



St Vincent de Paul Society
good works

Microsoft 365: Initial Setup & Access

User Guide

Introduction

This document provides Conference members, volunteers and staff with instructions on how to:

1. Register and set up multi-factor authentication (MFA) for the first time on your CAMS account.
2. Update an existing MFA number on an account.
3. Change your Vinnies email password.

PLEASE NOTE: Your CAMS log in and password is the same as your Vinnies email log in and password.

If there are any issues or errors encountered whilst following this guide, please contact the ICT Service Desk on either (02) 4032 3535 or servicedesk@vinnies.org.au for assistance.

What is Multi-factor authentication (MFA)?

Multi-factor authentication (MFA) is a security measure that requires two or more proofs of identity to grant you access. It is an industry standard to ensure data privacy and security. For Vinnies, it ensures that our client and member data remain safe and secure. You may be used to this when using a MyGov or bank account.

To set up your Vinnies account, you will need a password and a verification done through your mobile number- either through a one-time code sent through an SMS or a call that will be made to your number. Please scroll down for further instructions. [Setting Up MFA For The First Time](#)

HINT

Chrome is the recommended browser.

1. Open a web browser such as Google Chrome.



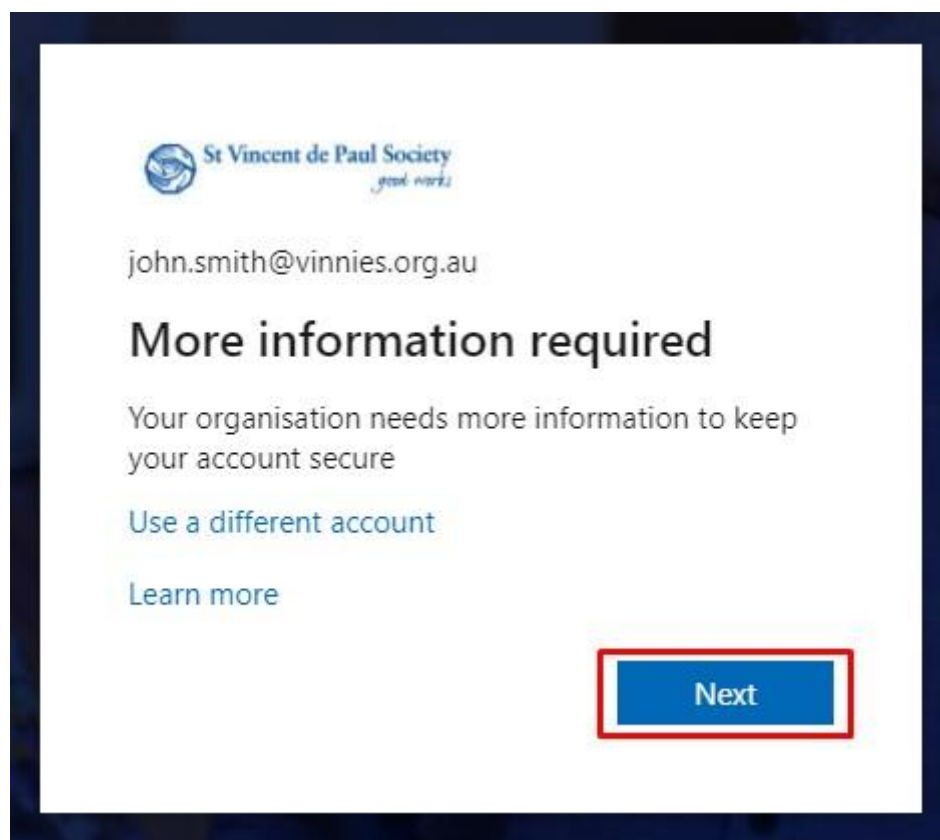
2. Navigate to the CAMS Learning environment (SANDBOX): <https://svdp-trn-crm-02.crm6.dynamics.com/main.aspx?appid=ee6388bf-ff60-40a2-9c68-8aa975e69e3a&pagetype=entitylist&etn=contact&viewid=f79ef9fd-5172-eb11-a812-000d3acb44&viewType=1039>
3. Navigate to the CAMS LIVE: <https://svdp-prd-crm-02.crm6.dynamics.com/main.aspx?appid=2ff23c3e-0f47-4500-8119-10f62bbf8647&pagetype=entitylist&etn=contact&viewid=f79ef9fd-5172-eb11-a812-000d3acb44&viewType=1039>
4. Enter the email address that was provided to you into the field, then select **Next**.



