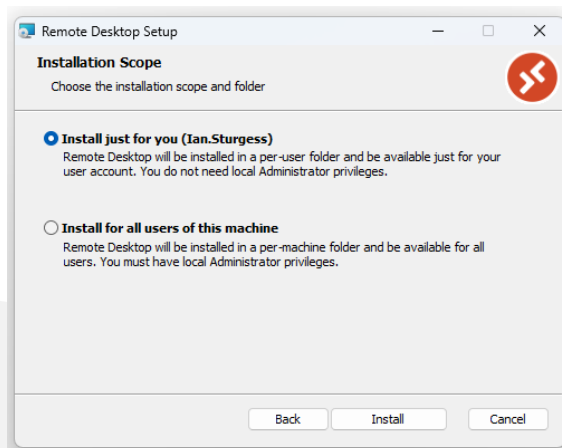## INSTALL THE REMOTE DESKTOP CLIENT

STEP 10 (may or may not be visible depending on your admin rights)

If the PC is used only by you then keep the default option selected, 'Install just for you,' and click the 'Install' button.
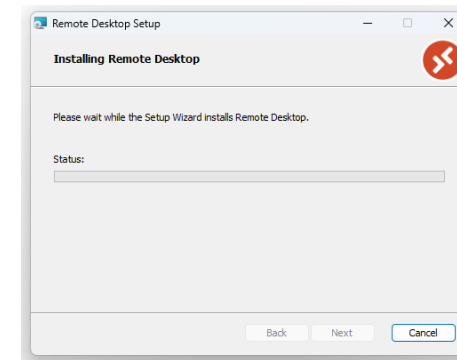
If multiple users use the PC, then select 'Install for all users of this machine.' This option requires administrator privileges, please speak with your local IT people or provider to arrange this.
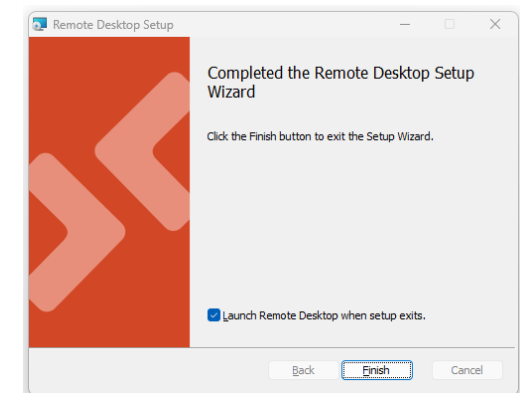

STEP 11

A further window will be displayed for a brief time...

Once installed the following window will be displayed, **please make sure the 'Launch Remote Desktop when setup exits'** is ticked and click on 'Finish'. Then the 'Remote Desktop' application will be launched:
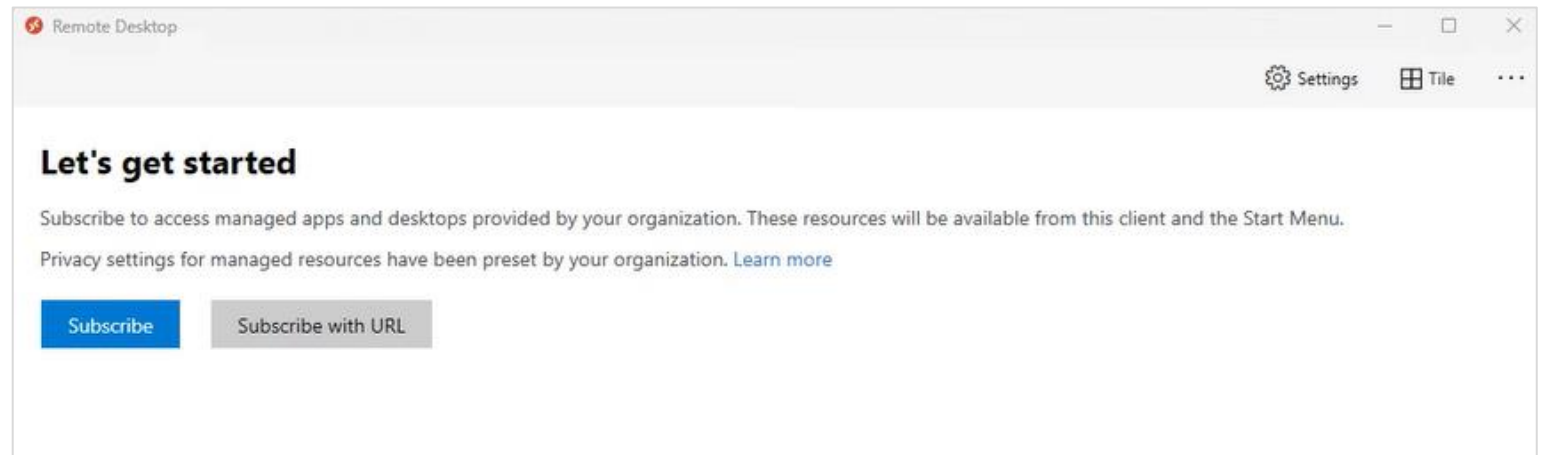
PURE BROKING – AZURE

SETUP YOUR LOGIN AND MULTI-FACTOR AUTHENTICATION

STEP 12

Congratulations ! you have completed your first task and will see the screen below … we

now need you to set up your new login and get configured for Multi-Factor Authentication

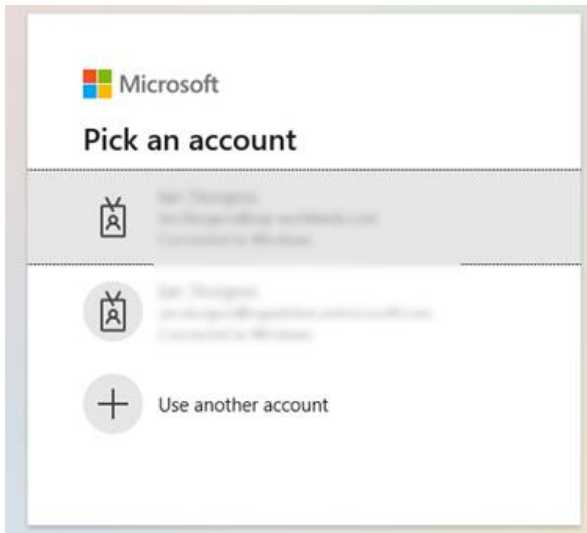(MFA). Click 'Subscribe' to get started … and move to Step 13 on the next page.

