



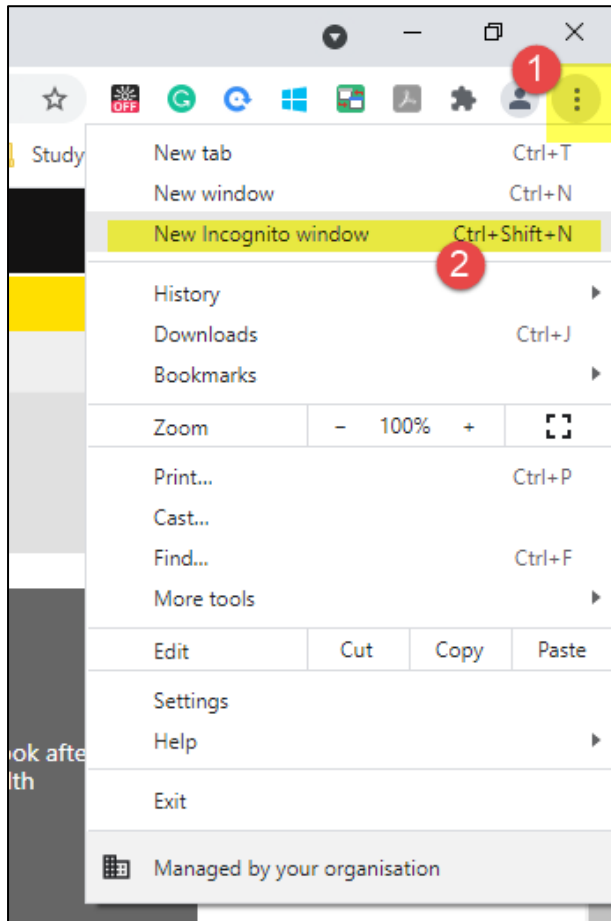
7 January 2022

TAP to set up authenticator

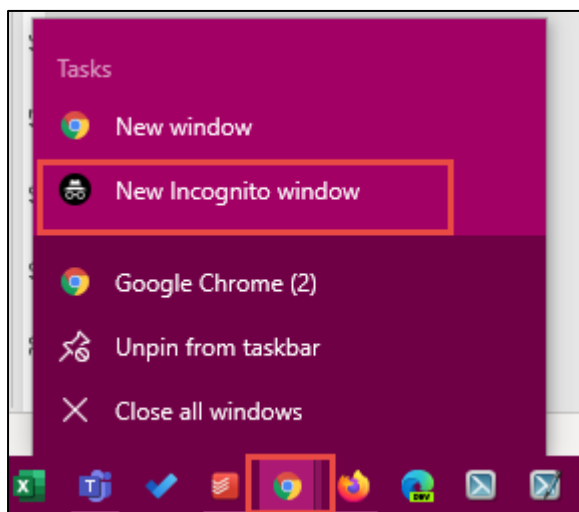
Terra Industrial New Zealand Ltd

PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
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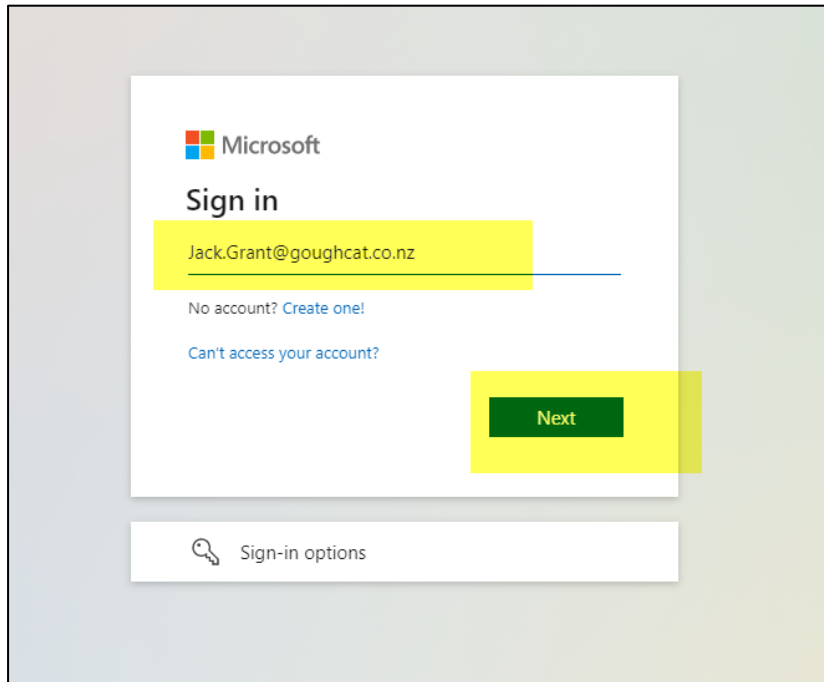
1. On your computer, open an incognito (private) Chrome window by following the below steps



