



**ANZCA**  
FPM

### You can use any Authenticator app

These instructions relate to the **Microsoft Authenticator app** as this app is supported by the college. You can choose to use an alternative authentication app, like Google Authenticator, however there are no college-made resources to support the app set-up. There will still be support for troubleshooting if there are problems with MFA and logging in.

## Installing MFA with the Microsoft Authenticator App

### Step 1 – Download the Microsoft Authenticator App

To install the app, scan the QR code below or open the download page from your mobile device. Or refer to Webpage [ANZCA | Protecting your data](#)

IOS Devices:



or click this [link](#):

Android devices:



or click this [link](#):

You can get additional support [on the Microsoft Support website](#).

### Step 2 - Log in to the ANZCA service and opt in for MFA

Welcome to the new ANZCA log in experience. As part of our commitment to enhancing your data security, all ANZCA systems and services will be rolled out with this new experience using multi-factor authentication. You can log in with your existing College ID and password. Please contact ANZCA if you have any technical issues.

**LOG IN TO YOUR ACCOUNT**

Enter your 6-digit College ID or email address

Enter your password

Forgot your password? [Reset it](#)

**Log in**

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Check the box and start using multi-factor authentication (MFA) now to enhance the security of your data.

Yes

If you do not wish to sign up for MFA now, please press continue.

Learn more about the benefits of MFA and [how it works](#).

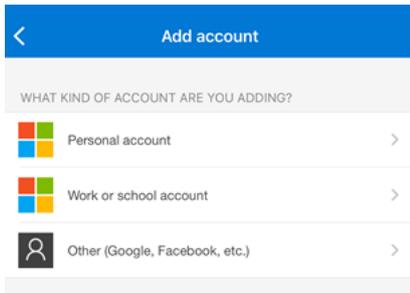
**Continue**

**Step 3** – Set up authenticator and add ANZCA as an account

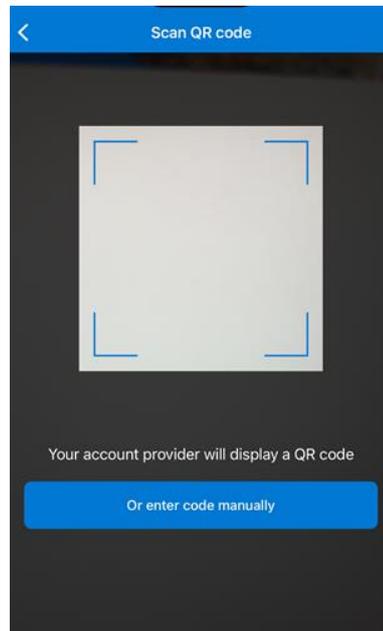
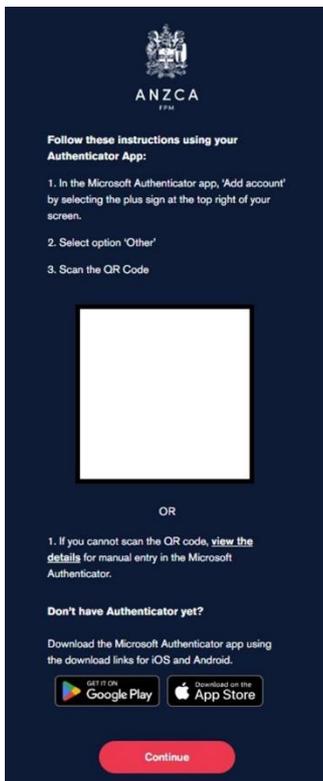
- a) Open the Authenticator app.
- b) Select (+) in the upper right corner.



- c) Select 'Other' as account type.

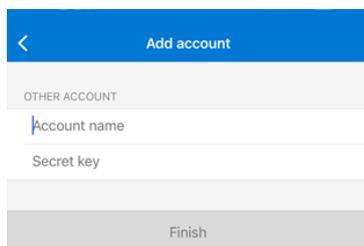


- d) Point your camera at the QR code provided on the ANZCA Log in Screen.



Or if you can't scan the QR code, 'View the Details to access and enter your code manually.