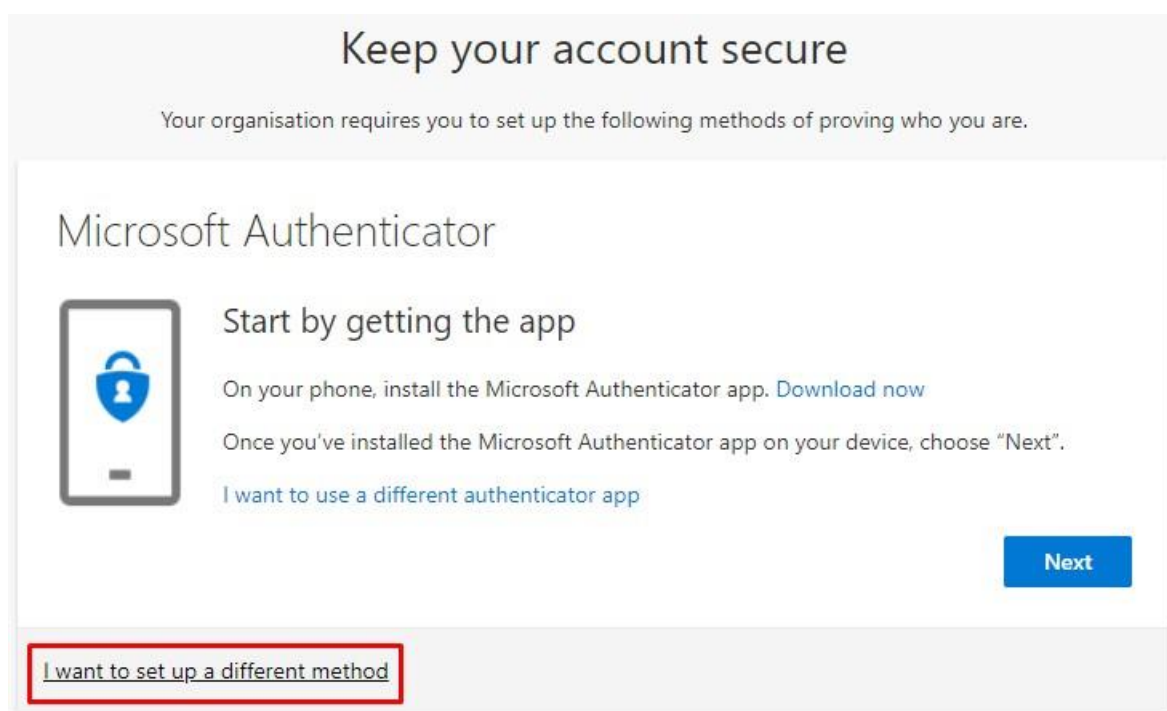
5. Enter the password that was provided to you into the field, then select **Sign In**.



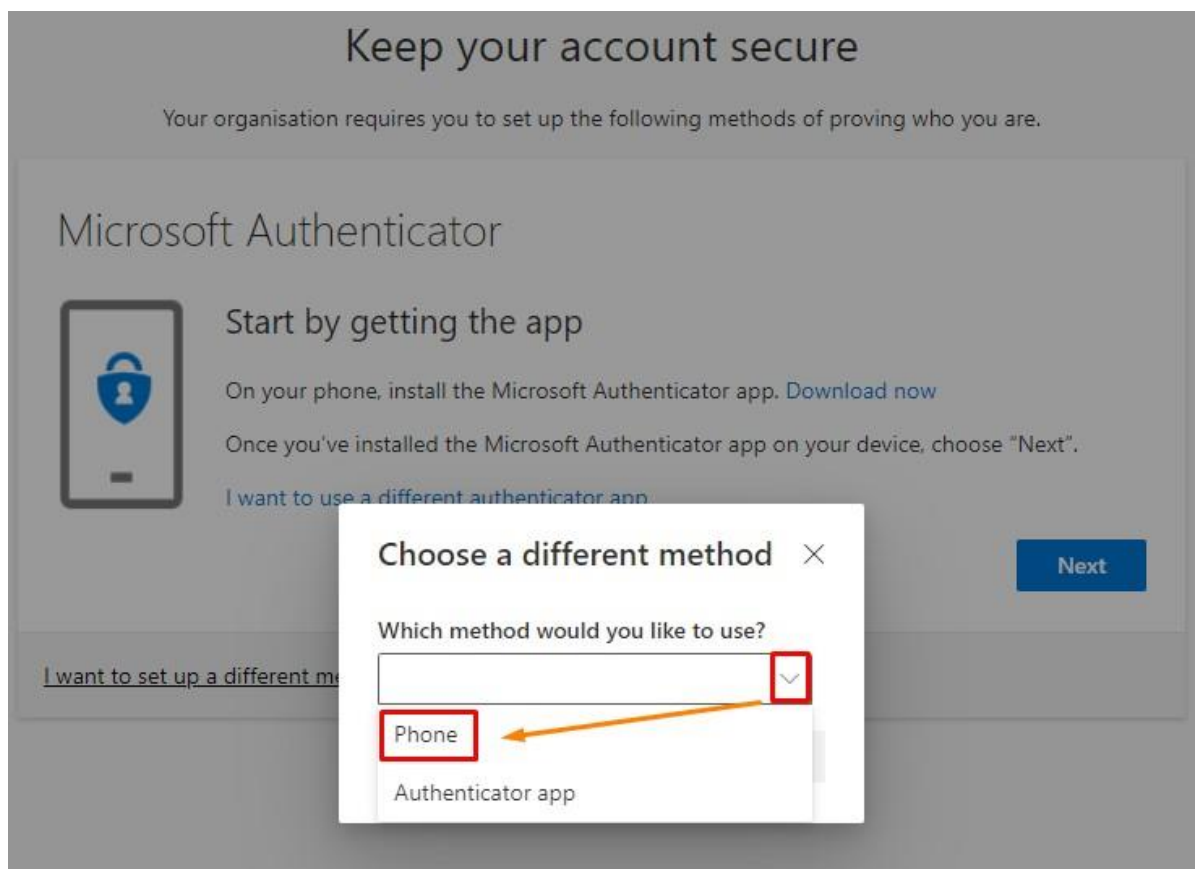
6. Select **Next** to begin setting up MFA on your account.



