



ShareCenter Set Up



Welcome to ShareCenter

ShareCenter is Hatch's secure project collaboration workspace

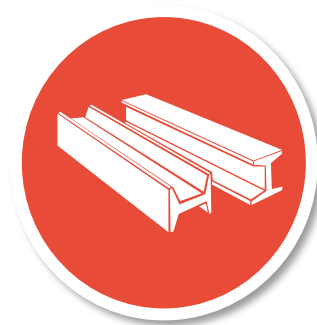
where you go to access documents and all other project information

Hatch is committed to keeping all project information secure, for the benefit of our clients, partners, vendors and contractors

Clients



Partners



Vendors



Contractors



Please take a few minutes to work through the following instructions to set up secure access to your project



ShareCenter Setup: Pre-Requisites

- Internet connectivity*
- Internet browser: prefer Microsoft Edge or Google Chrome
- Mobile phone: Android or iOS
- You should have received an email to join Hatch ShareCenter

*Assumes your company IT configuration does not block or inhibit access to ShareCenter. See last page.





Step 1: Accept the email invitation

- First open the video link to get instructions
- Then click “Accept Invitation”
- Follow browser dialogs per following slides

The screenshot shows an email interface with the following details:

- From:** Microsoft Invitations on behalf of Hatch ShareCenter <invites@microsoft.com>
- To:** you@yourcompany.com
- Subject:** Hatch invites you to join ShareCenter: Project H123456 – Project Name

The email body contains the following text:

HATCH

Hello %Name%

You are invited to join ShareCenter, our platform to exchange, collaborate and manage project information on [Project H123456: Project Name](#).

Please watch the [ShareCenter Setup video on this site](#) before you click *Accept invitation* below.

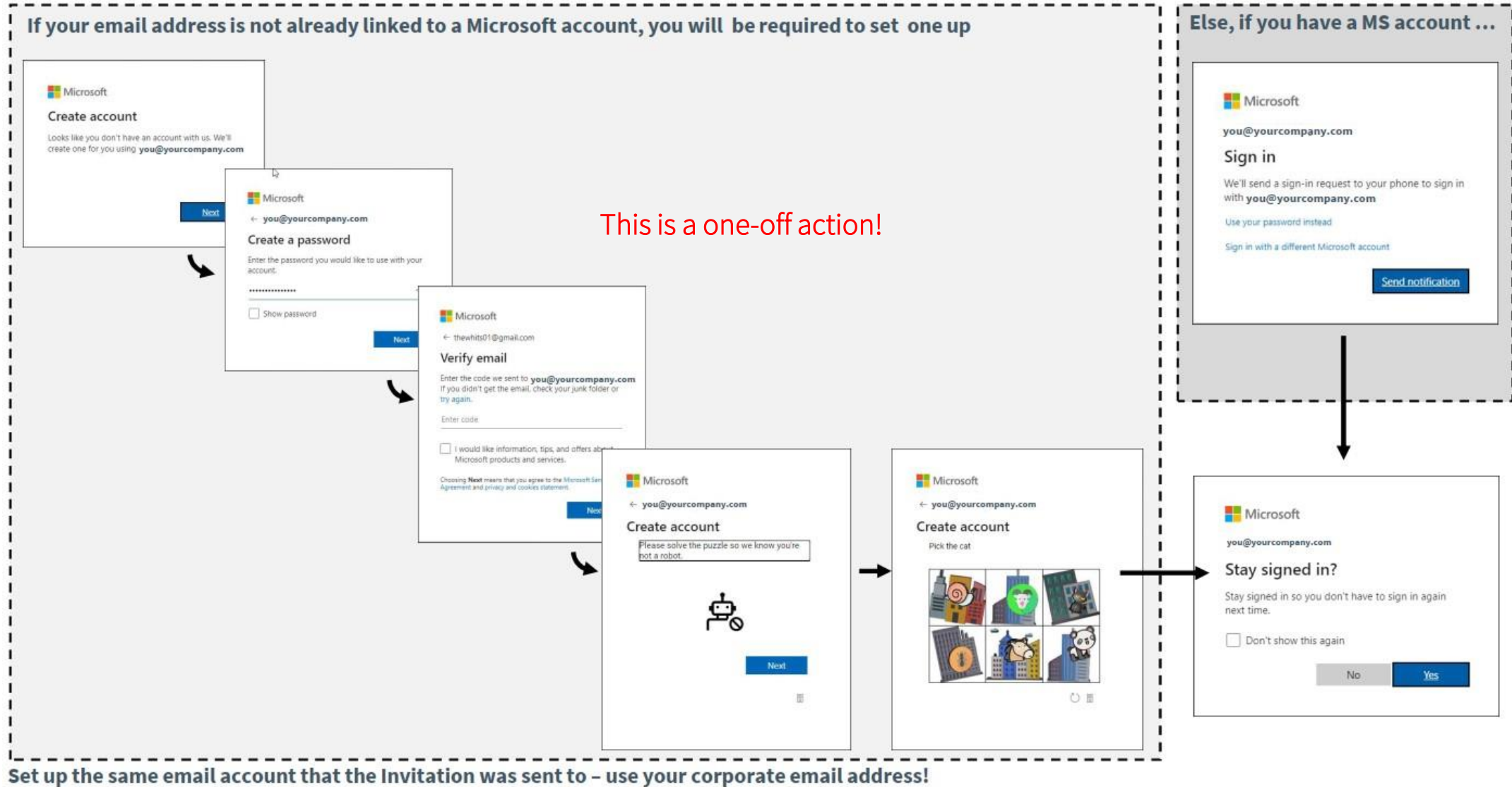
It will guide you through the setup of Multi Factor Authentication.

