

1) Cadet365 - Onboarding with a personal computer using a telephone number for authentication

Please note: It is **HIGHLY RECOMMENDED** you have Chrome or Edge installed and use it for the onboarding process.

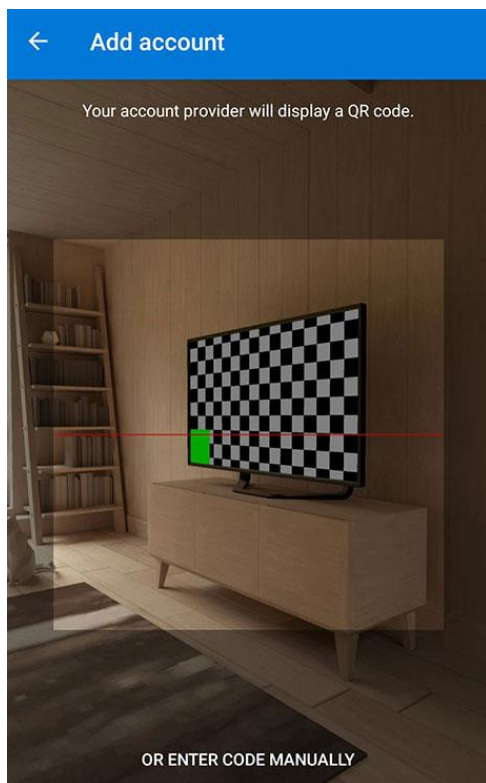
1. On your PC, sign into [Cadet365](https://www.office.com/?auth=2).
 - a. If the page does not automatically pop up, open a private browsing window;
 - b. This is called "Incognito Mode" on Chrome (go to the upper right corner of the screen with "...", and select **new private window**) and enter the link (<https://www.office.com/?auth=2>) there.
2. Enter your **Cadet365** account information and click "**Sign in**".
 - a. Adult Staff: Enter your CCO account credentials.
 - b. Cadets: Enter the email and temporary password that was provided to you.
3. You will be prompted to accept Cadet365 Terms and Conditions. Click "**CJCR-Terms of Use**" to expand it. You will have to scroll down manually to click "**Accept**".
4. There will be a screen with "**More information required.**" click "**Next**".
5. You will be asked to Authenticate through the Microsoft Authenticator application; however, click "**I want to set up a different method**".
6. Select "**Phone**" from the drop down menu, and click "**Next**".
7. Enter your telephone number. Be sure to select Canada (+1), if not it may delay the phone call.
8. You will then receive a call. Listen to the prompt and press the "**#**" key. The authenticator page will know you answered the call.
9. You will now be called at that phone number every time you have to login into Cadet365.

10. You will be asked for a 2nd Authentication method, click on "**I want to set up a different method**"
 - a. Choose "**Security questions**";
 - b. Choose a question for each line and provide an answer;
 - c. Click on "**Next**".
11. You will then be asked to update your password. Your current password is the one supplied with your onboarding email.
12. The Cadet365 platform will load and you are successfully onboarded!

2) Cadet365 - Onboarding with a Standalone Android Mobile Device

You must use the MS Teams app, browser sign-in does not work on Mobile Devices.

1. With your Android mobile device, go to your home screen. Navigate to your app store.
2. In the Play Store, search (by clicking on the magnifying glass at the top of the screen) and install the following applications:
 - a. Microsoft Authenticator
 - b. MS Teams
3. Opening up **Microsoft Authenticator**, you will prompted with a Data Privacy popup. Select "**OK**". You will be asked to sign in but select "**SCAN QR CODE**". **Allow access** to take photos and record video.
4. A QR screen overlay will pop up, please select "**OR SIGN IN MANUALLY**" (located at the bottom). You will see two fields to fill in, leave the app like this:



A picture of the camera overlay to scan QR codes.

- a. **Note:** If you happen to lose this screen, open Authenticator app and click on **ADD ACCOUNT**. Select “**Work or school account**”, and the QR Overlay will reappear and reselect “**OR SIGN IN MANUALLY**”.
5. Return to your home screen (by tapping the home button) and open the **Teams App**. You will be asked to sign in. Enter your **Cadet365** account information and tap sign in.
 - a. Adult Staff: Enter your CCO account credentials.
 - b. Cadets: Enter the email and temporary password that was provided to you.
6. You will be prompted to accept “**Cadet365 Term and Conditions**” (you will have to scroll down manually to click “**Accept**”. Tap the **Acceptable Use Policy** to expand it).
7. You will then be asked for “**More Information**”. Click “**Next**”.
8. Continue clicking “**Next**” until you reach a page that says “**Copy and paste this information into your app**” which has two fields for you to copy. One is a code and the other is a URL link. When you paste the link make sure that **https://** is not showing twice.

