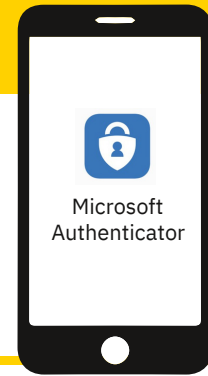




Onboarding Instructions



1

On your Smartphone, go to your applications store and download the **Microsoft Authenticator** app. Please note your device must be passcode protected to move forward.



2

On a computer, using Chrome or Edge browser, navigate to **office.com**



3

Sign into your account.

Enter the username and password that you received



4

Scroll down and **accept the DND-Cadets Terms of Use**



5

Follow on screen instructions and click next until you get to a **QR code.**



6

On your smartphone, open the Microsoft Authenticator app. Click the three dots on the top right, and select add account. Select Work or school account, click Scan a QR code.



+ Add account



Work or School



Scan a QR code



7

Scan the QR code on your computer with your smartphone. Close the app on your phone. On your computer press next.



8

Approve sign in on your phone.

Approve



Follow the on screen instructions to add a second authentication method e.g. phone number.

You can now access Cadet365 on your personal devices!