7. Select **I want to set up a different method**.

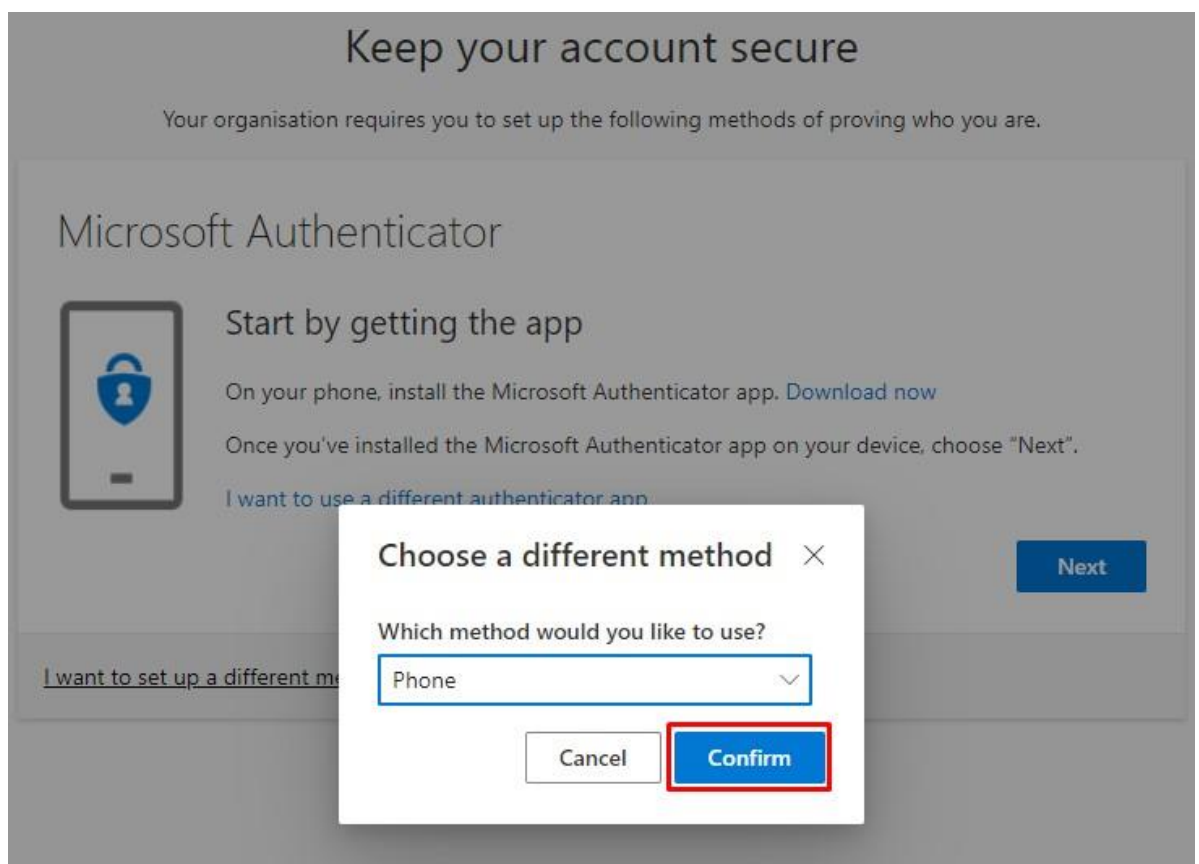


8. Select the *drop-down menu*, then select **Phone**



9. Select **Confirm**.

10.



11. Register your mobile number by firstly selecting **Australia** in the drop-down menu

Phone [X]

You can prove who you are by answering a call on your phone.

What phone number would you like to use?

Australia (+61) [v] Enter phone number

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel Next

12. Finish registering for CAMS by entering your mobile number

Phone [X]

You can prove who you are by answering a call on your phone.

What phone number would you like to use?

Australia (+61) [v] 4xxxxxxxx

Phone number cannot contain letters or special characters.

