Komatsu single sign on checklist

DB users

KOMTRAX Department | Updated 30/03/2020

PROUD TO PERFORM

Checklist (simplified)

1) Open the invitation e-mail sent by invites@microsoft.com

2) Click on the button "Get Started"

3) Fill in username (e-mail address) and password (Komtrax password), click Next

4) Input the verification code you receive by e-mail from Microsoft, click Finish

5) Accept authorisation for Komatsu Ltd

6) Select your professional MS Azure account

7) When the Apps page is displayed, input the URL https://kba.komatsu.co.jp/komtrax in the address bar and press Enter

8) Select again your professional MS Azure account, click Next

9) Click Next when message More information required appears

10) Select the authentication via phone (sms or call) and input your phone number, click Next

11) Input the verification code received via sms or phone call, click Verify

12) In the Komtrax account selection page, select the account you want to connect to from the drop down list

13) Input username and password for the Komtrax account one last time
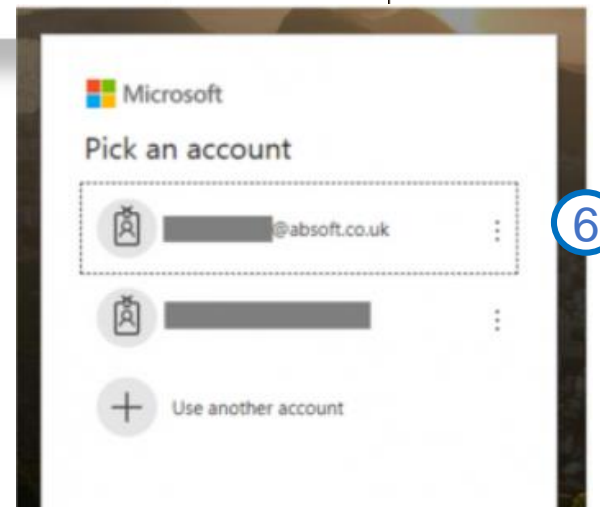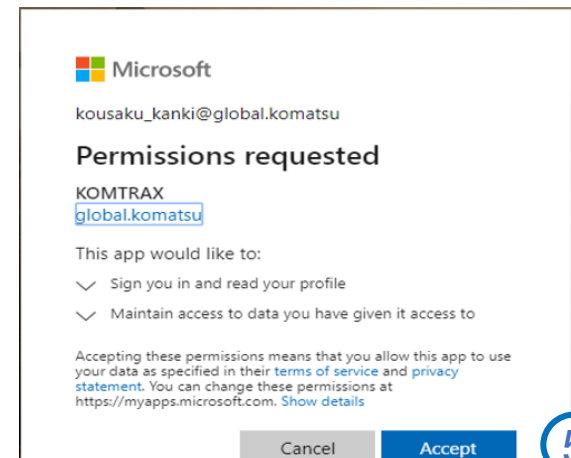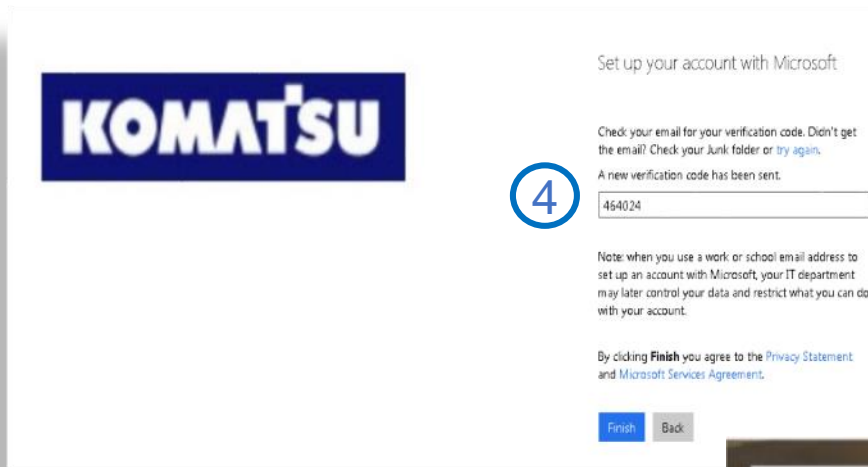
14) Komtrax homepage is displayed

