



Registering for BGIS Applications

Step 1 of 2: Request Guest Access

For Non-Ontario.ca Users

Version 3

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Urgent service request?

Trouble registering for or using a BGIS application?

call 1-877-590-5090

Emergency?

Call 9-1-1

When it's safe to do so, also call the above number.

Overview

*If you are an **Infrastructureontario.ca** or **Ontario.ca** user, the following process is not required.*

Before a non-Ontario.ca user can access BGIS applications, you must first request guest access and, if prompted, set up multi-factor authentication (MFA) with Ontario.ca. This process is a required measure to maintain the security of our application and to allow single sign-on. Please note that this is a one-time setup process, and subsequent logins to BGIS applications are much simpler.

This registration guide outlines the steps to request access to the BGIS RPS Assist application by first registering as a guest user. The content in the screenshots below may differ slightly based on your agency's identity provider or your Microsoft settings.

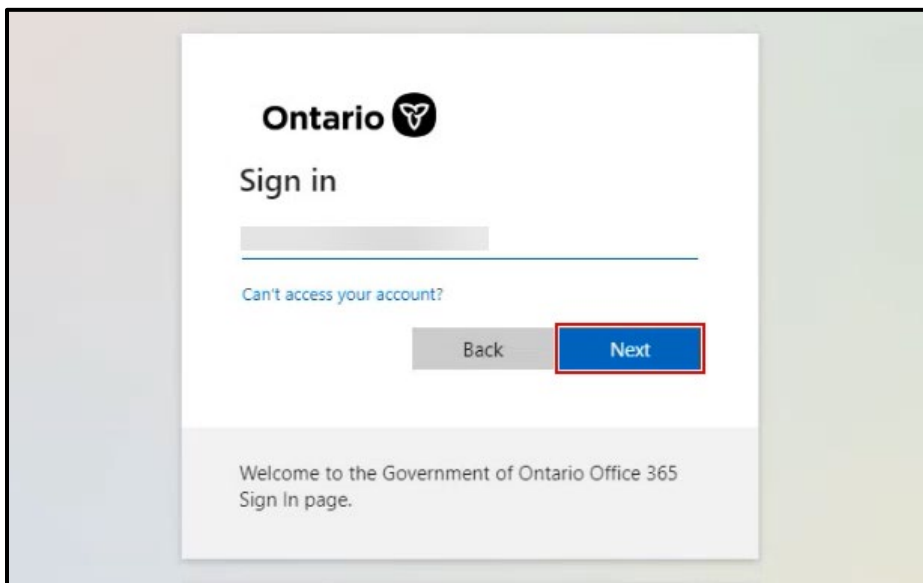
After you register as a guest user and when your access is approved, you will receive a confirmation email Microsoft Security, followed by an email from our team with instructions for your next steps.

Request Guest Access to a BGIS Application

Before you begin:

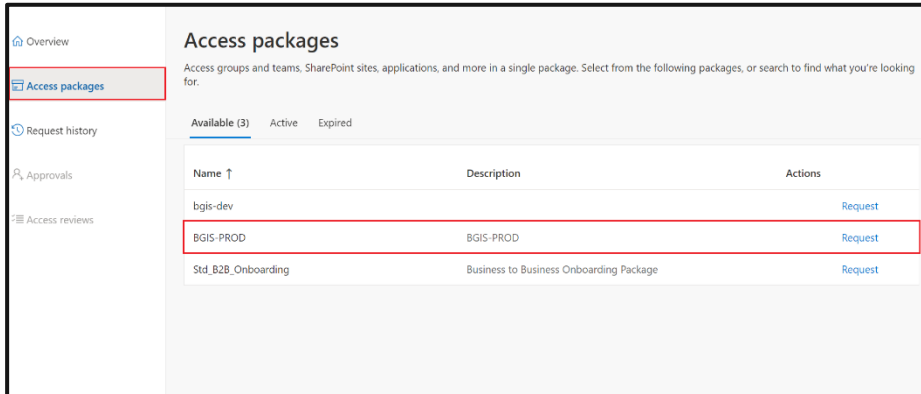
- If you are a non-Ontario.ca user and have previously accessed an Ontario.ca application, send an email to IORPSAssistSupport@bgis.com and we will provide you with instructions for your next steps.
- If you are an Infrastructure.ca or Ontario.ca user, the following process is not required.

