

Authentication

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Adding a Mobile Phone as a Sign-In Method for 2FA

As all staff are required to have **Two-Factor Authentication (2FA)** set up on their `@education` accounts to access Compass and other services, IT strongly recommends **adding your mobile phone number** as an additional sign-in method alongside Microsoft Authenticator.

Why This is Important

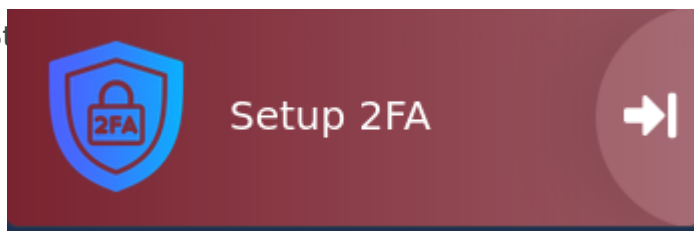
- If you get a new phone, IT will **not need to log a ticket with DE** to reset your 2FA.
 - Linking a mobile number allows you to **reset your password easily** using a verification code, without relying on security questions.
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Step-by-Step Guide

Step 1: Access Security Info

1. From the Security page, click on **Microsoft Account Security**

Info page.



2. Sign in with your Education credentials.





“ **Tip:** Once signed in, you will see your existing security methods listed.

Step 2: Check Existing Methods

- If both **Phone** and **Microsoft Authenticator** appear, you're all set.

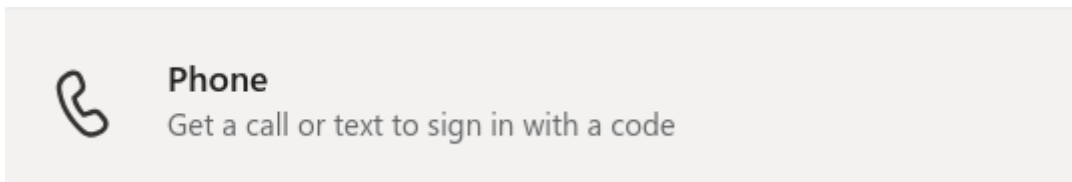
- If not, continue to Step 3.

+ Add sign-in method

 Phone		Change	Delete
 Password	Last updated: 3 months ago	Change	
 Authenticator app Time-based one-time password (TOTP)			Delete
 Microsoft Authenticator Push multi-factor authentication (MFA)			Delete

Step 3: Add Phone as a Sign-In Method

1. Click **Add Sign-in method.** 
2. Select **Phone.**



3. Enter your mobile number and set it to receive verification codes via SMS.

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?

Country code

Australia (+61)



Phone number

0424568222



Choose how to verify

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](#).

