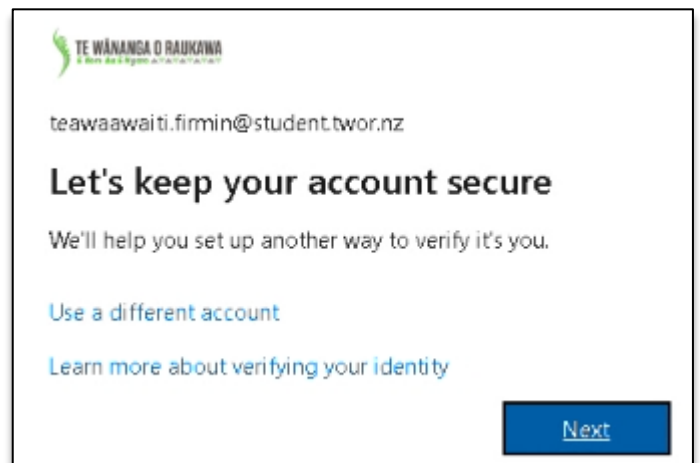


Multifactor Authentication

When signing in for the first time without Multifactor authentication set up you will receive the following message.



After clicking next you will be able to choose between the Microsoft Authentication App or using a phone number.

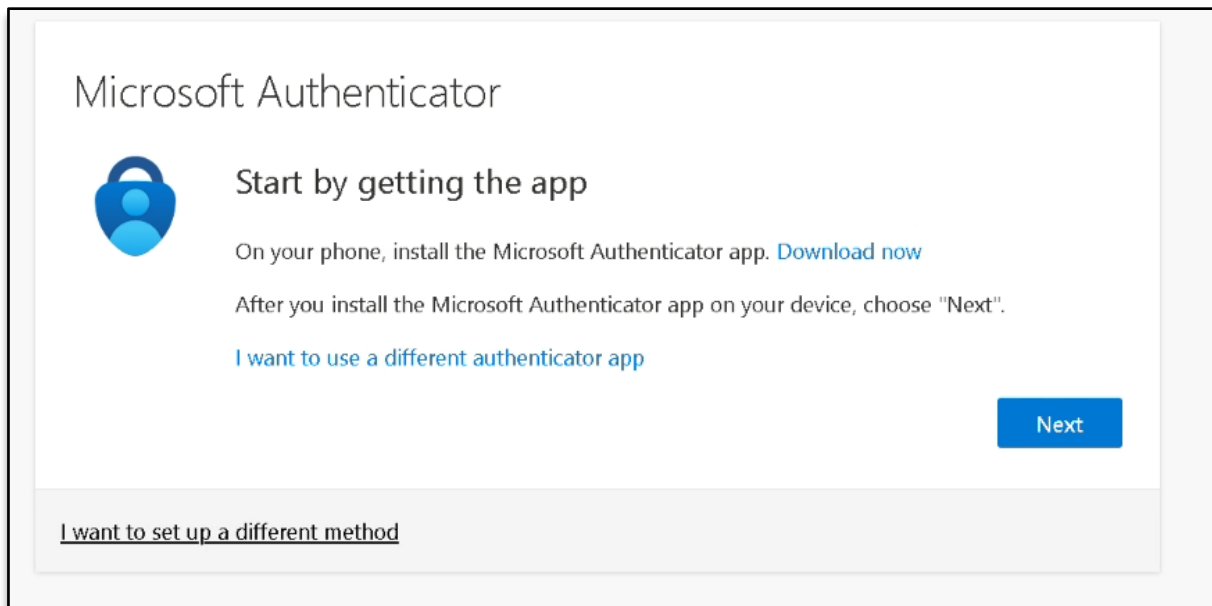
- [Microsoft Authentication App](#)
- [Phone Number](#)

Please note that set up for Multifactor Authentication requires both the use of a PC/Laptop as well as a mobile phone.

Set up for the Microsoft Authentication app requires a Smart Phone/Tablet with the ability of downloading apps and scanning of QR codes.

Authenticator App

After clicking **Next**, you will be taken through the set up for the Microsoft Authentication App.