9. Copy the Code and URL separately by clicking the little copy symbol next to each field and paste separately into the **Authenticator** app (paste by holding your finger down on the empty field in the **Authenticator** app and an option to paste will pop up).
 - a. If you do this too slowly the connection may time out for protection. If that happens you will have to press “**Back**” on the **Teams** app and reacquire a new Code and URL to copy paste into the Authenticator app.
10. Once you have entered in the code and URL successfully, you will get a pop-up notification at the top of the phone. Click “**Approve**”.
11. In the MS Teams app, you can see that the phone can now successfully authenticate all your logins! Select “**Next**” and “**Done**”.
12. You will be prompted to register your device. Tap “**Register**”.
13. Teams will then boot up and you will be greeted with several splash screens. Keep swiping the screens until you get the option to tap a button that says “**Got it**”.
14. You will be notified that our organization protects data in this app. Click “**OK**”. You will then be prompted to enter a PIN. Pick one of your choosing.
15. You have successfully set up **MS Teams** and now whenever you sign in you will be asked to approve the sign in on the same device!
16. You can access all CCO resources by opening your browser and signing into [Cadet365](#).

Optional but Recommended Steps

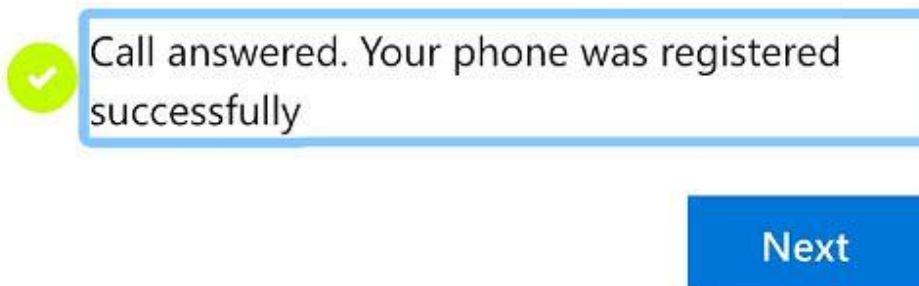
- If you don't have access to a desktop, download the **Office App** for mobile. This will allow you to open Word, PDF, and Excel documents with ease.
- In addition, download the **Outlook App** for mobile. This will allow for access to your email account and calendar (you can also access a basic version of your calendar from Teams). It does not come bundled with the Office App.

3) Cadet365 - Onboarding with iPhone/iPad Standalone

1. Go to Apple Store and download the [Microsoft Teams](#) and [Microsoft Authenticator](#) App.

2. The Microsoft Teams app and Authenticator app will be downloaded and placed onto your home screen.
3. First, open up the MS Teams App. You will be prompted to enter your **Cadet365** account information and tap sign in.
 - a. Adult Staff: Enter your CCO account credentials.
 - b. Cadets: Enter the email and temporary password that was provided to you.
4. MS Teams will bring you to a “**More Information Required**” page. Click “**Next**” and the Authenticator App should pop up and ask for permissions to send notifications. Select “**Allow**”.
5. Opening the Authenticator app, select the bottom option “**I want to set up a different method**”. Then select “**Phone**” and enter either your iPhone’s phone number or your landline.
6. You will then be called on the phone, listen for the prompt and press the **# key**. Hang up after the prompt tells you have been **successfully authenticated**.
7. Go back to the Authenticator app (If you are not already in the app, return to the home screen and select the **Authenticator** app). You should see “**Call answered. Your phone was registered successfully**” on the screen. Click “**Next**” and “**Done**” and you will be brought back to the MS Teams app.

Phone



The Authenticator app’s screen titled "Keep your account secure." There is a green check mark with "Call answered. Your phone was registered successfully," and a blue button that says "Next."