KOMATSU

Checklist (detailed)

1) Open the invitation e-mail sent by invites@microsoft.com

2) Click on the button "Get Started"

3) Fill in username (e-mail address) and password (Komtrax password), click Next
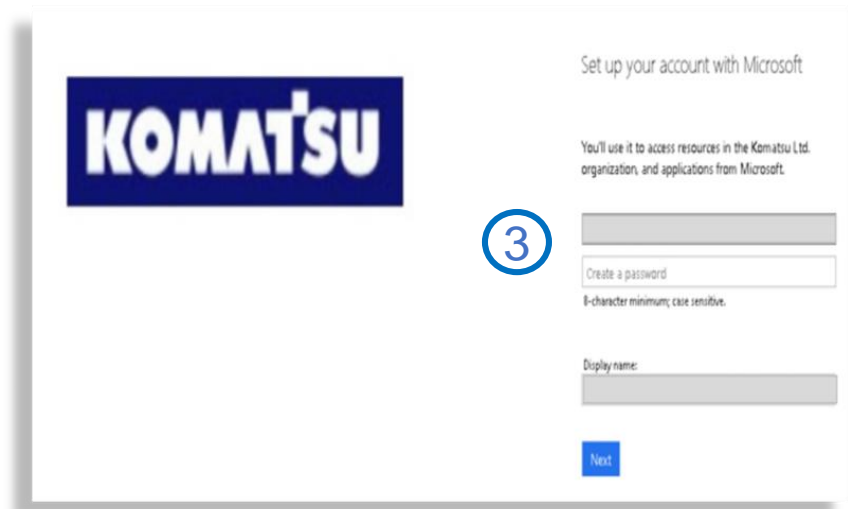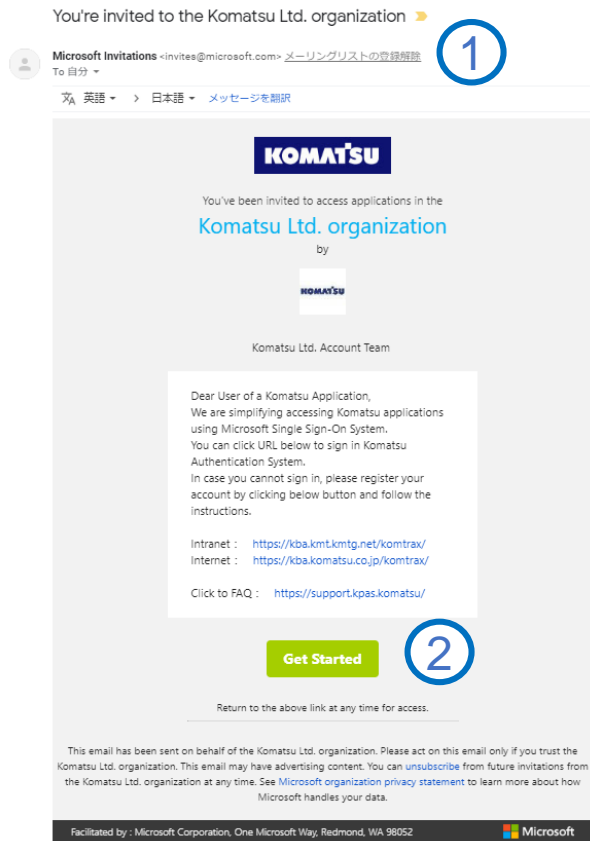
Checklist (detailed)