Enter mobile number

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Verify your identity

Text +XX XXXXXXXX47

Call +XX XXXXXXXX47

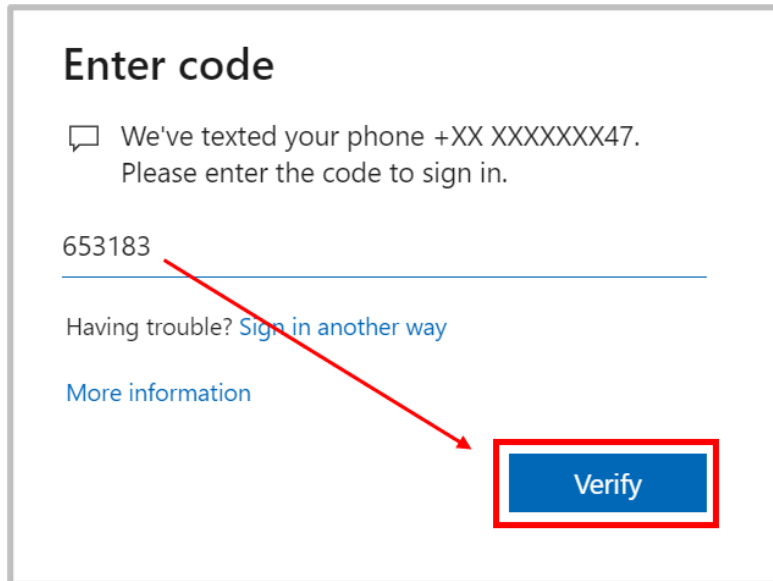
[More information](#)

Cancel

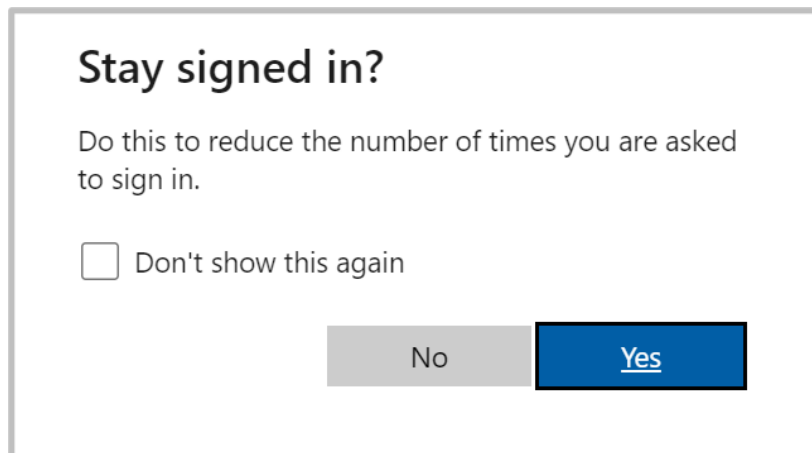
13. You want an SMS to receive a...
"Text" opti

can choose whether you (ended) or you want to tructions. Click on the

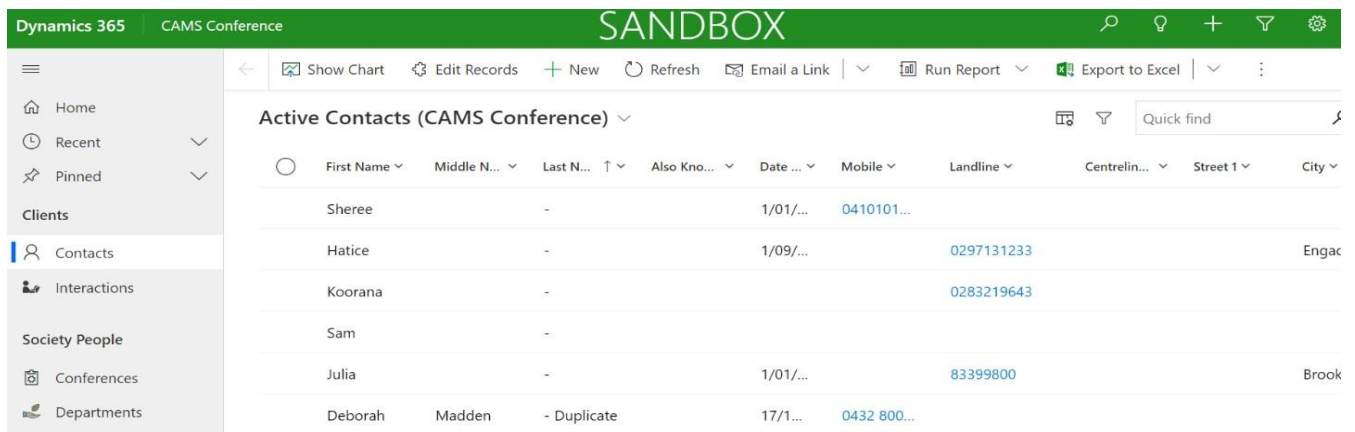
14. Enter the 6-digit code sent to your mobile number via SMS into the field, then select **Verify**.