LOGIN

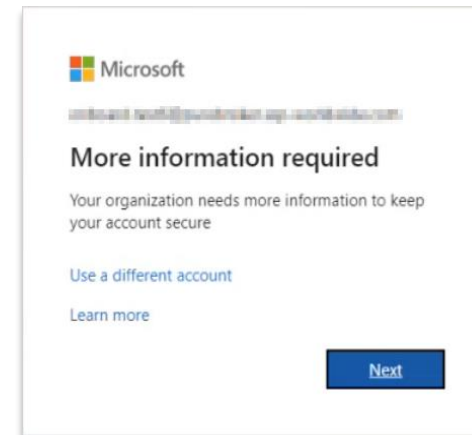## CHANGE YOUR PASSWORD AND CONFIGURE MFA

STEP 13

After a short pause, a screen like the one below will be displayed,

click on 'Use another account'

STEP 14

Log in using the credentials that have been supplied to you by SSP.

After entering your username **(i.e. Jack.Goodall@purebroker.ssp-worldwide.com)** and the generic password details we sent, you will

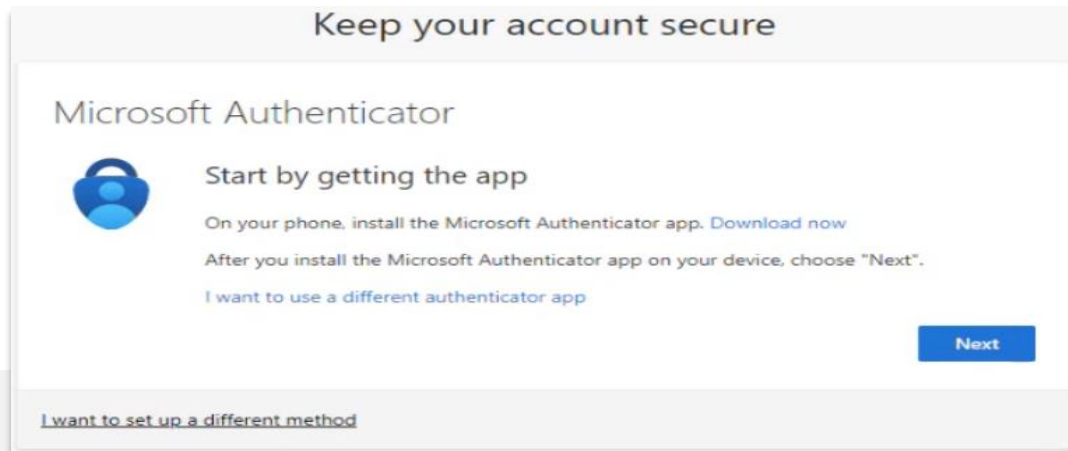be presented with the following pop-up screen. Click Next:

LOGIN AND SET-UP MFA
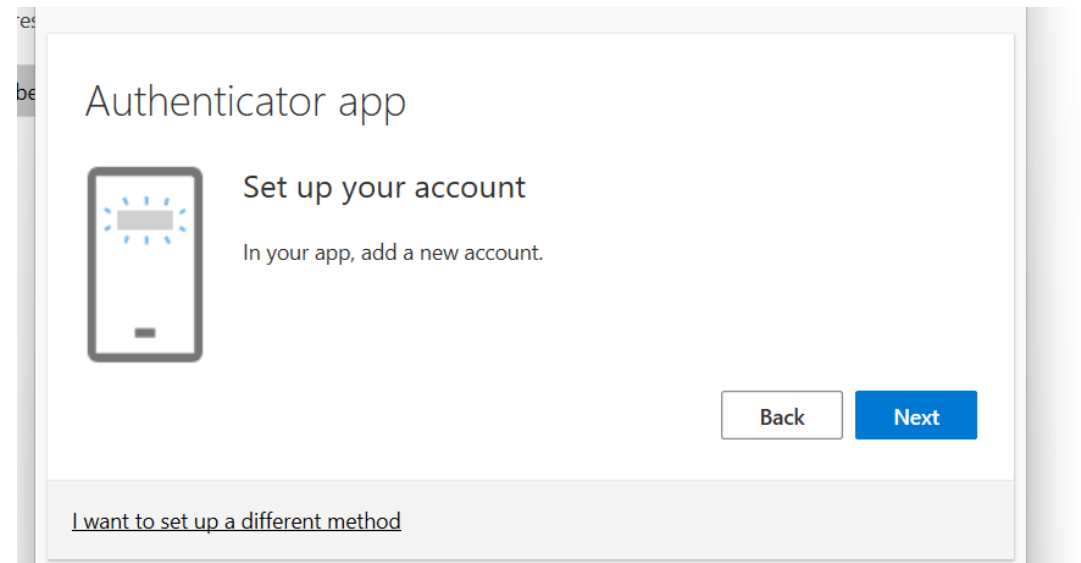
CHANGE YOUR PASSWORD AND CONFIGURE MFA

STEP 15

Click 'I want to use a different authenticator app' and you will start

the journey to configure multi-factor authentication.