[Accept invitation](#)

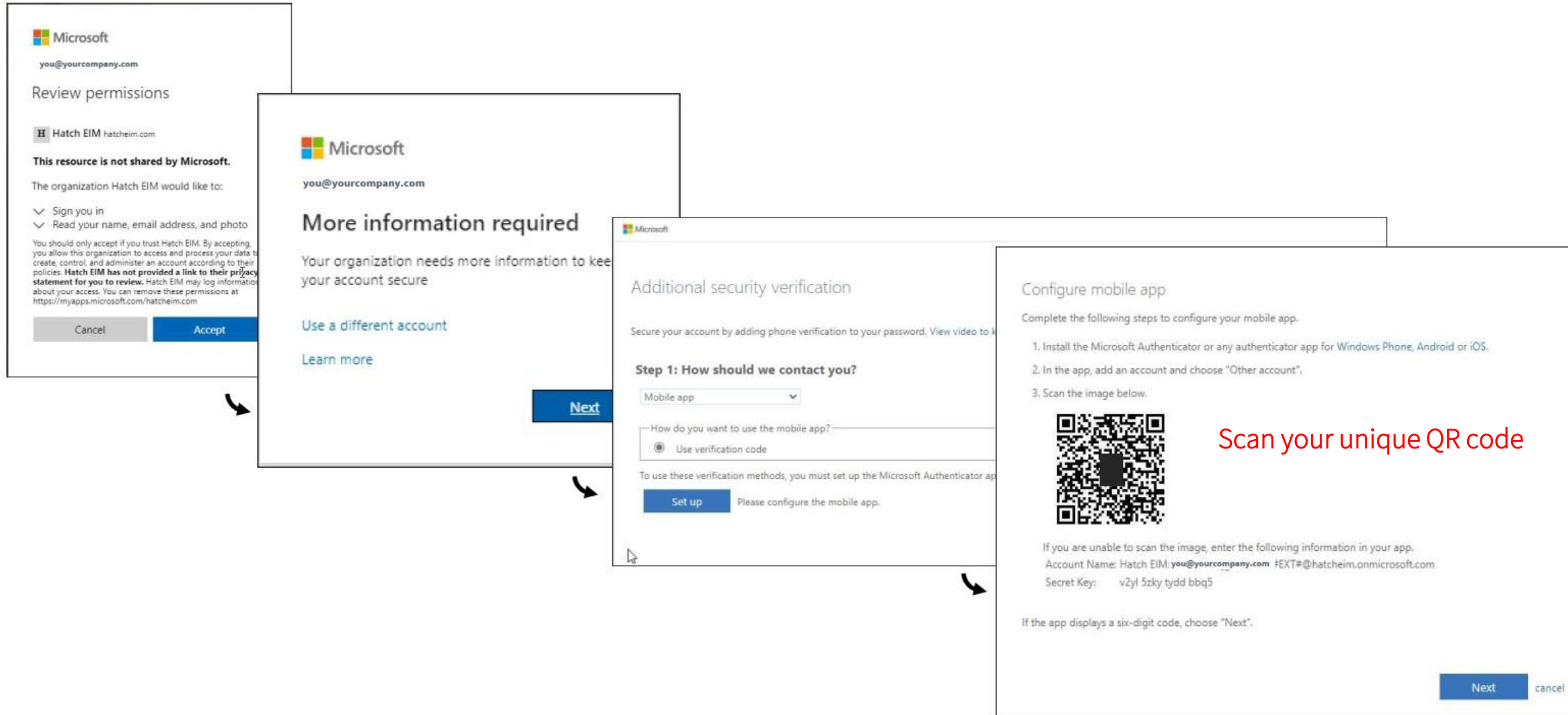
Need help? Email your project Document Control Team: DocControl-H123456@hatch.com

