



Setting up your new username and MFA

ANZCA IT Services · Step-by-step setup guide

What you'll find in this guide

When signing in for the first time, you'll complete three things:

1. Sign in with your ANZCA email and temporary password
2. Set up Multi-Factor Authentication (MFA) using Microsoft Authenticator
3. Create a new permanent password

The whole process takes about 5–10 minutes. We recommend you use a laptop or tablet and have your mobile phone with Microsoft Authenticator app installed handy.

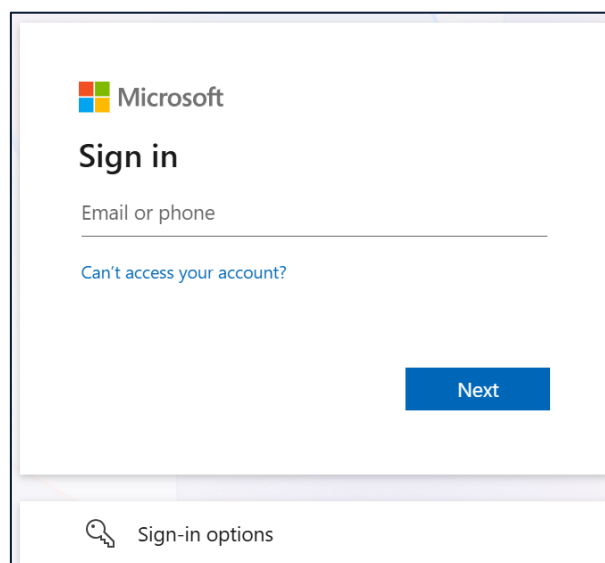
Part 1 – Sign-in to Your ANZCA Account for the First Time

Step 1: Go to <https://myaccount.microsoft.com/> and enter your ANZCA username

Open your browser in **Incognito (Chrome) / InPrivate (Edge) / Private Browsing (Safari) mode** and access <https://myaccount.microsoft.com/>.

The below Microsoft sign-in screen appears. Refer to the email sent to you from ServiceDesk@anzca.edu.au email address that contains your ANZCA Username and temporary password.

Enter your full ANZCA Username (e.g. `firstname.lastname@anzca.edu.au`) and click Next.

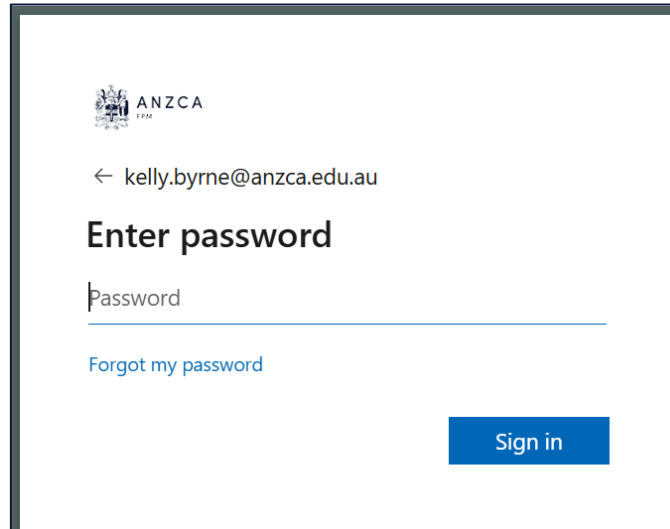


The Microsoft sign-in screen — enter your @anzca.edu.au email and click Next

Step 2: Enter your temporary password

You'll be redirected to the ANZCA-branded login page. Enter the temporary password, then click Sign in.

Note: You'll be prompted to change this password later in the process.



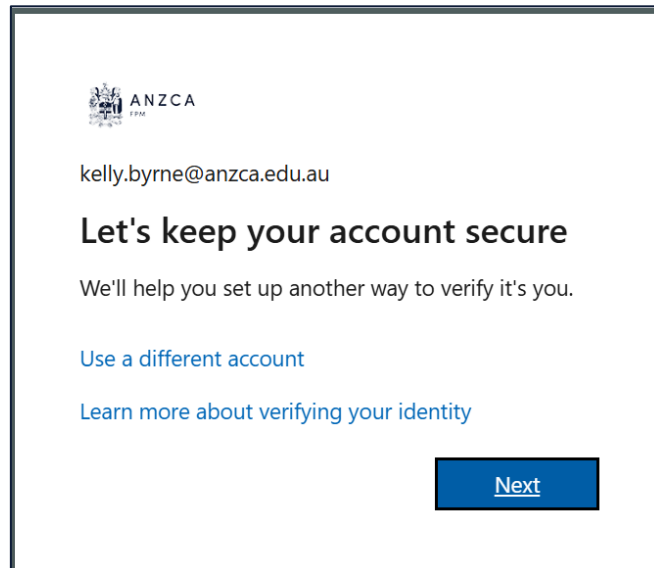
The screenshot shows the ANZCA login page. At the top left is the ANZCA FPM logo. Below it is a back arrow and the email address 'kelly.byrne@anzca.edu.au'. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password'. Underneath the input field is a blue link that says 'Forgot my password'. At the bottom right of the form is a blue button labeled 'Sign in'.

