



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
(required)



Microsoft Teams
(required – main communication channel)



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



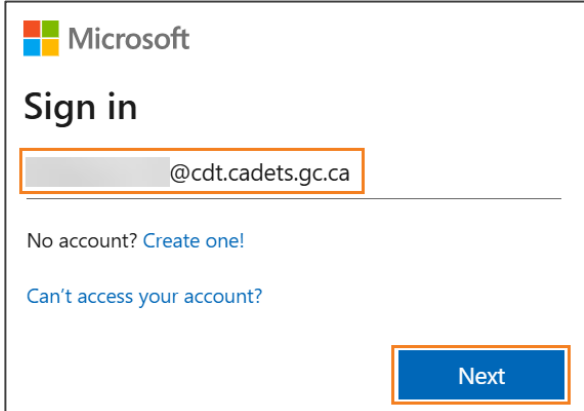
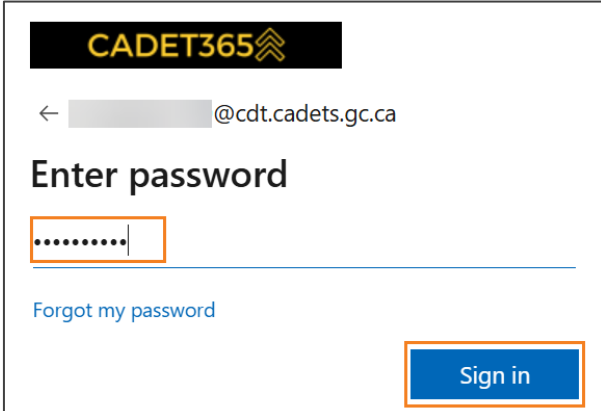
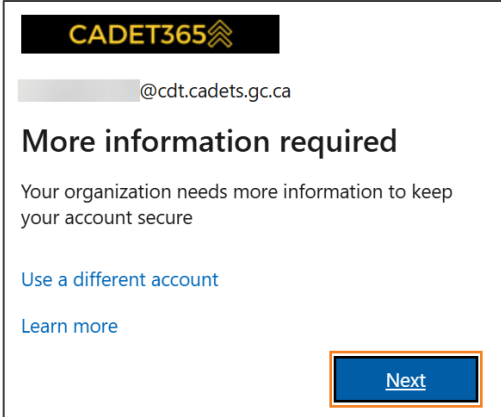
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Do NOT begin until both apps are installed on your device



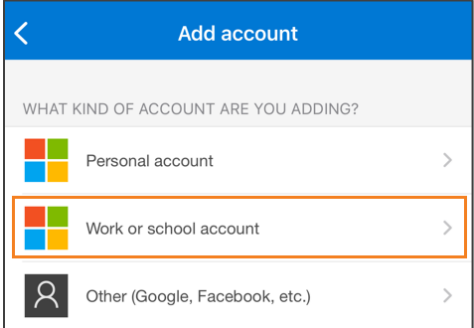
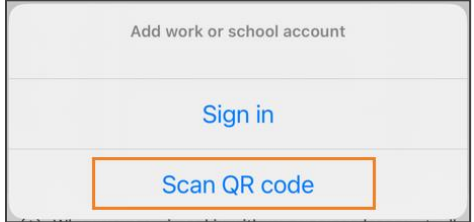


| STEP 1 - LOGIN | ON A COMPUTER / LAPTOP |
|---|---|
| <p><input type="checkbox"/> Navigate to www.office.com on Chrome or Edge (web browsers).</p> <p><input type="checkbox"/> Sign in to your account using the provided USERNAME and temporary PASSWORD.</p> | |
|  |  |
| <p><input type="checkbox"/> You may be asked to reset your password; chose a password you can <u>remember</u>. See instructions to UPDATE TEMPORARY PASSWORD.</p> <p><input type="checkbox"/> You may receive a prompt that indicates “Your organization needs more information to keep your account secure”. Click Next.</p> | |
|  | |