1. Go to [myaccess](https://myaccess.microsoft.com/@Ontariogov.onmicrosoft.com#/access-packages/), or copy and paste the myaccess link into your browser:
<https://myaccess.microsoft.com/@Ontariogov.onmicrosoft.com#/access-packages/>.
2. Sign in with your organization's credentials.

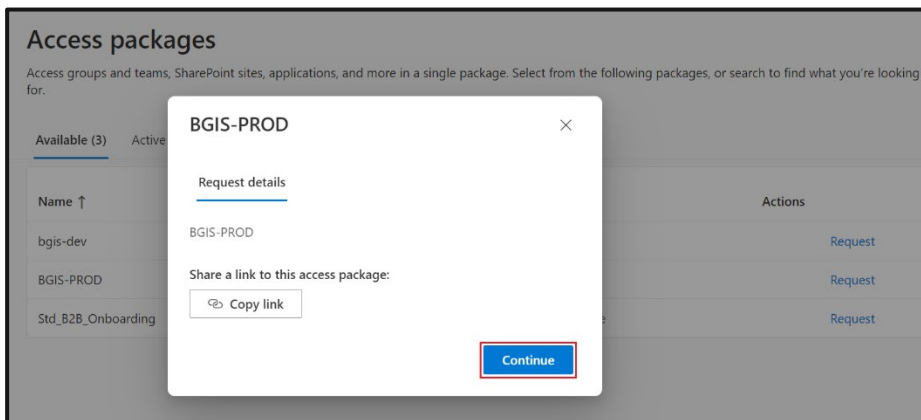


3. If prompted, accept the permissions requested by the Government of Ontario.
4. If you receive a message that your organization requires more information, click **Next** and follow the instructions on the screen.

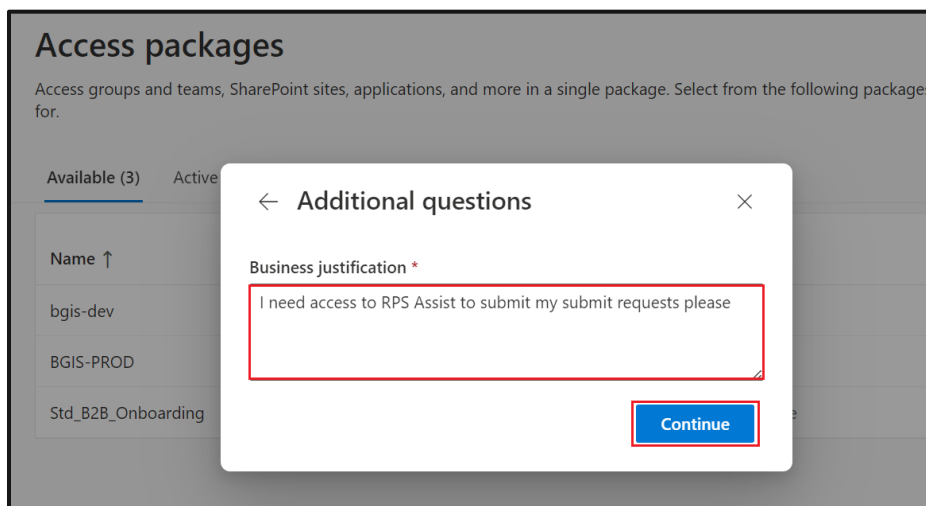
- On the Access packages page, find the **BGIS-PROD** access package in the list, and click **Request**. If **BGIS-PROD** is not in the list, request the **BGIS-PROD-HOMETENANT** access package.



