

Setting Up Microsoft Authenticator

To install Authenticator on your iOS device

Scan the QR code



Or download and install Authenticator from the Apple app store.

[Get the app](#)

To install Authenticator on your Android device

Scan the QR code



Or download and install Authenticator from the Google Play store.

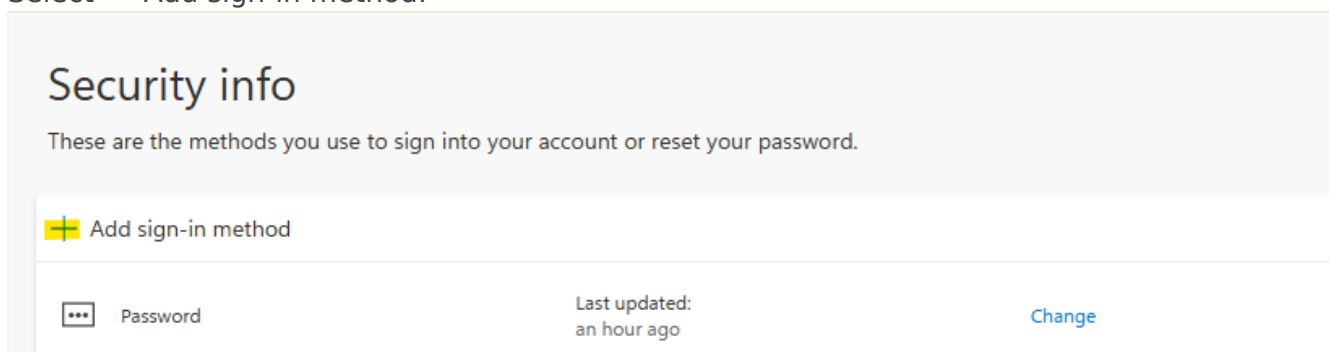
[Get the app](#)

Upon first install you will have to agree to Microsoft privacy policy and it's required permissions.

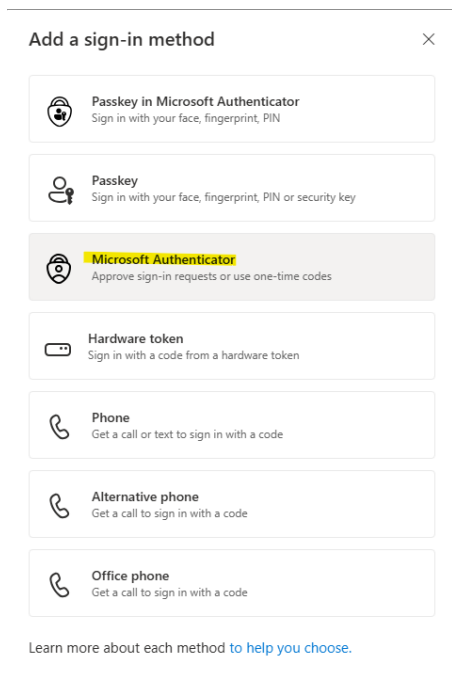
Add a work or school account using a QR code

To add an account by scanning a QR Code, do the following from your computer:

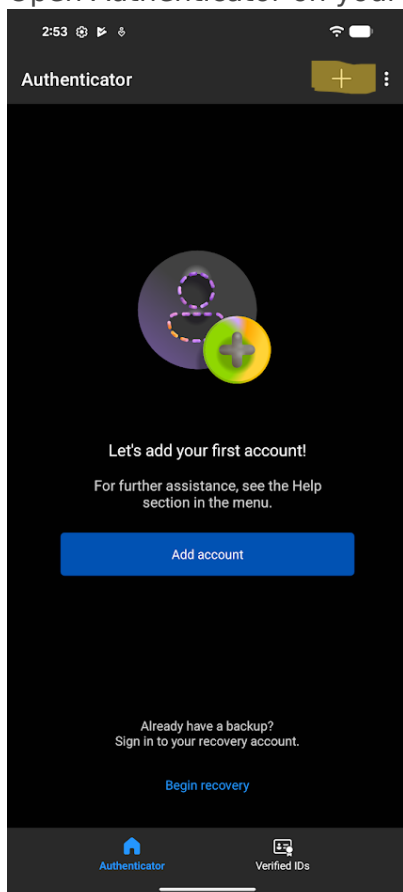
1. Sign in to the **Security info** page of your account at mysignins.microsoft.com/security-info.
[Sign in](#)
2. Select **+** Add sign-in method.