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

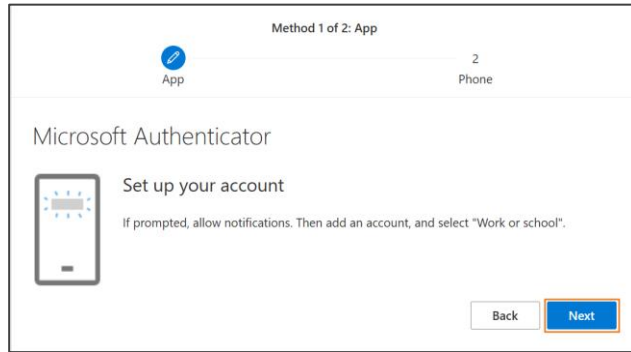
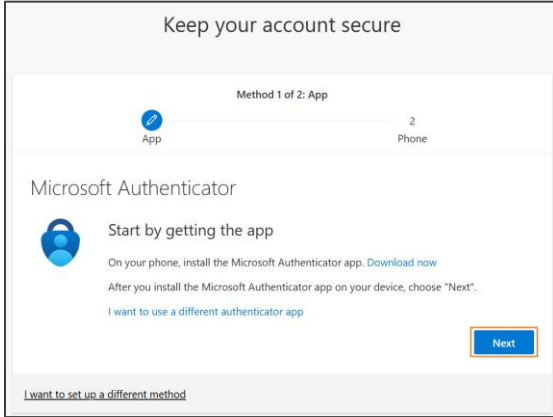


| STEP 2 – AUTHENTICATOR SETUP | ON MOBILE / TABLET DEVICE |
|------------------------------|---|
| | <p><input type="checkbox"/> On your device open the Microsoft Authenticator </p> <div data-bbox="315 646 699 1396"></div> <p>Option 1:</p> <p><input type="checkbox"/> Click the + button to add an account.</p> <div data-bbox="878 737 1349 1062"></div> <p><input type="checkbox"/> Select Scan QR Code.</p> <div data-bbox="878 1119 1349 1339"></div> <p>Option 2:</p> <p><input type="checkbox"/> This button will take you directly to scan the QR Code.</p> <p><i>Note: The screenshots may look different as the application has a different look & feel based on the device type.</i></p> |

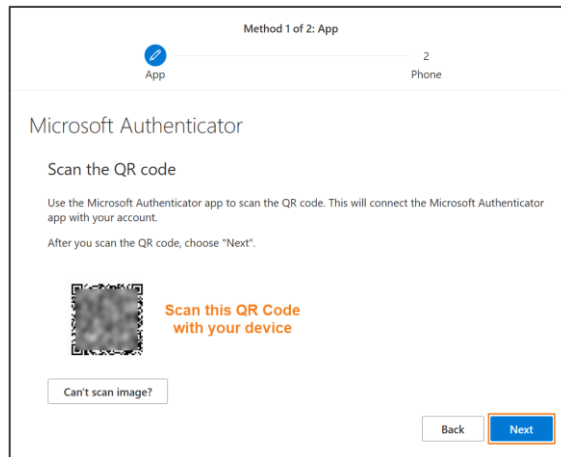


| STEP 3 – SCAN QR CODE | ON COMPUTER & MOBILE |
|-----------------------|----------------------|
|-----------------------|----------------------|

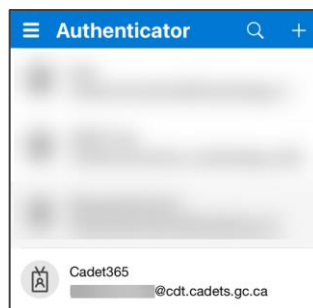
- Back on the computer / laptop, the program will guide you through setting up the Authenticator, select **Next** twice.



- 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

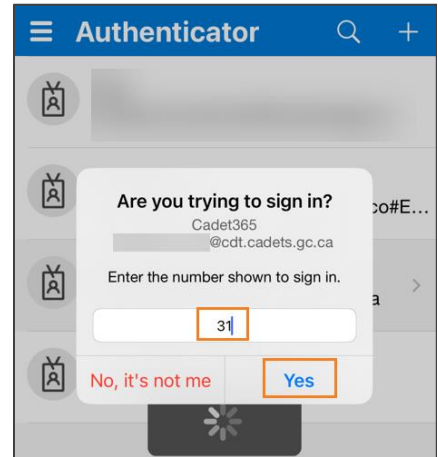
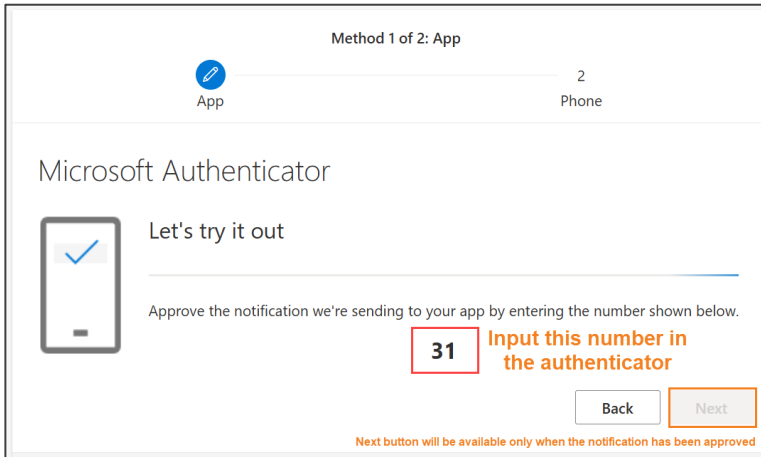




