



# New Users – How do I sign up and login to AAMP?

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## Before you start

- 1.1 This user guide shows you how to sign up, install a multi-factor authentication (MFA) application (app) on your phone, setup an AAMP MFA account on your phone and login to AAMP.
- 1.2 To use AAMP, you will need to:
  - 1.2.1 Be listed as a contact person (including as a manager) for an Approved Arrangement (AA). If you receive emails from us about AAMP, you are already listed as a contact person for an AA.
  - 1.2.2 Sign up using a web link we will email to you. You will need to sign up using the email address that you received the web link at. This is the email address associated with your AA.
  - 1.2.3 Install the latest version of an MFA app on your phone. There are many different MFA apps available for Android and iOS. These include Microsoft Authenticator and Google Authenticator. Many people will already have one of these installed on their phone for use with things like internet banking.
  - 1.2.4 Use AAMP with these compatible devices:
    - Mobile – with Android & iOS compatible web browsers, and
    - Desktop – with Windows & Mac compatible web browsers.
- 1.3 After you sign up and login to AAMP the first time, you will be able to add, update and remove contact persons (including managers) for each of your AAs using AAMP. Please note changes to class 19 AAs can only be made by the AA manager.
- 1.4 People who are listed as contact persons for your AA will be able to sign up, login and use AAMP and access the details of that AA. They will need to sign up using the same email address associated with that AA. This will be the email address you have received emails about AAMP on.
- 1.5 Please note the following MFA screenshots use the Microsoft Authenticator app as an example and are indicative only. For other MFA apps, such as Google Authenticator, they will look different.



## Sign up to AAMP

1.6 Please read the **before you start** section and complete any required actions first. Once you have clicked on the AAMP link, you can sign up and login by using the following steps:

1.7 From the **'Sign in with your local account'** page, click the **'Sign up'** link from bottom of the page (as shown in figure 1).

Figure 1: Screenshot of the 'Sign in with your local account' page, including a link to sign up

1.8 From the **'Sign up'** page, enter your email address and click the **'Send verification code'** button (as shown in figure 2).

**Note:** You will need to sign up using the email address that you received emails from the department about AAMP. This is the email address associated with your AA.

Figure 2: Screenshot of the 'Sign up' page, which includes a box for email address and a button for receiving a verification code



1.9 From the **'Verify the code'** page, enter the 6-digit verification code you received in the email from AAMP and click the **'Submit'** button (as shown in figure 3).

Figure 3: Screenshot of the 'Verify the code' page, including a box for the emailed verification code

1.10 From the **'Create an account'** page, enter your password, confirm your password, last name and first name, and click the **'Create account'** button (as shown in figure 4).

**Note:** Your password must meet the requirements below and your **'New password'** and **'Confirm your password'** values must match.

**Note:** The password requires 8 to 32 characters, containing 3 out of 4 of the following:

- lowercase characters
- uppercase characters
- digits (0to 9), and
- one or more of the following symbols:  
 @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .

Figure 4: Screenshot of the 'Create an account' page, including boxes for names and passwords



1.11 You will then see a prompt to set up MFA (as shown in figure 5).

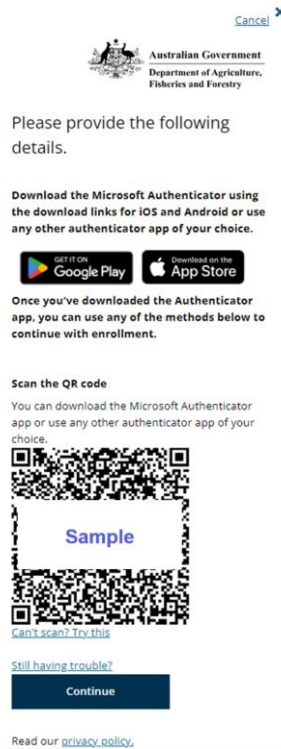


Figure 5: Screenshot of the MFA QR code page in AAMP

## Install MFA app on your phone (optional if already done)

1.12 If you have not installed the latest version of an MFA app on your phone yet, then you will be able to do so by using the following steps:

1.13 From your phone (e.g. Android device), search for the name of the MFA app in the app store (e.g. Play Store). Select the name of the MFA app from the search results (as shown in figure 6).

