



Ordering Activity Process

Registering and Login for Symphony Procurement Suite
Prepared For ASTRO

Accessing Symphony for ASTRO

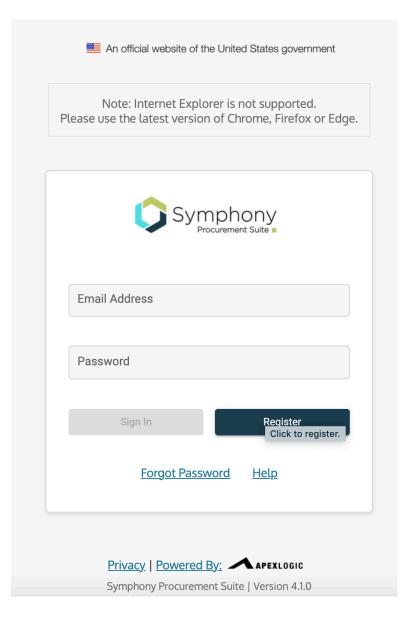
- ASTRO https://astro.app.cloud.gov/
- REMEMBER! This is a live site and orders entered here WILL be sent to contract holders upon release.
- Please note that if you have registered for any other instances of Symphony, you will need to register again for ASTRO.
- Please note that the Multi Factor Authentication (MFA) codes for each instance you are registered for are unique for that instance.

System Access

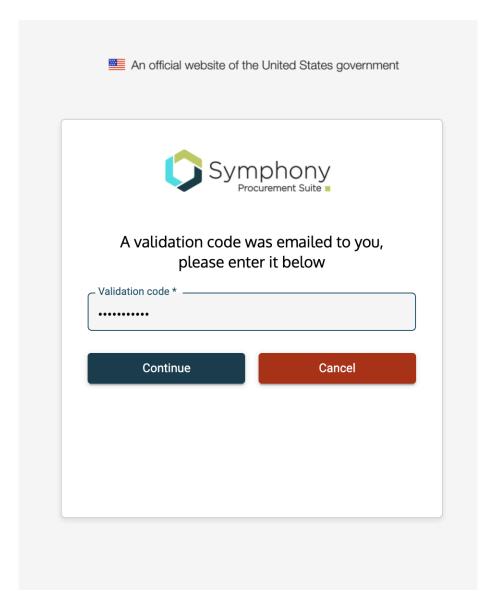
Login and Register in Symphony

Click Register and enter your government email address, such as:

jsmith@gsa.gov



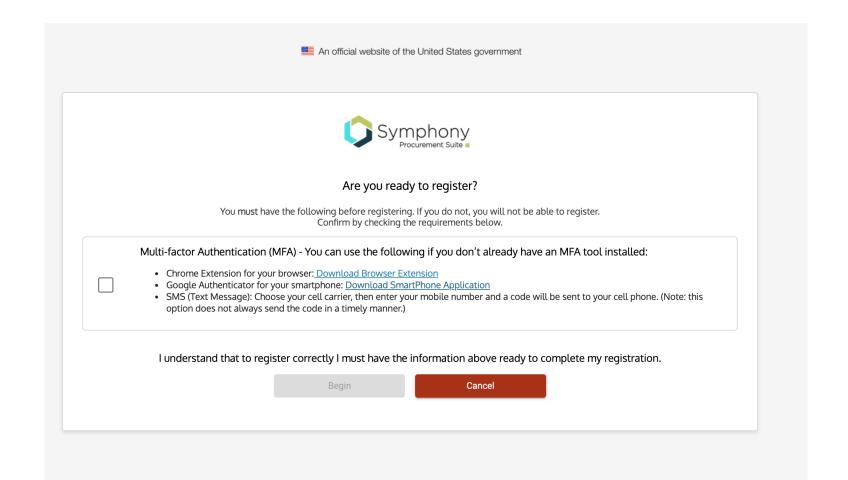
Enter the email verification code that was sent to the email address you entered on the previous screen.



