Onboarding Instructions

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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



www.office.com



3

Sign into your account.

Enter the username and password that you received



Scroll down and accept the DND-Cadets Terms of Use

Accept



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.





Approve sign in on your phone.



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

You can now access Cadet365 on your personal devices!