15. Click **No** if the computer is shared with other members. If it's your personal computer, you can tick "Don't show this again" and click **Yes.**



16. Congrats! You have successfully logged into your CAMS account!



Updating An Existing MFA Number

HINT

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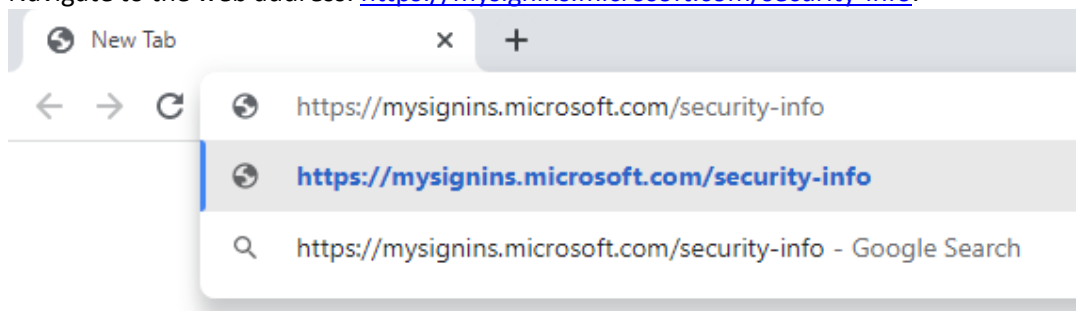
Note:

If, for some reason, you no longer have access to the existing MFA number that had been previously set up on your account, you will need to call the Service Desk on (02) 4032 3535 or email servicedesk@vinnies.org.au for assistance with updating this.

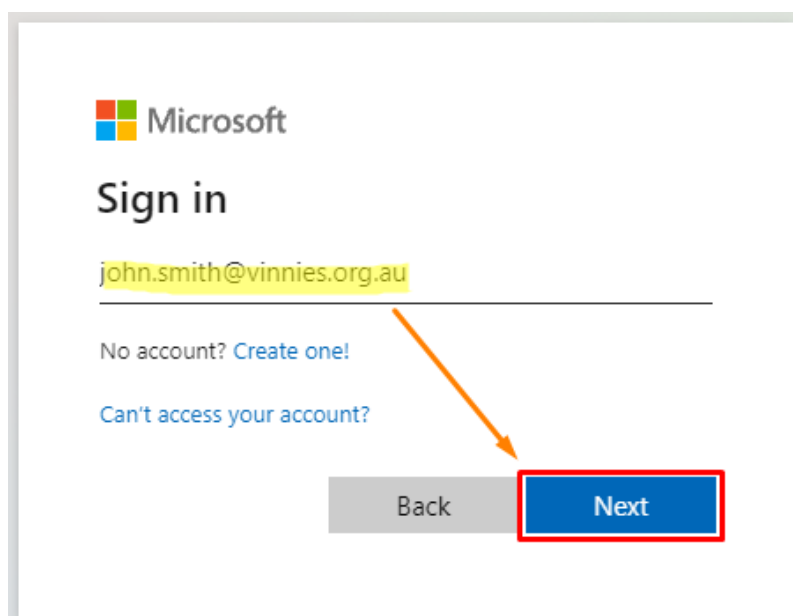
1. Open a web browser such as Google Chrome.



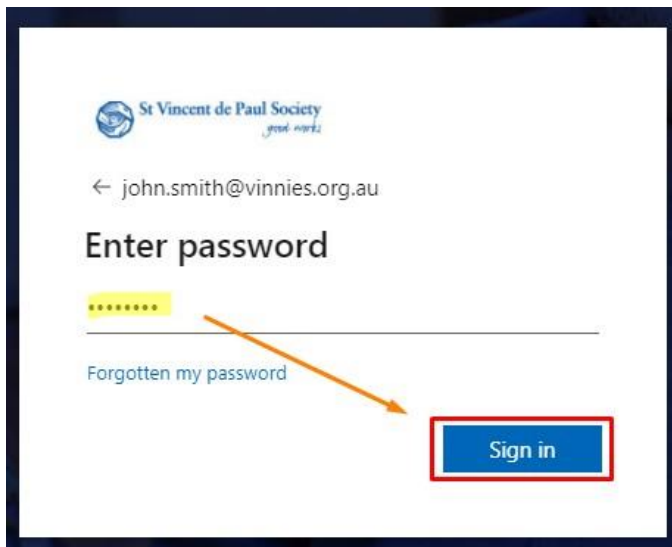
2. Navigate to the web address: <https://mysignins.microsoft.com/security-info>.



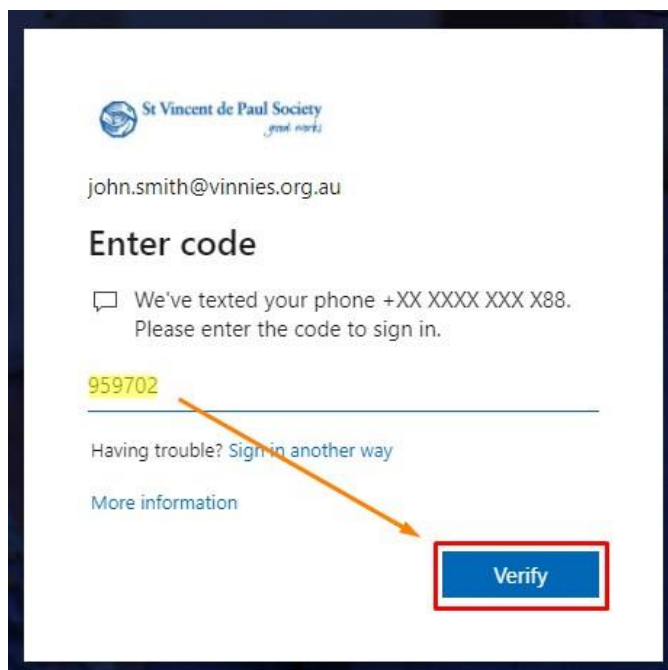
3. Enter your email address into the field, then select **Next**.