**Note:** If you have an iOS device the app store will be 'App Store'.

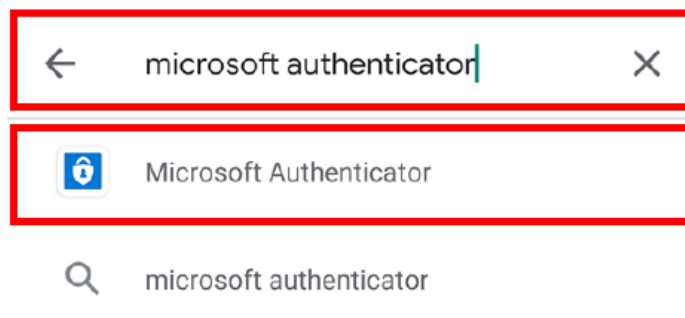


Figure 6: Screenshot of app store search results on phone (e.g. Android device)



1.14 From the MFA app screen on your phone, select the **'Install'** button (as shown in figure 7).

Note: If you have an iOS device, from the **'App Store'**, go to the search bar and enter the name of an MFA app, and select the **'Get'** button to install the app.

Note: If you have an iOS device, you may also be asked to enter your Apple ID password.



## Microsoft Authenticator

Microsoft Corporation

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Figure 7: Screenshot of an MFA app install screen on phone (e.g. Android device)

1.15 Once the MFA app has installed on your phone, select **'Open'** to start the MFA app (as shown in figure 8).



## Microsoft Authenticator

Microsoft Corporation



Figure 8: Screenshot of an MFA app open screen in app store on phone



- 1.16 You will see the MFA app icon now shows on your phone (as shown in figure 9).



Figure 9: Screenshot of an MFA app icon displayed on the phone screen

## Set up AAMP MFA account on your phone and login to AAMP

- 1.17 Once you have installed the latest version of an MFA app on your phone, you will be able to set up an AAMP MFA account on your phone and login to AAMP by using the following steps:



