**Cadet365 - Onboarding with a Personal Computer (PC) and a Smartphone**

## Cadet365 - moder.mobile.efficient**Step by step instructions**

Please note: It is **highly recommended** you have Chrome or Edge installed and use it for the onboarding process. Please note your smartphone must be passcode protected to move forward.

1. On a computer, using Chrome or Edge browser, navigate to [office.com](https://www.office.com/)

2. Sign into your account:

* Staff: Enter your CCO account credentials.
* Cadets: Enter the email and temporary password that was provided to you.

3. Read the **DND - Cadets Terms of Use** (click on the **CJCR-Terms of Use** to expand it). Scroll down and click "**Accept**".

4. Follow these on screen instructions:

* On the **More information required**" page, click "**Next**" -yes
* On the Keep your account secure, Microsoft Authenticator,**Start by getting the app** page, click "**Next**"
* On the Keep your account secure, Microsoft Authenticator, **Set up your account** page, click "**Next**"
* You will then get to the page displaying the QR code

5. On your Smartphone go to your applications store and download the **Microsoft Authenticator** app.  
Click on the icon below or search for "**Microsoft Authenticator**" on the App Store (iOS) or Google Play (Android) to download the app (you will leave the Government of Canada's website).

6. Open the **Microsoft Authenticator** app.

* Click the three dots on the top right (or the + plus symbol on some devices);
* Select **Add account**;
* Select **Work or school account**;
* Click **Scan a QR code**.
* A camera overlay will pop up

7. **Scan the QR code** on your computer with your smartphone.

* Close the app on your phone.
* On your computer, click "**Next**". Your computer the screen will go to **Let's try it out**.

8. You will be pinged on your phone to **Approve the sign-in**.

* You will see a small notification on your phone. Tap on it to reveal more options.
* The notification expands into a pop-up window. Approve the sign-in request by tapping on “**Approve**”.
* Since App Lock is enabled, you will be prompted to unlock Microsoft Authenticator using the PIN, fingerprint or other unlock mechanism you have set for your smartphone.
* Close the **Microsoft Authenticator** app.
* Your computer screen will automatically update to show **Notification approved**. Click "**Next**".

9. Follow the on screen instructions to add a second authentication method e.g. phone number. To do this, enter your phone number, select Canada (+1), select “**Text me a code**” and then “**Next**”. You will receive a text message with a code on your phone. Enter the code received by text message then select "**Next**". Then "**Next**" again and then "**Done**".

* From now on, if you do not have access to the authentication tool to log into Cadet365, you can select the "**Sign in another way**" option to display and choose the "**Phone**" option.
* On your phone’s Authenticator app, you will see all the accounts you have to authenticate with your device. If this is your first time doing this, you will only see your Cadet365 account. Every time you log into Cadet365 on your PC, you will receive a push notification on your device to approve your login.

10. The screen will update to "**Stay signed in?**", selected "**Yes**" (unless other users access your computer). **The Cadet365 platform will load. Congratulations - you have successfully onboarded!**