Enter your temporary password on the ANZCA login page

Part 2 – Set Up Multi-Factor Authentication (MFA)

Step 3: Start account security setup

After signing in, you'll see a screen saying, "Let's keep your account secure." This is the beginning of the MFA setup wizard. Click Next to continue.



Click Next to begin setting up a second verification method

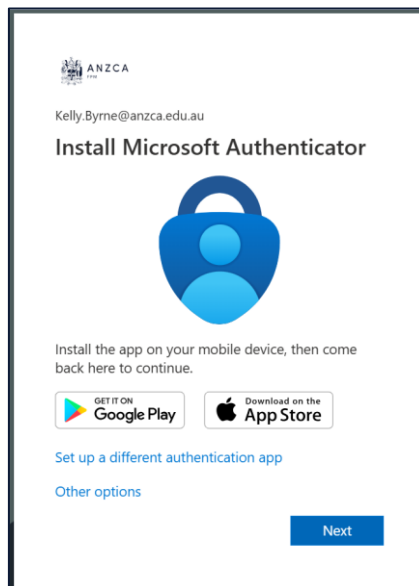
Step 4: Install Microsoft Authenticator app on your phone

Already have Microsoft Authenticator installed? Go to Step 5

You'll be prompted to install Microsoft Authenticator on your mobile device if you don't have this already. Download it from the App Store (iPhone) or Google Play (Android).

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

Once installed, return to this screen and click Next.



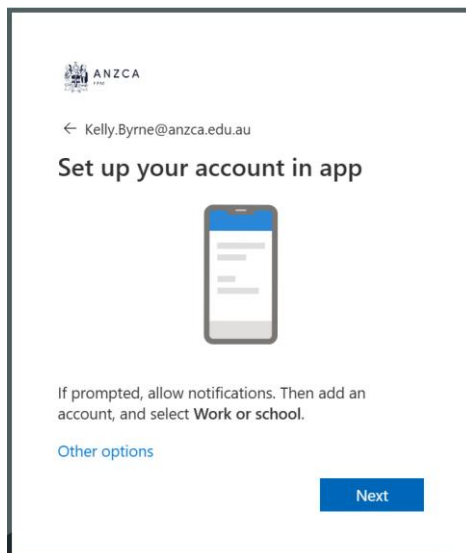
Install Microsoft Authenticator from your app store, then click Next

Step 5: Add your work account in the Authenticator app

Using your phone, open the Authenticator app. If prompted, allow notifications.

Tap the + icon to add an account and select Work or school account.

Back on your computer, click Next to proceed to the QR code screen.

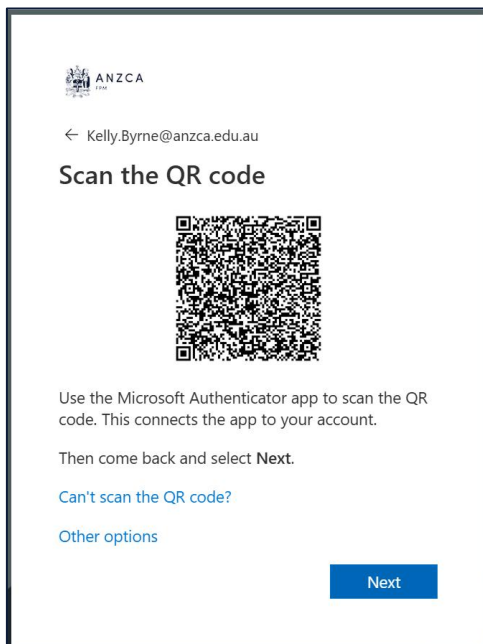


In the Authenticator app, allow notifications and add a Work or school account

Step 6: Scan the QR code

A QR code will appear on your computer screen. In the Authenticator app on your phone, choose Scan a QR code and point your camera at the code on screen.

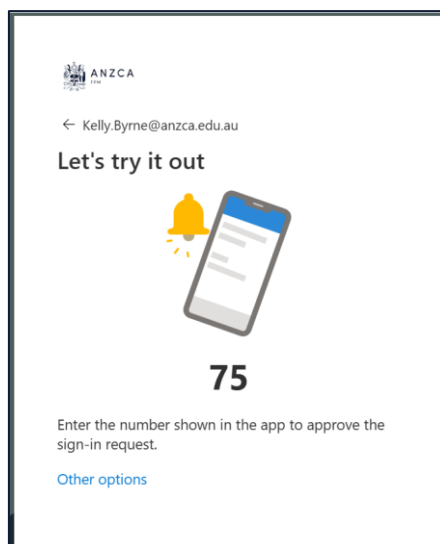
This links the app to your ANZCA account. Once scanned, click Next on your computer.



