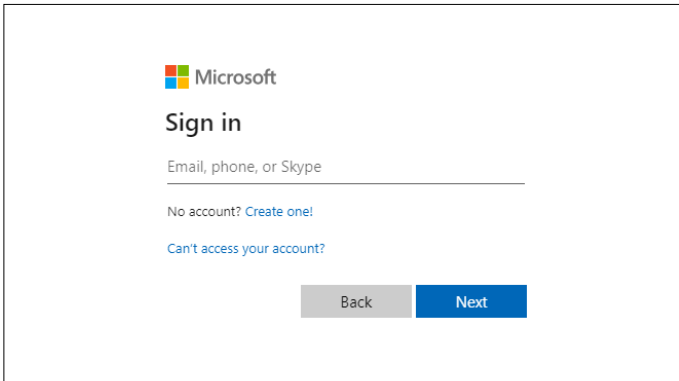


Access Gartner via Microsoft My Apps

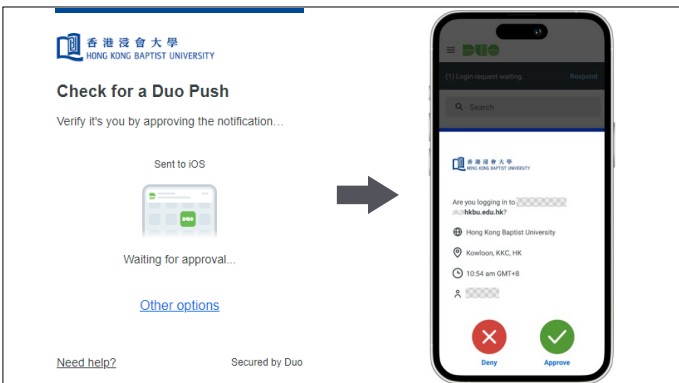


1 Go to Microsoft My Apps (myapps.microsoft.com), enter your 'HKBU Email Address' and click 'Next'.



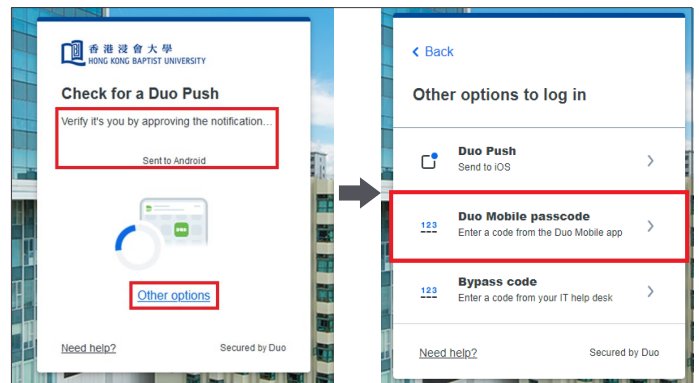
2 Enter your 'HKBU Email Address' and password (on NEXT page). If you're using non-HKBU networks, you need to answer Security Question after that.

Tips: 'Email Address' is the full HKBU email address instead of SSOid.



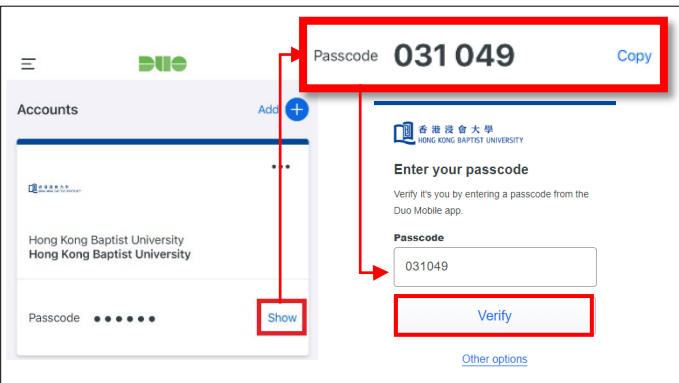
3 After inputting your login information, you will be asked to respond to a push message on your mobile device.

Tap 'Approve' to grant access.
(Go to Step 6 if you are successful)



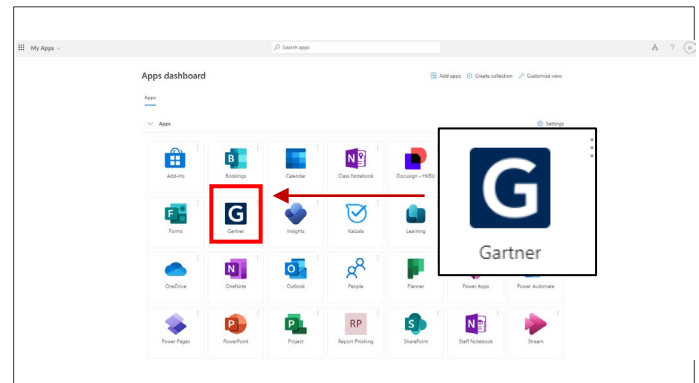
4 If your mobile device does not have Internet access, you may click 'Other options' and select 'Duo Mobile passcode'.

Then, you will be prompted to enter a passcode.

