



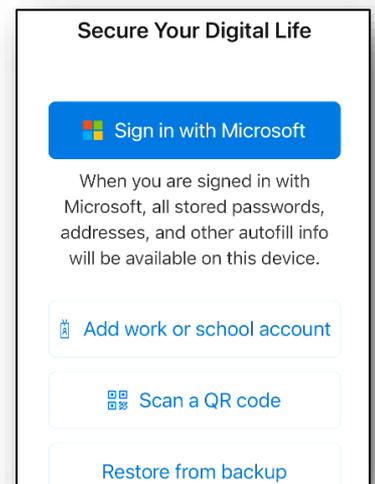
Setting up the Microsoft Authenticator App For First Time Users

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 → 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.



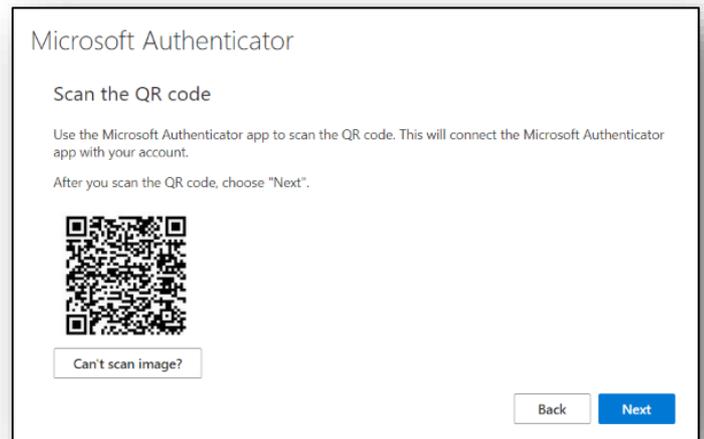
3. From the North Metropolitan TAFE website, **open the Microsoft 365 [link](#)**.
4. Log into Microsoft 365 with your student login details:
 - Email Login:** Student ID Number@tafe.wa.edu.au
 - Password:** Your default password (unless you have already changed your password at home or on a student PC)



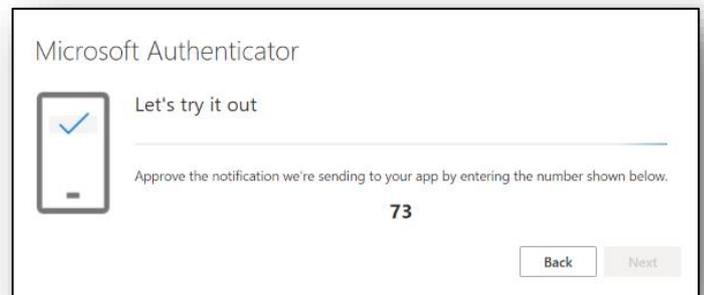
5. You will be prompted that “More information is required”.

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

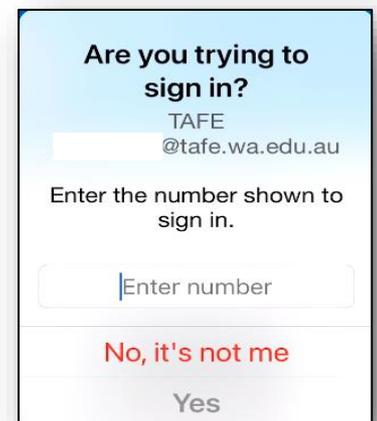
6. **Using Microsoft Authenticator, Scan the QR code** that is displayed on the Microsoft 365 page, then click **Next**.



7. Your browser screen will refresh and ask you to **enter the number displayed** on the Microsoft 365 page.



8. **Enter this number in the authenticator app**, then press “**Yes**”.



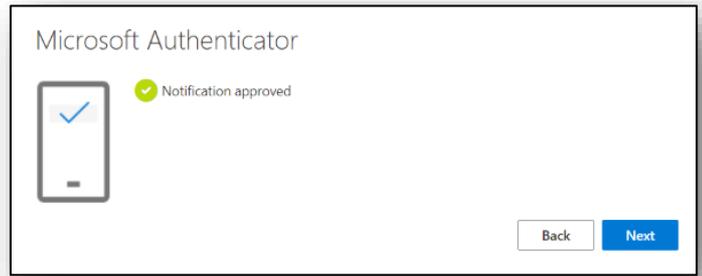
9. Security Options

- 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.



