Office of the Commanding Officer
2051 19th Alberta Dragoons
Royal Canadian Army Cadets

Cadet365 Account Setup

What is Cadet365?

Cadet365 is a Microsoft Office 365 platform rolled out to support all personnel within the Cadets and Junior Canadian Rangers (CJCR) program. This suite includes familiar tools like Outlook, Word, Excel, and PowerPoint, along with collaborative and remote working tools such as Teams, Planner, OneNote, and OneDrive.

As the only approved communication channel within the Canadian Cadet Organization (CCO) and 2051 Dragoons, Cadet365 is essential for all official communications.

For more information on Cadet365, please visit:

https://www.edmontonarmycadets.com/cadet365

What you will need:

1. Your individualized USERNAME (Cadet365 email address) and temporary PASSWORD.
2. Access to the **Internet**
3. A computer / laptop*
4. A mobile phone / tablet*
   *At least two separate devices are required for the initial authentication through Microsoft.

What Mobile Apps should you always have for Cadet 365?
The below apps are required. Once the Microsoft Authenticator is installed, please do not delete the app to make space on your device because you will need to re-do this entire process.

Microsoft Authenticator	**Microsoft Teams**
(required)	(required – main communication channel)

These apps must be installed on the cadet's device, **NOT the parent's device!**

Contents
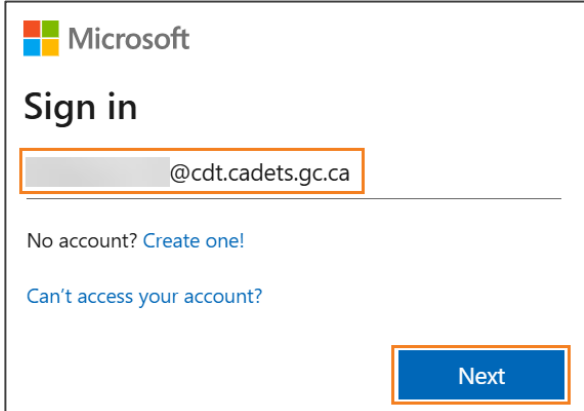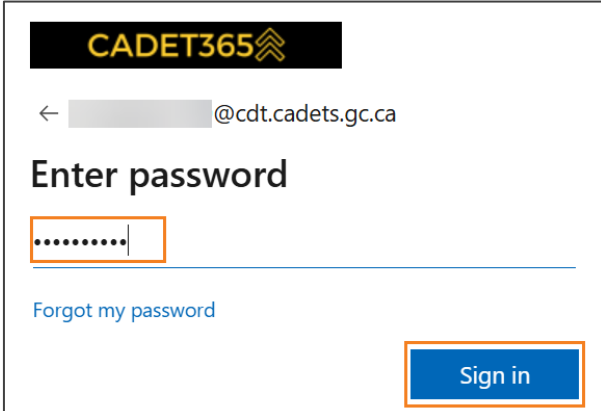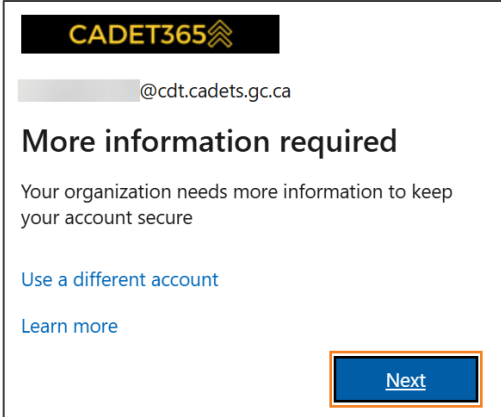
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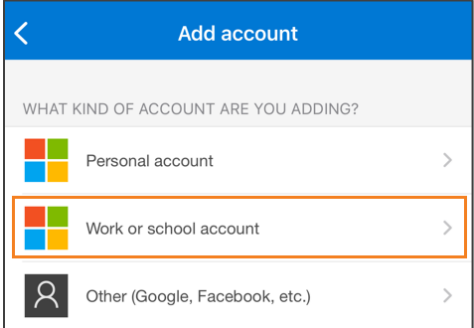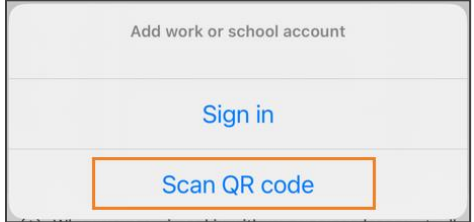# Do NOT begin until both apps are installed on your device

STEP 1 - LOGIN	ON A COMPUTER / LAPTOP

☐ Navigate to **www.office.com** on Chrome or Edge (web browsers).

☐ Sign in to your account using the provided USERNAME and temporary PASSWORD.

☐ You may be asked to reset your password; chose a password you can <u>remember</u>. See instructions to **UPDATE TEMPORARY PASSWORD**.

☐ You may receive a prompt that indicates "Your organization needs more information to keep your account secure". Click **Next**.

