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.

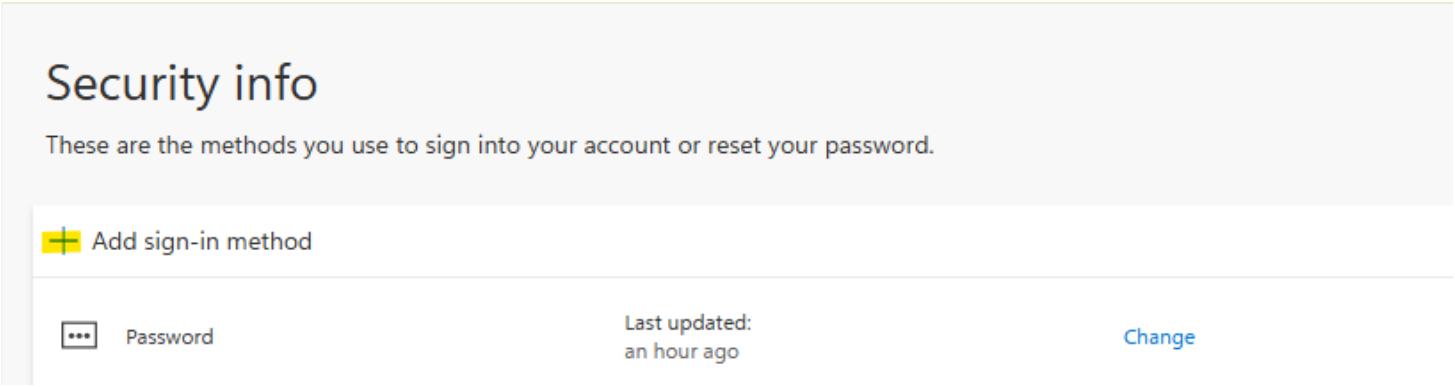
Add a work or school account using a QR code

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

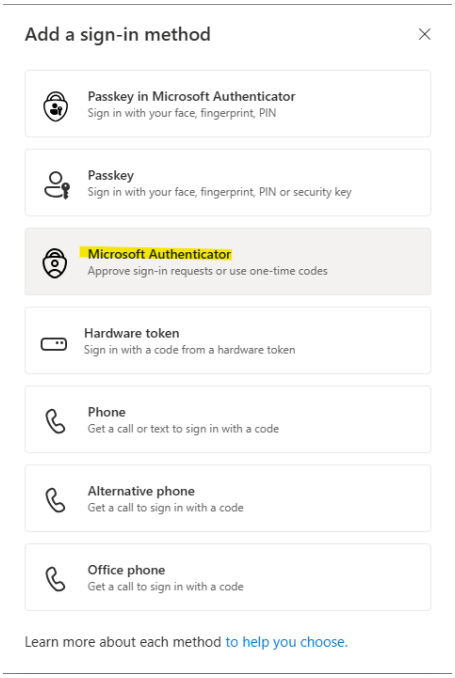
Sign in to the **Security info** page of your account at mysignins.microsoft.com/security-info.

Sign in

Select + Add sign-in method.

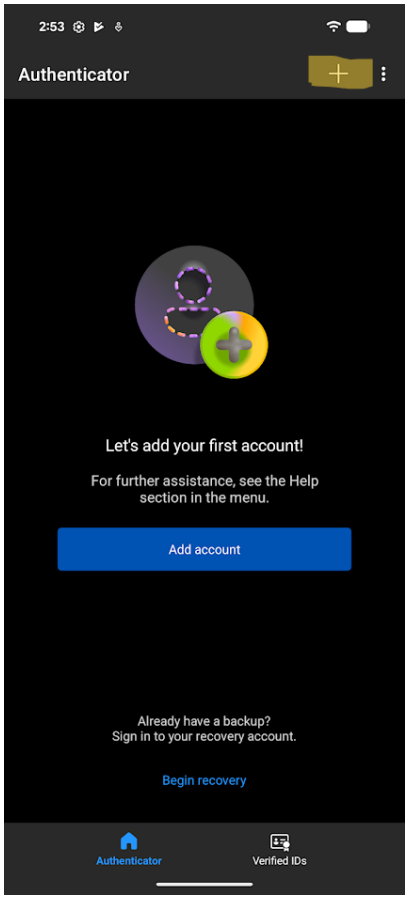


Choose **Microsoft Authenticator** from the dropdown and select **Add**.



