

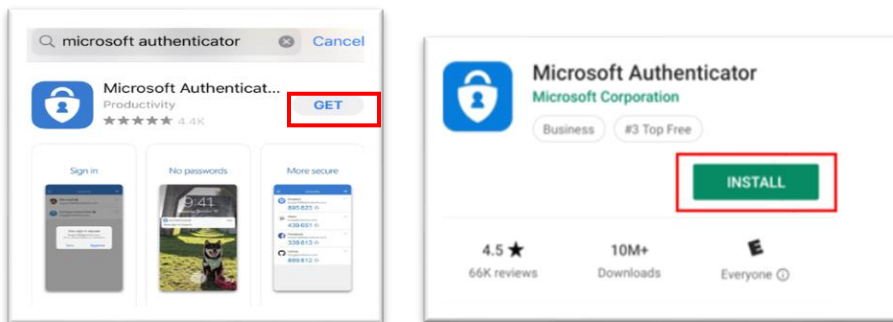
How to Setup Microsoft Authenticator for MFA before enforcement

The following guide provides step by step instructions on how to register and set up Microsoft Authenticator on your device for Multifactor Authentication (MFA) prior to CFA enforcing the use of MFA.

Note: Please ensure you have a PC or another device handy as it will make the process easier. If you do not have a camera on your mobile device, you will need to follow the setup option outlined in **Step 3B**.

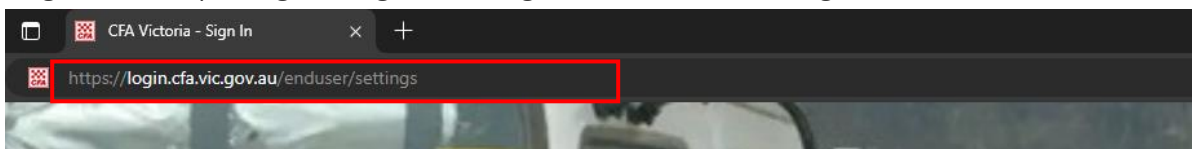
Step 1: Download and Install Microsoft Authenticator App

1. If you do not already have the Microsoft Authenticator app installed on your phone, please follow these steps
 - iOS devices: Search for Microsoft authenticator in the [Apple App Store](#), select **Get** to install then Select **Open**.
 - Android devices: Search for Microsoft authenticator in the [Google Play Store](#), Select **Install** and Select **Open** after the installation is complete.



Step 2: Prepare for Account Setup

1. On a PC or another device, (e.g., another phone), open a web browser (Safari, MS Edge, Chrome) and go to login.cfa.vic.gov.au/enduser/settings



2. Enter your **CFA Volunteer Email address** in the following format
 - <your_volunteer_number>@cfa.vic.gov.au>, or
 - <your_CFA_email_address@members.cfa.vic.gov.au>, then click **Next**.
3. Enter your **CFA Password**, then click **Verify**.

login.cfa.vic.gov.au

CFA

Sign In

CFA Email Address

Don't have a CFA Email Address? Use <Volunteer@cfa.vic.gov.au>

TestMFA02@cfa.vic.gov.au

☐ Keep me signed in

Next

CFA

Verify with your password

TestMFA02@cfa.vic.gov.au

Password

Verify

[Want to reset your password?](#)

[Back to sign in](#)

4. In the **Security Methods** section of the Accounts page, click **Setup** next to **Google Authenticator** to start the setup process. You'll see the QR code in the browser

✓ Security Methods

Security methods help your account security when signing in to Oka and other applications.

Okta Verify

Google Authenticator

Phone

Set up required

Your Preferred Authenticator App (For example: MS Authenticator, Google Auth, 1Password)

Enter a temporary code generated from your Authenticator app. Used for access

Set up your preferred Authenticator App (For example: MS Authenticator, Google Auth, 1Password)

TestMFA02@cfa.vic.gov.au

Scan QR code

Launch your preferred Authenticator App and scan barcode. (For example: in Google Auth, tap the icon, then select 'Scan barcode')

Can't scan?

Next

Note: Although the account appears as "Google Authenticator," it's registered with Microsoft Authenticator, as Google Authenticator also supports Microsoft services

Step 3: Account Setup (Camera/Non-camera)

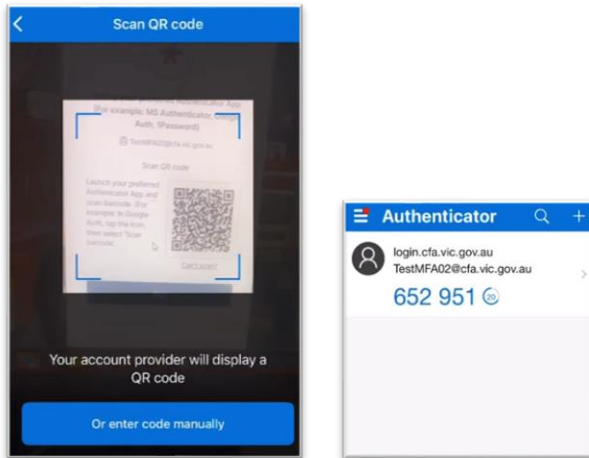
3A: If you have a camera and a separate device (e.g., PC)

