



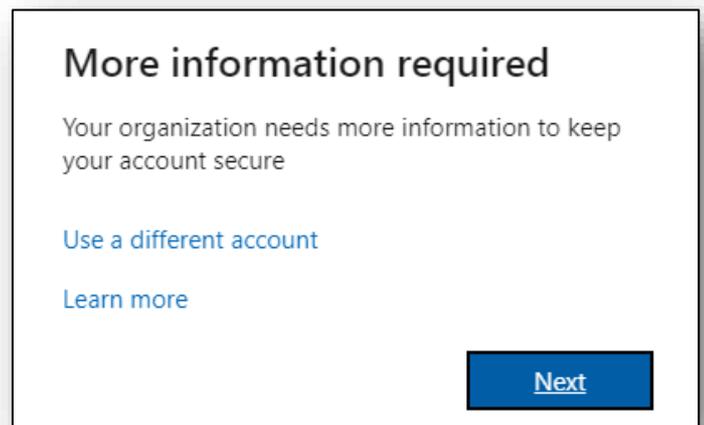
Microsoft Authentication using Phone Number and Email without the App

To complete these instructions, you will need access to a working mobile phone and a personal email account.

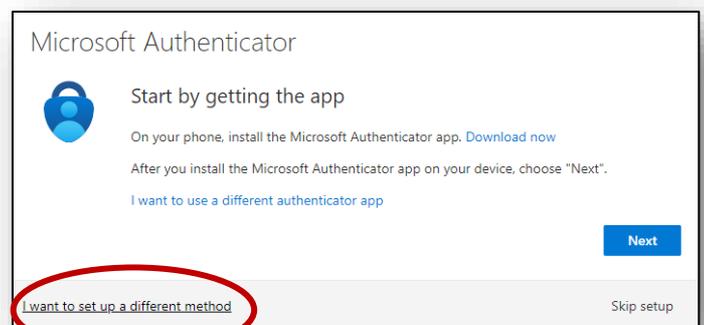
1. From the North Metropolitan TAFE website, **open the Microsoft 365 [link](#)**.
2. **Log into Microsoft 365** with your student login details:
Email Login: Student ID Number@tafe.wa.edu.au
Password: Your default password (unless you have already changed your password at home or on a student PC)

*Your default password is **tafewa** (all lower-case) and your date of birth in DDMMYYYY format, e.g., tafewa14092006*

3. You will be prompted that “More information is required” **Press next**.



4. On the bottom left hand of the ‘Microsoft Authenticator’ box **click ‘I want to set up a different method’**





- From the 'Choose a different method' drop down menu, **select** Phone

The screenshot shows a dialog box titled "Choose a different method" with a close button (X) in the top right corner. Below the title, it asks "Which method would you like to use?". There is a dropdown menu with "Phone" selected. At the bottom, there are two buttons: "Cancel" and "Confirm".

- Enter details in the Phone screen as follows:
 - Enter **Australia** as your region,
 - Enter your **phone number**,
 - Select **Receive a code**,
 - Click **Next**.

The screenshot shows the "Phone" registration screen. It says "You can prove who you are by answering a call on your phone or receiving a code on your phone." Below this, it asks "What phone number would you like to use?". There is a dropdown menu for the region, currently set to "Australia (+61)", and a text input field for the phone number. Below the input fields, there are two radio buttons: "Receive a code" (which is selected) and "Call me". At the bottom, there is a "Next" button and a small disclaimer: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)."

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

The screenshot shows the "Phone" screen for entering the received code. It says "We just sent a 6 digit code to +61" and "Enter the code below." There is a text input field for the code. Below the input field, there is a "Resend code" link. At the bottom, there are two buttons: "Back" and "Next".

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

The screenshot shows the "Phone" screen with a green checkmark icon and the text "Verification complete. Your phone has been registered." At the bottom right, there is a "Next" button.



- This takes you back to the 'Microsoft Authenticator' screen.
 - Click 'I want to set up using a different method'
 - From the drop down **select email**.

A dialog box titled "Choose a different method" with a close button (X) in the top right corner. Below the title, it asks "Which method would you like to use?". There is a dropdown menu currently showing "Email". At the bottom, there are two buttons: "Cancel" and "Confirm".

- Type your **Personal Email** address into the bar. Then click **Next**.

A screen titled "Email" with the question "What email would you like to use?". Below the question is a text input field with the placeholder "Enter email". A "Next" button is located in the bottom right corner.

- Your will now receive a code via email.
(Check your spam folder if you cannot find it)
Enter the code on the screen then click **Next**.

A screen titled "Email" with the text "We just sent a code to @gmail.com". Below this is a text input field with the placeholder "Enter code". There is a "Resend code" link below the input field. A "Next" button is in the bottom right corner.

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

A screen titled "Method 2 of 2: Done" with a progress indicator showing two steps: "Phone" and "Email", both with green checkmarks. Below the progress bar, it says "Success!" and "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Under "Default sign-in method:", there are two options: "Phone +61" and "Email @gmail.com". A "Done" button is in the bottom right corner.

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](#).

Important note – you will need to have your phone handy both **on and off campus** as you will need to text yourself a code to access M365