User Guide

May 2020

AEMO Azure Registration for External Participants

VERSION CONTROL

Version	Release date	Changes
#0.1	27/04/2020	Initial Draft
#0.2	19/05/2020	Formatting updates

Summary

Registration for access to AEMO Azure Portal and Participant Services

This user guide outlines the process for Market Participants to register for access to the AEMO Azure Environment and Participant Services.

Please have your email and mobile phone ready to complete the registration steps.

Registering for access to the AEMO Azure Environment and Participant Services will enable the Market Participant to complete Gas Market Access Requests (DWGM and STTM).

Contents

1. Purpose

The purpose of this user guide is to provide Market Participant Administrators the ability to register for access to the AEMO Azure Environment and Participant Services, in order to be able to submit access requests for the DWGM and STTM Gas Market areas.

1.1   Scope

This document should be used as a user guide by Market Participant Administrators to register for access to the AEMO Azure Environment.

The Gas Market request process is covered in a separate document.

1.2   Glossary

| Term	Description
AEMO Azure environment	This is AEMO's implementation of Microsoft Azure cloud services. AEMO will build, manage and deploy applications and tools for Market Participants on this cloud environment.
DWGM	Declared Wholesale Gas Market
STTM	Short Term Trading Market
Gas Market Participant Administrators	Market Participant users who are either one of the following contact types and are allowed to request for user access for a market participant organization: • IT Authorisation • STTM SWEX / SWEXIE Authorised Signatory • Authorised MIBB Security Contact
AEMO public website	https://aemo.com.au/

2. Registration process

2.1 Register for access to AEMO Azure Environment

Step 1

You should receive an email like the below inviting you to access applications in the Australian Energy Market Operator – be sure to check your Junk folder in case this email has been sent there directly.

If you don't have this email, please contact AEMO Information and Support Hub (support.hub@aemo.com.au).
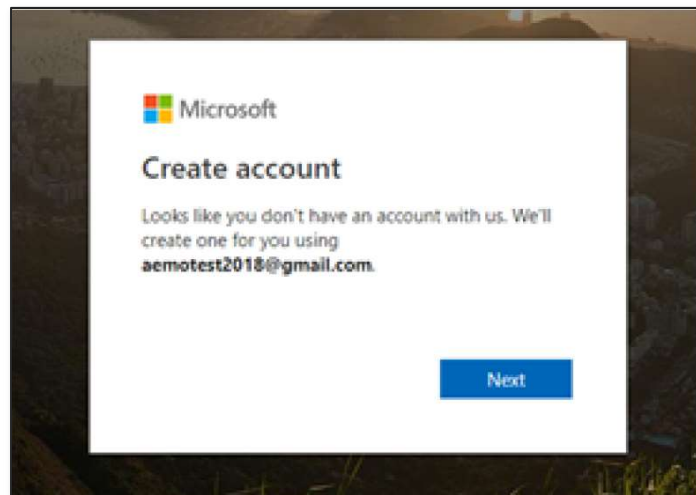
**Click on the 'Get Started' button** to begin the registration process.
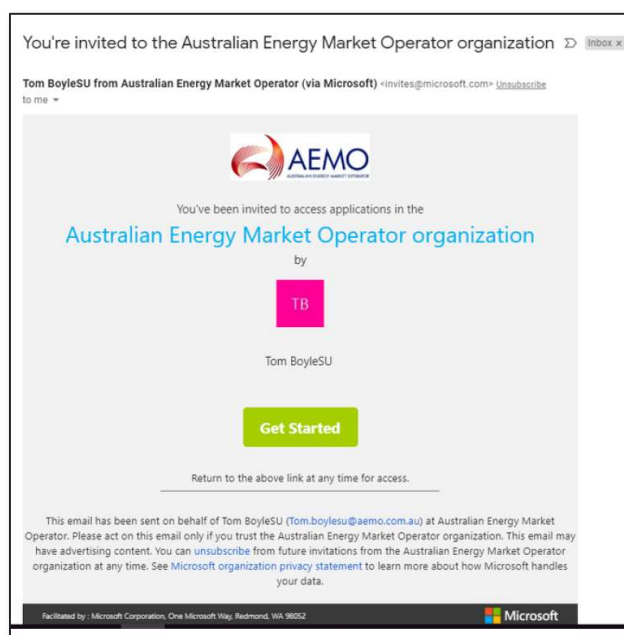
Step 2:

After clicking the 'Get started' button your browser will open and you'll see the following message.

Check if the email is correct before clicking 'Next'. If the email address is not correct please contact AEMO information and Support Hub (Support.Hub@aemo.com.au).

