



Set up Microsoft Authenticator as an existing user

Classification User guide

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This guide will take you through the steps on how to set up Microsoft Authenticator as the multi-factor authentication method for your existing Classification Portal account.

Please ensure you have downloaded the free Microsoft Authenticator app on a compatible device from the [Apple App Store](#) or [Google Play Store](#) before you begin. Microsoft Authenticator app will work on:

- iPhones and iPads running iOS 16 or later
- Android phones and tablets running Android 8 or later.



Recommended browsers (latest version of): [Chrome](#), [Firefox](#), [Safari](#) or [Microsoft Edge](#).

Set up multi-factor authentication with Microsoft Authenticator

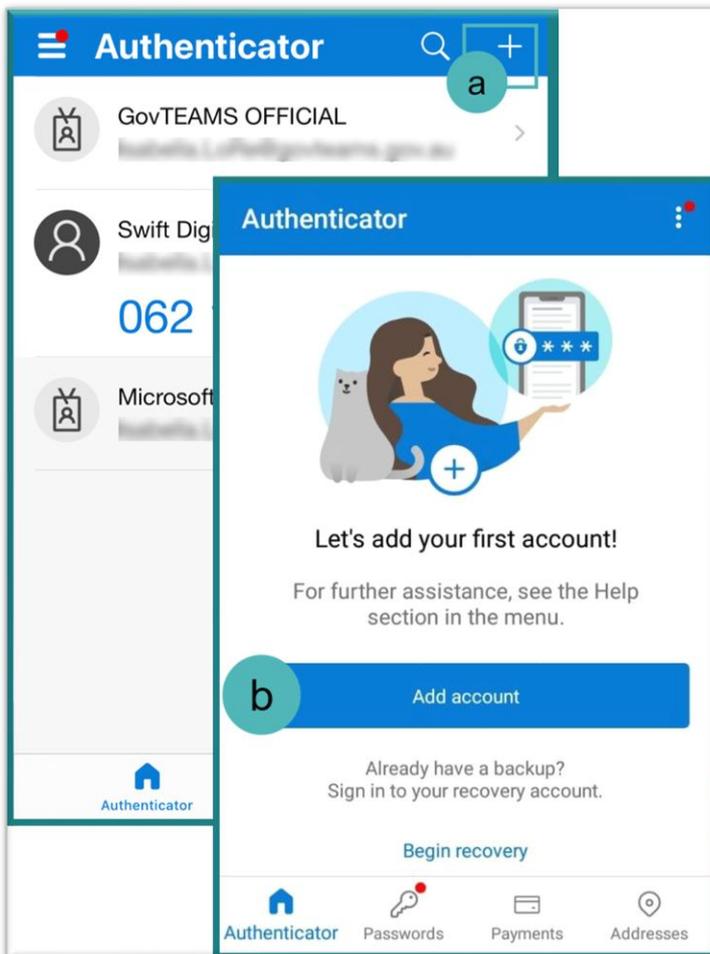
To set up multi-factor authentication first download the Microsoft Authenticator app (Apple App Store or Google Play Store) and complete the following steps on the Classification Portal and within the app.

1. Sign in to your existing account by navigating to the Australian Classification site and selecting the Portal login button.