4) Input the verification code you receive by e-mail from Microsoft, click Finish
5) Accept authorisation for Komatsu Ltd
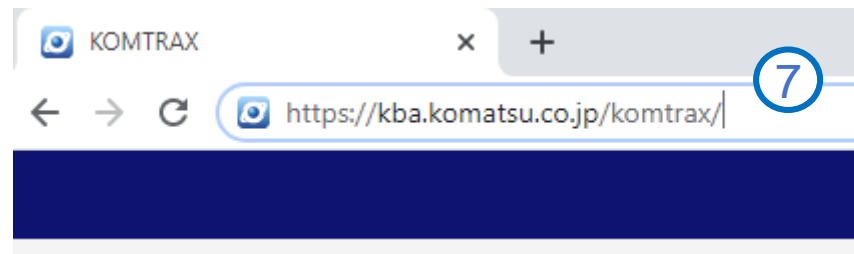6) Select your **professional** MS Azure account

Checklist (detailed)

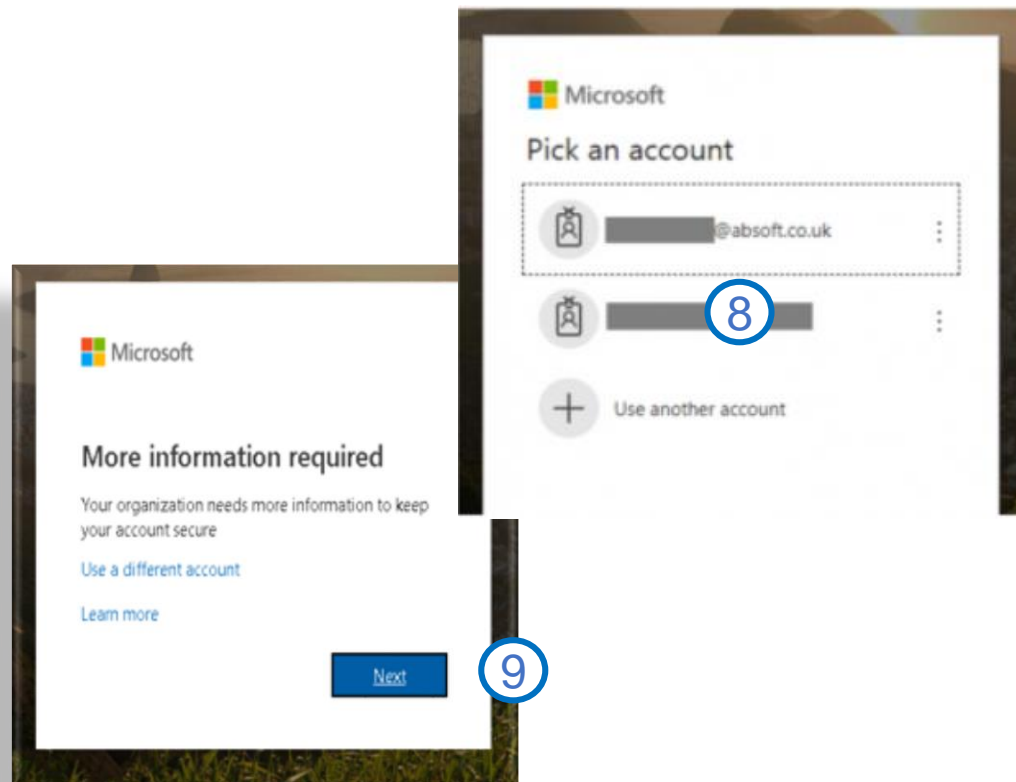7) When the Apps page is displayed, if you see Komtrax Icon click on it.