Scan this QR code using the Microsoft Authenticator app on your phone

Step 7: Test the authentication

Your computer will display a number (e.g. 51) and send a notification to your phone. Open the Authenticator app notification — enter the matching number shown on your computer, then tap Yes.



A number will appear on your computer — enter it in the Authenticator app to confirm

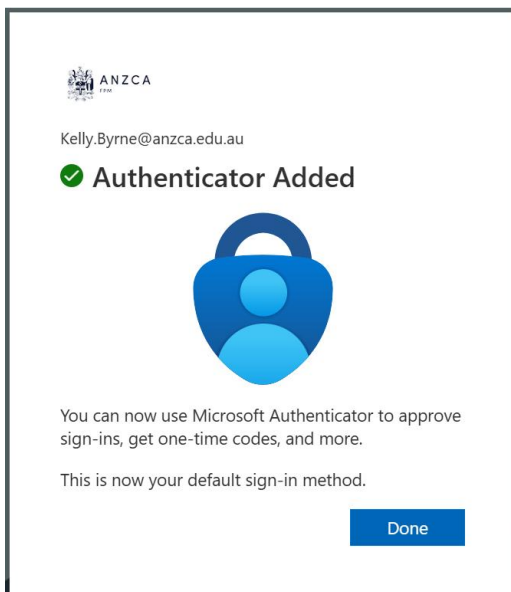


On your phone: enter the number shown and tap Yes to approve

Step 8: MFA setup complete

Once the number is matched, your computer will show "Authenticator Added" with a green tick. Microsoft Authenticator is now your default sign-in method. Click Done.

✓ MFA is now set up. From this point on, every sign-in will send a notification to your phone for approval.



The green checkmark confirms MFA is successfully configured

Part 3 – Set Your Permanent Password

Step 9: Update your ANZCA username and password

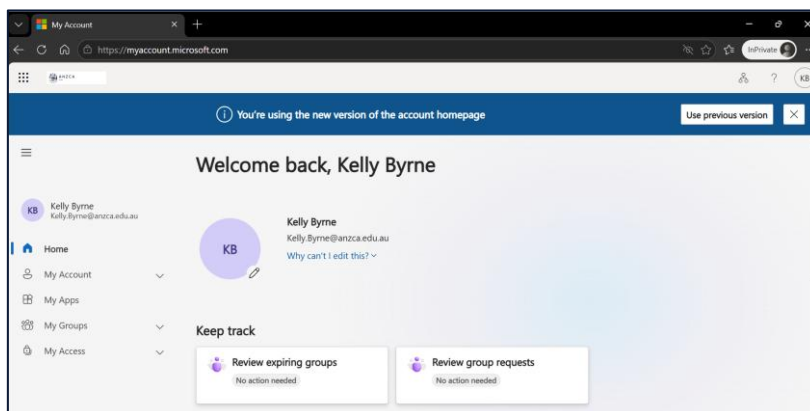
You'll now be prompted to change your temporary password. Enter your current (temporary) password, then create and confirm a new password. Click Sign in.

Note: Password requirements: Your new password must be at least 8 characters and include a mix of uppercase letters, lowercase letters, numbers, and symbols.

Enter your temporary password, then create a new permanent one

Step 10: You are in – Welcome to Microsoft

After setting your password, you will be directed to ANZCA Microsoft account page. Account setup is now complete.



Your Microsoft home — sign-in is complete and you're ready to get started

Step 11: Access SharePoint

You can now navigate to ANZCA Connect or SharePoint sites using the existing URLs and bookmarks.

Frequently Asked Questions

| Question | Answer |
|--|--|
| How will I receive my new username and temporary password? | <p>Your new username and temporary password will be emailed to your personal email address. The email will be sent from ServiceDesk@anzca.edu.au email address.</p> <p>If you did not receive the email, please check your junk folder, or contact ANZCA IT Service Desk via ServiceDesk@anzca.edu.au.</p> |
| Where can I use this new username? | <p>At this stage, this username can be used to access ANZCA SharePoint only.</p> <p>There is no change to the way you access any other ANZCA applications, such as EMS, CPD, MyPortfolio, Learn@ANZCA, Member Portal etc.</p> |
| What will happen to my current username and password? | <p>You can continue to use the old username and password to access SharePoint during the transition period.</p> <p>However, we strongly encourage you to transition to the new username and password as the old user credentials will be eventually blocked.</p> |
| Is there a change to how I access SharePoint? | <p>There is no change to the way you access SharePoint. You will continue to use the same URLs & bookmarks. If prompted to select a username, choose your new ANZCA username.</p> |
| Can I opt out of MFA? | <p>Multi-factor authentication (MFA) is mandatory to ensure secure access to ANZCA SharePoint.</p> |

ANZCA IT Services · For support, contact the IT Help Desk