3. Choose **Microsoft Authenticator** from the dropdown and select **Add**.



4. If you already have Authenticator installed on your phone, select **Next** to display a QR code.
5. Open Authenticator on your phone and select the plus icon **+** and select **Add account**.

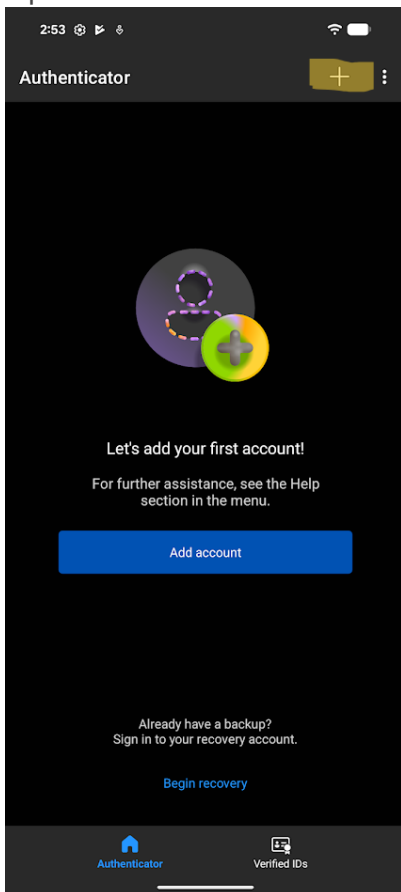


6. Select **Work or school account** then tap **Scan a QR Code**.
7. Your account is now added to Microsoft Authenticator

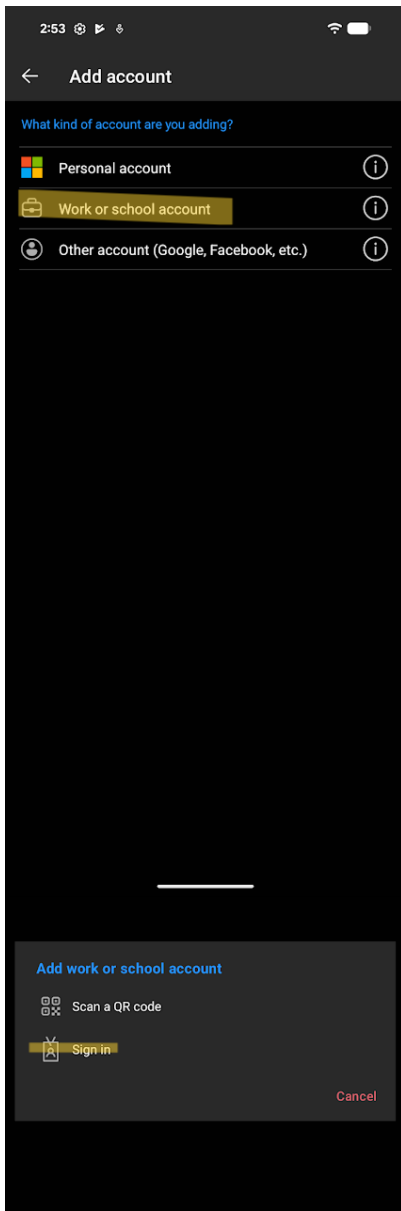
Add a work or school account using your credentials

To add an account by signing into your work or school account using your credentials:

1. Open Authenticator and select the plus icon **+** on the top menu bar.



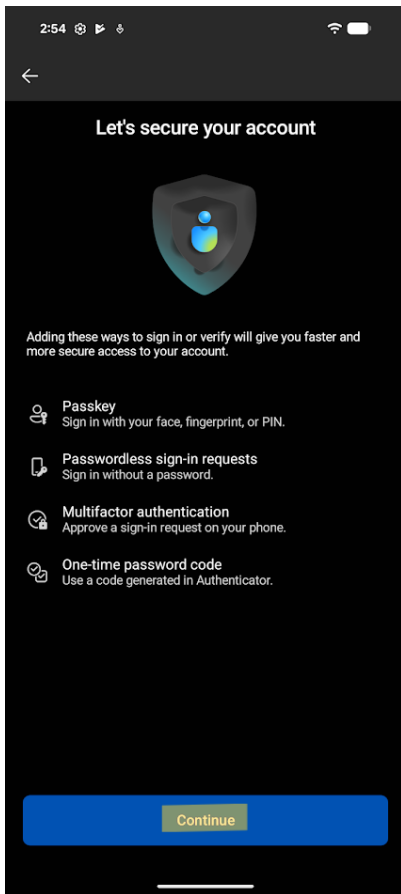
2. Tap **Work or school account** and select **Sign in**.



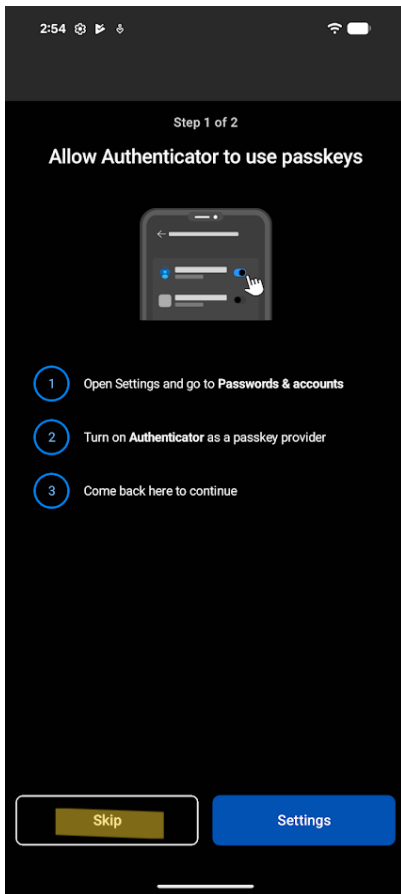
If your phone already has Microsoft accounts configured, select your **QldBar account**. Otherwise, tap **Use another account**.

3. Enter your ****@qldbar.asn.au email address and password
Complete the existing **SMS verification process** by selecting **Text** and entering the code sent to your mobile phone.
4. When greeted with the **Let's secure your account** tap **Continue**

5.

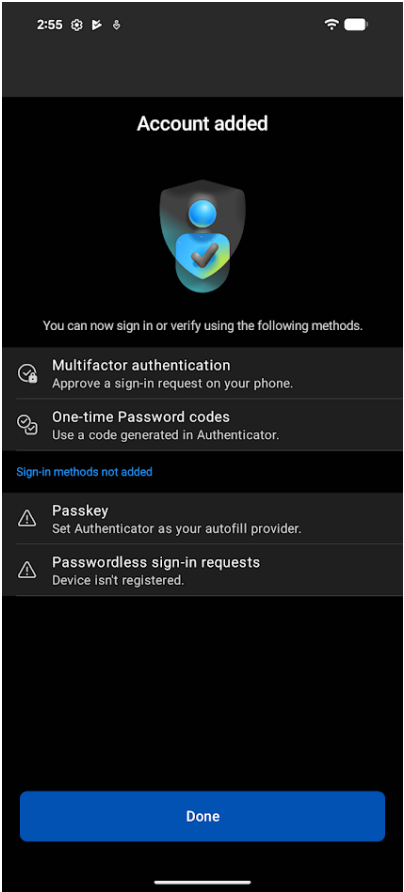


6. **You may be prompted to create a passkey.** A passkey allows you to sign in using your device PIN, fingerprint, or facial recognition instead of a password or text message code. The passkey remains on your device and is not shared with Barweb. You can choose **Skip for now** if you do not wish to create a passkey at this time.



If prompted to register the device you can tap **skip as well**

7. You should now have your QldBar account added to your authenticator app.



Revision #2

Created Fri, Sep 4, 2026 12:33 AM by [Xander](#)

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