Or else, input URL https://kba.komatsu.co.jp/komtrax in the address bar and press Enter

KOMATSU

Checklist (detailed)

8) Select again your professional MS Azure account, click Next
9) Click Next in the More information required message appears

Checklist (detailed)

10) Select the authentication via phone (sms or call) and input your phone number, click Next

11) Input the verification code received via sms or phone call, click Verify. Wait for the successful verification message

Checklist (detailed)

12) In the Komtrax account selection page, select the account you want to connect to from the drop down list, click OK

13) Input username and password for the Komtrax account one last time

14) Komtrax homepage is displayed
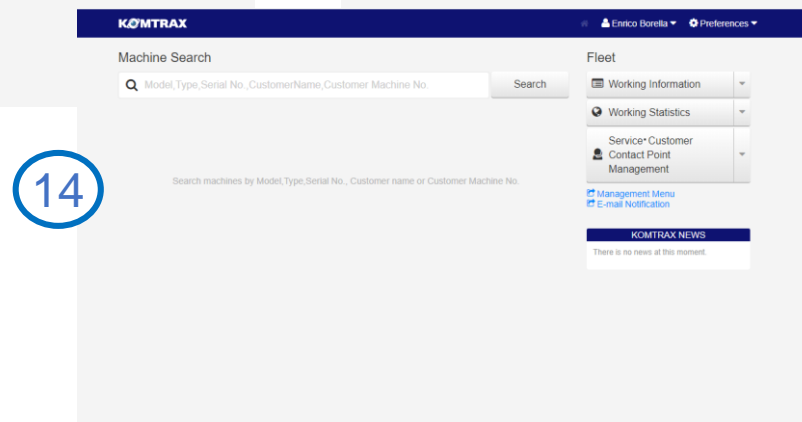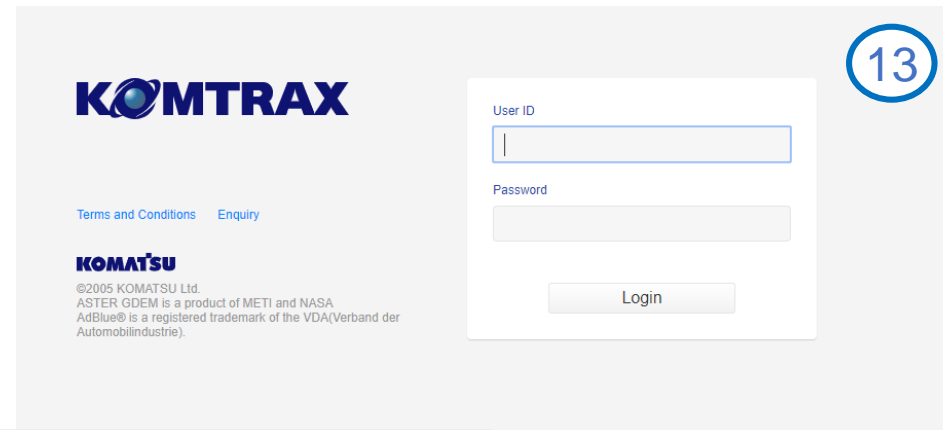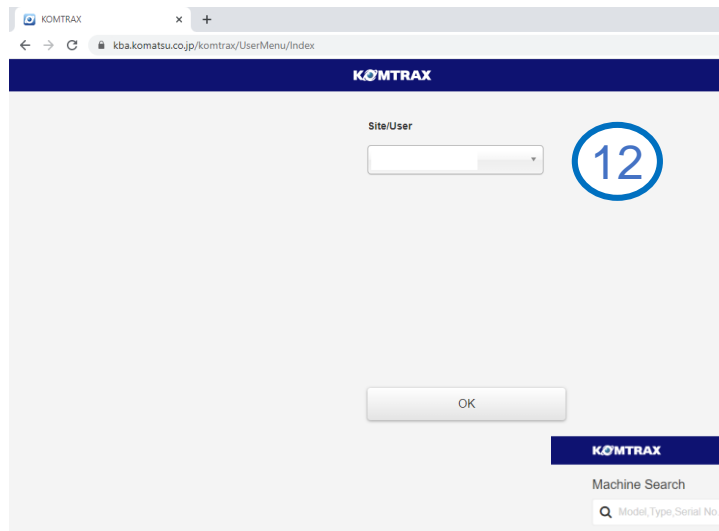
Tips and tricks