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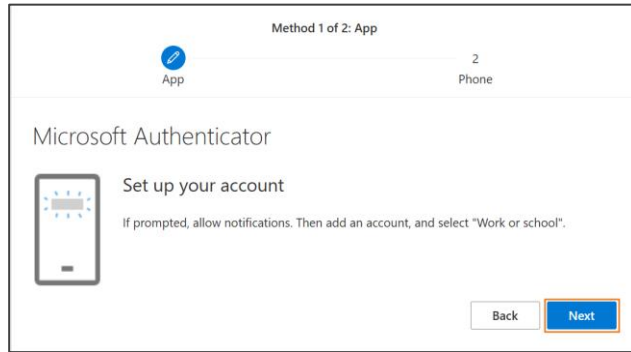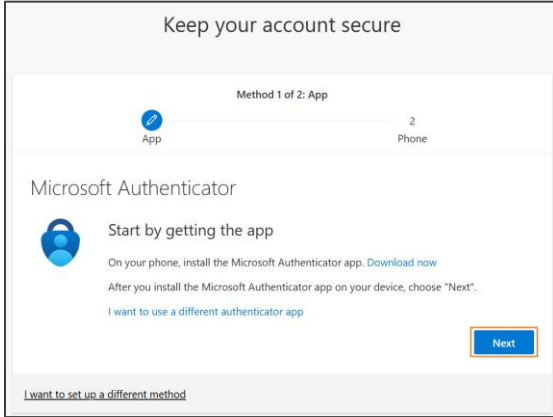**Do not take too long to complete Step 2 - 4 or the process will timeout and you will need to restart!**

STEP 2 – AUTHENTICATOR SETUP	ON MOBILE / TABLET DEVICE

☐ On your device open the **Microsoft Authenticator**

Option 1:
☐ Click the **+ button** to add an account.

☐ Select **Scan QR Code.**

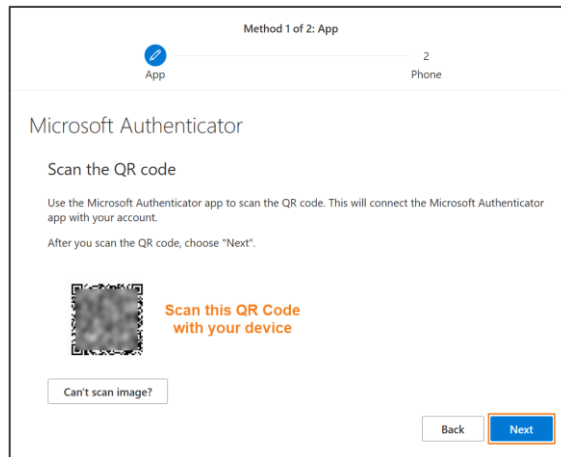*Note: The screenshots may look different as the application has a different look & feel based on the device type.*

Option 2:
☐ This button will take you directly to scan the QR Code.

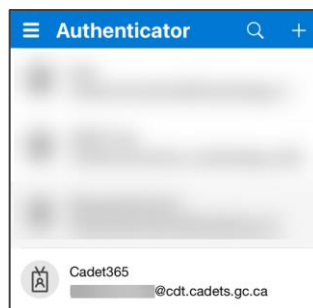| STEP 3 – SCAN QR CODE	ON COMPUTER & MOBILE

☐   Back on the computer / laptop, the program will guide you through setting up the Authenticator, select **Next** twice.

☐   Scan the QR Code that appears on screen with your device. The Authenticator app should have already opened the camera.