Step 3:

Create a password of your choice and click 'Next'.
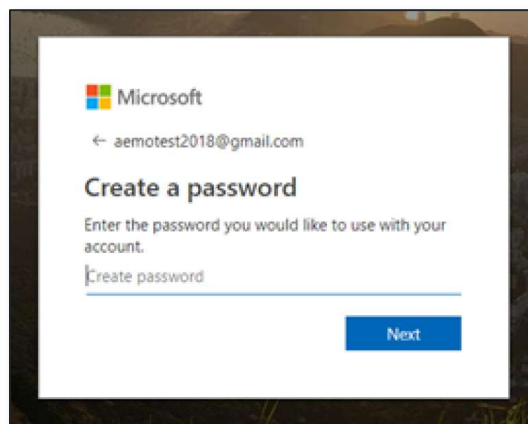
Step 4:

Go through the verification process by entering the code you have received via email and click 'Next'.
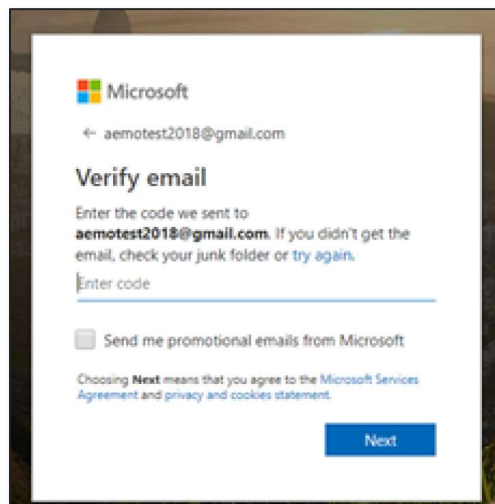
Step 5:

Review and Accept Permissions which is required for you to access AEMO's Azure environment.
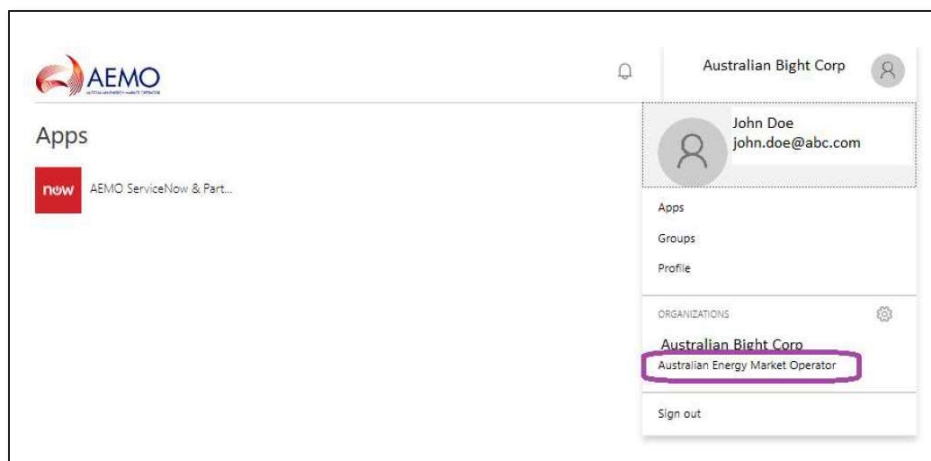

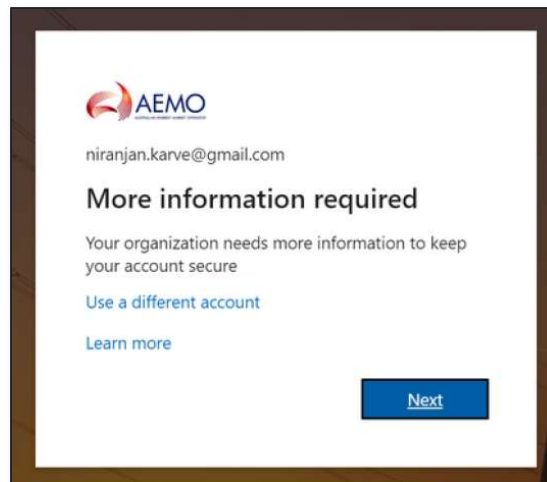## 2.2   Complete additional verification step

Step 6:

On successful authentication you will come to the Azure environment landing page. Initially you may see applications published by your organisation.

Click on your company name on the right-hand corner of the screen and under 'Organisations' select 'Australia Energy Market Operator', and then click on the 'AEMO ServiceNow & Participant Portal' tile in your list of Apps.

Step 7:

Upon clicking on the 'AEMO ServiceNow & Participant Portal' tile, click 'Next' to complete additional security verification steps.