- If you lost or forgot your KOMTRAX password, please contact your KOMTRAX administrator

- After you completed the SSO registration process you can access Komtrax from the link https://kba.komatsu.co.jp/komtrax

- If you cannot complete this procedure, please contact komtrax.support@komatsu.eu and send pictures or a video* of your problem

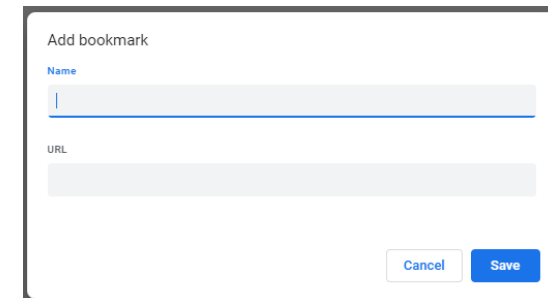- If you have any other comment or suggestion don't hesitate to contact Komtrax Support team

*PowerPoint has a useful Screen recording function (Insert -> Media)

**KOMATSU**
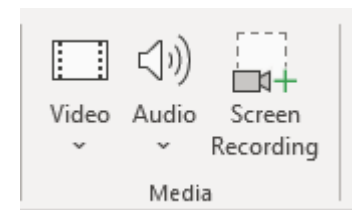
Craete a bookmark in the browser

Google Chrome

1. Type the following link in the address bar
   chrome://bookmarks/

2. Click on the Menu icon (3 vertical dots) and select
   Add new bookmark

3. Enter the Name and the URL
   (https://kba.komatsu.co.jp/komtrax) of the bookmark
   and click Save
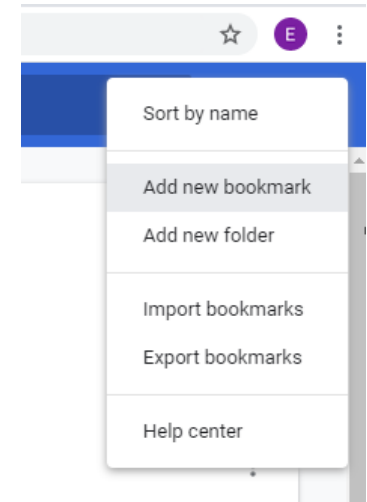
KOMATSU

Craete a bookmark in the browser

Microsoft Edge

1. Open the browser and copy the link https://kba.komatsu.co.jp/komtrax in the address bar
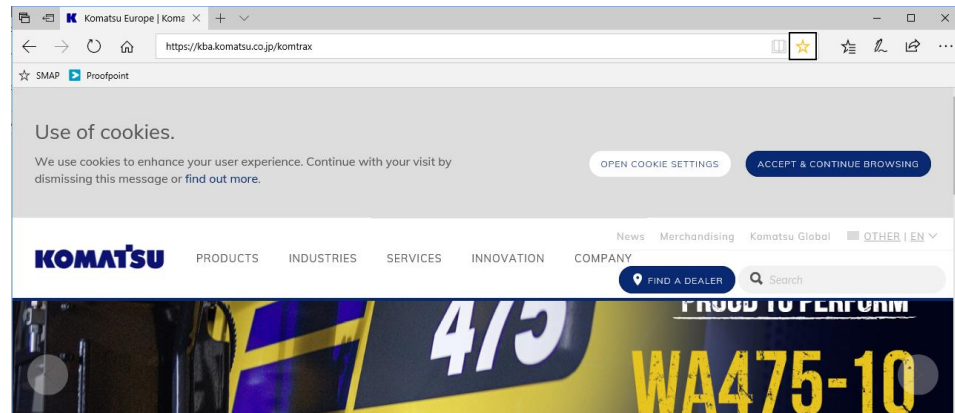
2. Press Tab button on your keyboard. The Favourite icon (yellow Start) is highlighted. Click on the icon

3. Select a Name and Save location and press Add to create bookmark