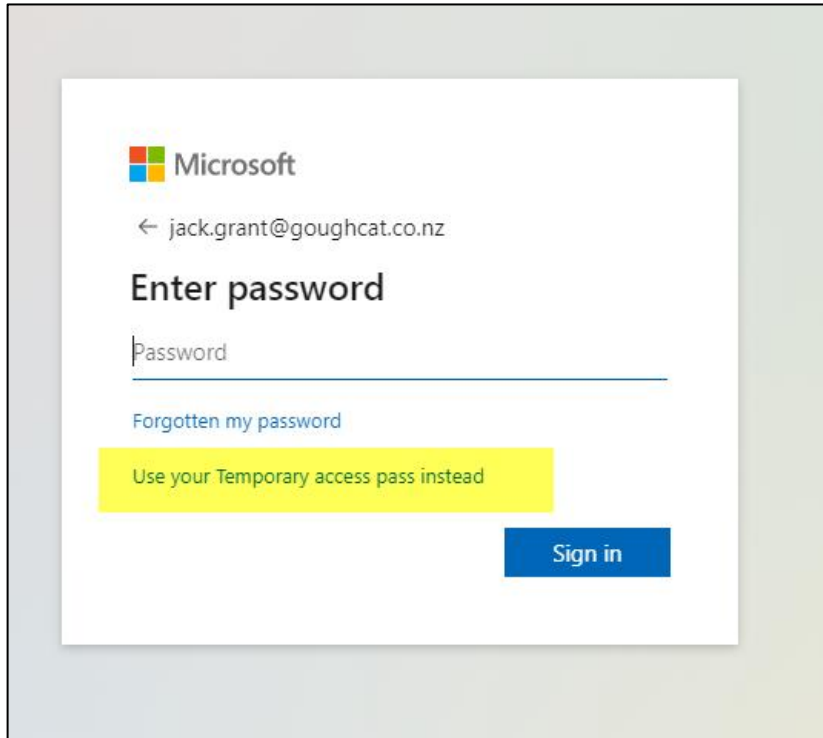
Or you can open it via the taskbar by right clicking on the Chrome icon



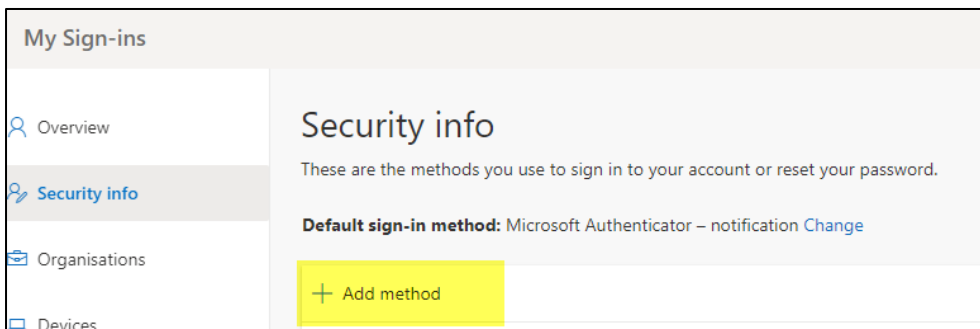
2. Go to <https://aka.ms/mfasetup>
3. You will be required to sign in with your work account



