

# OEVC Single Point Lesson



## Authentication for OEVC Care Site



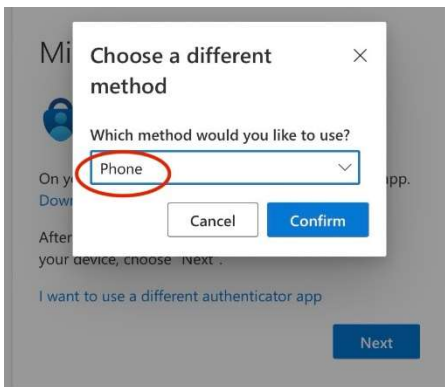
### STEP 1:

You can access the OEVC Care site through the QR code to the left, or the link below:  
<https://azureford.sharepoint.com/sites/oevccare>. Log in with your CDSID (including @ford.com at the end) and password.



### STEP 2:

Once you have logged in with your username and password, you will be prompted with the image on the left.  
Alternatively, you select 'I want to set up a different method.' This will allow you to be texted a one-time verification code to gain access rather than downloading a Microsoft Authenticator App.



### STEP 3:

A new window will open to have you select your method of choice.  
Select 'Phone.'  
Type in your phone number that can receive texts. This will allow you to receive confirmation codes to log in, so that no one else can log into your account without you being aware.

### Phone

We just sent a 6 digit code to +1-████████. Enter the code below.

[Resend code](#)

[Back](#)

[Next](#)

### STEP 4:

You will be sent a code to confirm your number is correct, type in the code and click next.  
You will then be brought back to the screen to download the Microsoft app. To avoid needing to download the app, rescan the QR code or re type in the link above to be brought back to the sign in page.  
You will be automatically logged in with your password, and prompted to select your phone number to be texted a confirmation code to be logged in.  
Select your phone and type in the code as seen to the left.  
You will then be brought into the OEVC Employee Care site.  
If you experience issues, contact Employee Relations at extension 3621.