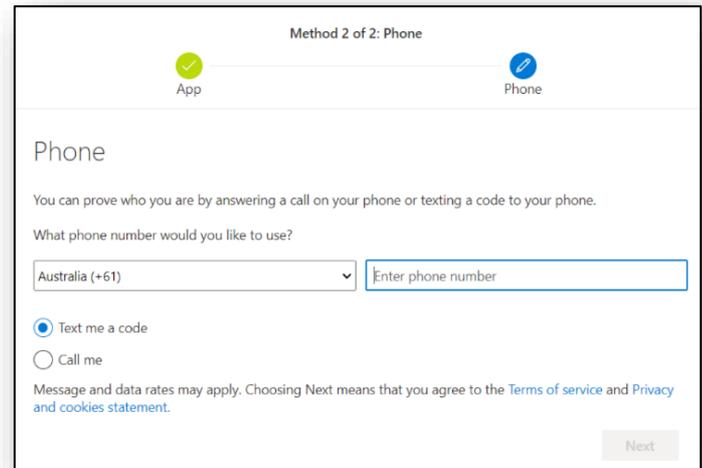


10. Click **Next**.



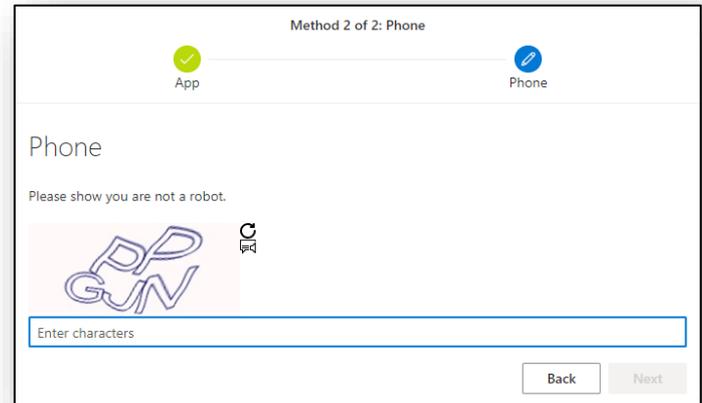
11. Enter details in the Phone screen as follows:

- Enter **Australia** as your region.
- Enter your **phone number**, then click **Next**.

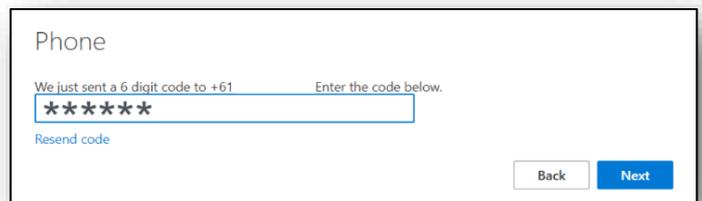


12. Enter the characters that are shown in the box to prove you're not a robot. (This is case sensitive.)

Press **Next**.



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

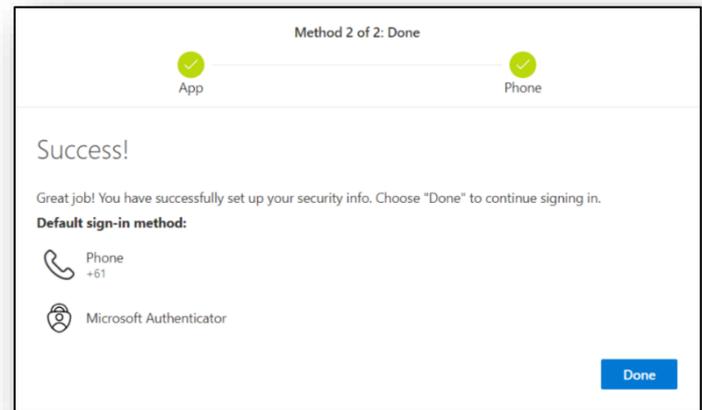




14. You will reach this screen. **Click Next.**



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



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 [here](#).

Further information about Microsoft Authenticator can be found on the Microsoft Help page which you can access by clicking [here](#).