Verify you have a method of Multi Factor Authentication (MFA)

If you need assistance with this, please review the following information. If you do not have time to finish this step, please click Cancel and begin when you have a moment. If you do not finish the process with entering your MFA code, your registration will be in limbo and you will need to contact the help desk.

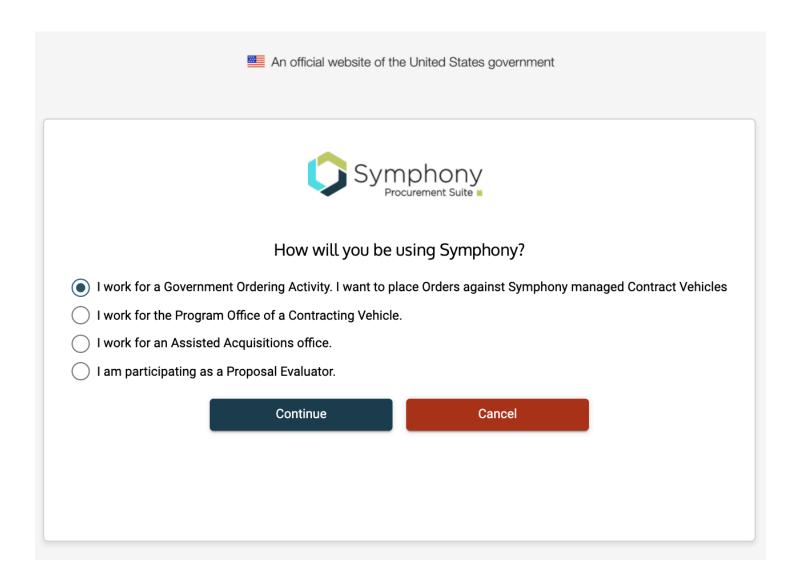
http://
gettingstarted.apexlogic.com/
support/home



Next select why you're using Symphony. In most cases, you are probably a Government Ordering Activity wanting to place an order. Only the <u>first</u> button allows you to create RFIs or TORs.

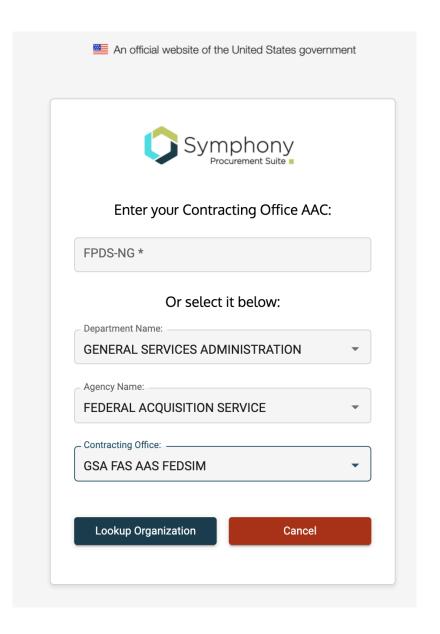
Program Office and Assisted Acquisition will see orders under your ordering activity code, but will not be able to create orders.

Click the Continue button.



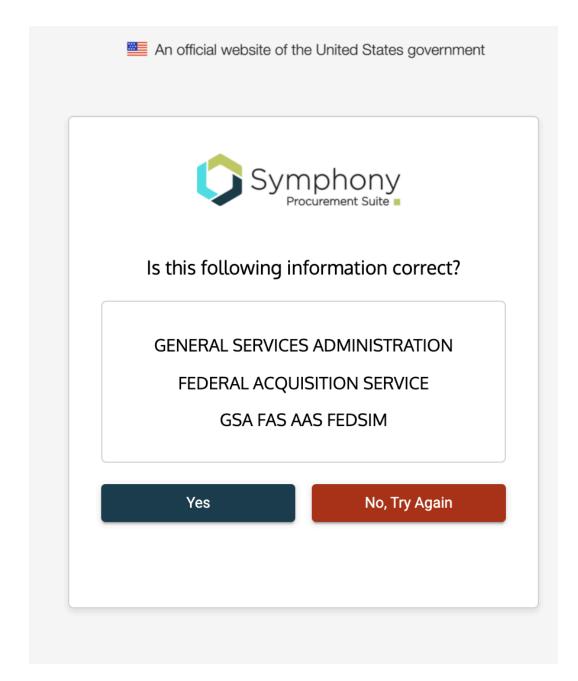
Enter or select the FPDS code for which you are associated

Click the Lookup Organization button if you do not know your FPDS code.



