



# Komatsu single sign on checklist

DB users

KOMTRAX Department

Updated 30/03/2020

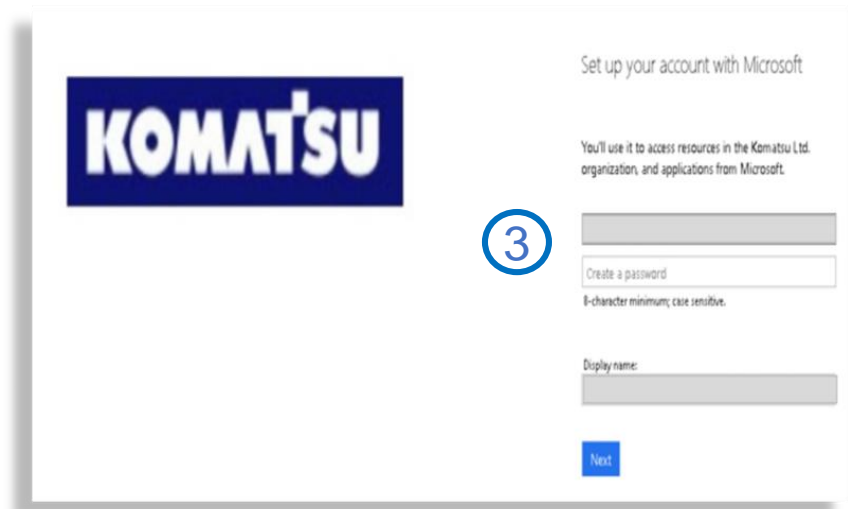
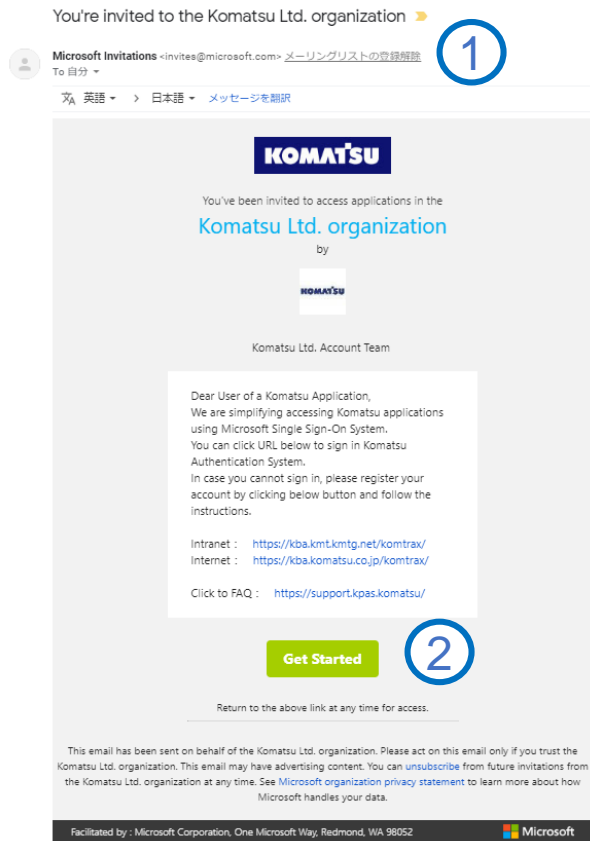
**PROUD TO PERFORM**

## Checklist (simplified)

- 1) Open the invitation e-mail sent by [invites@microsoft.com](mailto: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