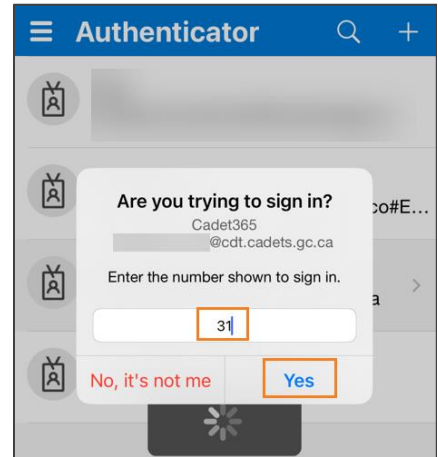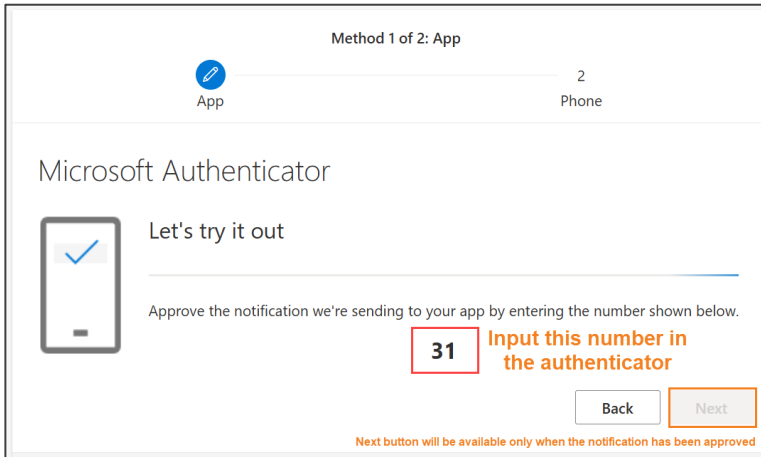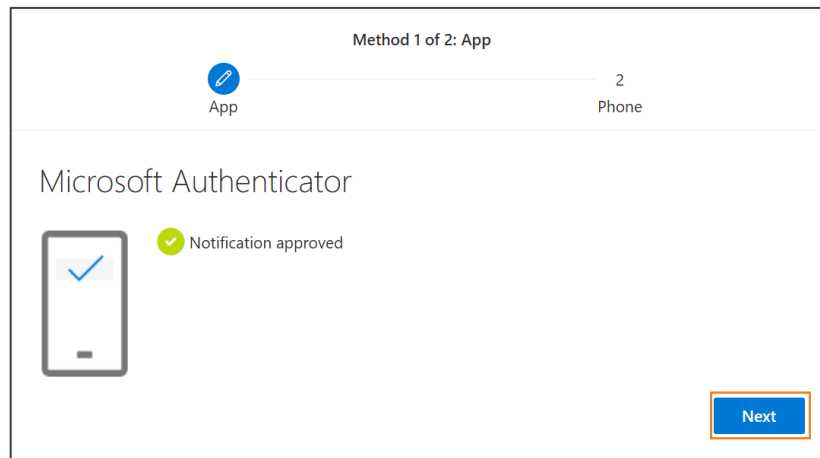☐   If successful, the account will be added to the Authenticator

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STEP 4 – APPROVE NOTIFICATION	ON COMPUTER & MOBILE

☐ Microsoft will recognize that the account has been added to the Authenticator and will send you a test notification; input the number in the Authenticator:

☐ Once the notification is approved, the screen will update. Click **Next**.

STEP 5 – SETUP PHONE NUMBER	ON COMPUTER & MOBILE

☐ Next, the process will request that you setup an alternative authentication using your phone number.

☐ Select Country = **Canada** and input **your phone number**.

☐ Choose whether you wish to receive a code or a phone call. For these instructions, we selected to receive a code.

☐ Input the code received on your phone by text in the required field.

☐ The screen will notify you that the verification is complete, click **Next**.

☐ Review the information and select **Done.**

☐ The system will now ask you if you'd like to stay signed in. Select your preferred option.

UPDATE TEMPORARY PASSWORD	ON A COMPUTER / LAPTOP

☐ The program may ask you to update your temporary password at any time during the setup process.

☐ When prompted, complete the required fields. Ensure that your new password is something that you can remember!

☐ Upon resetting your password, you will be prompted to read and accept the Cadet365 Terms of Use. You must first open the terms of use before you'll be able to click **Accept**.

Microsoft Authenticator

⊗ We're sorry, we ran into a problem. Please choose "Next" to try again.
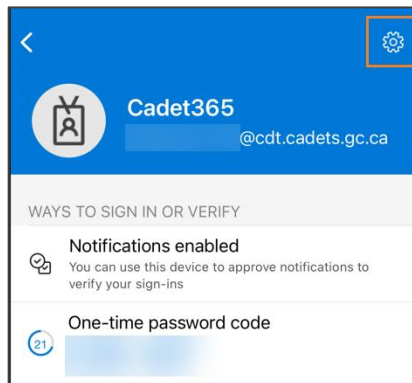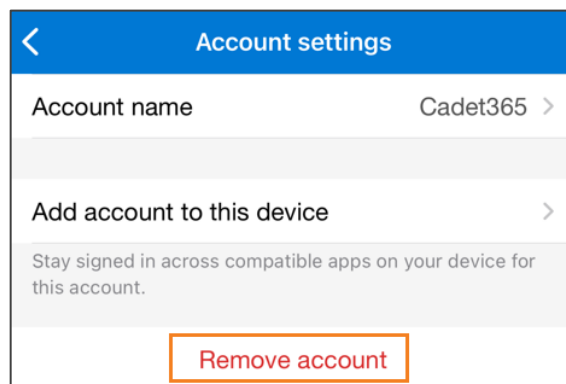
Additional details

HELP!! SYSTEM TIMEOUT or ERROR	ON COMPUTER & MOBILE

☐   If the system returns an error while trying to scan the QR Code **or** phone notification, you will need to **refresh** your browser and start the process from the very beginning.

☐   Follow the instructions under **STEP 1 - LOGIN**. If you have not yet updated your temporary password, you **will** be asked to update your password. See instructions to **UPDATE TEMPORARY PASSWORD**.

☐   You will need to delete the account from your Authenticator. Open the Authenticator and select the Cadet365 account. Select the **settings** button.

☐   Select the option to **Remove account**.

☐   Resume process at **STEP 2 – AUTHENTICATOR SETUP**.