STEP 16

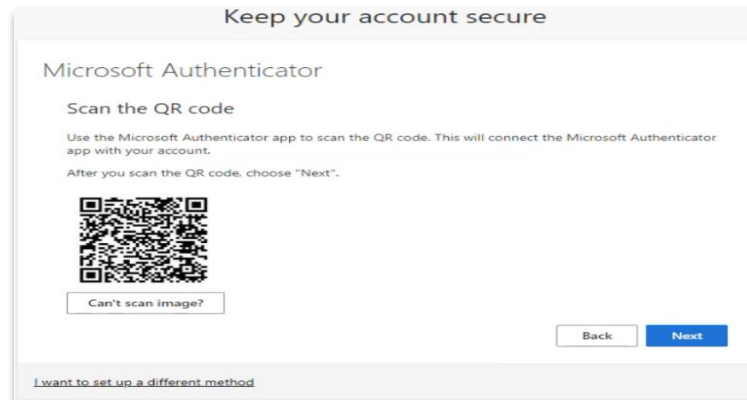Click 'Next' on the following screen:

LOGIN AND SET-UP DESKTOP MFA
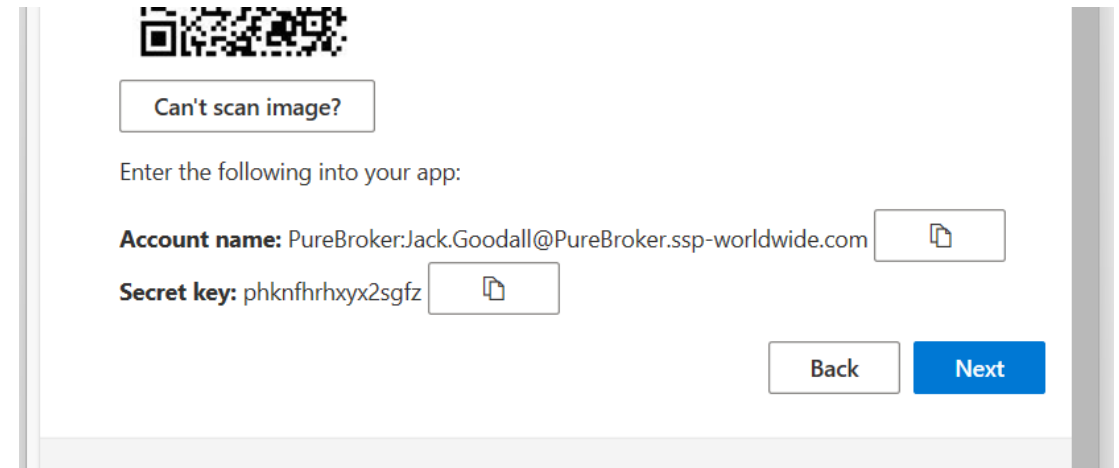
CHANGE YOUR PASSWORD AND CONFIGURE MFA

STEP 17

FOR MOBILE APP AUTHENTICATION SKIP TO STEP 27

Click 'Cant scan image' on the following screen:

Keep your account secure

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   Next

I want to set up a different method

STEP 18

An Account Name and Secret Key will now be displayed:

Can't scan image?

Enter the following into your app:

Account name: PureBroker:Jack.Goodall@PureBroker.ssp-worldwide.com
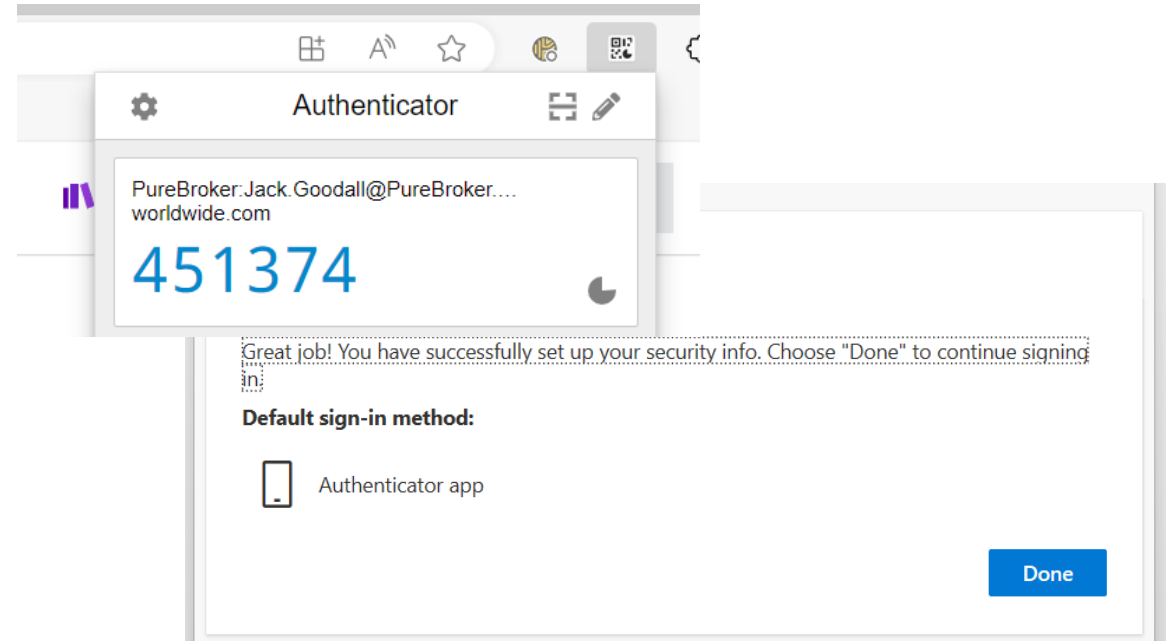
Secret key: phknfhrhxyx2sgfz
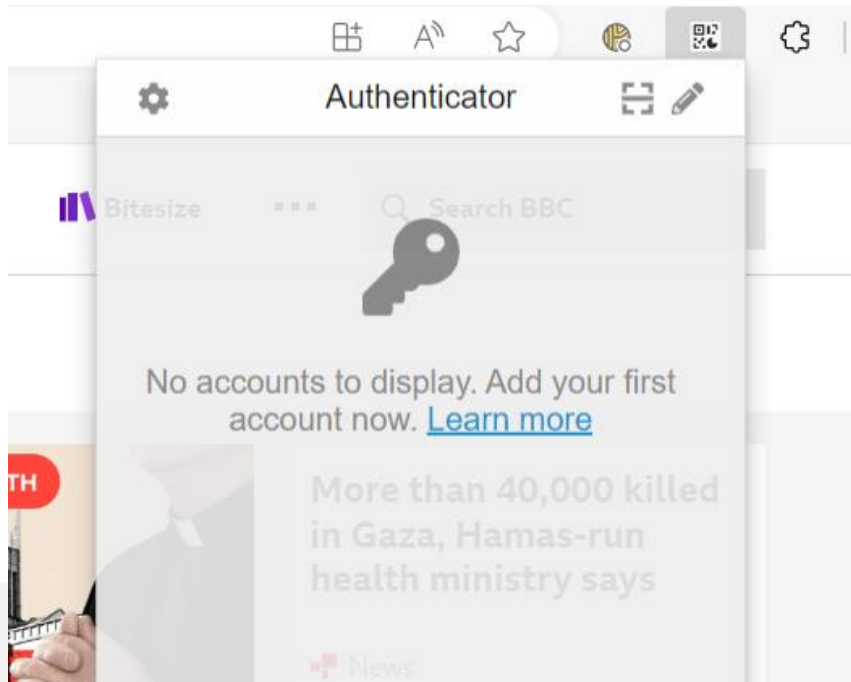
Back   Next

LOGIN AND SET-UP DESKTOP MFA
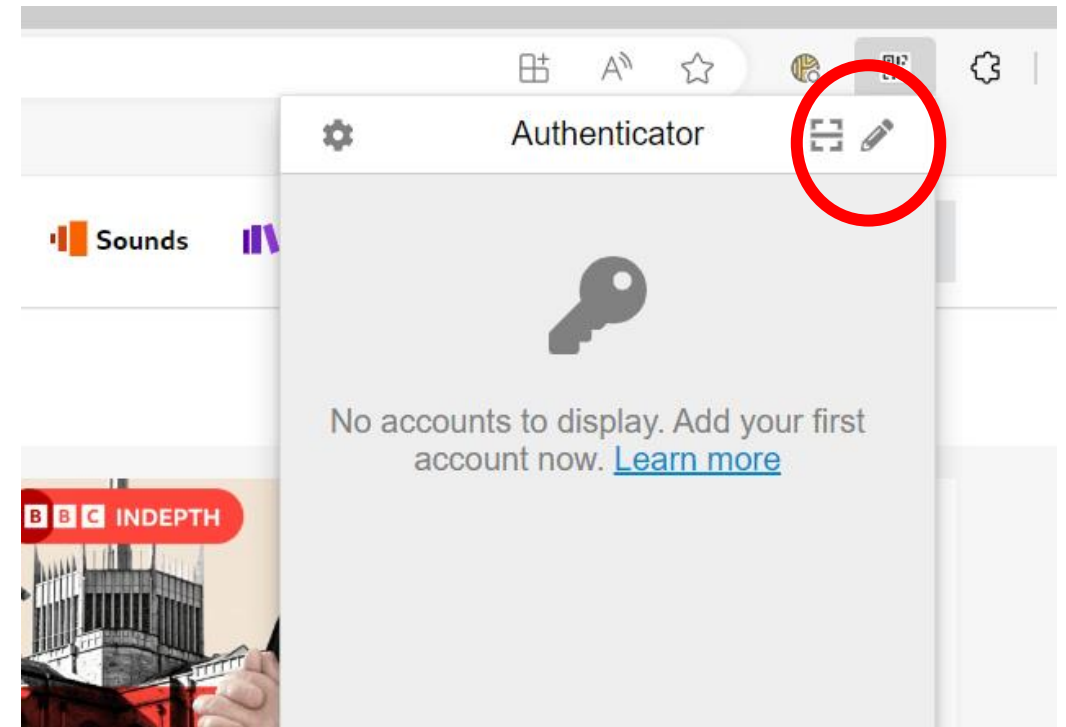
CHANGE YOUR PASSWORD AND CONFIGURE MFA

STEP 19

At this stage open your Browser and open the Authenticator app:

STEP 20

In your Browser open the Authenticator and click the pencil icon:
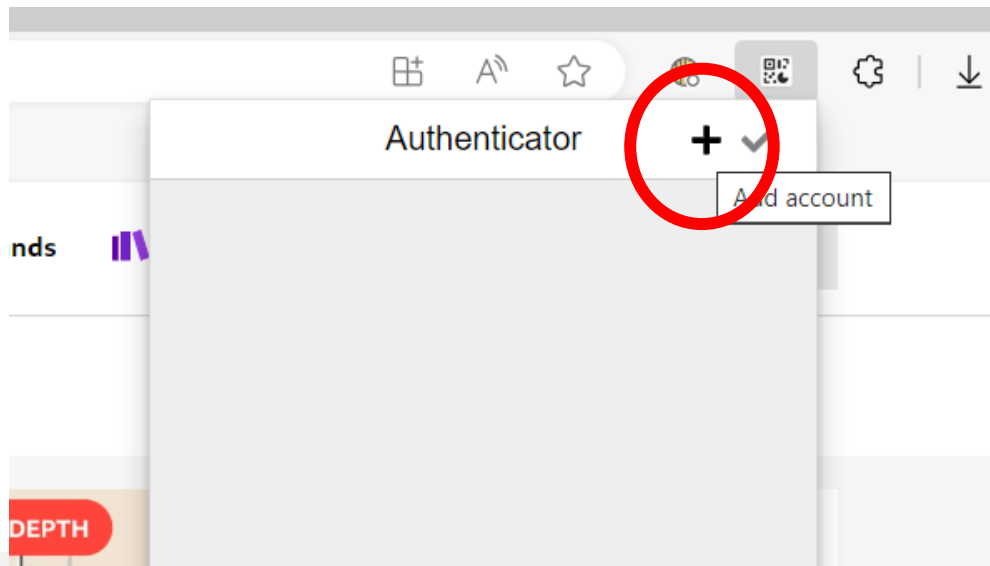
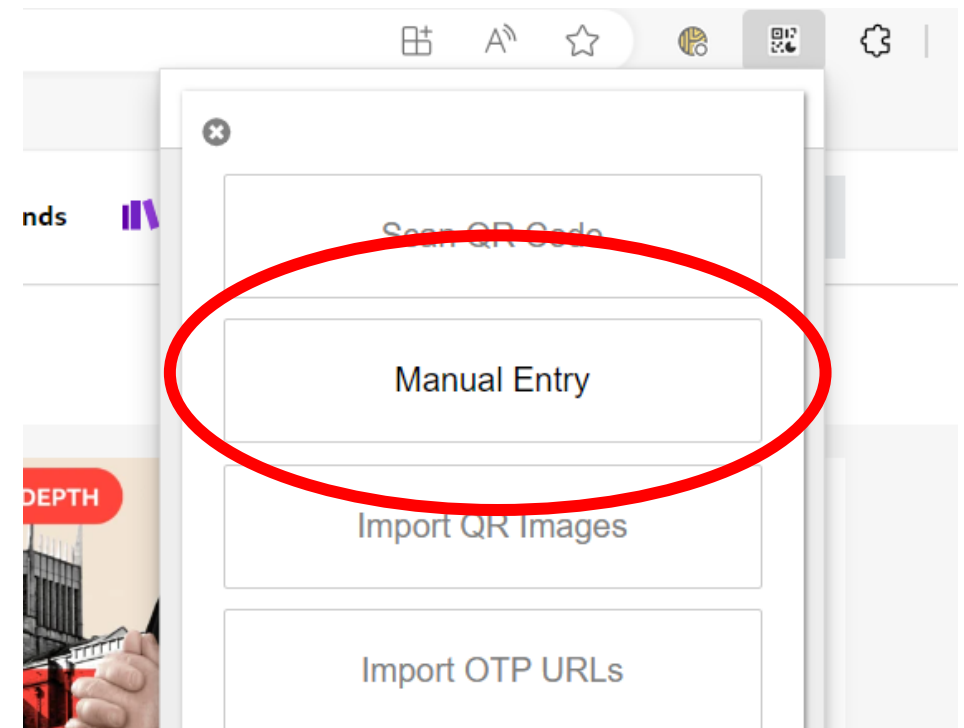# LOGIN AND SET-UP DESKTOP MFA

CHANGE YOUR PASSWORD AND CONFIGURE MFA

STEP 21

Now click the '+' Icon to 'Add account'

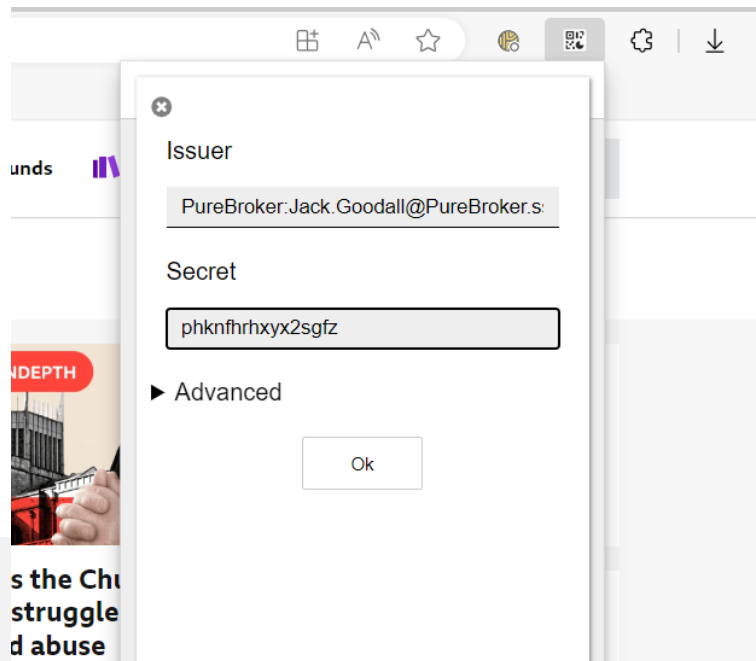**STEP 22**

Now select 'Manual Entry'