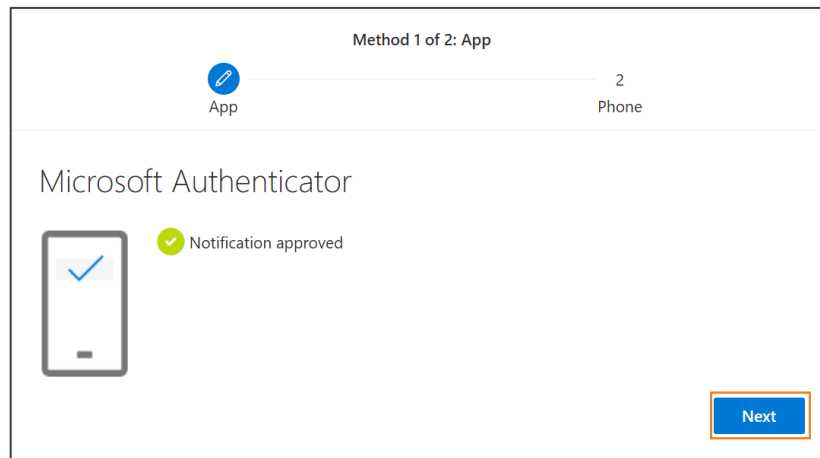
STEP 4 – APPROVE NOTIFICATION

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.

Method 2 of 2: Phone

App Phone

Phone

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

What phone number would you like to use?

Canada (+1) Your phone number here!

Receive 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](#).

Next

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

20873

Text Message - SMS
Today 6:47 PM

Use verification code **621172** for Microsoft authentication.

The sender is not in your contact list.
[Report Junk](#)

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to [redacted] Enter the code below.

621172

Resend code

Back Next

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



Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

Verification complete. Your phone has been registered.

Next

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

Method 2 of 2: Done

App Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

- Phone
- Microsoft Authenticator
- Microsoft Authenticator

Done

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

CADET365

@cdt.cadets.gc.ca

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes



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!

CADET365
@cdt.cadets.gc.ca

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

- 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**.

CADET365
@cdt.cadets.gc.ca

Cadet365 terms of use

In order to access Cadet365 resource(s), you must read the terms of use.

Terms of Use - Conditions d'utilisation

You MUST click here before clicking the Accept button.

Please click Accept to confirm that you have read and understood the terms of use.

Decline Accept



Microsoft Authenticator

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

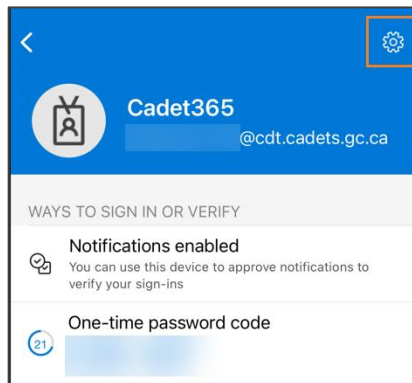
[Additional details](#)



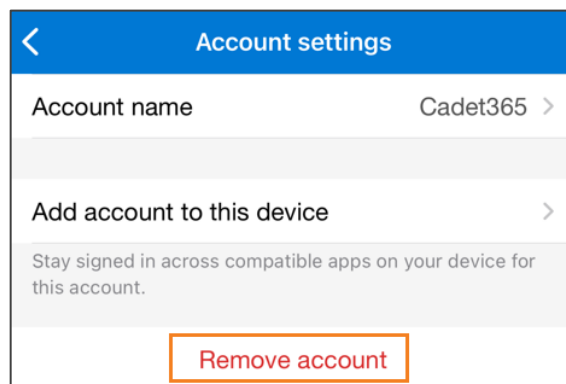
HELP!! SYSTEM TIMEOUT or ERROR

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**.