1.18 You will see the prompt to set up MFA again (as shown in figure 10).

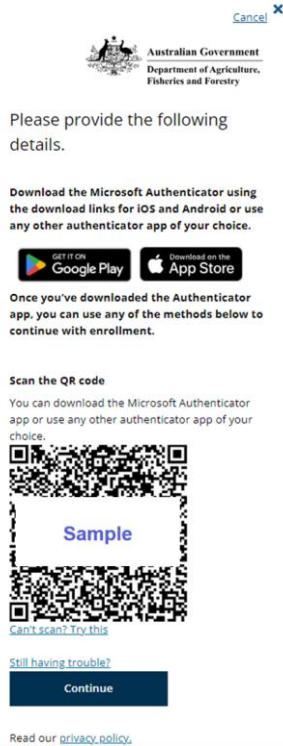


Figure 10: Screenshot of the MFA QR code page in AAMP

1.19 From your MFA app on your phone, select the + button (as shown in figure 11) to add a new MFA account.



Figure 11: Screenshot of an MFA app banner on a phone

1.20 From the 'Add account' screen, select 'Work or school account' option (as shown in figure 12).

**Note:** This step is only applicable for the Microsoft Authenticator app.

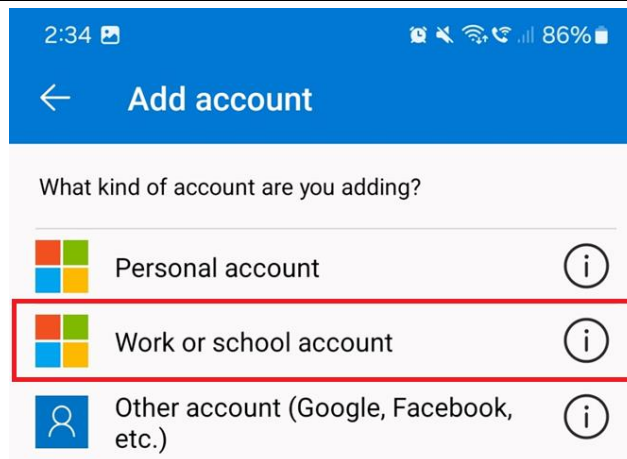
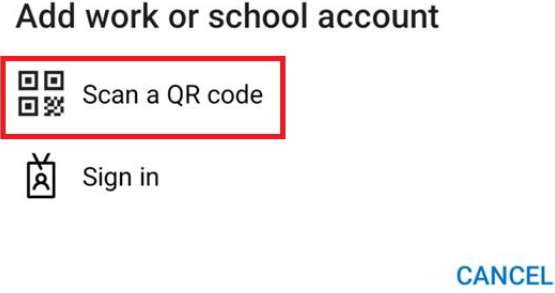
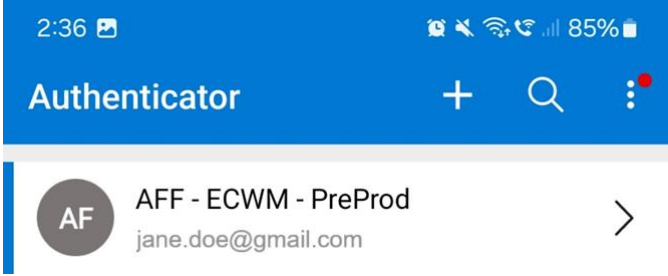


Figure 12: Screenshot of the Microsoft MFA 'Add account' screen on a phone





<p>1.21 From the <b>'Add work or school account'</b> screen, select <b>'Scan a QR code'</b> option (as shown in figure 13).</p>	 <p>Figure 13: Screenshot of an MFA 'Add work or school account' screen on a phone</p>
<p>1.22 Using your phone, scan the QR code on the AAMP web page.</p>	<p>No figure</p>
<p>1.23 The <b>'Authenticator'</b> screen will show your new AAMP account added on your phone (as shown in figure 14).</p>	 <p>Figure 14: Screenshot of an MFA 'Authenticator' screen on a phone</p>