LOGIN AND SET-UP DESKTOP MFA
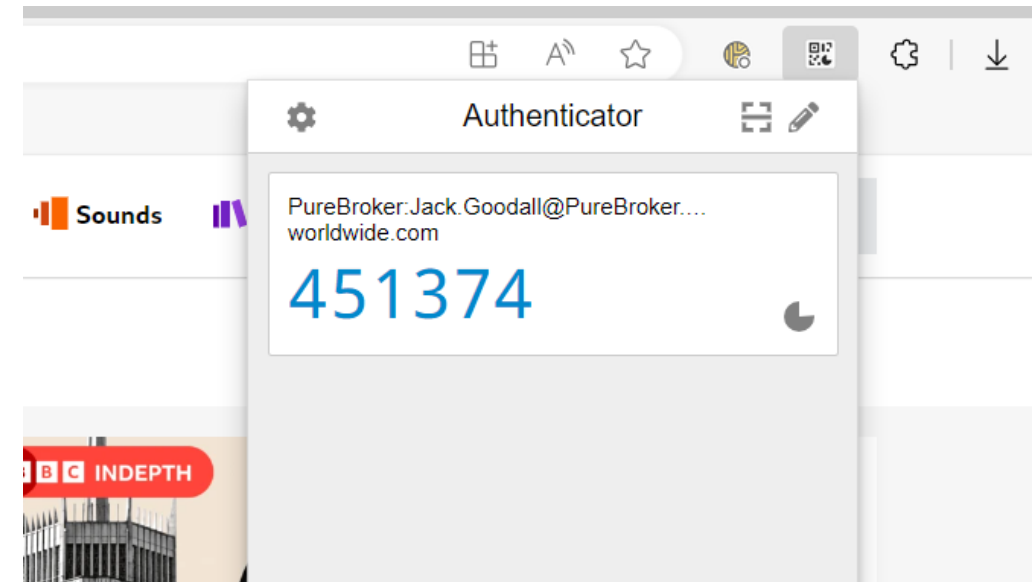
CHANGE YOUR PASSWORD AND CONFIGURE MFA

STEP 23

Input the Account Name displayed in Step 18 into the Issuer box and

the Secret Key displayed in Step 18 into the Secret box and click 'Ok'

STEP 24

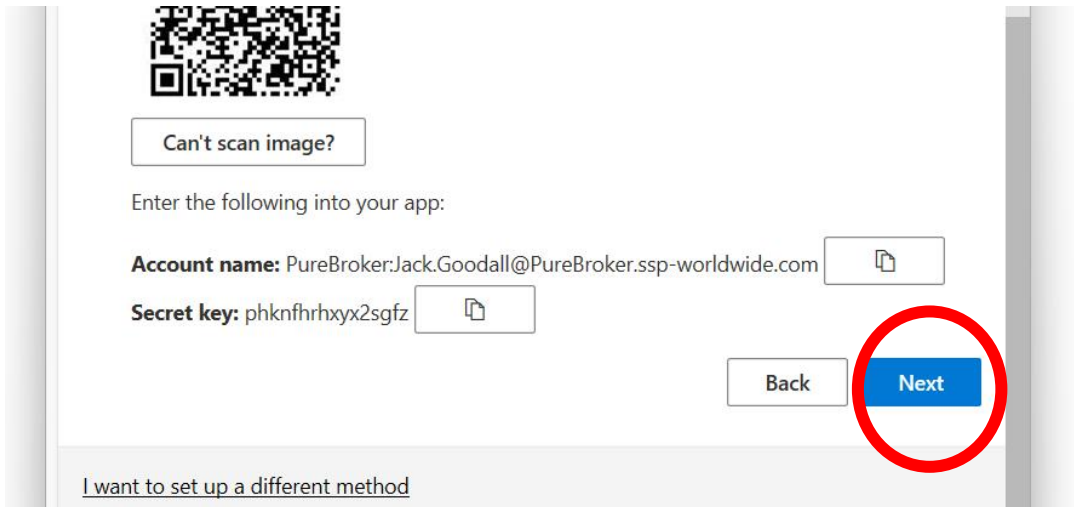The Authenticator is now linked

LOGIN AND SET-UP DESKTOP MFA

CHANGE YOUR PASSWORD AND CONFIGURE MFA

STEP 25

Come back to the Remote Desktop and now press 'next,

STEP 26

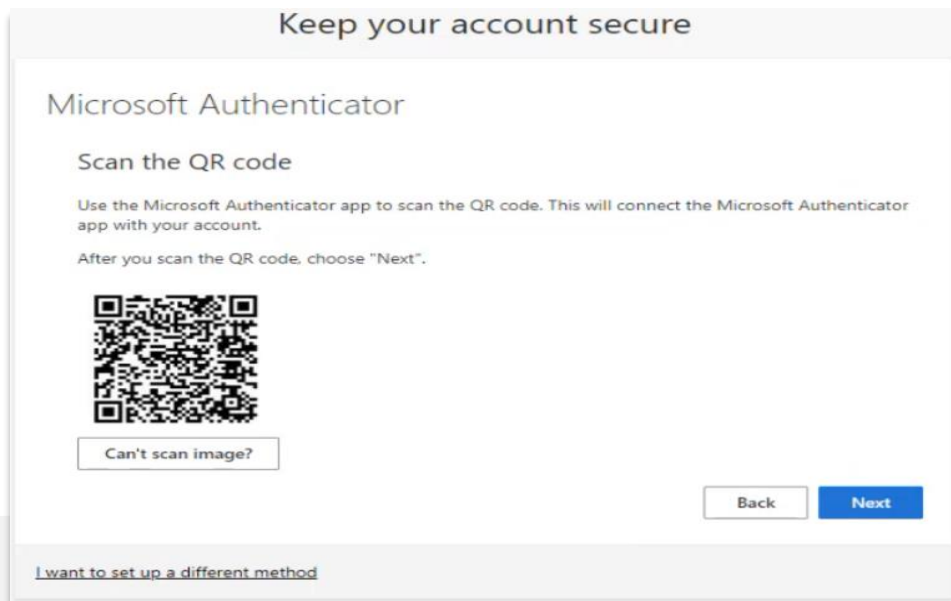Input the Authenticator code into the screen displayed and hit 'next'

LOGIN AND MOBILE APP MFA

CHANGE YOUR PASSWORD AND CONFIGURE MFA

IF USING DESKTOP MFA SKIP TO STEP 29

STEP 27

Use your Mobile Authenticator app to register. Follow the instructions in the Authenticator app and when required click 'Next'.