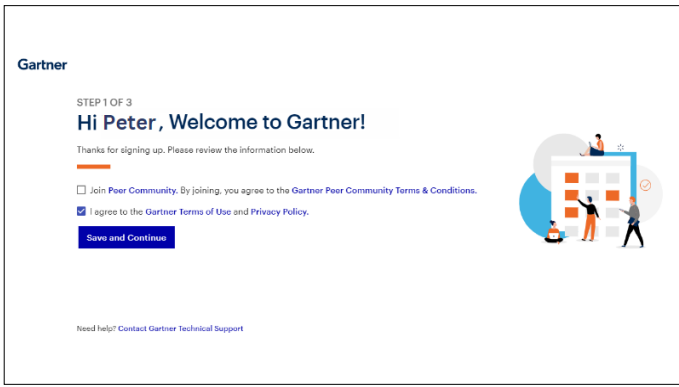


5 Open your Duo Mobile app. Tap on 'Show' under the account name.

Enter the passcode on the web and click 'Verify' to complete the verification.

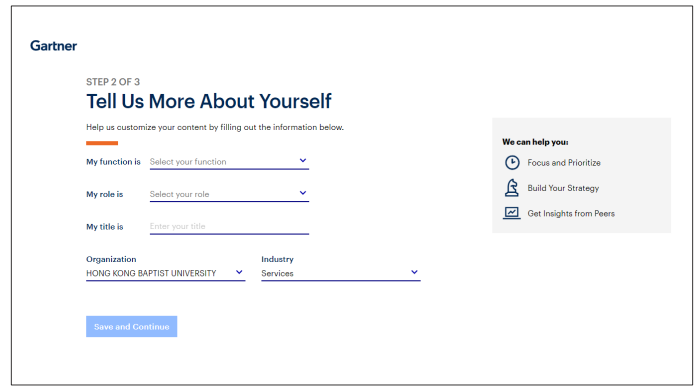


6 You may now start to use the Gartner service. **(For the new user, please follow Step 7 to 10 constantly.)**



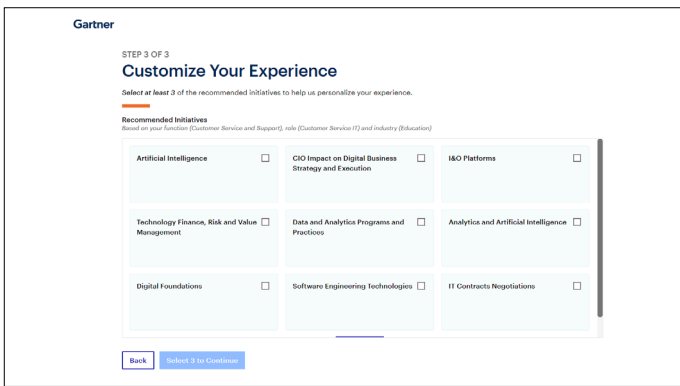
7 Please read the Gartner Terms of Use and Privacy Policy. Check the box 'I agree to the Gartner Terms of Use and Privacy Policy.'

If you would like to join the 'Peer Community', you could check that box before you click 'Save and Continue'.

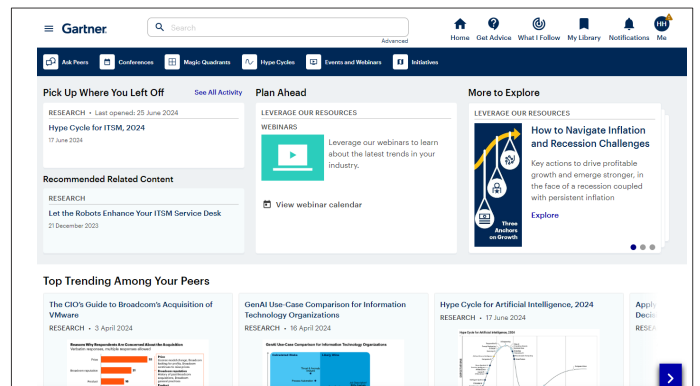


8 State your function, role, and title, then choose 'Education' from the 'Industry' dropdown menu.

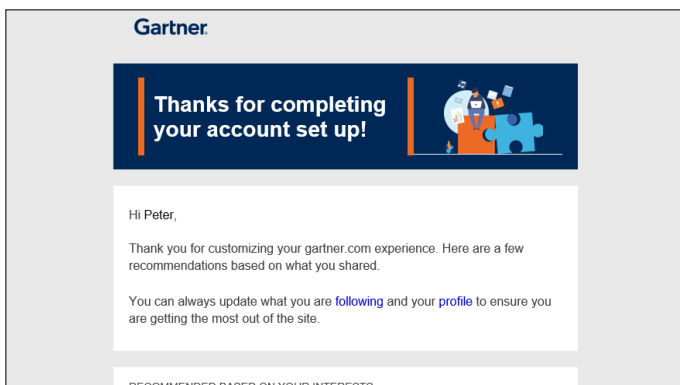
The system will offer you relevant content tailored to your needs.



9 Select **at least 3** of the recommended initiatives to personalise your experience in Gartner.



10 You may now start to use the Gartner service.



11 Please note that you may receive a welcome email from Gartner once you registered successfully.