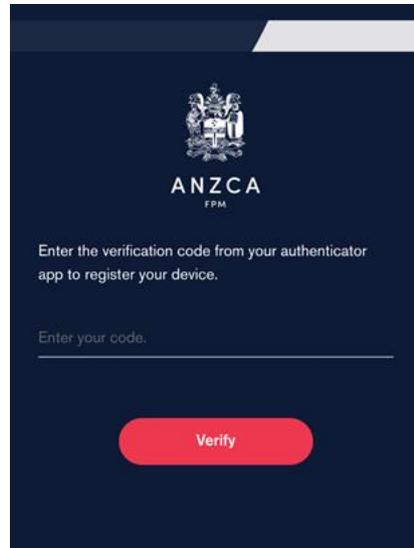
You will enter the details as provided to MS Authenticator



- e) You will see the ANZCA account is now set up and showing the College ID or email address used to set up MFA. You have the option to change the account name from your college ID or email address by clicking on the account, selecting the setting cog, and changing the account name.

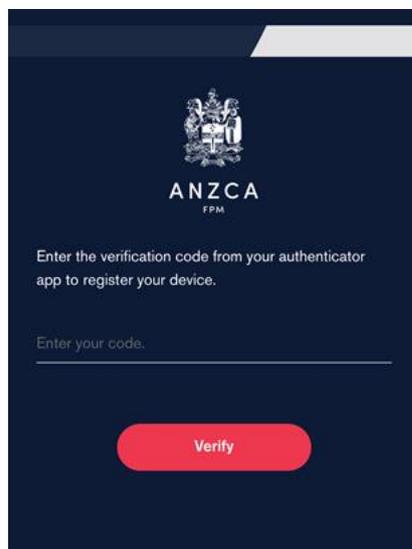
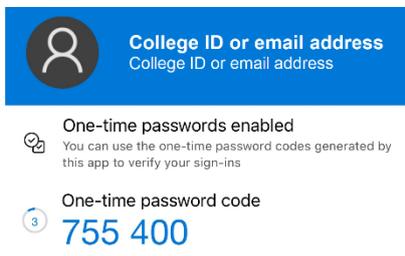


- f) You will also see a one-time password with a 30 second count down timer. Copy or memorise the code, then enter the code in the log in screen and click verify.



**Step 4 – Verify the account for a second time**

- a) The first time you set up MFA, you will be prompted to enter a code a second time. Wait until a new code generates. Then enter it in the log in screen.



**You are now set up to use MFA.**

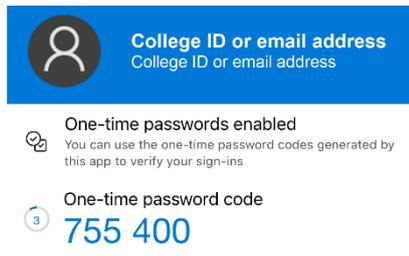
## Using MFA

Now that you have installed MFA, here is how to retrieve a code and use MFA:

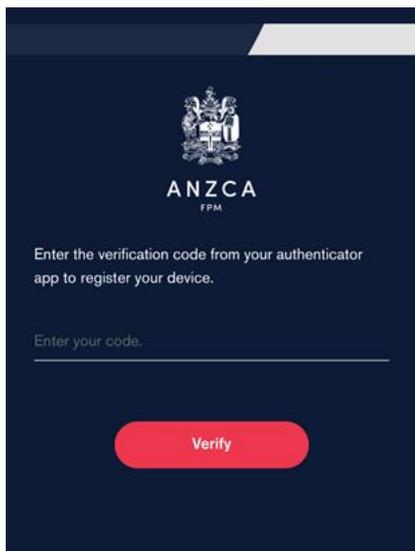
**Step 1** - Open your Authenticator app

**Step 2** - Select your ANZCA account (as shown above)

**Step 3** - The 'One Time Password' will be in blue



- a. Copy or memorise the code. Note, this code refreshes every 30 seconds (If you are using a touchscreen, you can copy by pressing your finger on the code for 1 second.)
- b. Go back to the ANZCA log in screen



- c. Enter the code from MS Authenticator and Press Verify