Confirm your entry or try again if it is not correct.

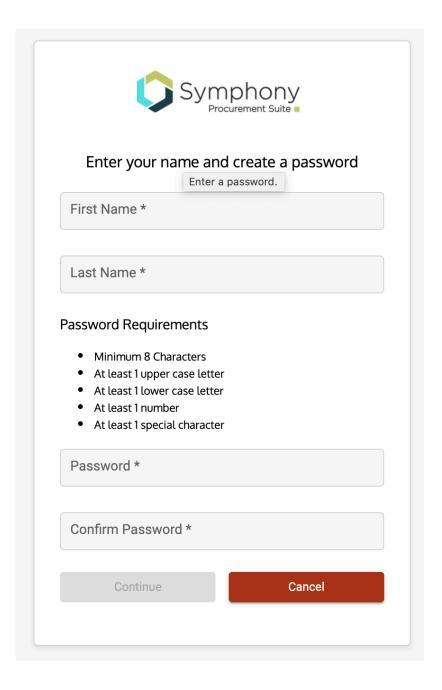
Click the Yes button.



On this screen please provide the following:

- 1. First Name and Last Name
- 2. Password (2x)

Click the Continue button.



MFA

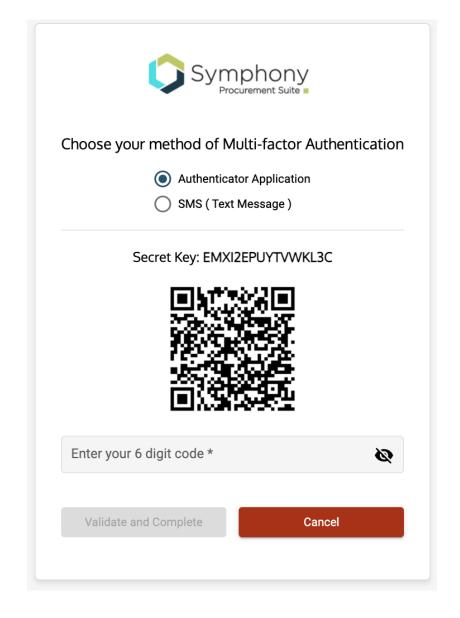
Select your method of authentication:

If you choose Authenticator Application - Scan a QR code into your MFA tool of choice.

Open the app you installed on your phone and add this QR code.

It will then provide you with a 6 digit code. Enter it here to complete your registration.

Your registration will not be complete if you do not finish this step.



MFA

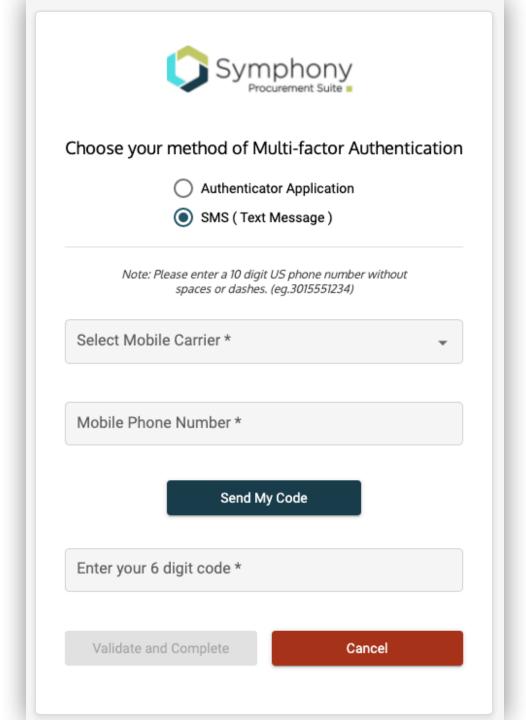
Select your method of authentication:

If you choose SMS - Provide your wireless phone details and click Send My Code.