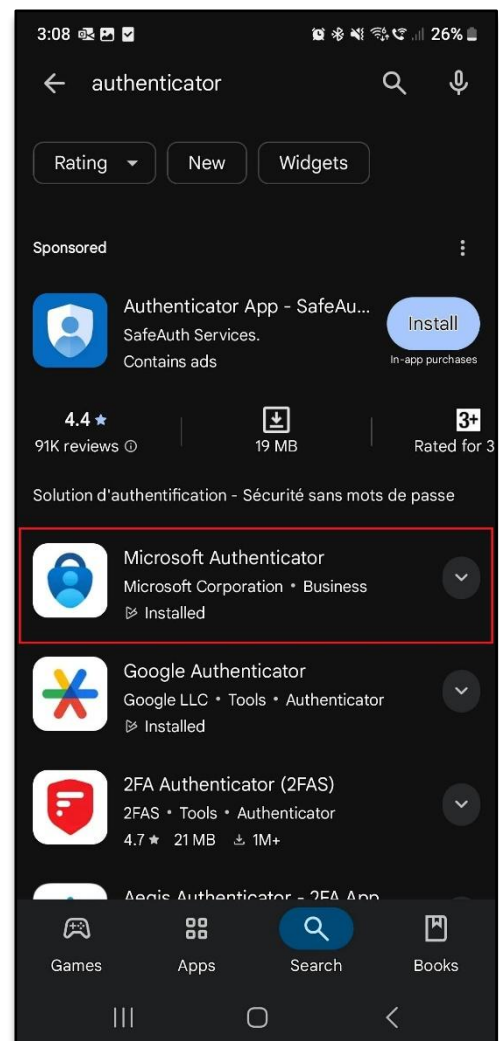
On your mobile device open your app store and search for “**Microsoft Authenticator**” and install the app of the same name.

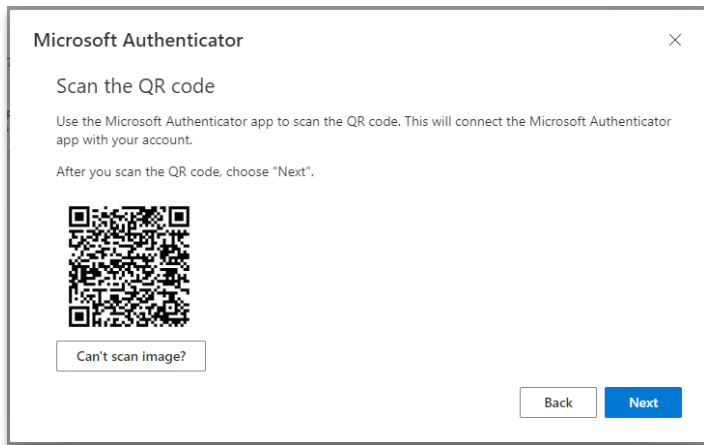
Ensure you’re installing the application highlighted here.

After installing and opening the authenticator you will be asked to allow permissions for notifications.

In the app tap the “+” along the top and choose “**work or school account**”.

Then tap “**Scan a QR Code**” this will open your camera in the app.

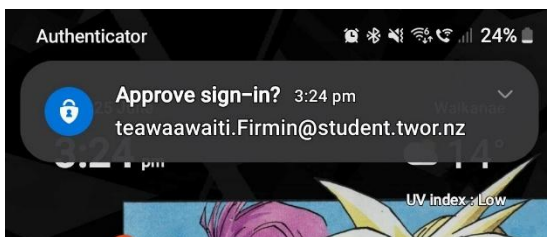
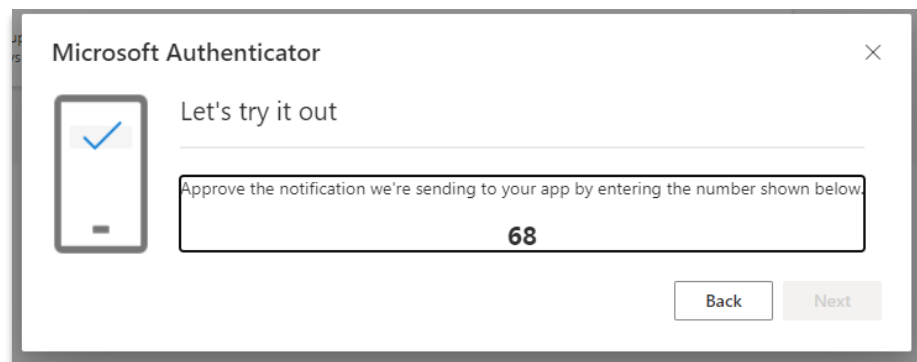




On your computer click “**Next**” until you are presented with a QR code like the one here.