8. **For cadets:** In MS Teams, you will then be asked to “**Update your password**”. Enter the old password (provided in your onboarding e-mail) and provide a new password. Once completed select “**Sign In**”. You may be prompted to select a 4 digit PIN as an additional method of verification.
9. You will be signed in and then prompted to allow notifications. Select “**Allow**”. You will be that “**Your organization is now protecting its data in this app. You need to restart the app to continue.**” Click “**OK**” and the app will close.
10. Open the MS Teams app and sign in again using the email that was supplied with your onboarding email and new password (you may be called on the phone to authenticate). You may be prompted to select a 4 digit PIN as an additional method of verification if you haven’t already.

Onboarding with an iPad (Standalone)

1. Go to Apple Store and download the Microsoft Teams and Microsoft Authenticator App.
2. The Microsoft Teams app and Authenticator app will be downloaded and placed onto your home screen.
3. Open the MS Teams App. You will be prompted to enter your **Cadet365** account information and tap sign in.
 - a. Staff: Enter your CCONet account credentials.
 - b. Cadets: Enter the email and temporary password that was supplied with your onboarding email.
4. You will asked to allow notifications, click “**Allow**”. You will then be notified about gathering of data. Select “**OK**”.
5. You will be prompted to enter your password. If this is your first time on MS Teams, it will be the password that was supplied with your onboarding email (Staff: your CCONet account credentials).
6. You will be asked for more information, click “**Next**” and Authenticator will open up.
7. You will see a screen with the title of “**Keep your account secure**”. Select the bottom option of “**I want to see up a different method**”.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

The Microsoft Teams' screen titled "Keep your account secure." There is underlined text at the bottom of the screen reading "I want to set up a different method."

8. Select **"Phone"** and click **"Confirm"**.
9. Enter your phone number of the telephone that you wish to use for 2 Factor Authentication. **Note!** Be sure to set the area code to **"Canada (+1)"** as this ensures that there won't be a delay in the phone call. Click **"Next"**.
10. You will then be called on the phone, listen for the prompt and press the **# key**. Hang up after the prompt tells you have been **successfully authenticated**.
11. Go back to the Authenticator app (If you are not already in the app, return to the home screen and select the **Authenticator** app). You should see that the Authenticator app recognizes you answered the phone. Hit **"Next"**.
12. You'll see a **"Success!"** on the screen continue to click **"Done"** and you will be brought back to the MS Teams app.
13. You will then be asked to **"Update your password"**. Enter the old password that was supplied with your onboarding email and provide a new password. Click **"Sign In"**.
14. On the screen you should see **"Help us keep your device secure"**. Click **"Register"**.

15. MS Teams will ask for permission to send you notifications and to access your microphone. Select “**Allow**” for both. The final prompt will tell you that “**Your organization is now protecting its data in this app. You need to restart the app to continue**”. Click “**OK**” and the app will shut down.
16. Open the MS Teams app and sign in again using the email that was supplied with your onboarding email and your new password. You may be asked to authenticate via a phone call.
17. You may be prompted to select a 4 digit PIN as an additional method of verification if you haven’t already.
18. MS Teams will now be set up!

4) Cadet365 onboarding guide with a PC without a second device for authentication

Personal computer onboarding

This page explains how to setup Multifactor Authentication (MFA) using a Google Chrome or Microsoft Edge Authenticator Extension on your personal computer.

The links on this page will take you outside the Government of Canada network.

Part 1 - Enable profile and syncing in your browser

Refer to the links below for information on how to enable profile and syncing for Chrome and Edge browsers. If you are going to sign-in on one device only, you do not need to sync your browser, you can just create a profile.

Use Chrome with multiple profiles

With profiles, you can keep all your Chrome info separate, like bookmarks, history, passwords, and other settings.

Profiles are ideal when you want to:


- Share a computer with multiple people.
- Keep your different accounts, like work and personal, separate.

What others can see when you share Chrome

Only share your device with people you trust. If someone has your device, they can switch to any other Chrome profile on it. If they open your Chrome profile, they can see info like what websites you visited.

Computer


Add a new profile

1. On your computer, open Chrome.
2. At the top right, click Profile .
3. Click **Add**.
4. If you choose to Sync to your Google Account, your profile name will automatically be your Account name.
5. Choose a name, photo and color scheme.

If you choose to turn sync on in Chrome with a Google Account for the new profile, your bookmarks, history, passwords and other settings will sync automatically.




Using a Chromebook? You can share your Chromebook with other people by [adding them to your Chromebook](#).

Switch to another profile

1. On your computer, open Chrome.
2. At the top right, click Profile .
3. Choose the profile you want to switch to.




Using a Chromebook? You can [use multiple accounts at the same time](#) on your Chromebook.