STEP 28

Validate that your Mobile Authenticator App is correctly configured and then click 'Next'.
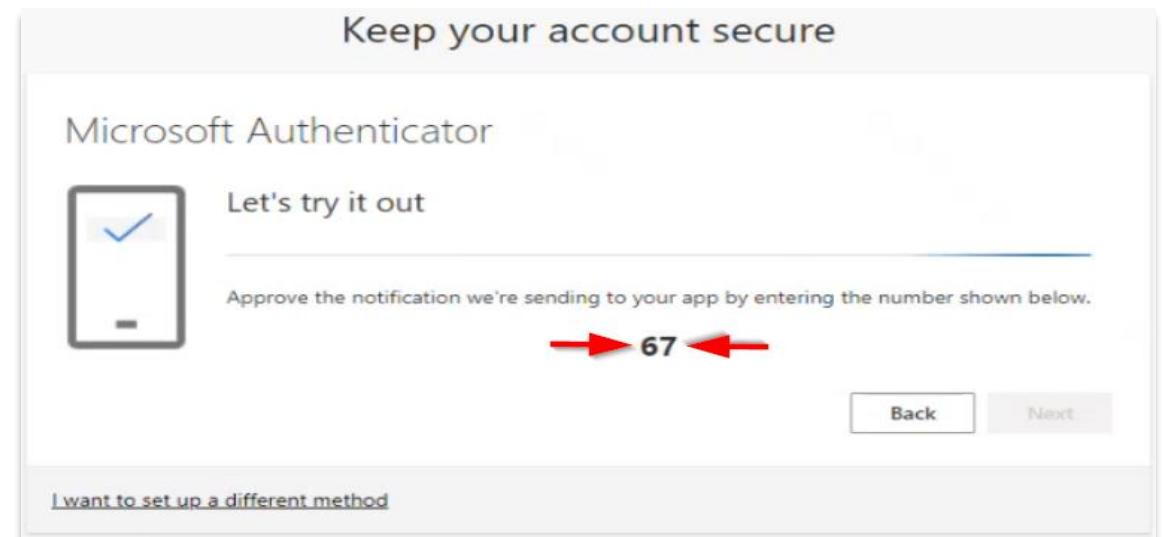
LOGIN AND CHANGE PASSWORD

CHANGE YOUR PASSWORD AND CONFIGURE MFA

STEP 29
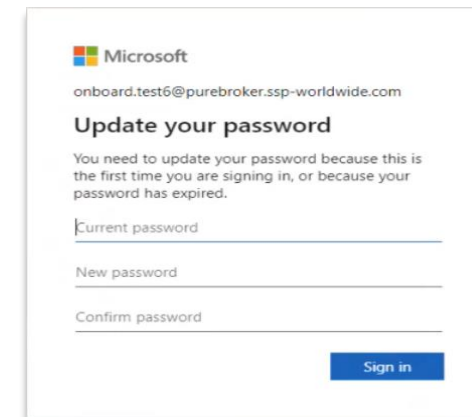
A success message will be displayed, click 'Done'.
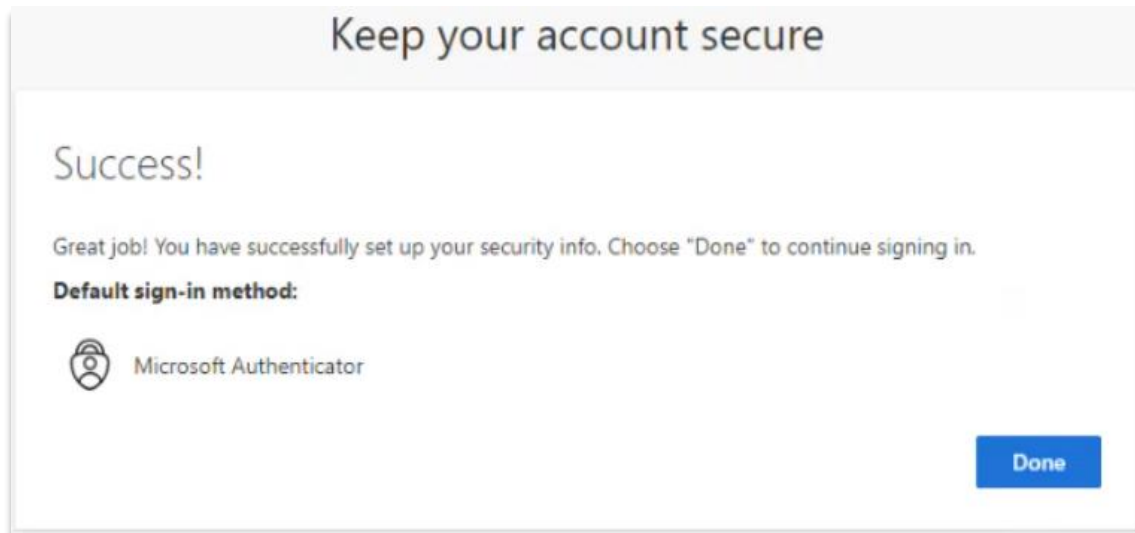
STEP 30

You will now be asked to update the generic password because this is the first time you are signing in. Enter the password supplied by SSP (as the current password) and then enter and confirm your new preferred password. Guidelines on secure password formats are provided in Appendix A at the end of this pack.