ShareCenter

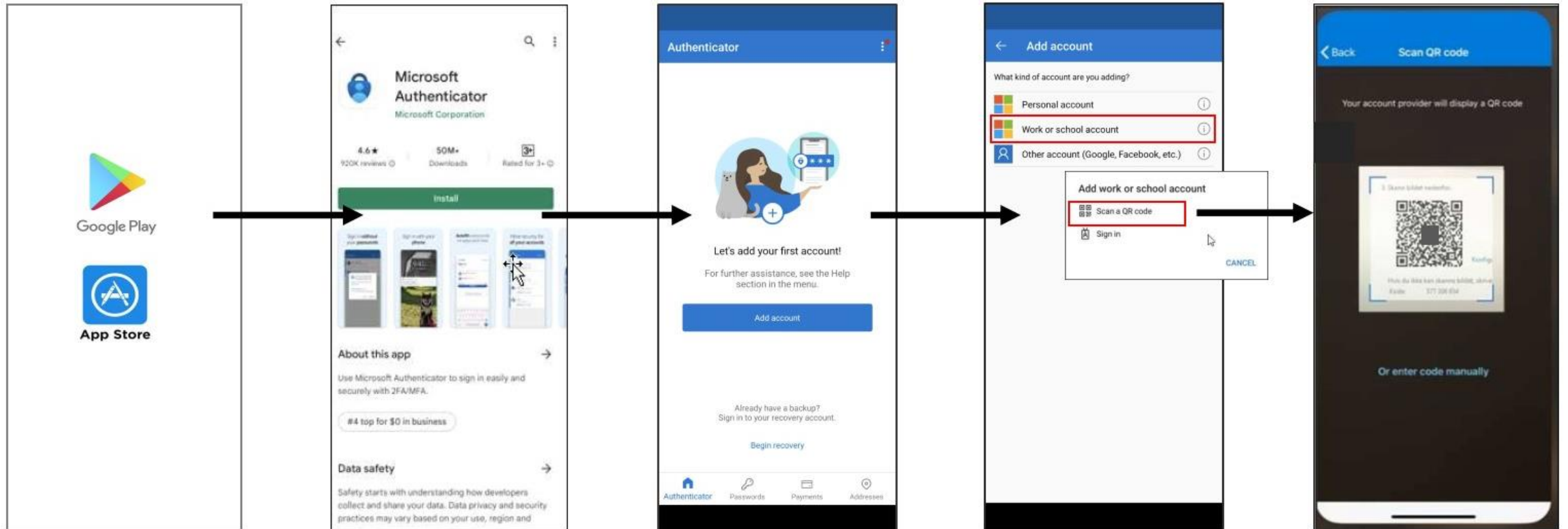
Step 2a: Follow browser dialogs



Step 2b: Follow browser dialogs (cont.)

