

## How to Link Microsoft Accounts in the e-INFRA CZ Profile

1. Log in to your [e-INFRA CZ profile](#) by clicking on “Sign in”



e-INFRA CZ user profile

You must sign in to continue.

→ Sign in

2. In the search box on the right side, **find your organization**, click on its tile, and log in using your **institutional credentials**. Here you can change the language to English

Log in with

Your organization

29 Mayis University

A\*STAR - Agency for Science, Technology and Research

A. T. Still University

AAF Virtual Home

aa.lab.maeen.sa

AAI@EduHr Single Sign-On Service



Aalborg University



Aalto University



CESNET

Personal data processing



Co-funded by  
the European Union



National Repository Platform  
for Research Data (NRP)  
CESNET, zájmové sdružení právnických osob  
Mailing address: Generála Píky 430/26, 160 00 Prague  
info@eosc.cz; www.eosc.cz

3. To proceed, **agree to share personal information with e-INFRA CZ** by clicking the green “Yes, continue” button.



## Consent about releasing personal information to service User profile at e-INFRA CZ

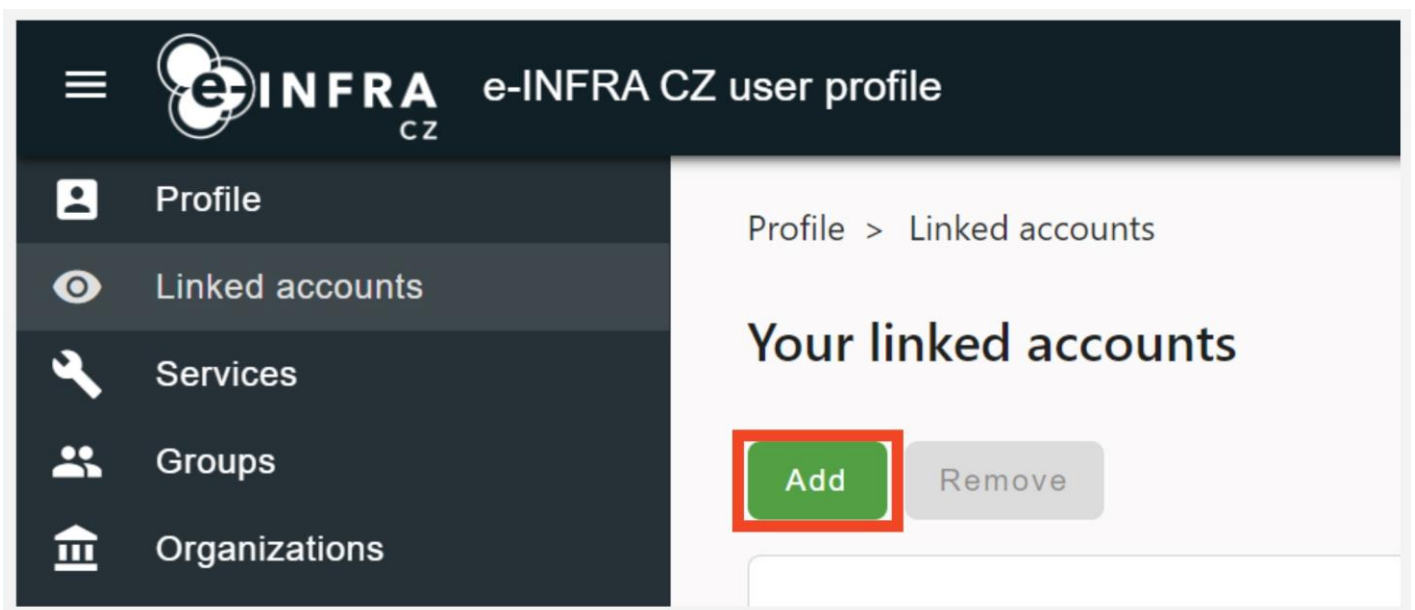
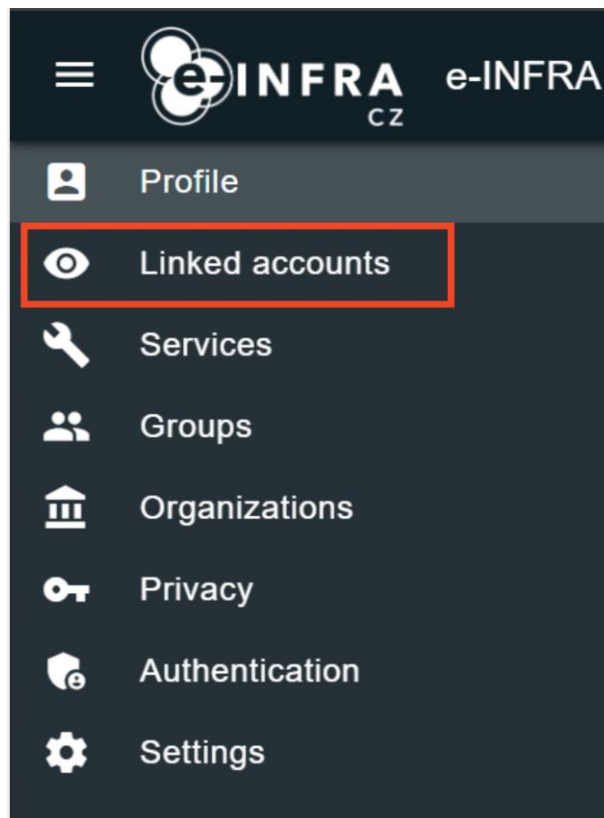
Privacy policy for the service [User profile at e-INFRA CZ](#)