REMOTE DESKTOP CLIENT

TEST ACCESS AND PRINTING

STEP 31

The 'Remote Desktop' app will refresh, and you will be presented

with a screen like the one shown below.

STEP 32

Double click on the 'Microsoft Edge' icon which will open a test FAQ

document. Ensure your printers are displayed, and then print the

FAQs – if you encounter a problem email us at migrationteam@ssp-

worldwide.com.

REMOTE DESKTOP CLIENT

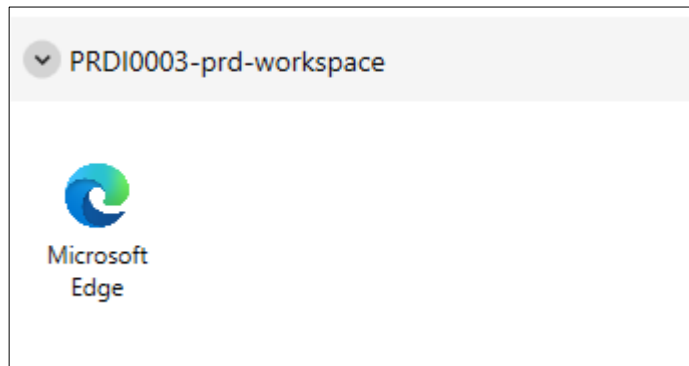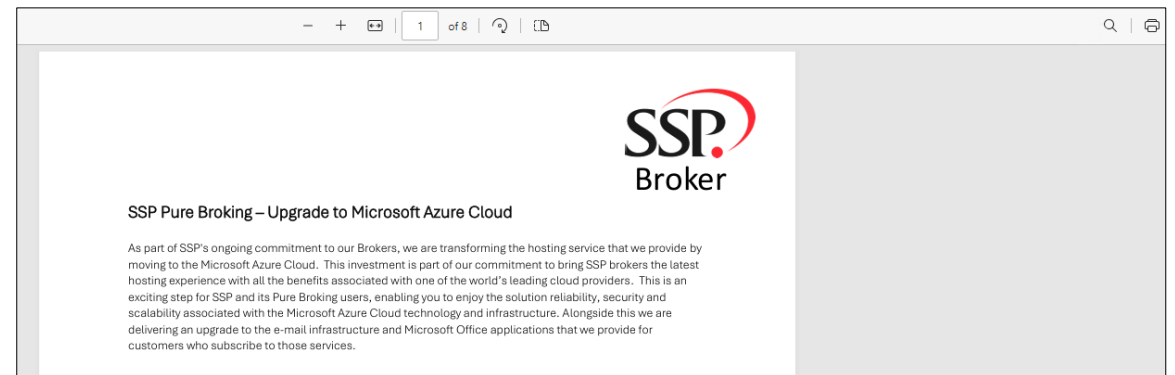## COMPLETE PRINTER TESTING AND CLOSE FAQ DOCUMENT

STEP 33

SSP recommend that testing of all your printers is conducted prior to migration. This testing should mirror the printing activities conducted as part of your business processes, e.g., double-sided printing, printing from a specific tray, printing in booklet form, etc.
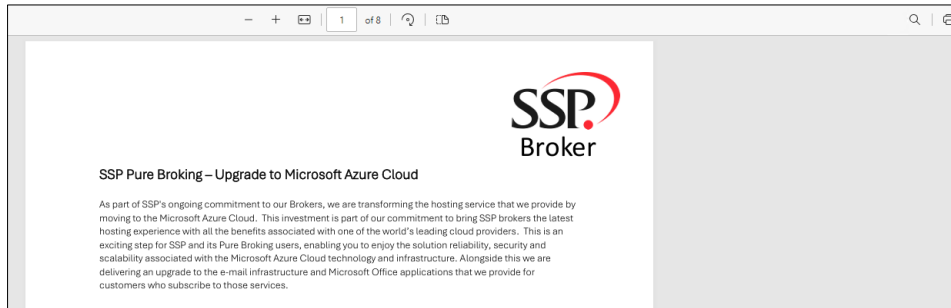
STEP 34

When you have completed your print testing, locate the Windows taskbar – if not visible press the Windows button on your keyboard – find the Microsoft Edge application (it will have two green arrows in the top right corner of the icon). Right click on this icon and then left click on 'Close window'. This will close the FAQ document.

REMOTE DESKTOP CLIENT

THANK YOU

<p style="text-align:center;">Congratulations !</p>

<p style="text-align:center;">You have completed your first tasks … and tested printing. The Pure Broking application will NOT be visible until you are upgraded,</p>

<p style="text-align:center;">the date for which has been shared with you separately.</p>

<p style="text-align:center;">Thank you for taking the time to get set for your Azure Cloud migration. If you have any other questions, you can reach us at</p>

<p style="text-align:center;">migrationteam@ssp-worldwide.com</p>

APPENDIX A

PASSWORD GUIDANCE

PASSWORD FORMAT

Allowed characters: A-Z , a-z , 0-9 , space and special symbols @ # $ % ^ & * – _ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( )

Password complexity: at least 3 out of 4 character groups (uppercase, lowercase, numbers, and symbols)

Password length: minimum 14, maximum 256 characters

The user cannot use the 24 previous passwords

A user can only change their password once a day

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