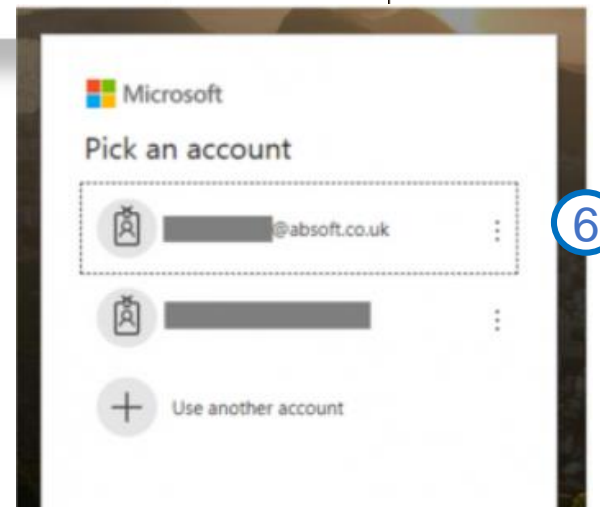
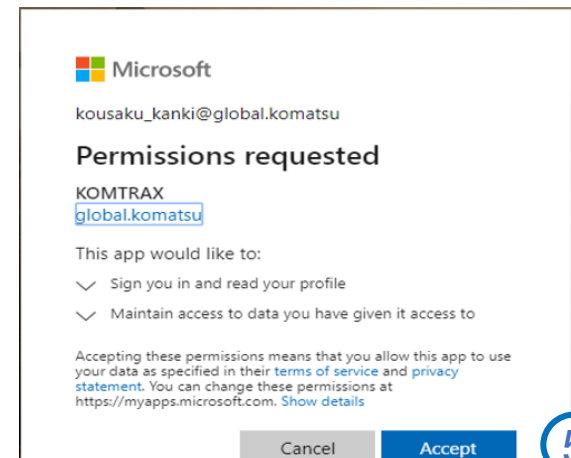
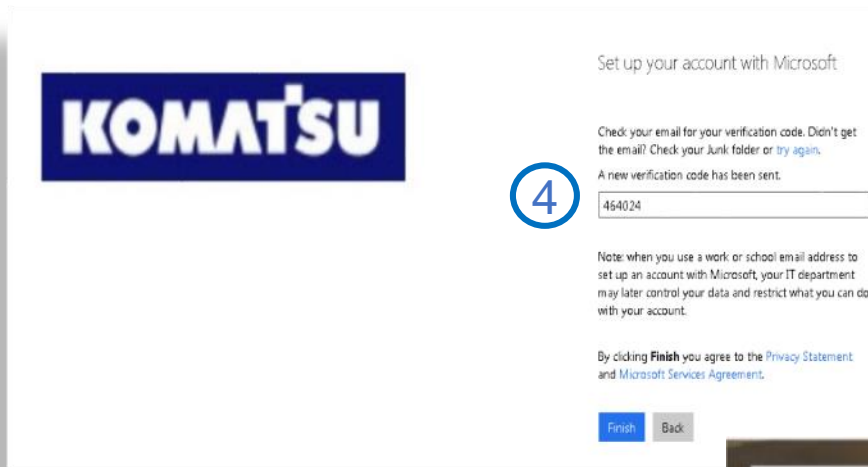
# Checklist (detailed)

- 1) Open the invitation e-mail sent by [invites@microsoft.com](mailto: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