<input checked="" type="checkbox"/> Identifier of user on a service	f9b5de2f22a3f4097c97697d4f9dc9c44faf6b30@einfra.cesnet.cz
<input checked="" type="checkbox"/> Offline access	true
<input checked="" type="checkbox"/> Calls to Perun API in the name of user	TRUE
<input checked="" type="checkbox"/> Profile	<ul style="list-style-type: none"><li>• Given name:</li><li>• Language: cs</li><li>• Name of user:</li><li>• Family name:</li></ul>

Yes, continue

No, cancel

4. In the menu on the left, **first select the “Linked accounts” tab** and then **click the green “Add” button**.



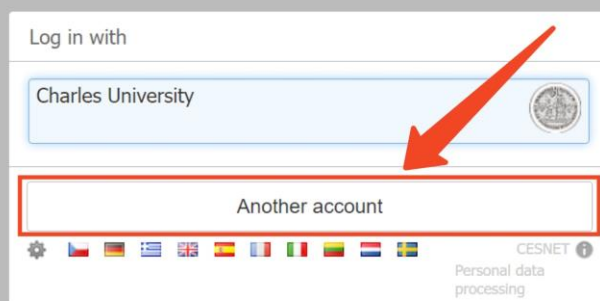
**WARNING: The following steps are crucial for distinguishing between your Microsoft account and your institutional identity**