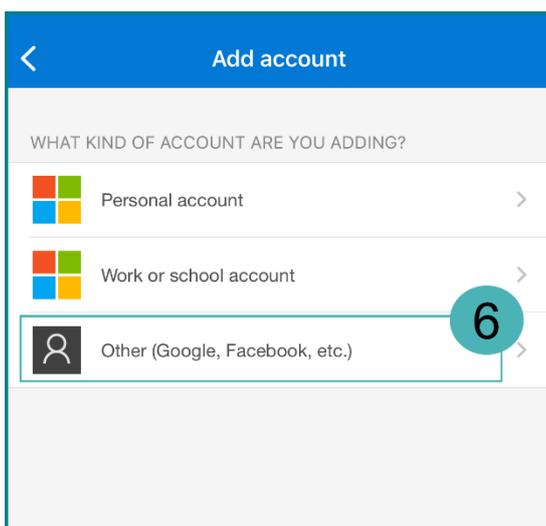


2. Enter your **Email address**.
3. Enter your **Password**.
4. Select the **Sign in** button.

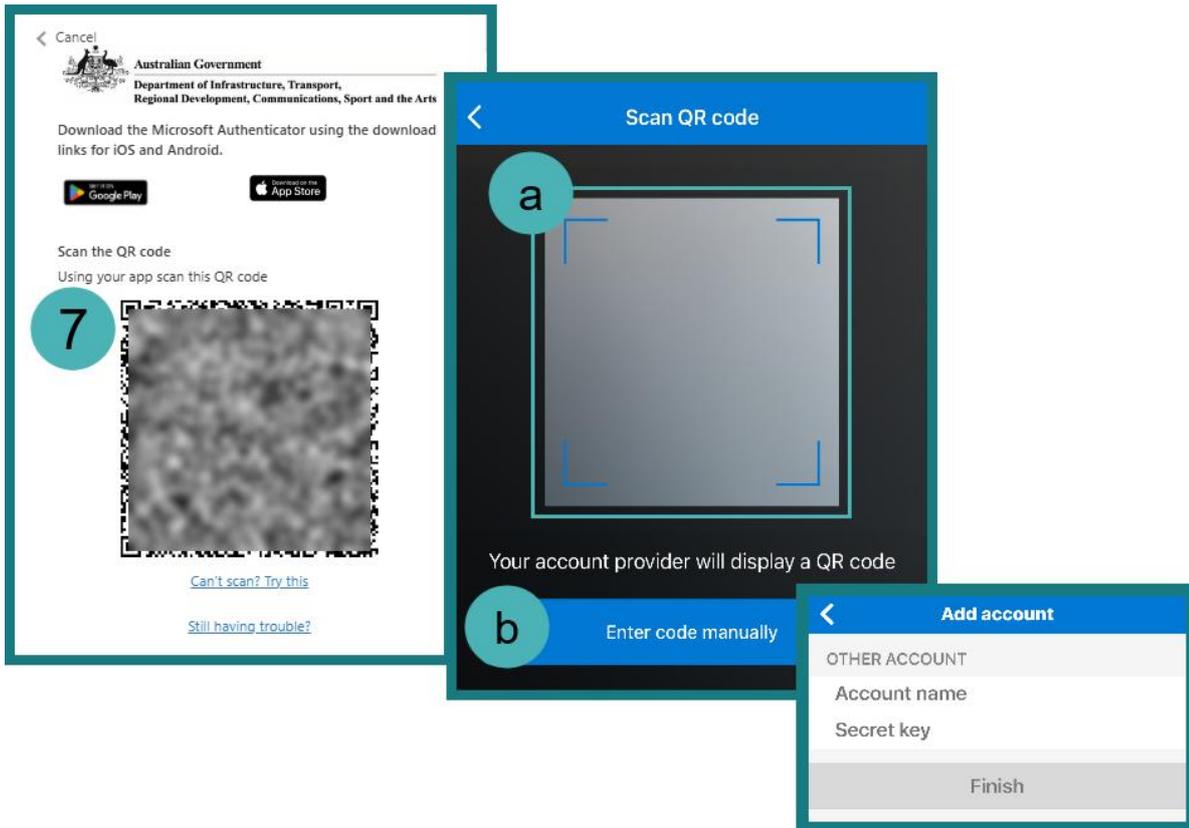
5. Open the **Microsoft Authenticator** app on your device and add a new authentication using one of the following methods:
 - a. If you already use the app to verify your sign in to other sites, select the **plus** button.
 - b. If not, select the **Add account** button.



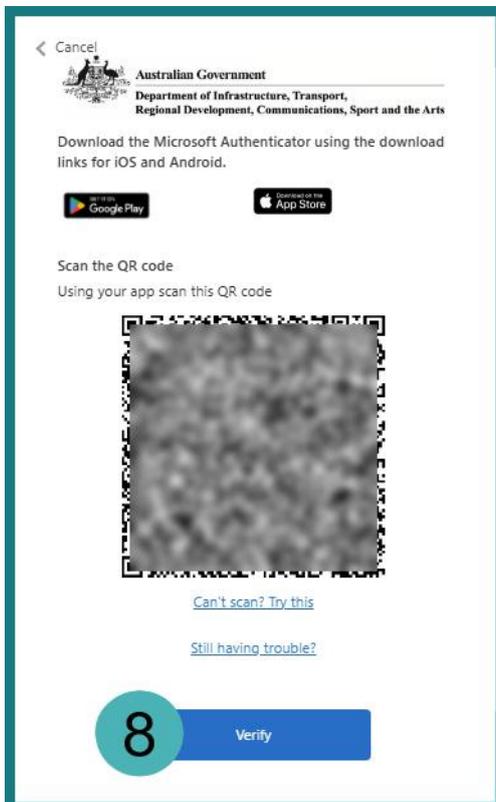
6. Select **Other (Google, Facebook, etc)**, do not select Work or School Account or manually add personal Microsoft accounts, as these generate 8-digit codes that will not work with Classification MFA.



7. Add the authentication using one of the following methods:
- Using the app, scan the **QR code** displayed on the Classification Portal with your device.
 - Select the **Still having trouble?** link underneath the QR code to reveal an account name and secret key. Then, select the **Enter code manually** button in your app, enter **Account name** and **Secret Key** into the free text fields and select the **Finish** button.



8. Select the **Verify** button in the Classification Portal.



9. Select your **authenticator account** from the list in the Microsoft Authenticator app on your device.
10. Enter the 6-digit code from the Microsoft Authenticator app into the **Enter your code** field on the Classification Portal.
11. Select the **Verify** button.