1.24 From the AAMP web page, click the **'Continue'** button (as shown in figure 15).

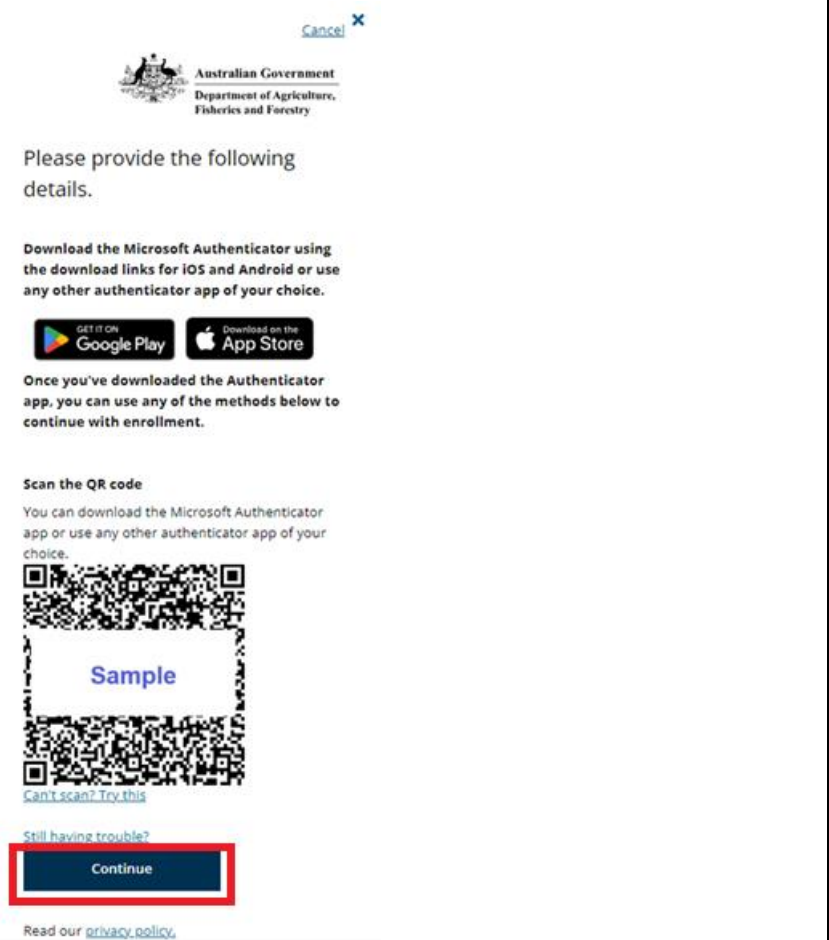


Figure 15: Screenshot of the MFA QR code page in AAMP

1.25 Enter the AAMP code from the MFA app on your phone and click the **'Verify'** button (as shown in figure 16).

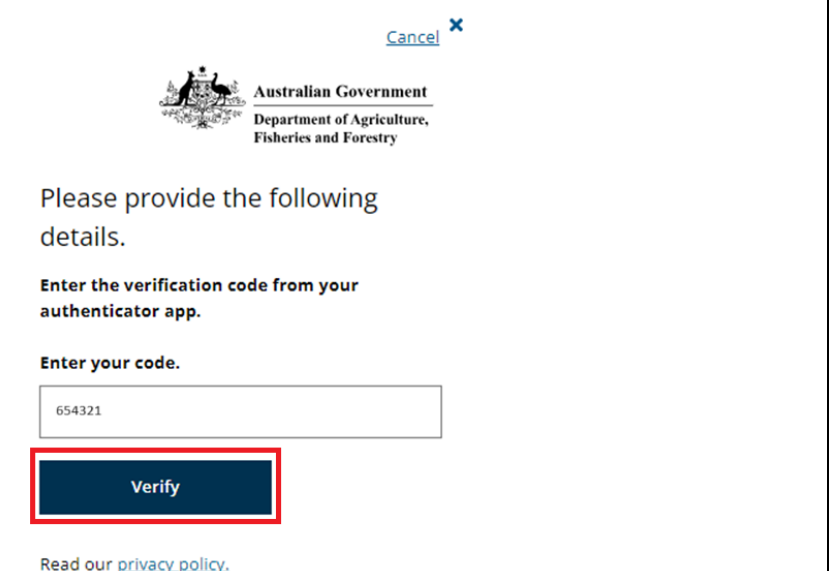


Figure 16: Screenshot of the MFA app verification codepage in AAMP



1.26 You will now see the AAMP home page (as shown in figure 17).

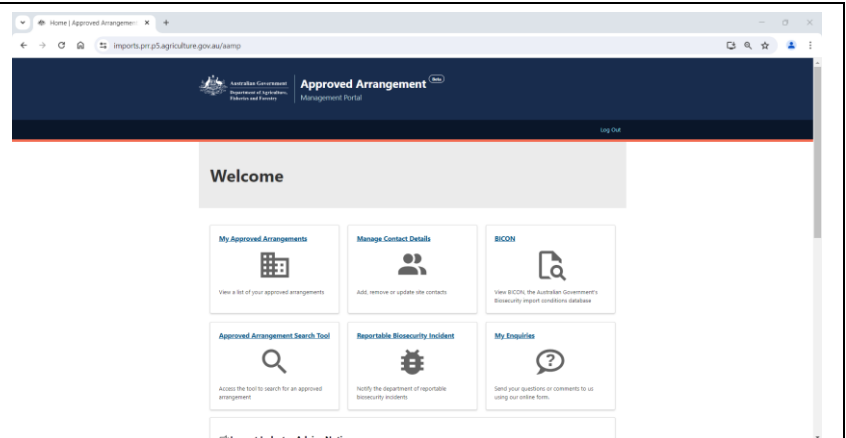


Figure 17: Screenshot of the AAMP home page

## Further information

1.27 If you require further information or support, please email AA Canberra ([aa.canberra@aff.gov.au](mailto:aa.canberra@aff.gov.au)) with your enquiry and approved arrangement details. Please include 'AAMP' in the subject field of your email.

### Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment, and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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