Point your camera at the QR code.

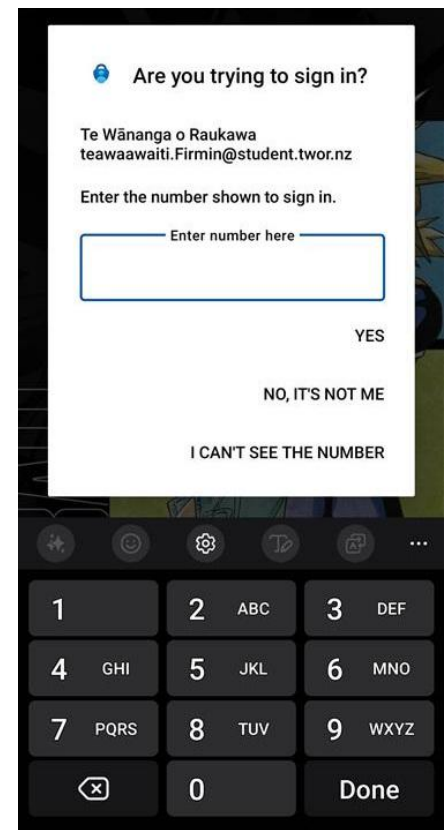
Clicking next on your computer will take you to a screen displaying 2 digits.



At this same time, you will be sent a notification to your mobile phone.

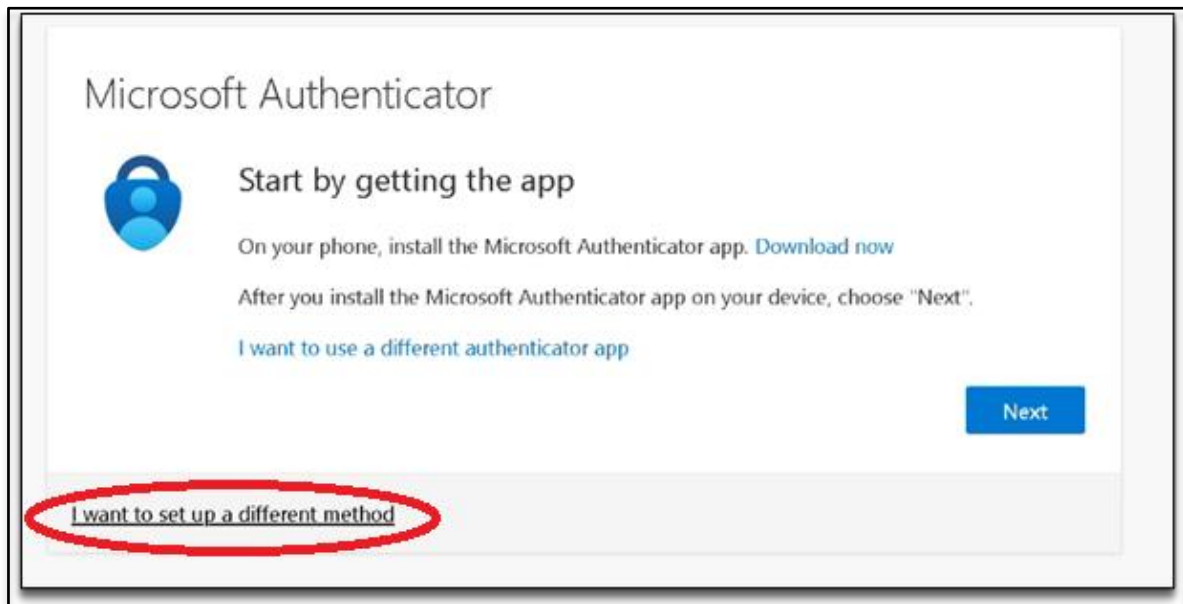
After tapping the notification, it will ask you to input the number seen on your computer screen.

