

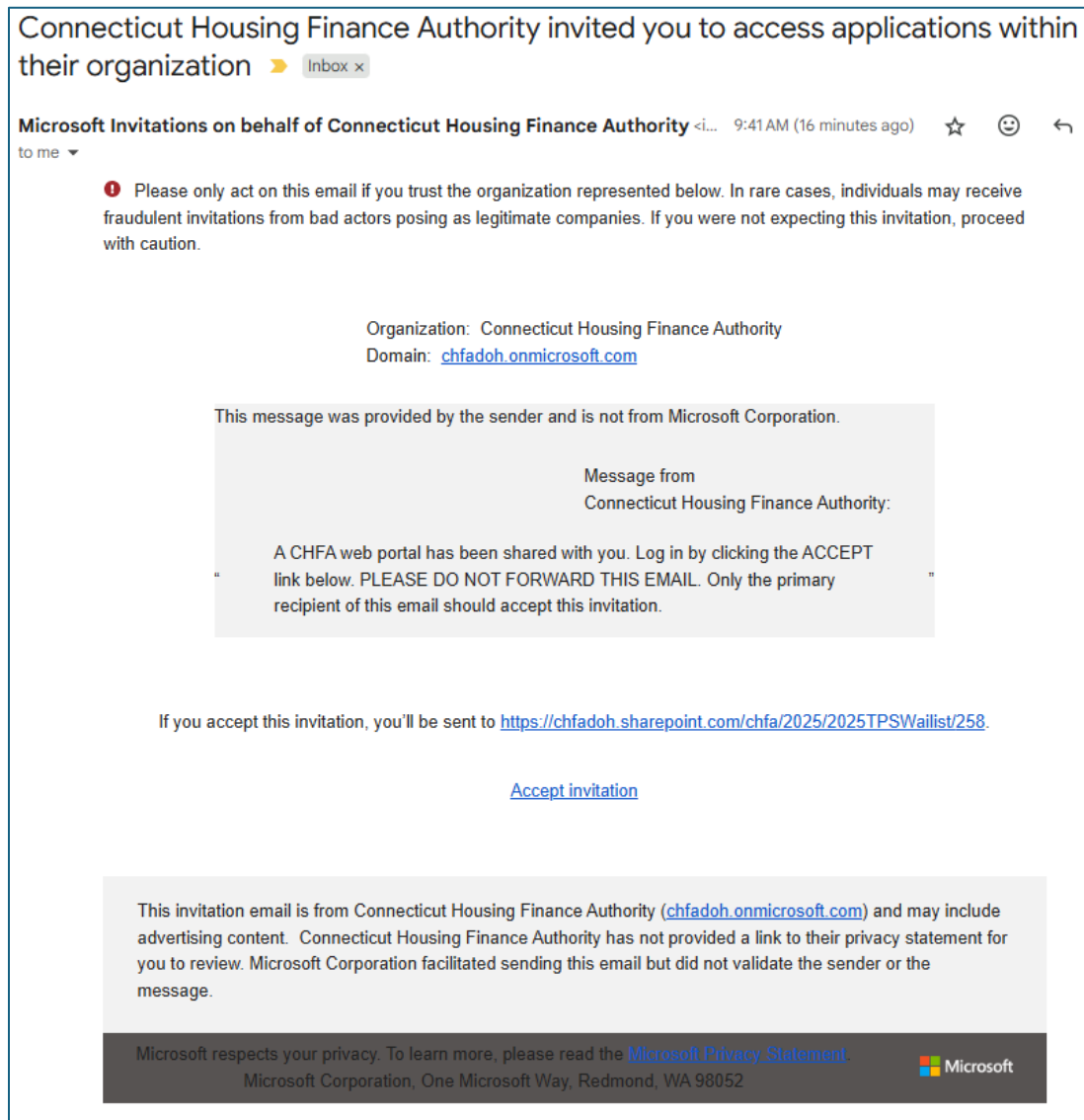


Tenant Profile Submissions (TPS) & Waiting List Surveys

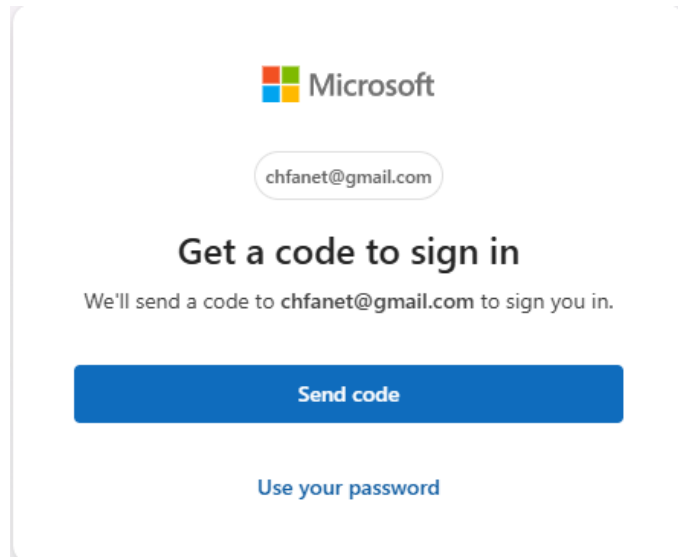
New Sign-in Process for New Users

Microsoft has changed the process flow for how New Users (*users who have never signed into one of our sites before*) gains access to a CHFA SharePoint site. If you are a “New User”, please follow the steps below to gain access to the portal.