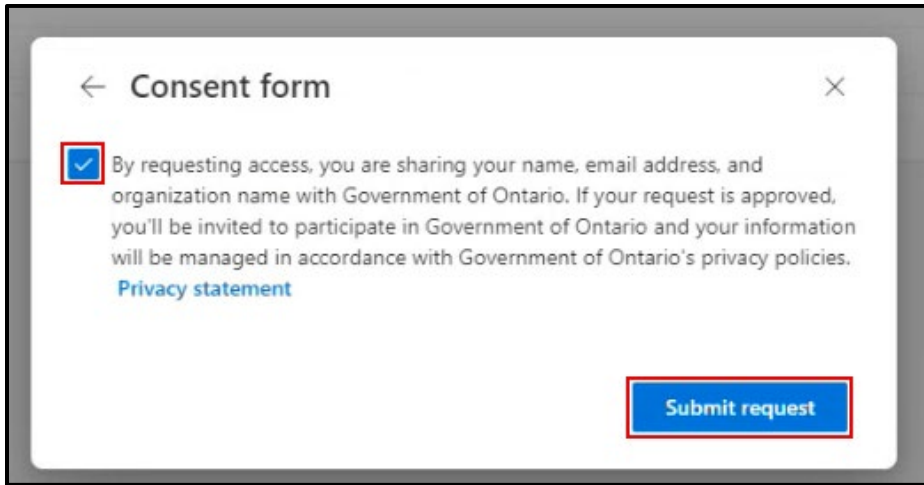
- Click **Continue**.



- Specify a business justification and click **Continue**.

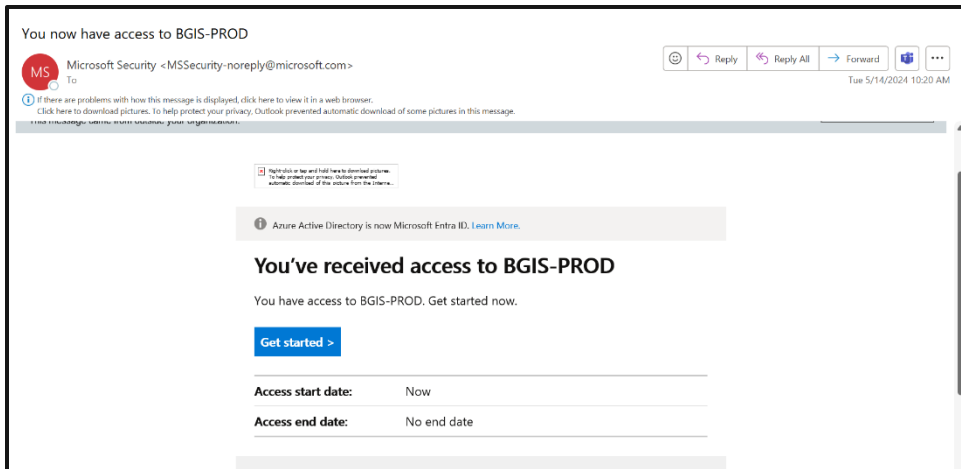


8. Approve the consent form and click **Submit Request**.



9. Your request will be sent to the IO RPS Assist Support team, who will review your request within 48 hours. When your access is approved, you will receive a confirmation email Microsoft Security, followed by an email from our team with instructions for your next steps.

In the interim, if you need immediate assistance with a facilities issue, please call 1-877-590-5090 to log your request.