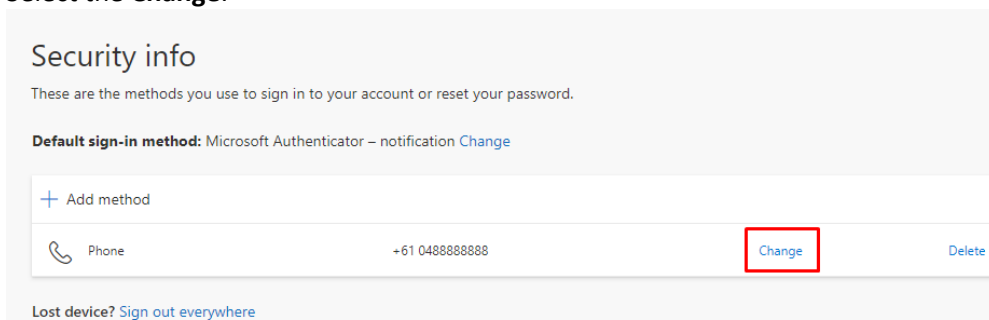
4. Enter your password into the field, then select **Sign In**.



5. Enter the 6-digit code sent to your mobile number via SMS into the field, then select **Verify**.



6. Select the **Change**.



7. Enter your mobile number into the field and then select **Next**.

Phone ×

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Australia (+61) ▼

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

8. Enter the 6-digit code sent to your mobile number via SMS into the field, then select **Next**.

Phone ×

We just sent a 6-digit code to +61 0477777777. Enter the code below.

[Resend code](#)

9. Select **Done**.

Phone ×

SMS verified. Your phone was registered successfully.

Changing your password

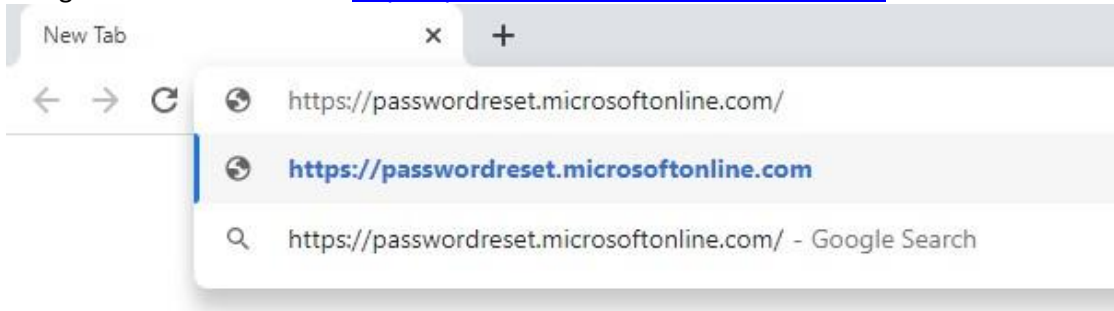
HINT

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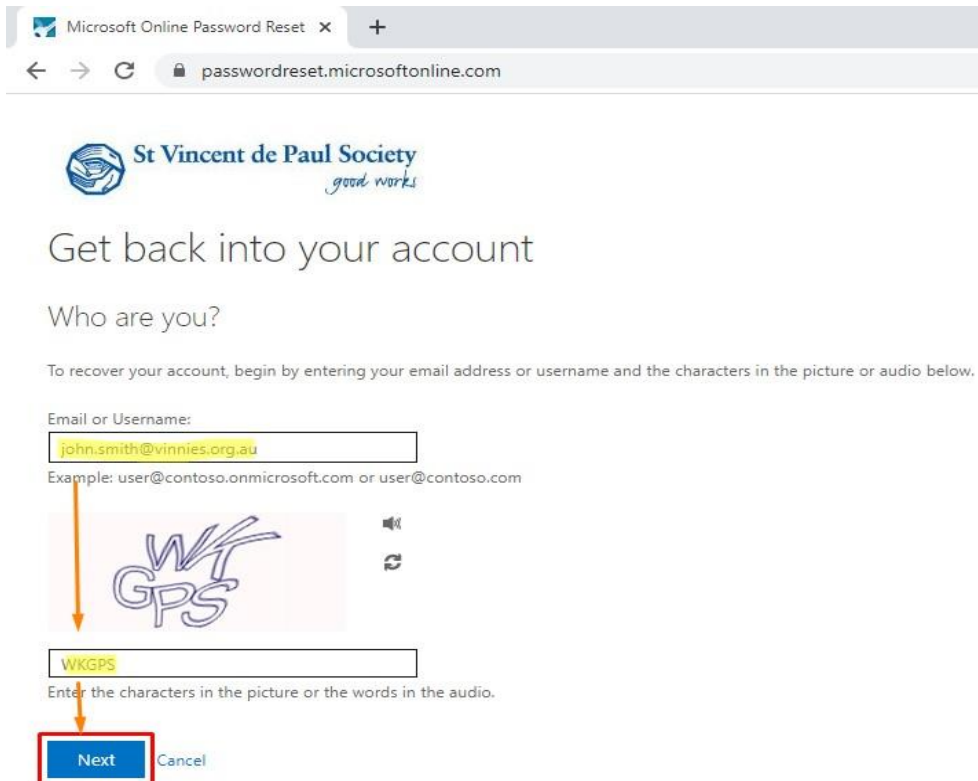
1. Open a web browser such as Google Chrome.



