Library Services

Setting up the Microsoft Authenticator App For First Time Users

Attention: To use these instructions you will need access to a Smartphone and a Computer.

1. First download the Microsoft Authenticator App from the Play Store or App Store.



- 2. Open the Microsoft Authenticator App.
 - For first time users, Proceed through the first couple of screens by pressing,
 - Accept \rightarrow Continue.
 - If you already use the Microsoft Authenticator press '+' at the top of the screen.
 - Select "Scan a QR code".
 - Allow the Authenticator to access your camera and allow notifications.



3. From the North Metropolitan TAFE website, open the Microsoft 365 link.

4. Log into Microsoft 365 with your student login details:
 Email Login: Student ID Number@tafe.wa.edu.au
 Password: Your default password (unless you have already changed your password at home or on a student PC



Library Services

5. You will be prompted that "More information is required".

Click Next three times until you see a QR code. (See image for example).

- 6. Using Microsoft Authenticator, Scan the QR code that is displayed on the Microsoft 365 page, then click Next.
- Your browser screen will refresh and ask you to enter the number displayed on the Microsoft 365 page.

Microsoft Authenticator
Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
After you scan the QR code, choose "Next".
Can't scan image?
Back Next

to your app by	entering the number sh	nown below
73		
15		
	73	73

8. Enter this number in the authenticator app, then press "Yes".



9. Security Options

- **a.** If you use Face ID, or Finger Print to unlock your phone you can also use this to unlock Microsoft Authenticator.
- b. If you wish not to use this option, select "Don't Allow".
- **c.** You will be prompted to enter your phone's PIN.





Library Services

10. Click Next.



- **11.** Enter details in the Phone screen as follows:
 - Enter Australia as your region.
 - Enter your **phone number**, then click **Next**.



12. Enter the characters that are shown in the box to prove you're not a robot. (This is case sensitive.)

Press Next.

Method 2 of 2:	Phone
App	Phone
Phone	
Please show you are not a robot.	
The second secon	
Enter characters	
	Back Next

13. Your phone will receive a code via SMS. Enter this code on this screen. Then click **Next**.

Ve just sent a 6 digit code to +61	Enter the code below.	

esend code		



14. You will reach this screen. Click Next.



15. You are now set up! **Click Done** to continue to Microsoft 365.

Method 2 of 2: Done				
✓ App	Phone			
Success!				
Great job! You have successfully set up your security i Default sign-in method:	info. Choose "Done" to continue signing in.			
Phone +61				
Microsoft Authenticator				
	Done			

If you require assistance with the above process, please visit your campus library, or give a call. Contact details and opening hours can be found <u>here</u>.

Further information about Microsoft Authenticator can be found on the Microsoft Help page which you can access by clicking <u>here</u>.