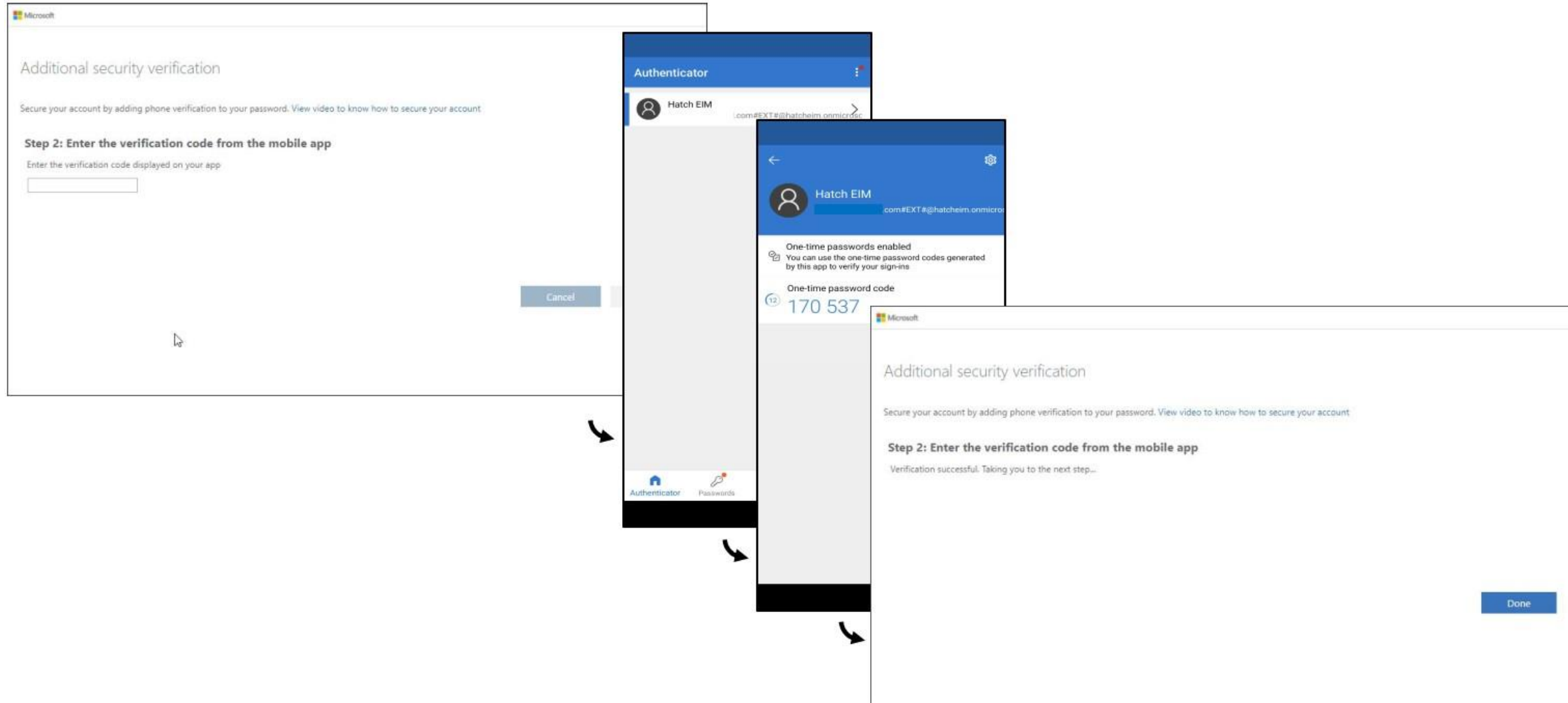


Step 3a: Install and Setup the Authenticator* App on Phone

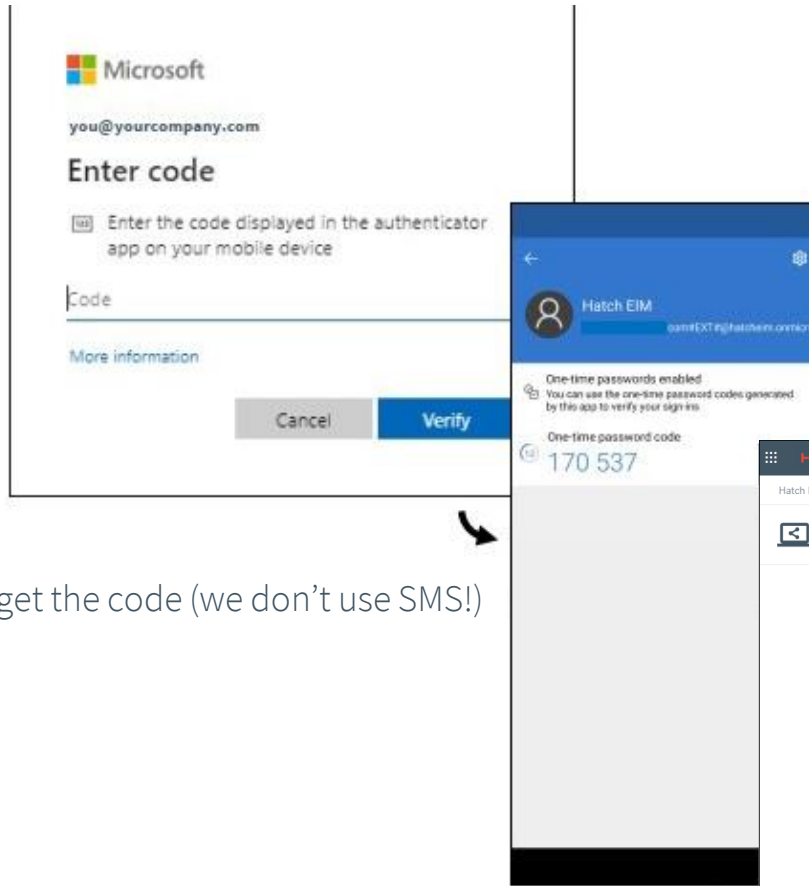


*Microsoft Authenticator app preferred but can use others e.g, Twilio Authy, Duo Mobile, LastPass Authenticator, etc.