Step 8:

In the Additional Security verification screen, you'll have three options to choose from to set up additional verification:

> 1. Authentication phone
>
> 2. Office Phone (not preferred)
>
> 3. Mobile App

The steps below outline the 'Mobile app' option, which is preferred,

Step 9:

Select 'Mobile app' in the dropdown and select 'Use verification code', before clicking 'Set up'.

Step 10:

Complete the steps as indicated by the prompts to download the Microsoft Authenticator app and add the account. Once all steps are performed click 'Next'.

Step 11:

On the 'Additional security verification' screen, click 'Next' and then enter the verification code from the Microsoft Authenticator mobile app and click 'Verify'.

Step 12:

After entering the verification code, add a backup security verification option (this is in case you cannot access your app).

On successful completion of these verification steps, you will see the below screen.
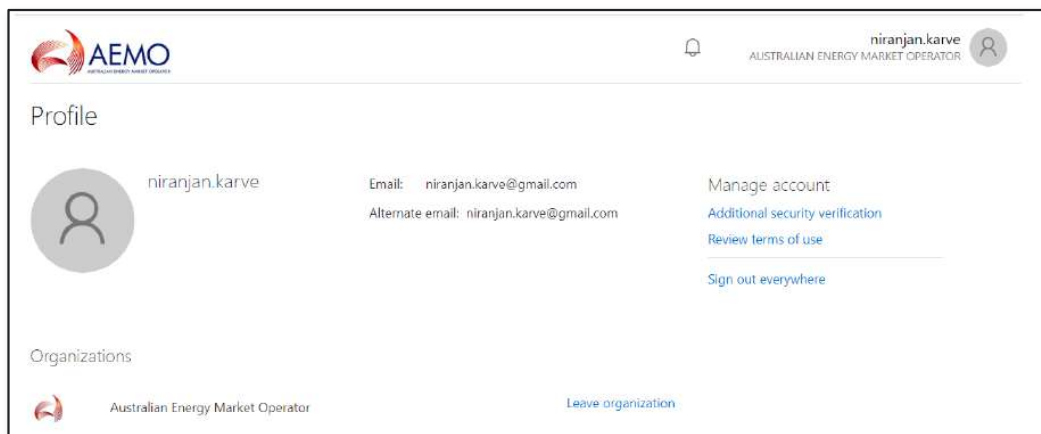
2.3   Re-login to test your login and security verification

Step 13:

Click on your company name on the right-hand corner of the screen and select 'Sign out'.

If you close the browser, you can re-access the Azure Environment by either:

A. Going directly to the following link https://account.activedirectory.windowsazure.com/ or

B. Going to the AEMO public website, selecting 'Access Market Portals' in the top left of the screen and selecting 'Participant Services' in the list.

Step 14:

Re-enter your password, and select 'sign in', then input the code from your authenticator app and select 'Verify'. You should now be successfully logged into the Azure environment.
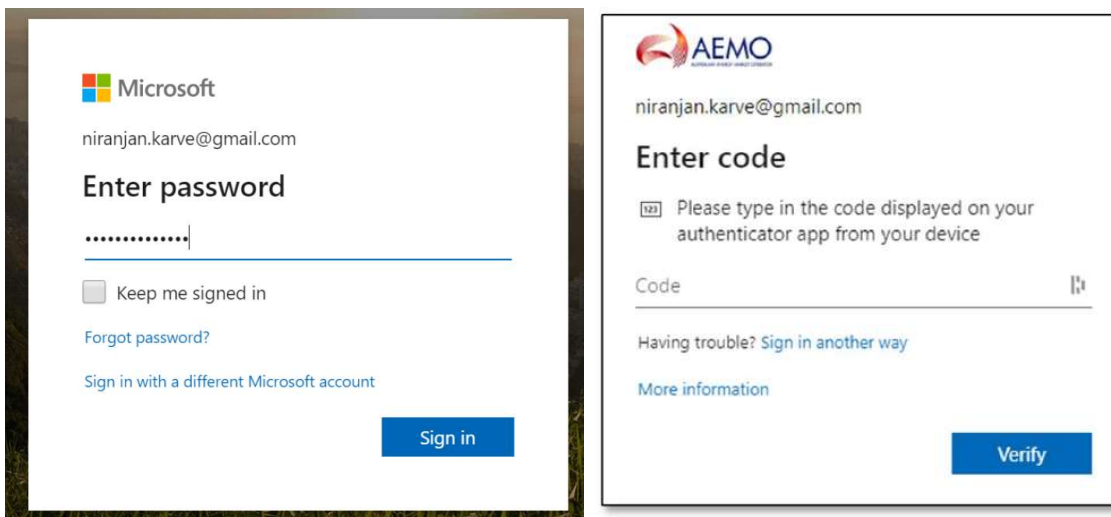
See the 'User Guide – Gas Market Access Request for DWGM Retail and STTM' for instructions on completing a gas market request.