

1

CC/Sqn CO submits an Electronic Account Request (**eAR**) in the **VOR** on your behalf.
(Requires your *Employee Number* found in *Fortress*)

2

CC/Sqn CO provides username and password
(Credentials sent to *CC/Sqn CO* from *IT Service Desk*)

3

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

4

On a computer, using Chrome or Edge browser, navigate to **office.com**
Sign into your account.
(Enter the *username* and *password* provided)

5

Scroll down and **accept the DND-Cadets Terms of Use.**
Follow on screen instructions and click next until you get 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.**

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