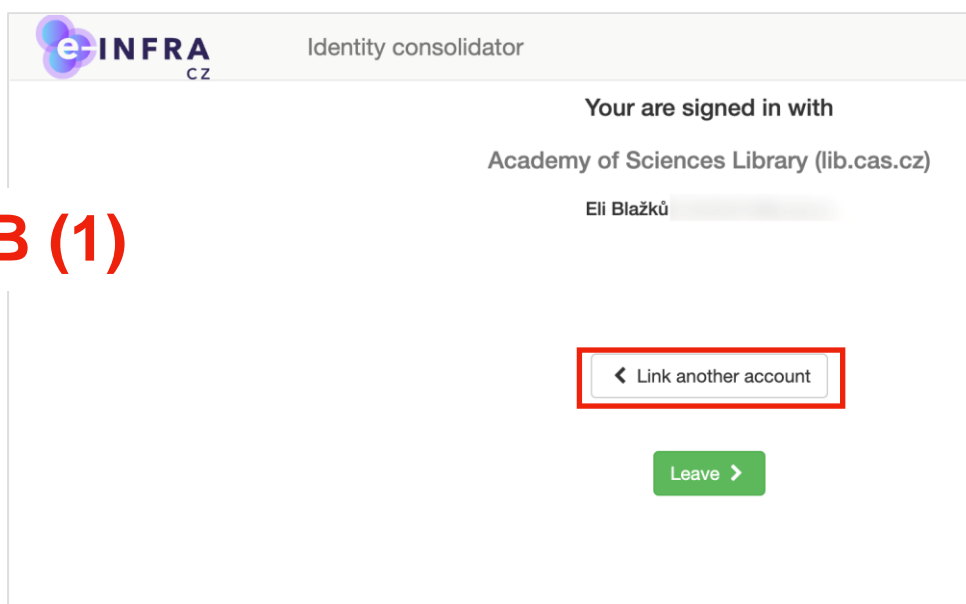
**Carefully read steps 5 - 7 before completing them**

5. If you see **window A**, click “Another account” and proceed to step 6.

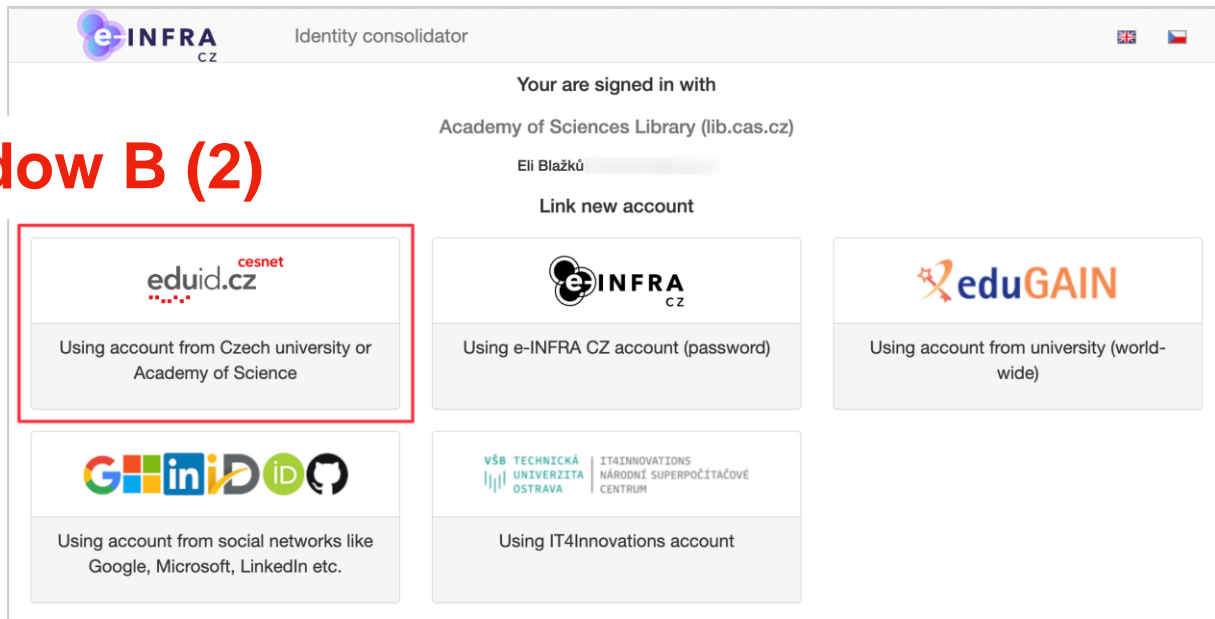
**WINDOW A**



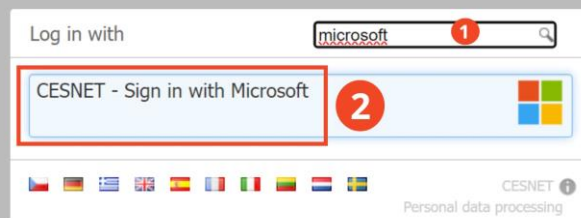
If you see **window B**, first click “Link another account” and then, on the next screen, select the **eduID** tile.