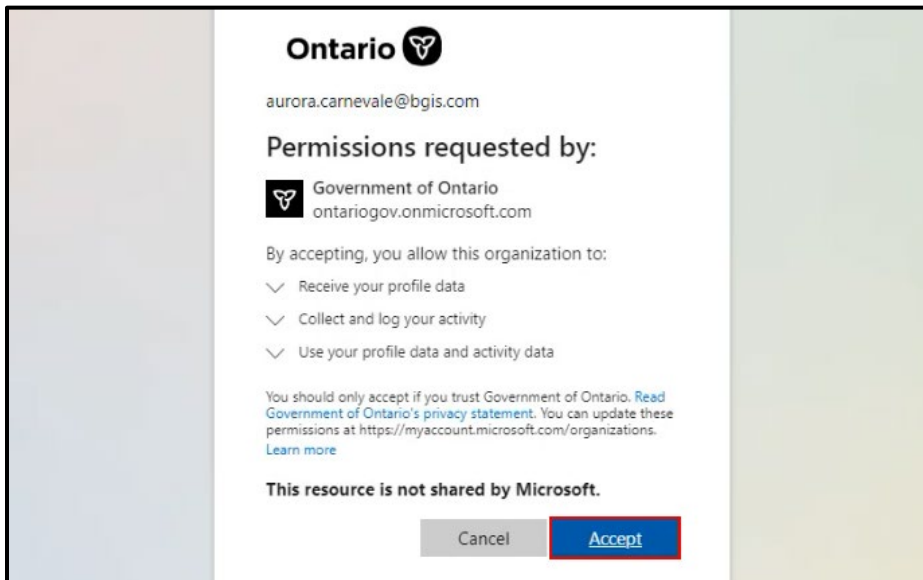


After you receive access to BGIS applications: see [Logging in to a BGIS Application for the First Time](#).

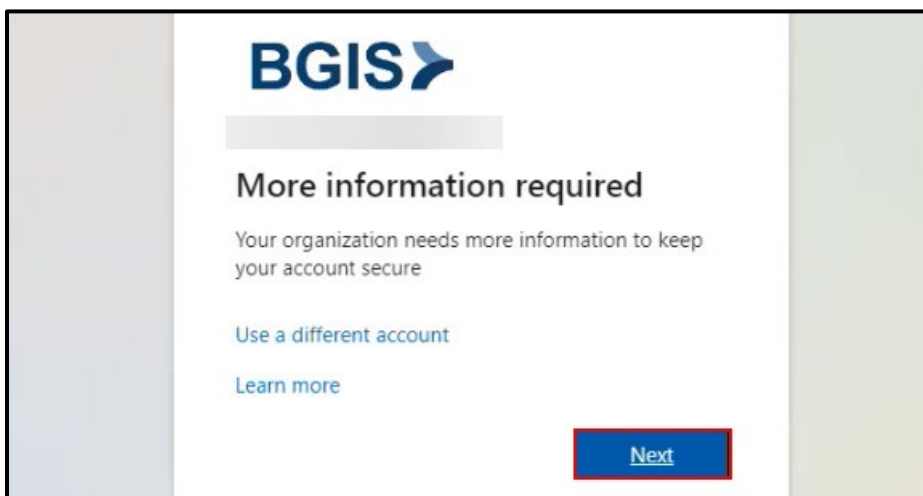
Logging in to a BGIS Application for the First Time

When you first log in to a BGIS application with your organization’s credentials, you may be prompted to complete the following steps:

1. Accept the permissions requested by the Government of Ontario.



2. If your organization needs more information, click **Next**.



3. If you are prompted to set up multi-factor authentication, follow the steps on the screen. If you need help setting up your preferred authentication method, see [Set up Multi-Factor Authentication](#).

Set Up Multi-Factor Authentication

Depending on your organization, you may be prompted to set up multi-factor authentication (MFA) during the guest registration process, or when you first log in to a BGIS application.

Refer to the table below to set up your preferred authentication method.

Authentication Method	Steps
Microsoft Authenticator app	<ol style="list-style-type: none"><li data-bbox="678 604 1273 638">1. Install the Microsoft Authenticator app.<li data-bbox="678 680 1317 800">2. If needed, follow the instructions in Set up text messaging as your verification method.
Phone (text)	<ol style="list-style-type: none"><li data-bbox="678 856 1300 890">1. Click I want to set up a different method.<li data-bbox="678 932 1208 1010">2. Select Phone as the authentication method.<li data-bbox="678 1052 1317 1171">3. If needed, follow the instructions in Set up text messaging as your verification method.
Phone (call)	<ol style="list-style-type: none"><li data-bbox="678 1234 1300 1268">1. Click I want to set up a different method.<li data-bbox="678 1310 1208 1388">2. Select Phone as the authentication method.<li data-bbox="678 1430 1317 1507">3. If needed, follow the instructions in Set up a phone call as your verification method.