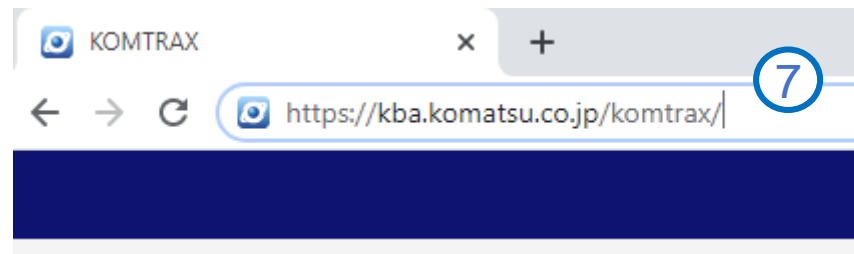


## Checklist (detailed)

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

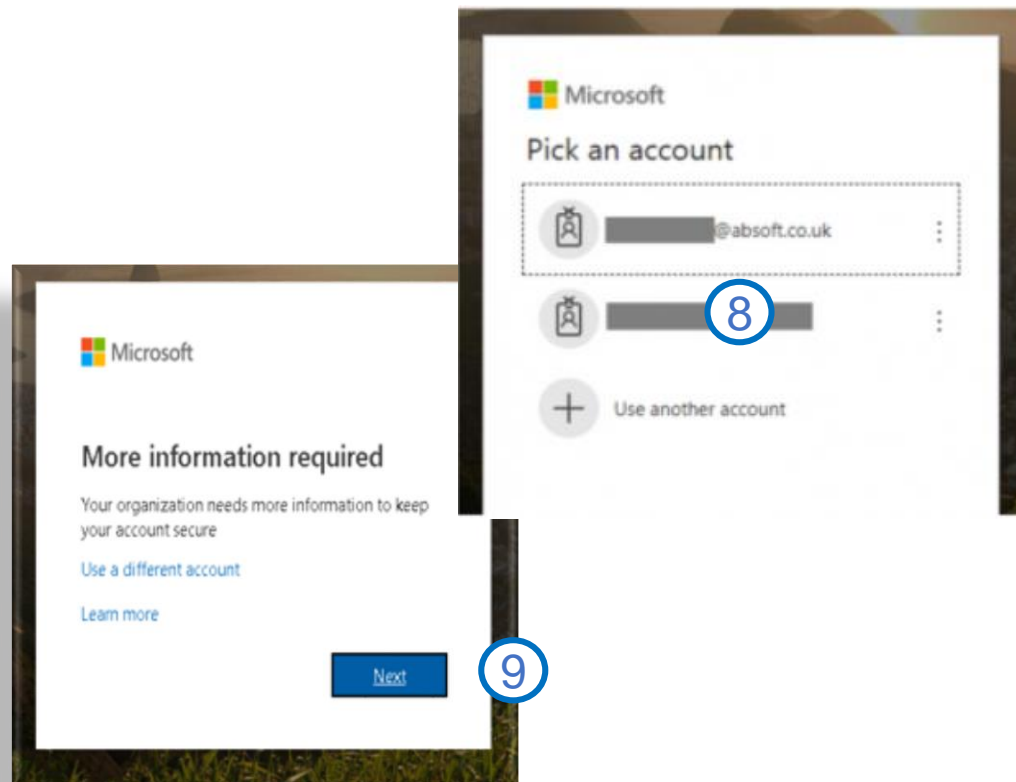


Or else, input URL <https://kba.komatsu.co.jp/komtrax> in the address bar and press Enter



## 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

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

United Kingdom (+44)

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply

Microsoft Azure

Additional security verification

Secure your account by adding phone verification to your password. [View video](#)

**Step 2: We've sent a text message to your phone on +44 7700 800000**

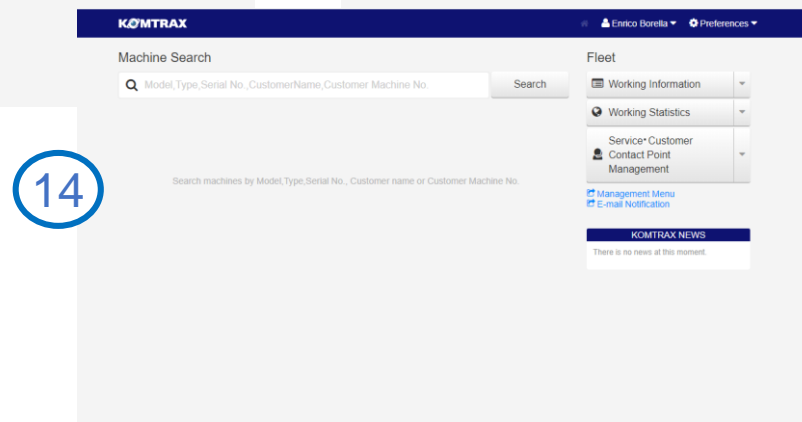
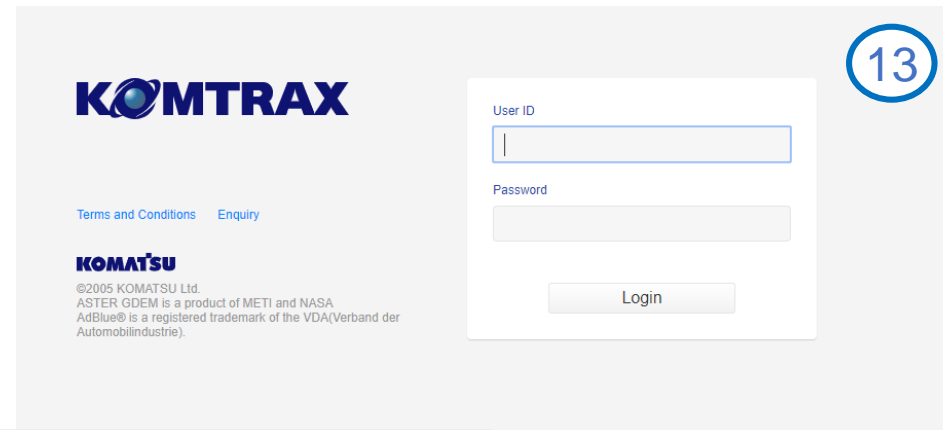
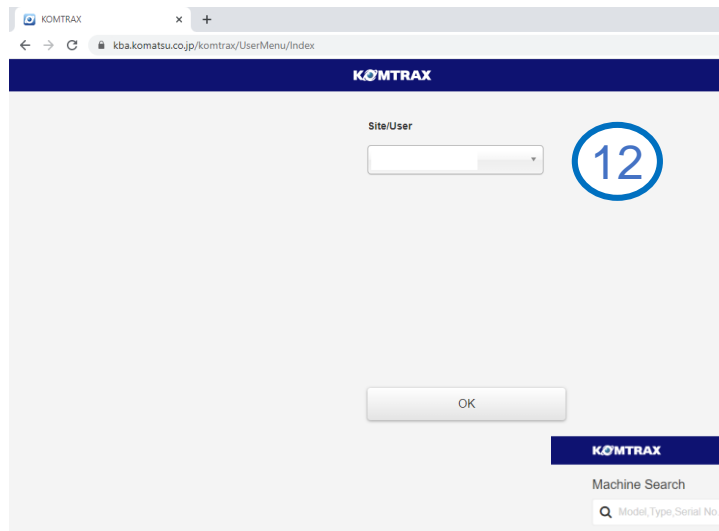
When you receive the verification code, enter it here