When you receive the code enter it to complete your registration.

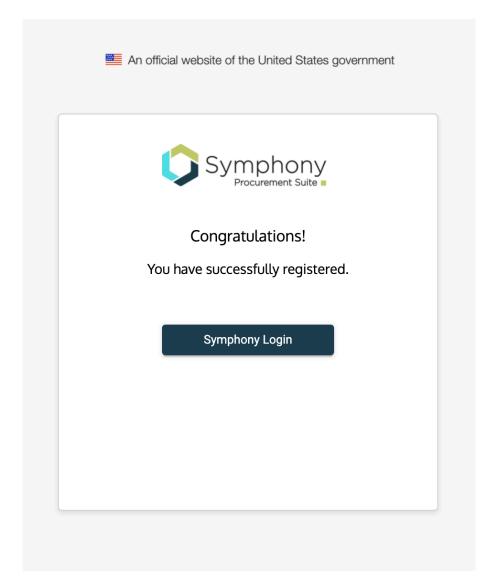
If you do not receive the code, please verify you have entered the information correctly, make any edits, and click Send My Code.

Your registration will not be complete if you do not finish this step.



MFA

You can now login to Symphony.

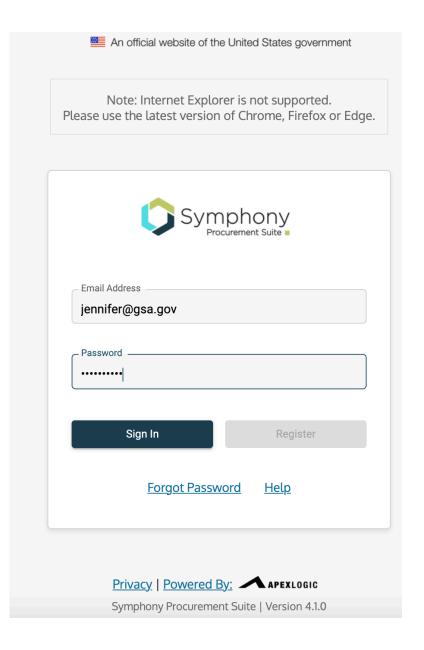


System Access

Symphony is accessed through a login screen. To gain access:

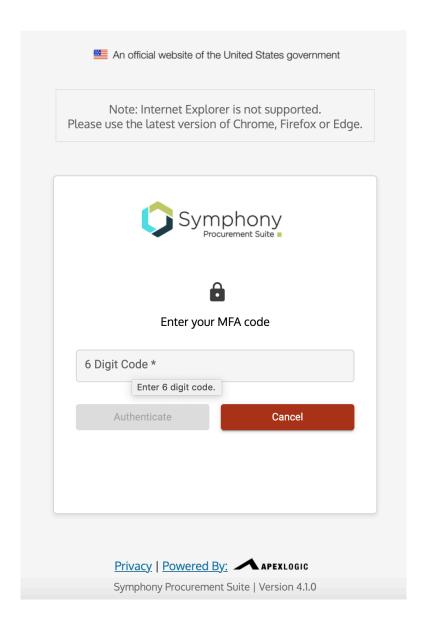
- 1. Enter your email address
- 2. Enter your password
- 3. Press "Sign In".

If you have not registered in Symphony, begin the process by clicking the Register button.



System Access

Enter your 6 digit MFA code from your chosen method of authentication.



Additional Assistance

For additional help, please review the following documentation

http://gettingstarted.apexlogic.com/support/home

AND

You can always contact us at client.support@apexlogic.com if you need further assistance.