After entering the numbers your computer will then process the approval and display a “**Notification approved**” message after clicking next you will then be let into your account.



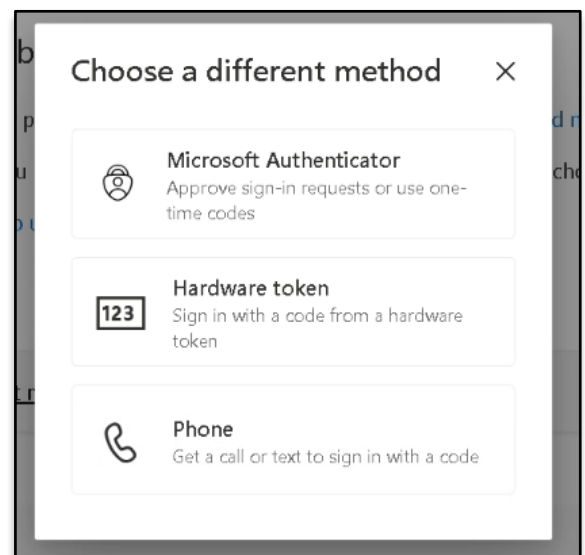
Phone Number

After clicking next you will be taken to the following screen, to set up mobile phone authentication click the “**I want to set up a different method**” option.



The following screen will ask to choose which method to set up.

Click Phone.



Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Country code New Zealand (+64) Phone number Enter phone number

Choose how to verify

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Select **New Zealand** under the **“Country Code”** drop down menu.

Type in your mobile number in the **“Phone Number”** text box, making sure to leave out the 0 at the beginning

(eg. 27XXXXXXX)

You will be sent a text message to the number you entered.

The numbers you need are the 6 digits in the message itself and not the 4 digits that sent the message.

(The numbers shown here are only examples)



Phone

We just sent a 6 digit code to +64 [REDACTED] Enter the code below.

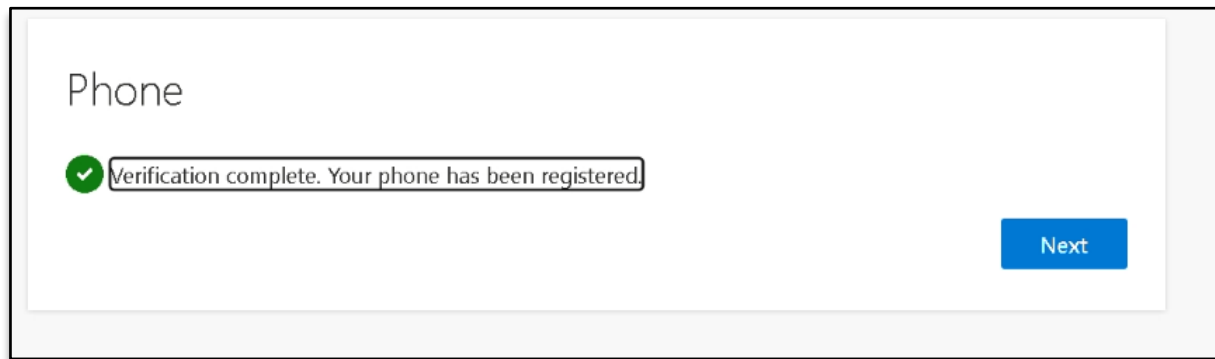
Enter code

[Resend code](#)

Back Next

[I want to set up a different method](#)

Enter the 6 digits from the text message.

A screenshot of a mobile application interface. At the top, the word "Phone" is displayed in a large, dark font. Below it, a green circular icon with a white checkmark is positioned to the left of a text box containing the message "Verification complete. Your phone has been registered." In the bottom right corner of the screen, there is a blue rectangular button with the word "Next" written in white text.

Phone

✓ Verification complete. Your phone has been registered.

Next

After entering the correct code you will see the image above, from here you can click through next.

When signing in in the future you'll be sent another 6 digits to enter.