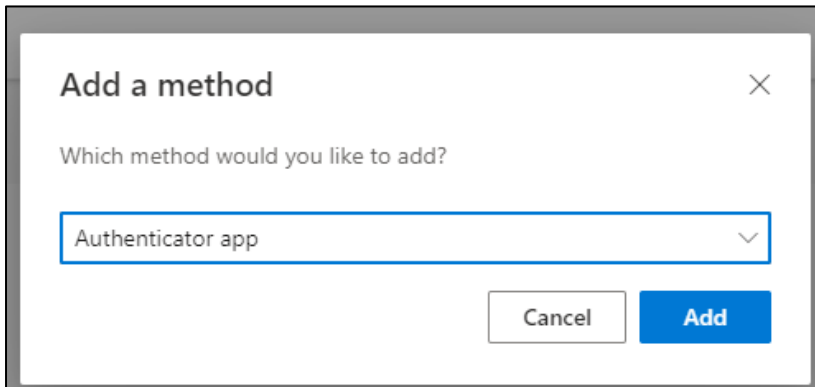
4. You will now have the option to use the temporary access pass



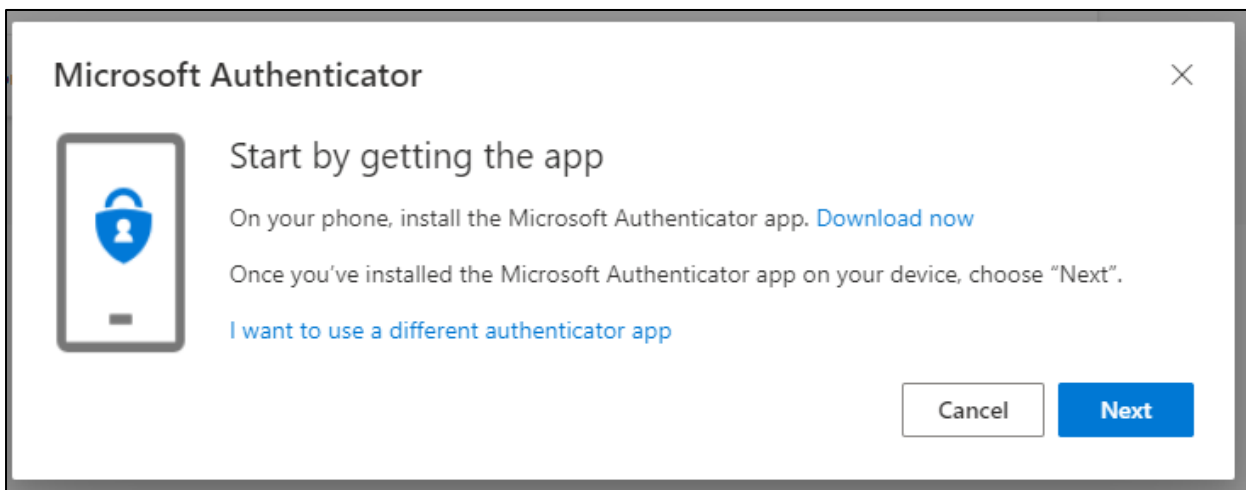
5. In the temporary access pass please put in the code that was given to you by IT then click **sign in**
6. You should then be taken to the MFA set up site.
7. Click **add method**



8. Select the **authenticator app** option then click **add**



9. You will then be shown the steps to set it up



10. Now on your phone, go into the authenticator app and at the top right there should be either a plus symbol or 3 little dots, click that and there should be an option to add an account > then work or school account > then it will ask for a QR code.
11. On your computer > click next until the QR code is displayed for your phone to scan
12. Once QR has been scanned, wait for your phone to say "account added successfully" then click next on your computer and it will send through a test notification to approve on your phone. Once approved, you are all set up 😊