Step 3b: Finalize Setup

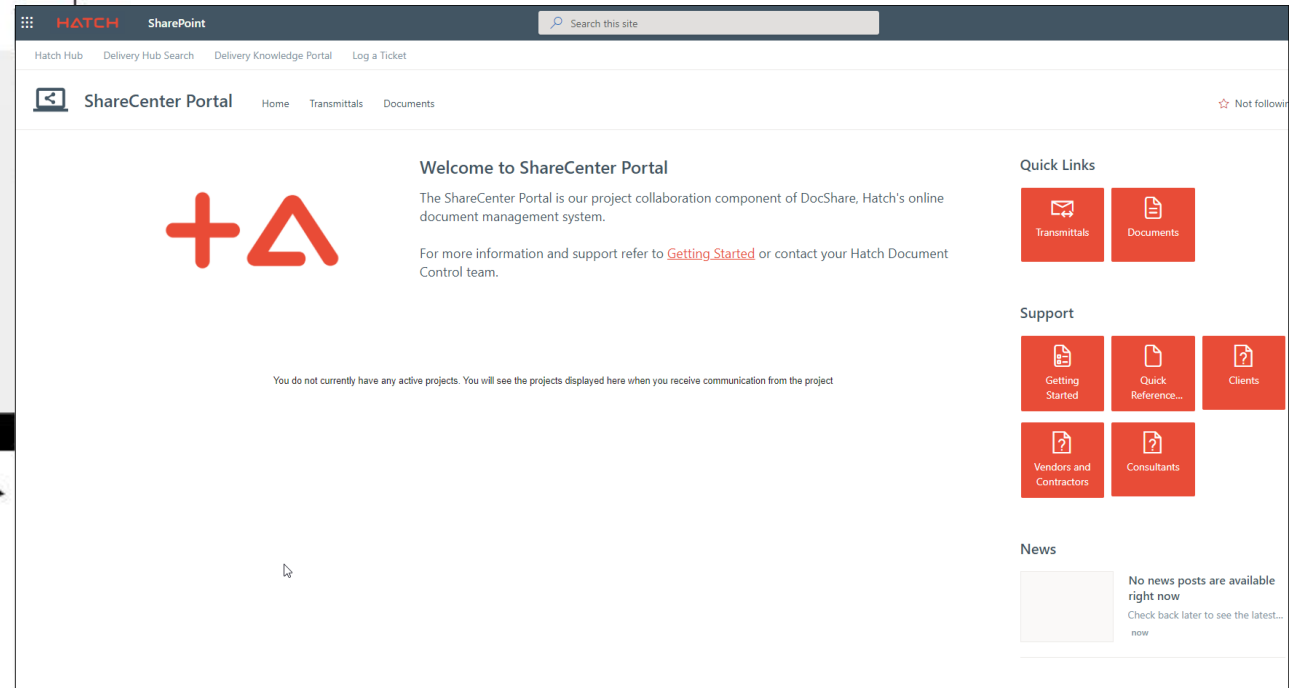


Step 4: Access ShareCenter

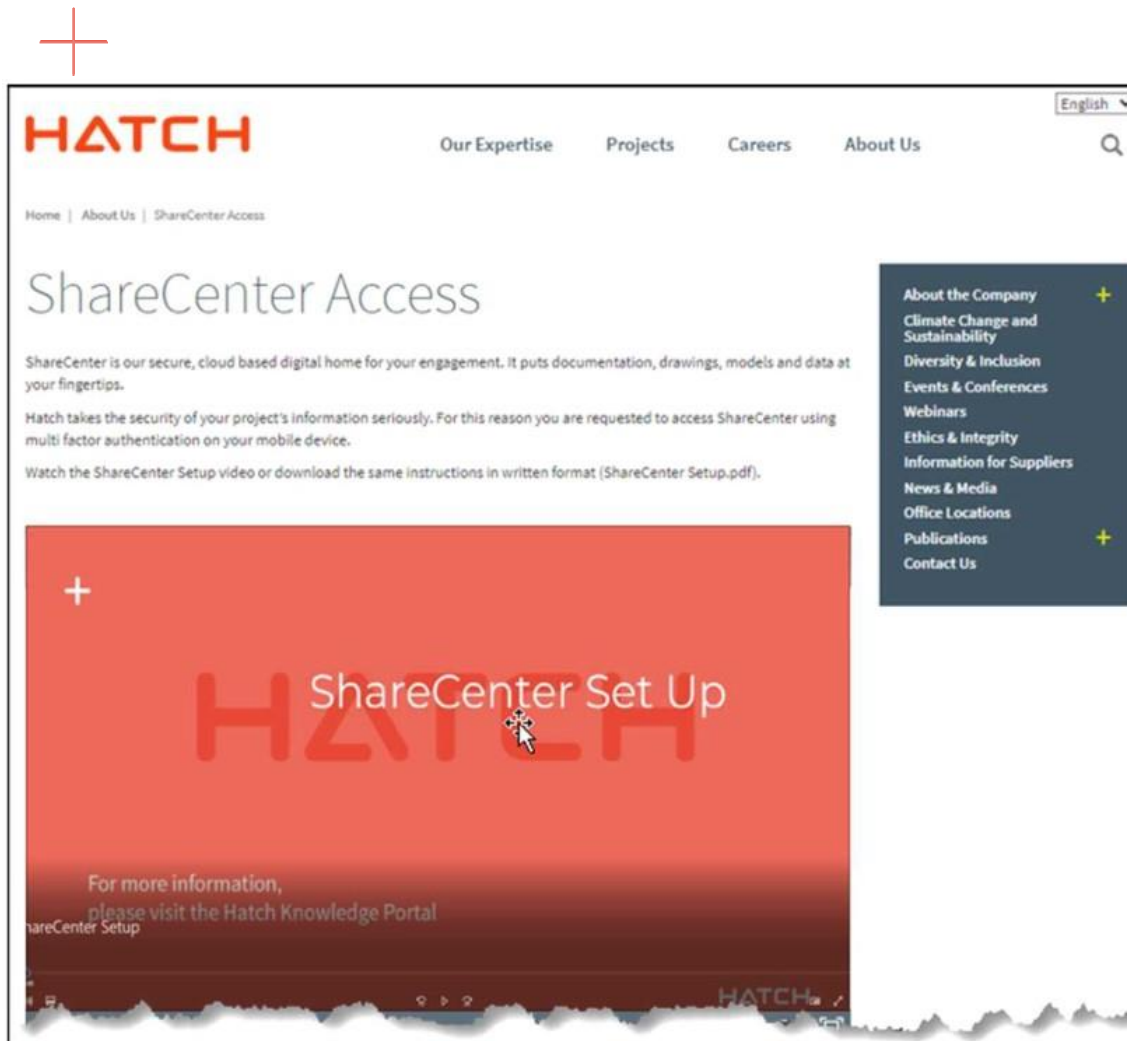


Always use the App to get the code (we don't use SMS!)

- Click on the Project link you were sent in the Invitation email, e.g. , <https://hatcheim.sharepoint.com/sites/xxxxx>)
- Save this link as a favourite
- This is how you will always access ShareCenter from now on
- **You're in!**



If you need help:



- Visit www.hatch.com/about_us/ShareCenter-Access for more information including videos and FAQs
- Email your Hatch Project Document Control team with the following information:
 - send to the email address on your invitation email
 - include your name and project number
 - which step the issue occurred
 - any error messages and screen captures
- We will use this information to investigate and get back to you as soon as possible



Additional Security Setup

You may find that you and your colleagues are unable to connect from your corporate office, yet you can connect from home. You may also find that you are not receiving transmittals from Hatch. This could be due to:

- Junk Mail. Check your Junk Mail folder and redirect Hatch transmittals to your Inbox
- Your corporate security / spam settings may be filtering Hatch transmittals as spam. To fix this, please request your IT to allow delivery of emails from `notifications@hatcheim.com`
- Your corporate security settings may need to be configured to allow / whitelist the following URLs (this may require minor changes to firewall, proxy, VPN or browser settings that only your IT can do):
 - `hatcheim.sharepoint.com`
 - `*.hatcheim.com`

Please ask your I.T. representative to contact the Hatch Service Desk via your Document Control team, and we will get back promptly to assist



Thank you