Change a name, photo, or color

1. On your computer, open Chrome.
2. At the top right, click Profile .
3. Next to "Other Profiles," select Manage profiles .
4. At the top right of the profile you want to edit, click More  > **Edit**.
5. Enter a new name or choose a new photo or color theme. Changes are saved automatically.

Remove a profile

Important: After you remove a profile from Chrome, the profile's bookmarks, history, passwords, and other settings are erased from the computer.

1. On your computer, open Chrome.
2. At the top right, click Profile .
3. Next to "Other Profiles," select Manage profiles .
4. Point to the profile you want to remove.
5. At the top right of the profile, click More  > **Delete**.
6. To confirm, click **Delete**.

Android

You can only have one Chrome profile on Android devices.
To let someone else use Chrome on your Android device, add them to the device. Then, using Chrome, switch to that user.

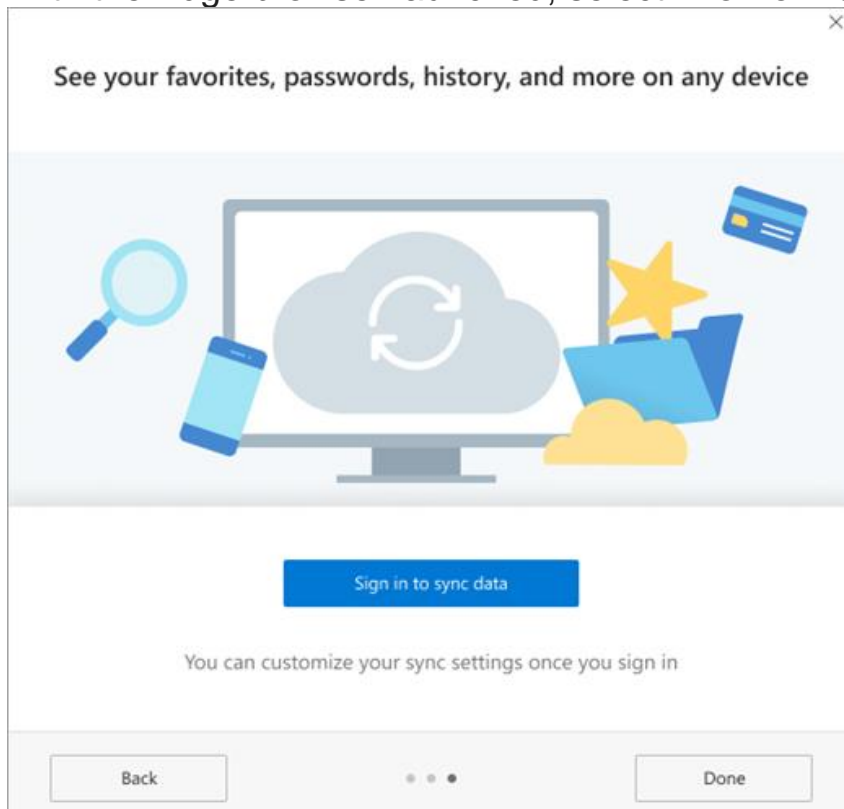
iPhones & iPads

You can only have one Chrome profile on iPhones and iPads.

Sign in and create multiple profiles in Microsoft Edge

Sign into Microsoft Edge

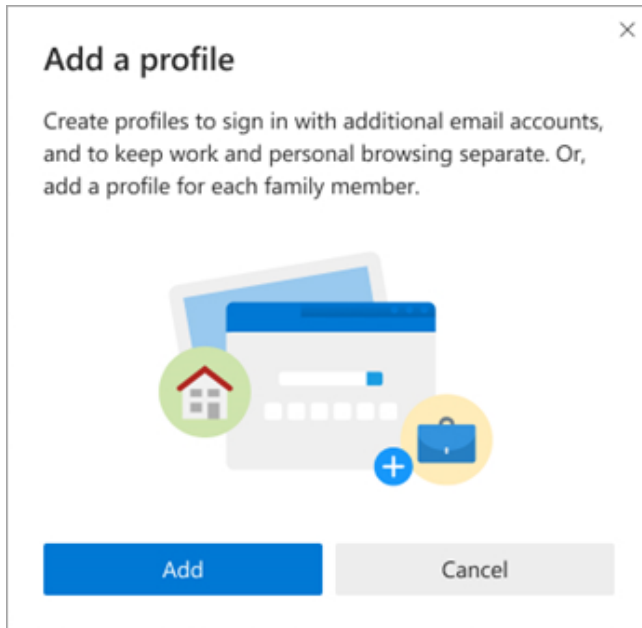
With the Edge browser launched, select **Profile** > **Sign in to sync data**.