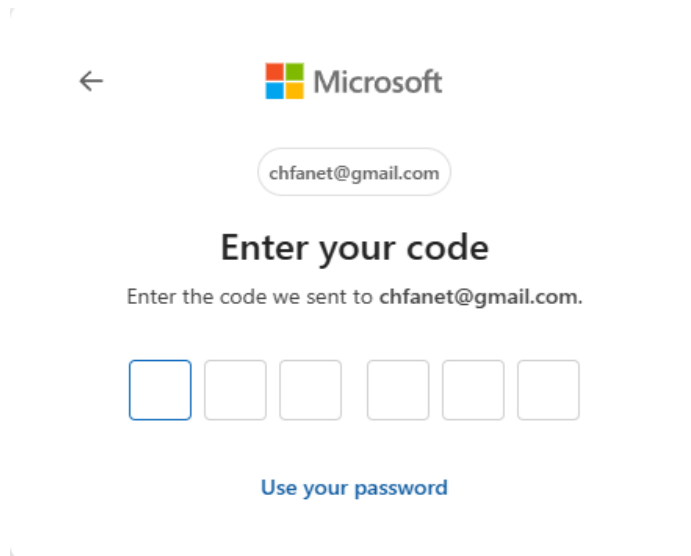
1. An email is sent to the new user(s) email address (see screenshot below). The user should click the “**Accept invitation**” link.



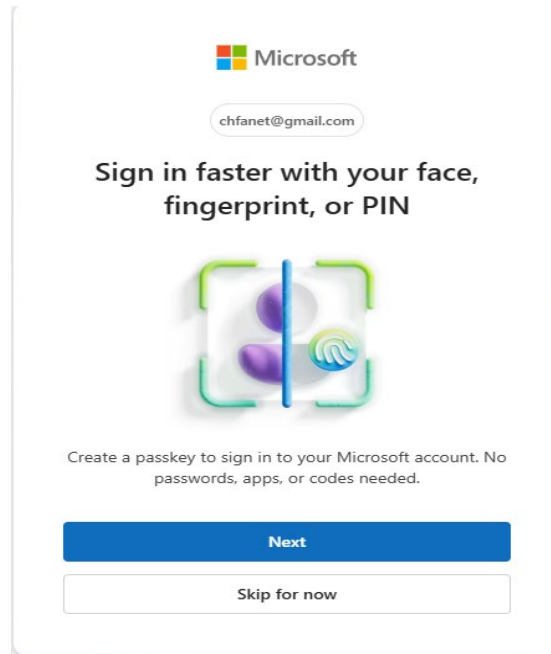
2. After clicking the “**Accept invitation**” link the web browser will open and bring them to a page that asks them to “Get a code to sign in”. The user should click the “**Send code**” button.



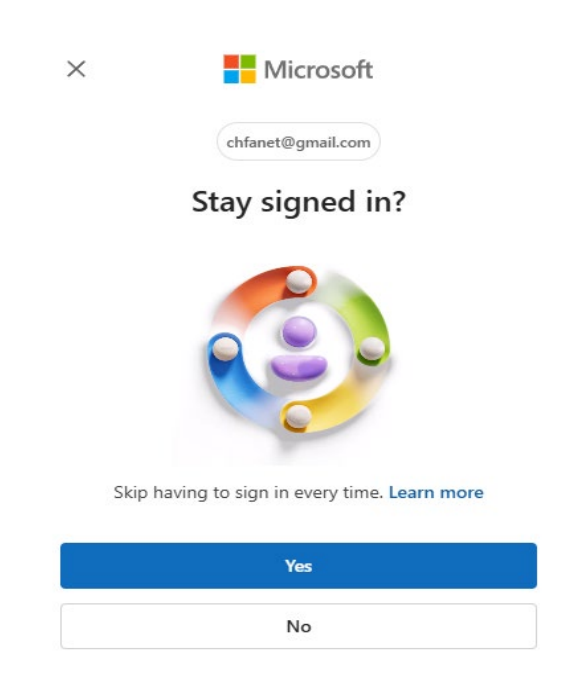
3. After clicking the “**Send code**” button a new email will be sent to the user containing a security code. The user should enter this security code into the prompt on the screen.



4. Once the user enters the security code, Microsoft will give the user an option to simplify their login for future site visits. I recommend selecting **“Skip for now”**.



5. After selecting **“Skip for now”**, the user is asked if they want to “Stay signed in”. The user can select either option based upon their preferences.



6. Finally, the user is prompted to grant CHFA permission to access their user profile. Once they click “**Accept**” they’ll be redirected to their TPS/Waitlist site.



chfanet@gmail.com

Permissions requested by:

Connecticut Housing Finance Authority
chfadoh.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Connecticut Housing Finance Authority. **Connecticut Housing Finance Authority has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>.
[Learn more](#)

This resource is not shared by Microsoft.

Cancel

Accept