



GovTEAMS Registration

Before you start - make sure you have access to your **work email** and your **mobile device**.

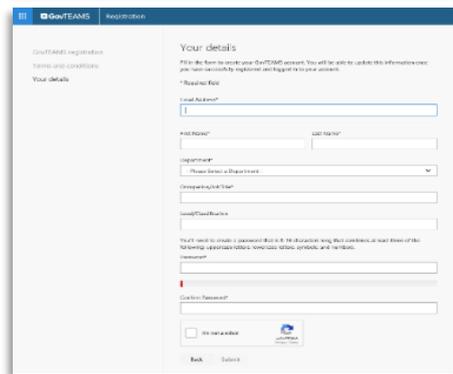
You'll need these to verify your details for registration. Registration takes about 5 -10 minutes and **MUST** be completed in on go (don't abandon it midway through or you won't be able to access the system).

3-step registration process

[Click here - Register for GovTEAMS video](#)

1) Set-up your account

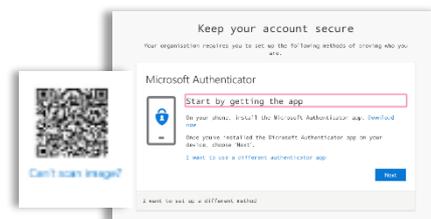
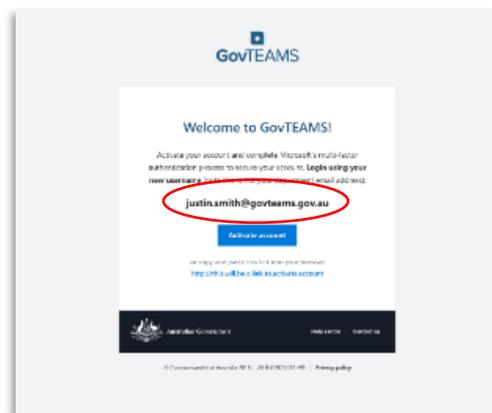
- To start the process open a **Chrome or Microsoft Edge browser** on a computer or laptop and type www.govteams.gov.au/register
- Scroll down the screen and **enter your work email address** (ending in **@aph.gov.au**), click **check eligibility** and click **continue registration**
- Read and accept the terms and conditions.** Enter your details in the form and complete your account set-up:
 - Make sure you read all the terms and conditions as they are important and you can't press next until you've **scrolled to the bottom**.
 - Once you've completed the form tick the box, **I'm not a robot**, before submitting it



2) Activate your account

You'll be sent an activation email. Keep an eye on your work email inbox (check your junk and spam folders, just in case).

- Click **activate account** in your email or copy and paste the link into your web browser.
- Choose an option:
 - Sign in** – first time creating an account
 - Multiple accounts** – you have multiple accounts
- Sign in using your new username – **firstname.surname@govteams.gov.au** and enter the password you used to create your account [Forgot password - Contact the Service Desk](#).
- A **more information required** screen shows, click **next**
- Click **next** to set-up the Microsoft Authenticator (you need your mobile)

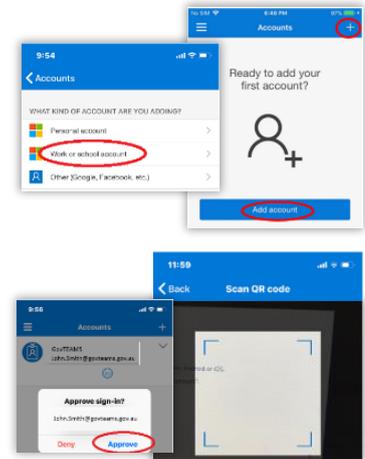


3) Complete two-factor authentication (secure your account)

You'll need a phone or the Microsoft Authenticator app on your device. You will be asked to download the Microsoft Authenticator app. If you don't want to download the app click **I want to use a different method**.

Mobile App

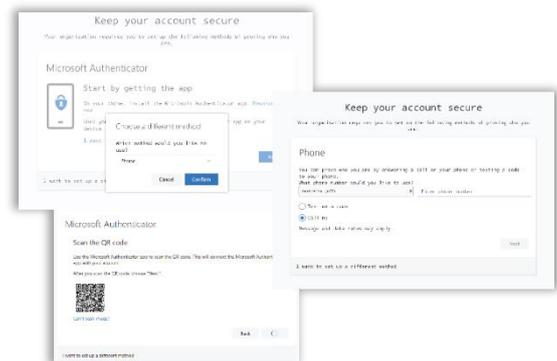
9. Install the **Microsoft Authentication** app  for Android or iOS from the app store
10. Open the app and click the **+ (plus) icon** and select **work or school account** (make sure you allow the app to send notifications and access your camera)
11. Use the app to **scan the QR code** on your laptop or computer screen (this will connect the app to your GovTEAMS account). Once you've scanned the QR code, click **next**
12. Approve the notification and click **next** on your laptop or computer screen



Authentication Phone

To use this verification method, you must have access to a mobile phone that can receive messages.

1. **Select your country or region** e.g. Australia (+61) and enter your phone number.
2. Select the method:
 - **Send me a code by text message**
 - **Call me** - An automated service will call you and ask you to press the hash (#) key.
3. Click **next** and enter the code supplied
4. Click **verify** and click **done**

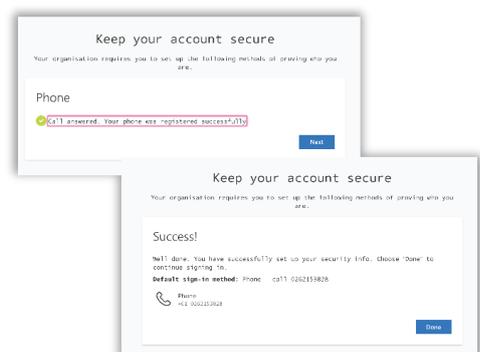


Verify your account

To make sure you can reset your password, Microsoft needs to get you to complete the two-factor authentication process you just set up.

You will then be taken to the security information screen where you can set an additional authentication method. We recommend you do this in case you lose access to the phone you used to set up the preferred authentication method:

1. Click **add method**.
2. Select your preferred alternative option.
3. Complete the required details and click **next**.
4. Using the alternative option you selected complete the verification.
5. Click **done**.



Need help? Email MOPs.GovTEAMS@finance.gov.au