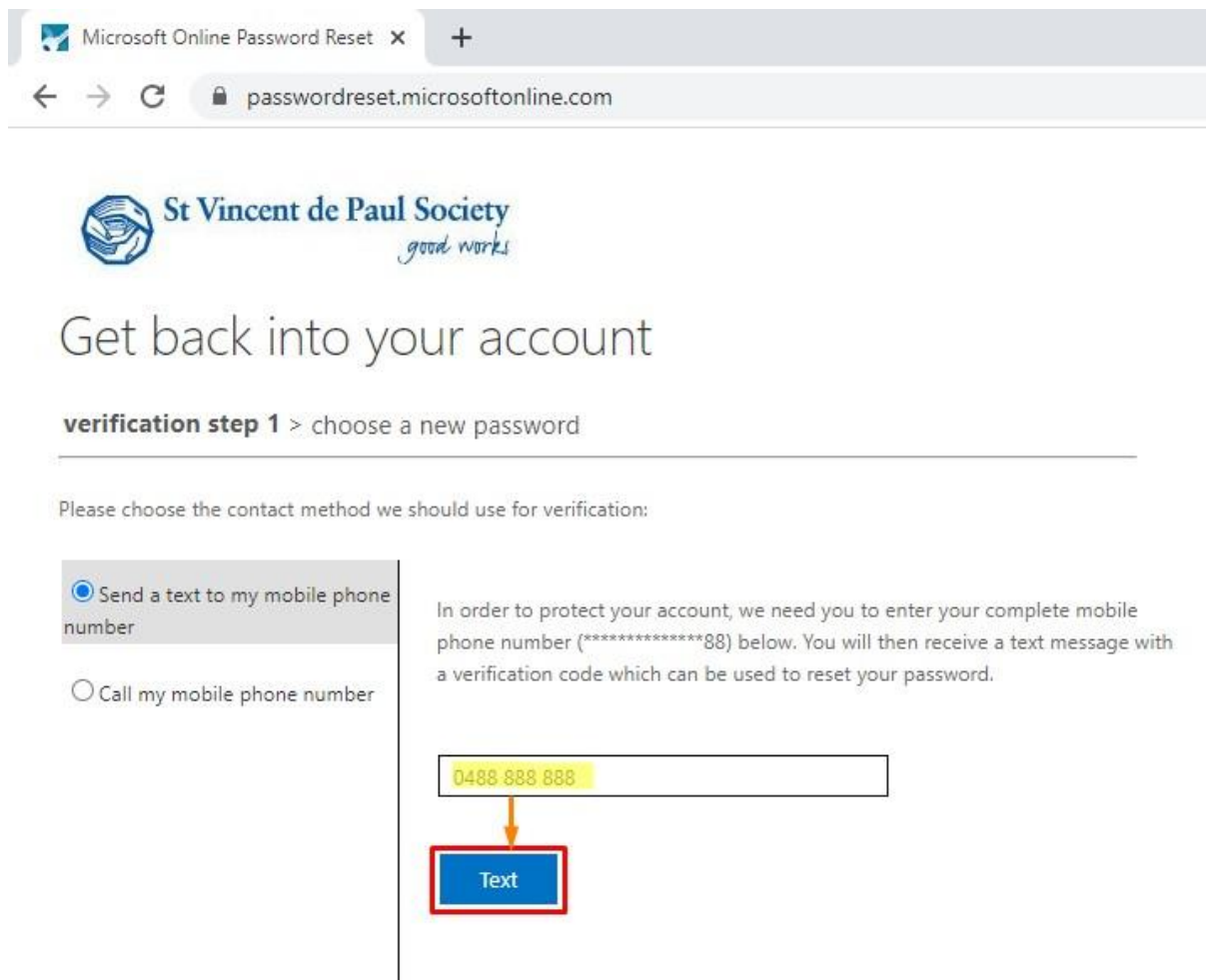
2. Navigate to the web address <https://passwordreset.microsoftonline.com/>.