If you already have Authenticator installed on your phone, select **Next** to display a QR code.

Open Authenticator on your phone and select the plus icon + and select **Add account.**



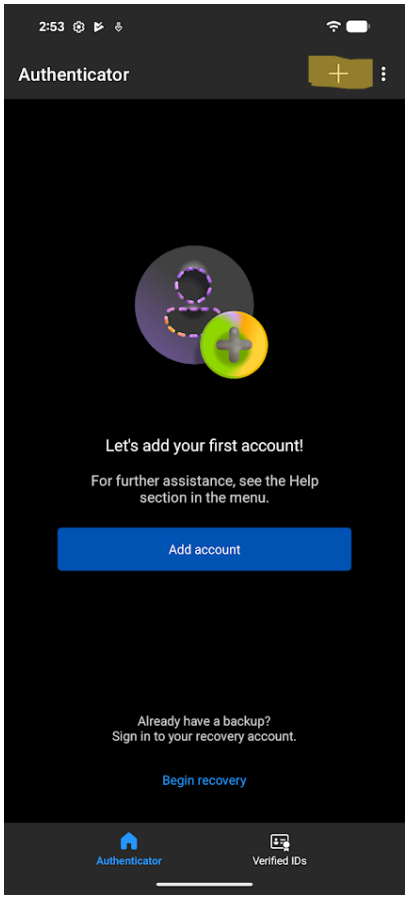
Select **Work or school account** then tap **Scan a QR Code**.

Your account is now added to Microsoft Authenticator

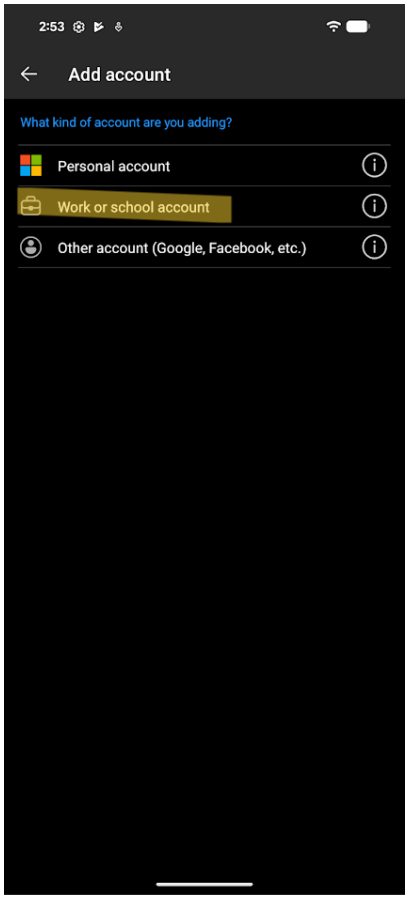
Add a work or school account using your credentials

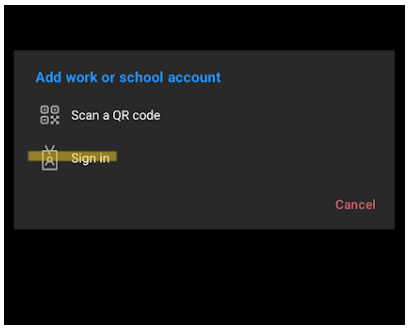
To add an account by signing into your work or school account using your credentials:

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



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



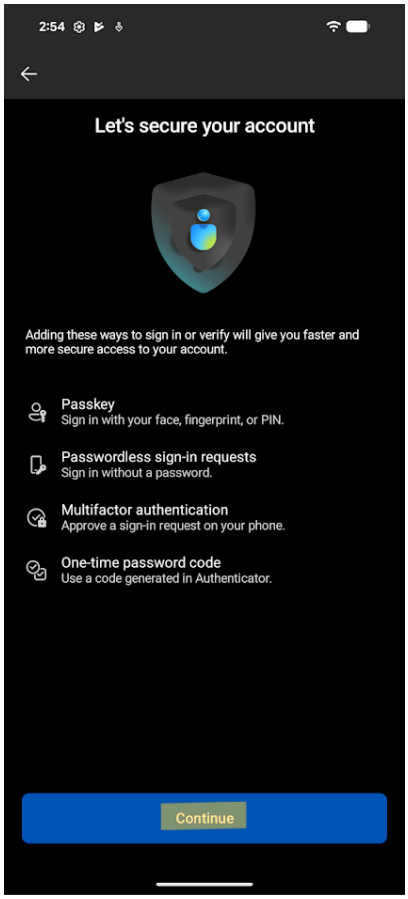


If your phone already has Microsoft accounts configured, select your **QldBar account**. Otherwise, tap **Use another account**.

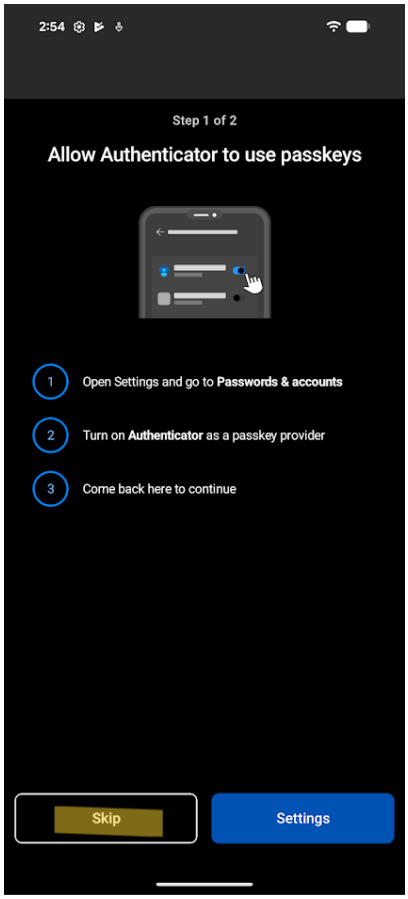
Enter your ****@qldbar.asn.au email address and password

Complete the existing **SMS verification process** by selecting **Text** and entering the code sent to your mobile phone.

When greeted with the **Let's secure your account** tap **Continue**

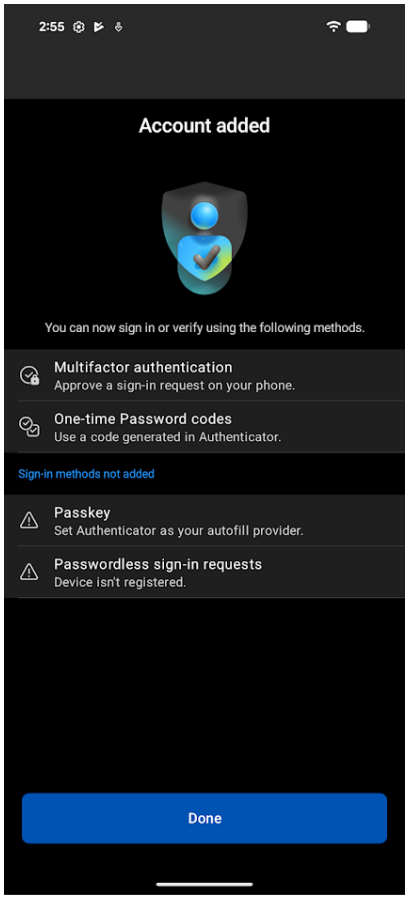


You may be prompted to create a passkey. A passkey allows you to sign in using your device PIN, fingerprint, or facial recognition instead of a password or text message code. The passkey remains on your device and is not shared with Barweb.
You can choose **Skip for now** if you do not wish to create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



If prompted to register the device, tap **skip**

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



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