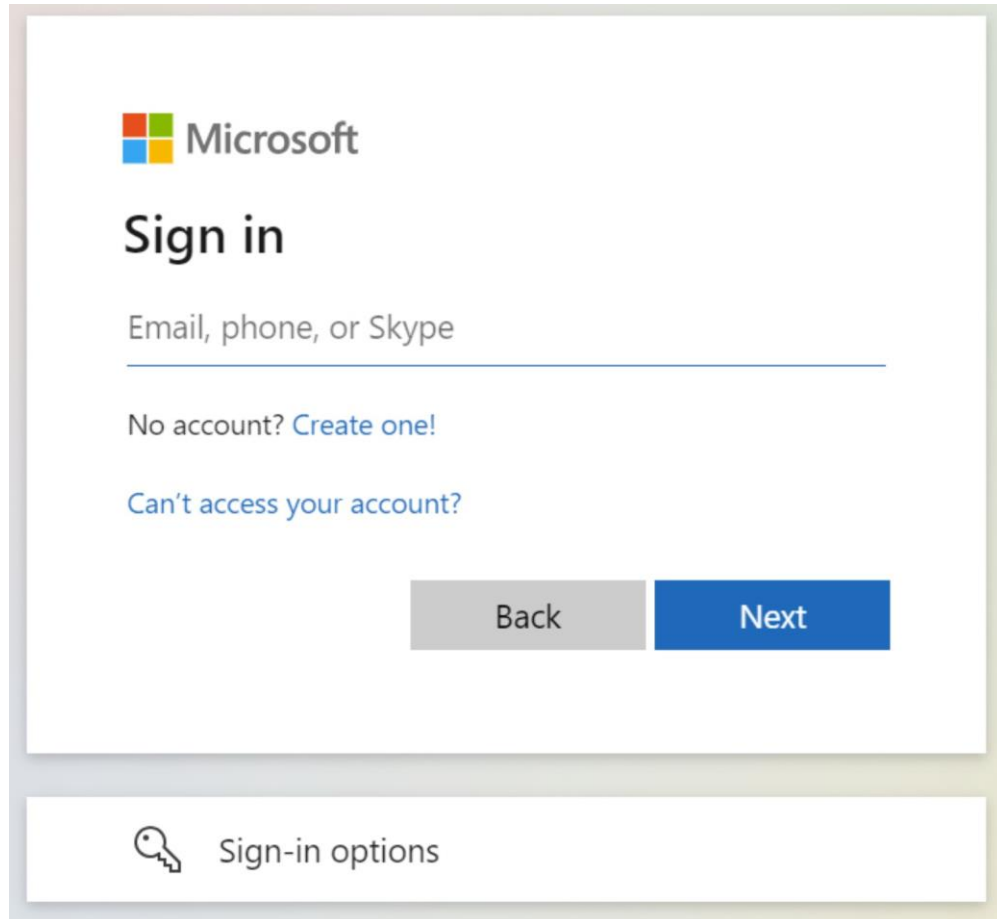
**Window B (1)**



6. In the search box, type “Microsoft” and select “CESNET – Sign in with Microsoft”

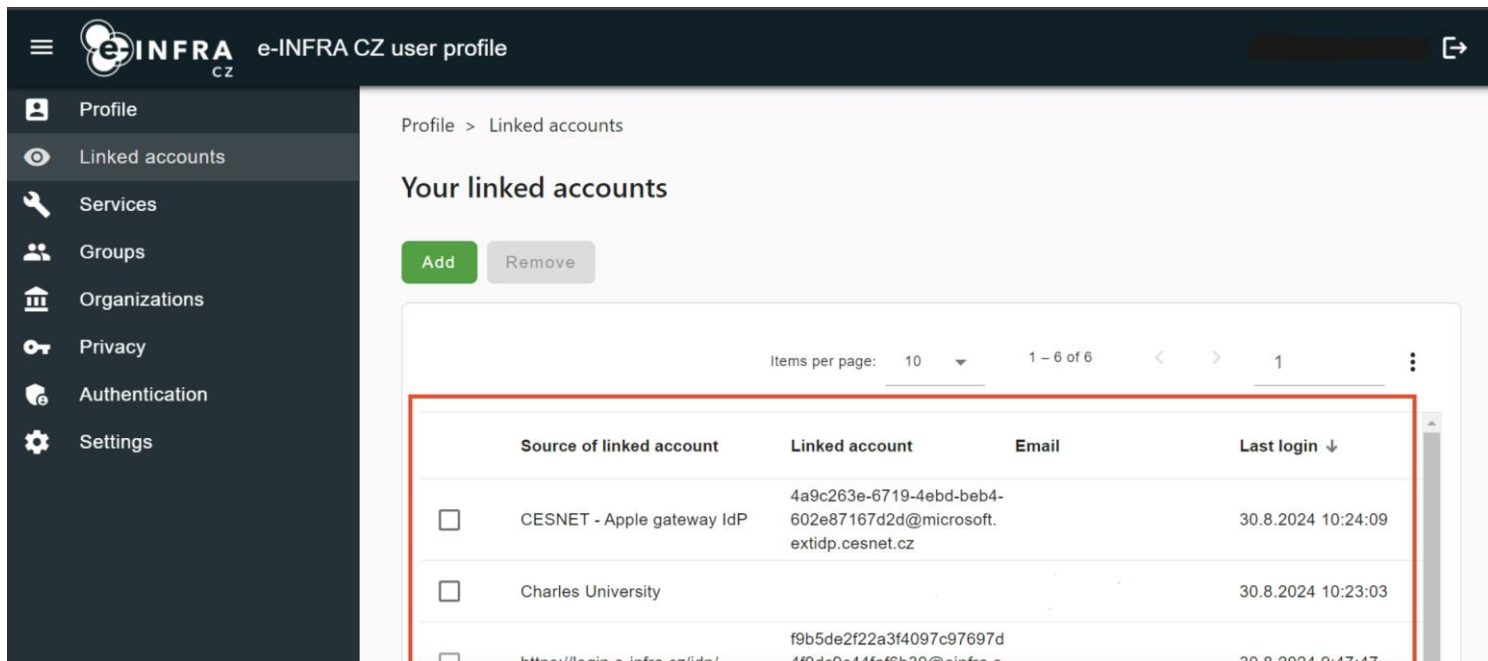
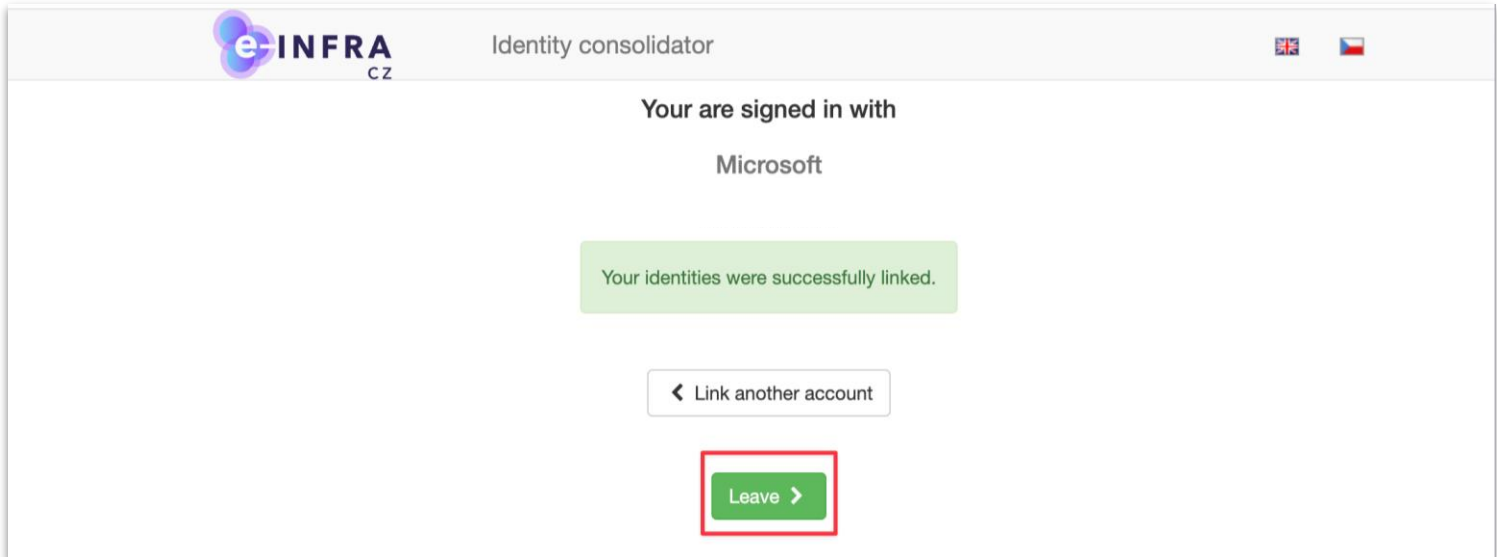