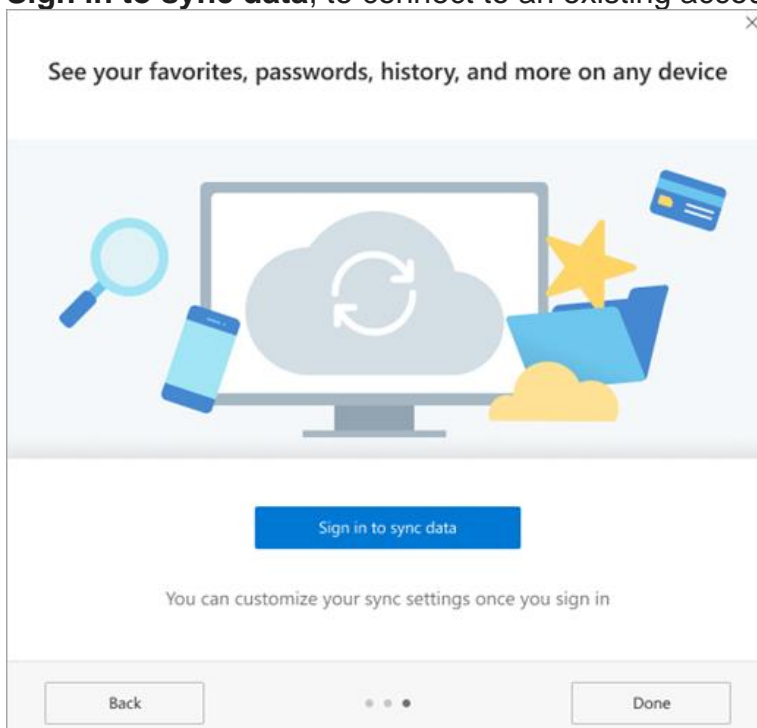
Create multiple profiles

With Edge Chromium, you can add multiple profiles. Profiles allow multiple users to operate in a shared environment while maintaining access to their personalized browser settings, bookmarks, and extensions.

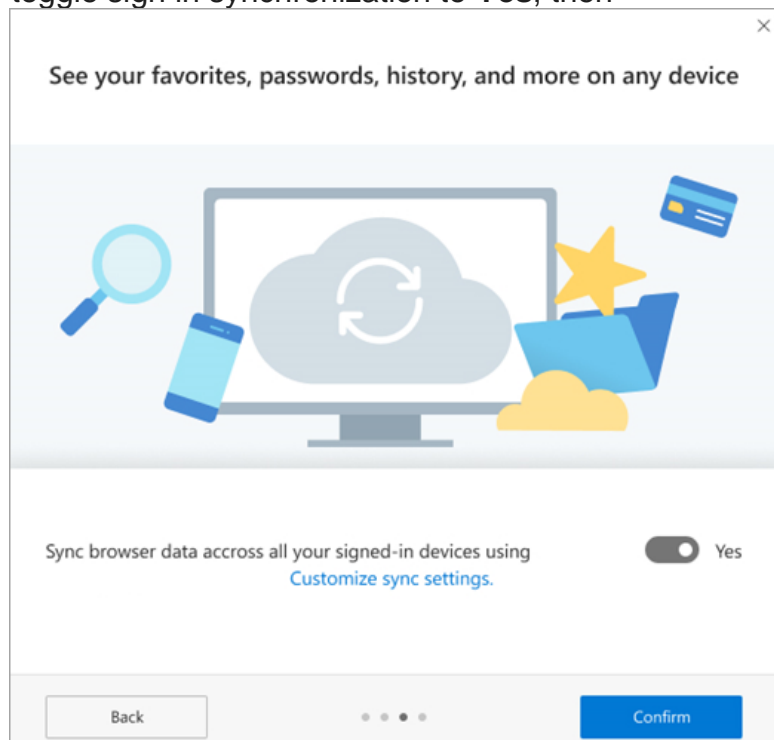
1. Select **Profile**, then choose **Manage profile settings**.
2. Select **+ Add profile**.
3. Select **Add**.