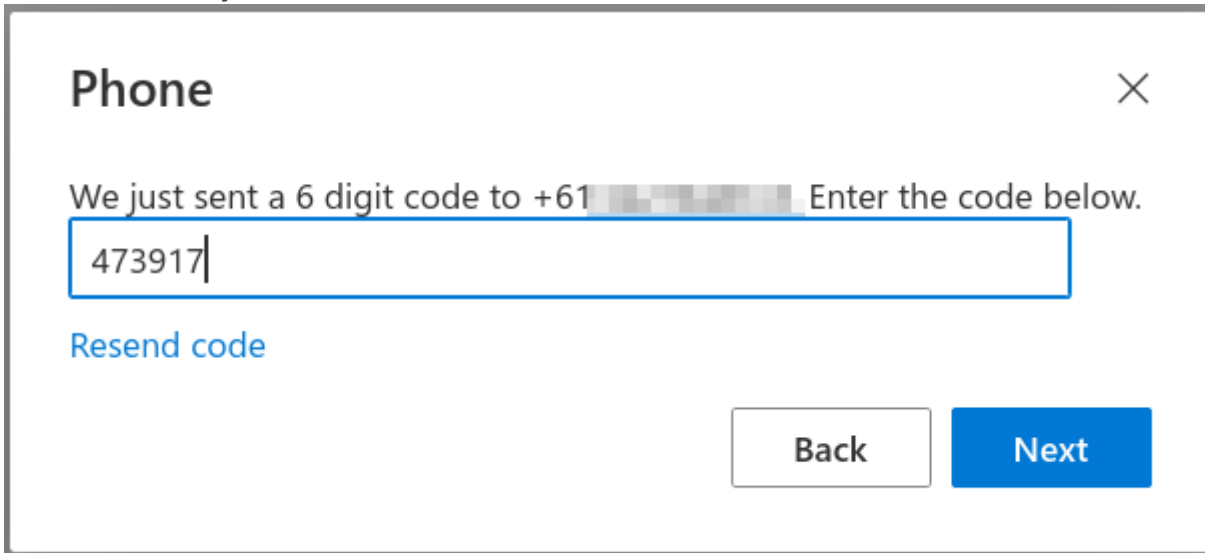
Cancel

Next

4. Click **Next**.

Step 4: Verify Your Phone

1. Enter the code you received via SMS.



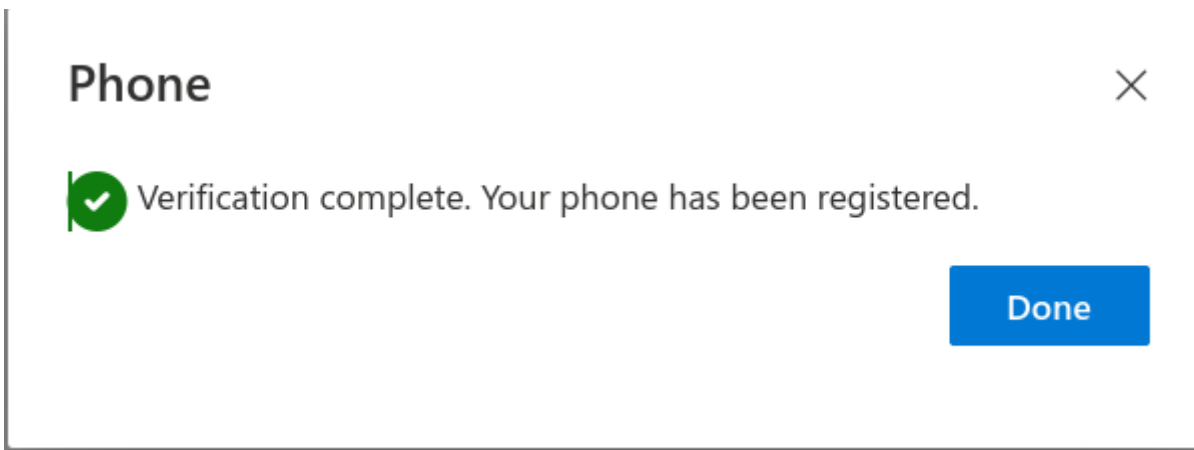
Phone ×

We just sent a 6 digit code to +61 [redacted] Enter the code below.

[Resend code](#)

Back **Next**

2. Click **Next** to continue.
3. Click **Done** to finish setup.



Phone ×

✔ Verification complete. Your phone has been registered.

Done

Important Notes

- If you **get a new phone or new phone number**, update your Microsoft Account security methods immediately.
- For a **new phone**, you will need to **remove and re-add the Microsoft Authenticator app**, as data does not transfer automatically.
- For a **new phone number**, update your security settings to continue receiving SMS codes without interruption.

“ Following these steps ensures you always have reliable access to your account and can reset your password without delays.

Guest Wi-Fi Access – Warragul Regional College

To use the **guest Wi-Fi network** at Warragul Regional College, you need either a **daily registration code** or login credentials.

To obtain a code or credentials, please contact the **WRC School IT Department**.

“ **Note:** If you will be at WRC for **more than 2 days**, please see the IT department to have an account set up. This will allow you to **connect without registering a new account each day**.

Connecting with Credentials (Username & Password)

1. Connect to the **eduSTAR_Guest** network.
 - No password is required initially.
2. Once connected, you will be **redirected to a login or registration page**.
3. Enter the credentials provided to you and click **Login**.
4. You should now have internet access.
5. **Tip:** Save your username and password – you can use them to reconnect later without needing a new registration.

Connecting with a Daily Code

1. Connect to the **eduSTAR_Guest** network.
 - No password is required initially.
 2. You will be **redirected to a login or registration page**.
 3. **Complete the registration form** to create a temporary account for the day.
 - Once registered, you will be **emailed a username and password**.
 4. Enter the provided credentials and click **Login**.
 5. You should now have internet access.
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Important:

- Daily accounts are valid for **one day only**.
- If you register again on a different day, you must use a **different username**.

Additional Resources

- A DE-provided **Self-Register Guide** can be found [here](#).
- For more information and user guides, please click [here](#).

Known Errors / Issues

Error: End time is before current date/time

- This indicates a **problem with your browser cache**.
- [Clear your cache and attempt registration again](#).
- If the issue persists, contact the IT department for assistance.

Set up the Microsoft Authenticator app

[Set up the Microsoft Authenticator app as your verification method - Microsoft Support](#)

[Microsoft Authenticator - Apps on Google Play](#)

[Microsoft Authenticator on the App Store \(apple.com\)](#)