7. Sign in using your (e.g., institutional) Microsoft account. Follow the on-screen instructions



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main sign-in area, there are two buttons: a grey "Back" button and a blue "Next" button. Below the main sign-in area, there is a separate box containing a key icon and the text "Sign-in options".

8. Your identities are now **successfully linked**. Continue by clicking the green **“Leave” button**, which will return you to your profile settings, where you can see your linked identities



## Troubleshooting

### I accidentally closed the tab during the account linking process. What should I do?

**Solution:** Delete the cookies in your browser or open a private browsing window, or use a different browser. Then follow the instructions from the beginning.

[Clear cookies - Google Chrome](#)

[Clear cookies - Mozilla Firefox](#)

[Clear cookies - Microsoft Edge](#)

[Clear cookies - Safari](#)

### What does this window mean?

#### That didn't work

We're sorry, but [redacted] can't be found in the sonnedixuk.sharepoint.com directory. Please try again later, while we try to automatically fix this for you.

Here are a few ideas:

- [Click here to sign in with a different account to this site.](#)  
This will sign you out of all other Office 365 services that you're signed into at this time.
- If you're using this account on another site and don't want to sign out, start your browser in Private Browsing mode for this site ([show me how](#)).

If that doesn't help, contact your support team and include these technical details:

**Correlation ID:** 25631a9f-2047-a000-496f-a4fd566e6029

**Date and Time:** 22/11/2019 08:50:18

**URL:** https://[redacted].sharepoint.com/sites/Intranet/SitePages/[redacted]

**User:** [redacted]

**Issue Type:** User not in directory.

This message indicates that you failed to link your Microsoft account. You likely selected a different type of account in step 5 (e.g., your institutional identity instead of the Microsoft account you access with your institutional credentials).

**Solution:** Link your Microsoft accounts again by following this guide from the beginning.





## **I linked my account according to the instructions, but I still can't connect to MS Teams/SharePoint.**

**Solution:** The account linking process might take a few minutes.  
Wait, close the MS Teams/SharePoint/other service window, and try again.