4. **Sign in to sync data**, to connect to an existing account, then select **Continue**.



5. Use the slider to toggle sign in synchronization to **Yes**, then



Select **Confirm**.

6. The additional profiles are now available for selection.

Part 2 - Add the Authenticator extension to your browser

Ensure you are in the correct profile. You need to be logged into your profile on each computer you wish to use when accessing Cadet365. If the extension is already installed, proceed to Part 3.

Google Chrome browser

Step 1: Go to Chrome web store, [Authenticator extension](#).

Step 2: Click "Add to Chrome".

Step 3: In the pop-up window **Add "Authenticator"?**, select **Add extension**.

Step 4: Your browser will confirm the extension has been added successfully.

Step 5: Click the extension icon (puzzle piece) on the left of your browser profile in the toolbar.

Step 6: Click the pushpin icon on the right of Authenticator to add it to your toolbar; Click the "x" in the top right corner to close the Extensions window.

The Authenticator icon is displayed as a small QR code icon in your toolbar.

Microsoft Edge browser

Step 1: Go to Microsoft Edge Add-ons, [Authenticator: 2FA Client](#).

Step 2: Click "**Get**".

Step 3: In the pop-up window: **Add Authenticator: 2FA Client to Microsoft Edge?**, select "**Add extension**".

Step 4: Your browser will confirm the extension has been added successfully.

Step 5: Click the extension icon (puzzle piece) on the left of your browser profile in the toolbar.

Step 6: Click the ellipse (...) on the right of Authenticator: 2FA Client.

Step 7: Select "**Show in toolbar**".

The Authenticator icon is displayed as a small QR code icon in your toolbar.

Part 3 - Add your Cadet365 account to the Authenticator

Once the Authenticator is installed (Part 2 above):

Steps 1-8

Step 1: Login to Cadet365 by typing "**office.com**" in the address bar.

Step 2: Click "**Sign in**".

Step 3: Enter your Cadet365 "**username**", click "**Next**".

Step 4: Enter your "**Cadet365 password**," click "**Sign in**".

Step 5: The screen will display **More information required**, click "**Next**".

Step 6: Under **Keep your account secure**, click "**I want to use a different authenticator app**".

Step 7: The screen will display **Authenticator app**, click "**Next**".

Step 8: The window will display **Scan the QR code**. You can add the account with the QR Code (**Method 1** below) or manually (**Method 2** below).

Step 9: Method 1 - Add a QR code

- a. Click the Authenticator (QR Code) icon in the top toolbar.
- b. Click the icon on the left of the pencil to scan the QR code.

- c. The screen will change, drag your cursor around the QR code.
- d. A pop-up window will confirm your account has been added. Click "**OK**".

Step 9: Method 2 - Add an account manually

- a. Click "**Can't scan image?**"
- b. Copy the Secret key.
- c. Click the Authenticator (QR Code) icon in the top toolbar.
- d. Click the pencil icon.
- e. Click the "+" icon.
- f. Select "**Manual Entry**".
- g. In the Authenticator Extension, enter your Cadet365 email in the **Issuer** field.
- h. Paste the Secret code into the **Secret** field and click "**Ok**". The Authenticator extension will display a six-digit code.

Steps 10-18

Step 10: Copy the six-digit code displayed in the Authenticator extension.

- The six-digit code is a current one-time password.
- The circle at the bottom right corner indicates how much time is left for the current password.
- If the six-digit code is not blue, wait for it to change so you have more time to enter it.

Step 11: Click "**Next**" on the main screen.

Step 12: Paste the six-digit one-time password into the code field and click "**Next**".

Step 13: You will see a **Success!** message that you have successfully set up the Authenticator app. Follow the instructions to add a second authentication method. To use **Security Questions**:

- Click "**I want to set up a different method**" at the bottom of the page.
- Select "**Security questions**" from the drop-down menu, then click "**Confirm**".
- Choose a question for each line and provide an answer then click "**Done**".

Step 14: If this is your first-time logging in, you will be required to change your password and read/accept the **CJCR Terms of Use**.

Step 15: You will see the **Success!** message. Click "**Done**".

Step 16: You be signed-in again, the screen will show **Enter code**. Click the authenticator icon (QR code) in the top toolbar, then copy the code into the Enter code field and click "**Verify**".

Step 17: The screen will change to **Stay signed in?** Select "**Yes**" or "**No**".

Step 18: The Cadet365 platform will load, and you are successfully onboarded!