1. Open the Microsoft Authenticator app on your phone and select **Scan a QR Code**

Sign in with Microsoft

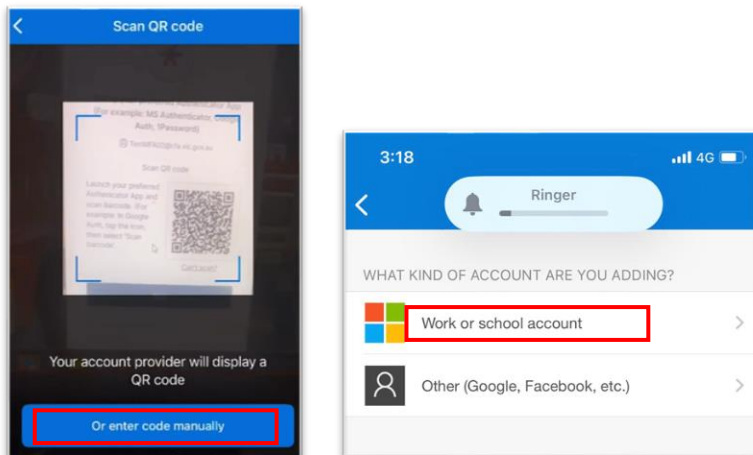
When you are signed in with Microsoft, all stored passwords, addresses, and other autofill info will be available on this device.

2. Point your camera at the QR code displayed in the browser. The app will automatically scan and add your account.

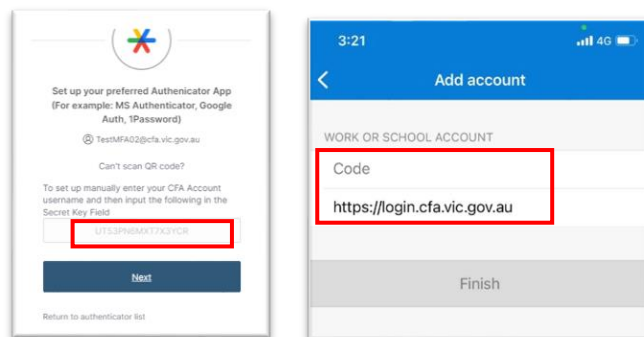


3B: If you don't have a camera or a separate device

1. Open the Microsoft Authenticator app on your phone and select "**Enter code manually**" and choose "**Work or School account**."

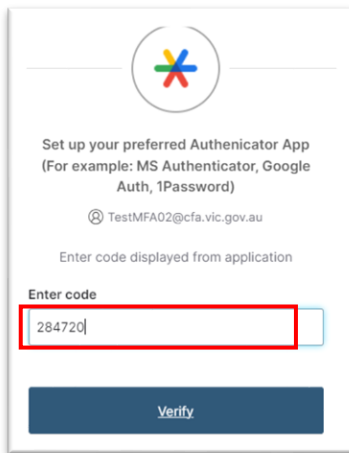


2. Input the code generated by your device as **Code** and enter the **URL**: <https://login.cfa.vic.gov.au>. Once done, click **Finish**.



Step 4: Completing the Setup

1. Return to your web browser and click "**Next.**" Enter the code generated on your mobile device and click "**Verify.**" You will notice that you will be automatically logged in.



Set up your preferred Authenticator App
(For example: MS Authenticator, Google Auth, 1Password)

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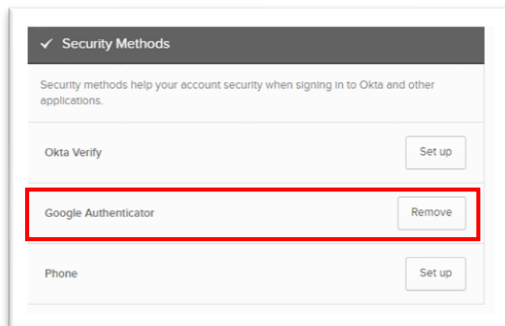
Enter code displayed from application

Enter code

284720

Verify

You will see that **Microsoft Authenticator** is added, confirming it has been successfully registered. You'll now be prompted to use Microsoft Authenticator MFA during future logins.



✓ Security Methods

Security methods help your account security when signing in to Okta and other applications.

Okta Verify Set up

Google Authenticator Remove

Phone Set up

Although the account appears as "Google Authenticator," it's registered with Microsoft Authenticator, as Google Authenticator also supports Microsoft services