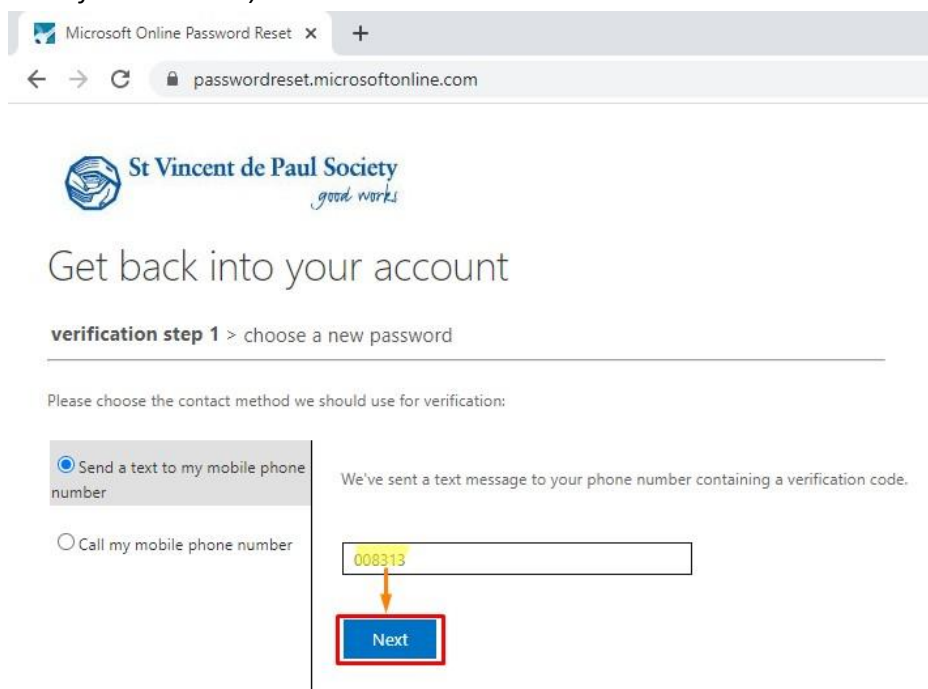
3. Enter your email address into the **Email or Username** field, then type in the **CAPTCHA** code displayed, then select **Next**.



4. Enter the mobile number associated with your MFA settings, then select **Text**.

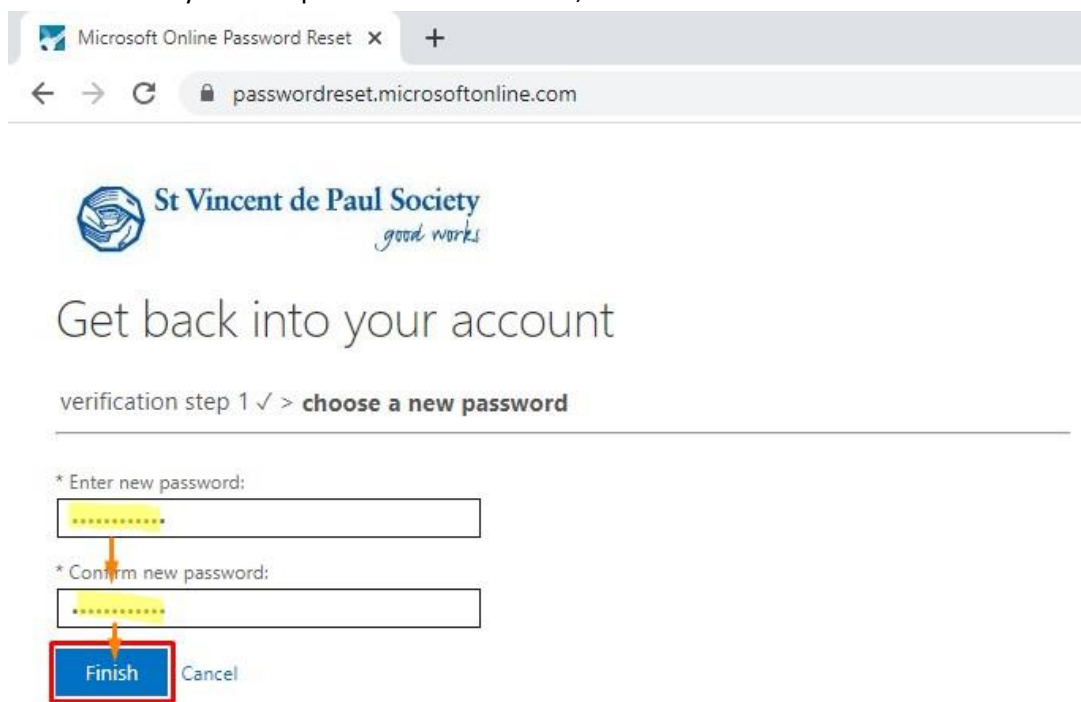


5. Enter the verification code sent to your mobile number via SMS into the field, then select **Next** (*scroll down for screenshot*)



6. Create a new password that meets the below complexity requirements, then enter it in the next step:
 - Minimum of 12 characters.
 - Include at least one capital letter (e.g. W, X, Y, Z)
 - Include at least one number (e.g. 1, 2, 3, 4)
 - Include at least one symbol (e.g. !, @, #, \$)
 - Does not include your first or last name.
 - Does not include your date of birth.
 - Is not a password that you have used for a non-work (personal) account.
 - Is not a password that has been previously used on this account.

7. Enter the newly created password in both fields, then select **Finish**.



8. If you see the following screen, then you have successfully changed your Microsoft 365 password.