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Cancel Verify

## 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

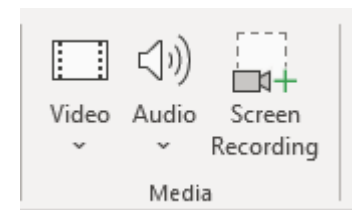




## Tips and tricks

- 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](mailto: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

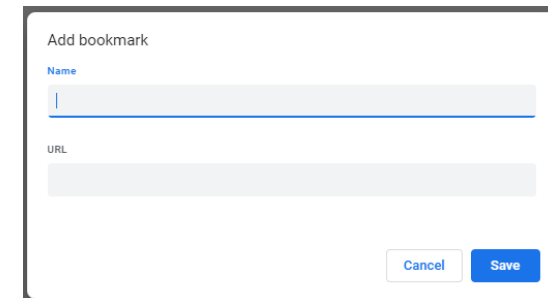
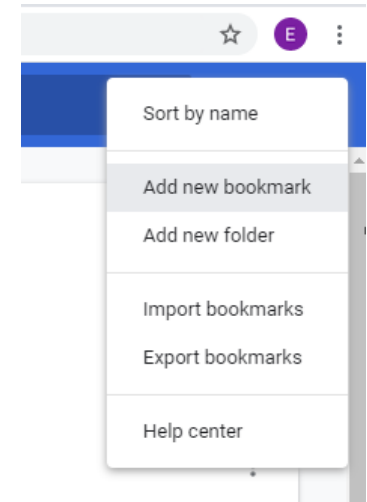
\*PowerPoint has a useful Screen recording function (Insert -> Media)



# Create a bookmark in the browser

## Google Chrome

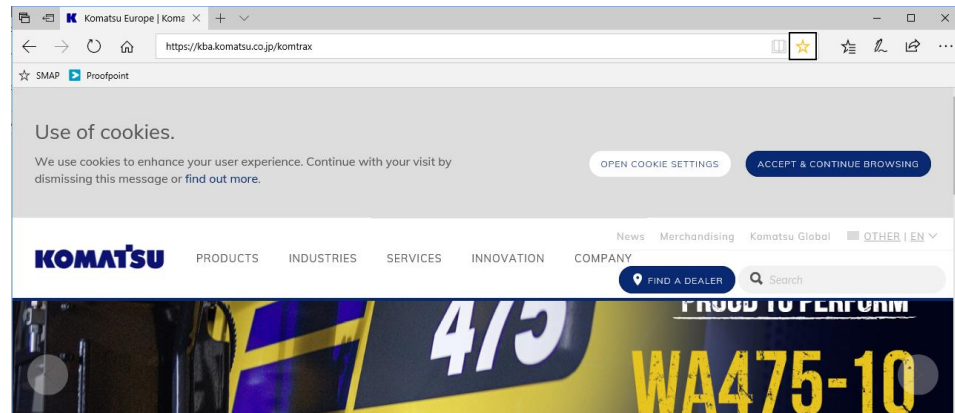
1. Type the following link in the address bar  
<chrome://bookmarks/>
2. Click on the Menu icon (3 vertical dots) and select Add new bookmark
3. Enter the Name and the URL  
(<https://kba.komatsu.co.jp/komtrax>) of the bookmark and click Save

A screenshot of the 'Add bookmark' dialog box in Google Chrome. The dialog has a title 'Add bookmark' and two input fields: 'Name' and 'URL'. The 'Name' field is currently empty. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

# Create 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

