Accessing Cadet365 – For the First Time

You will receive your username and password (credentials) from the following email address. <u>adminstration@chadburn.org</u>. Prior to having access to the resources (including email), you need to activate your Cadet365 account following the onboarding instructions. It is highly recommended you use a computer and Smartphone to complete these steps when possible. If you require an alternate method, there are alternate instructions available below.

Watch the video below before you start the on-boarding process.

https://youtu.be/mgfHzm0sA5s

If you don't have a personal computer and/or smartphone, there are alternate instructions on the link below.

https://www.canada.ca/en/department-national-defence/services/cadetsjunior-canadian-rangers/cadets/cadet-o365/cadet-onboarding.html

Scroll down the page and look for the following:

Alternate Onboarding Instructions

Additional onboarding guides are available to help you depending on the device you are using:

- Cadet365 onboarding with a Personal Computer and a telephone number for authentication
- Cadet365 onboarding with a Standalone Android Mobile Device
- <u>Cadet365 onboarding with a Standalone iPhone/iPad</u>

Cyber Awareness Course

When you log in to Cadet365, it is mandatory to take the <u>Cyber Awareness Course</u> (user identification and password required).

On-Boarding STEPS - (Personal Computer and Smartphone Combo)

Follow the steps depicted in the picture below.

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J	On your Smartphone, go to your applications store and download the Microsoft Authenticator app. Please note your device must be passcode protected to move forward.
2	On a computer, using Chrome or Edge browser, navigate to office.com
B	Sign into your account. Enter the username and password that you received
Ą	Scroll down and accept the DND-Cadets Terms of Use 55 Follow on screen instructions and click next until you get to a QR code.
6	On your smartphone, open the Microsoft Authenticator app. Click the three dots on the top right, and select add account. Select Work or school account, click Scan a QR code. + Add account Work or School Scan a QR code free free free free free free free fr
7	Scan the QR code on your computer with your smartphone. Close the app on your phone. On your computer press next.

Once you have completed the on-boarding process the Office 365 Menu will be displayed. To access your CADET365 email click on the OUTLOOK icon on the left-hand side menu.

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Accessing your CADET365 E-Mail

Once you have logged into Outlook any new mail will appear within 20-30 seconds. New Mail will have a **RED !**.

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Logging into CADET365

Once you have completed the on-boarding process, CADET365 can be accessed on an ongoing basis by two methods:

 To get to the CADET365 Home Page from a browser simply key in Office.com on the URL, this will prompt you for your email address and password. <u>Please NOTE – it may ask you to Validate the login by using the Microsoft</u> <u>Authenticator APP on your smartphone by asking you to approve the login.</u>



2) By downloading the Outlook mail app on your smartphone, tablet or personal computer. On your PC you will require a subscription to Microsoft 365.

The login is similar to the Microsoft 365 Login page. You will remain logged in unless you change your password or you log out.

<u>Please NOTE – it may ask you to Validate the login by using the Microsoft Authenticator APP on your smartphone</u> by asking you to approve the login.

If you Forget your Password

This only applies if you have completed the on-boarding instructions.

Go to this website <u>https://passwordreset.microsoftonline.com/</u> and complete the steps: You will receive an email with the new password.

We strongly recommend you keep a record of your Cadet365 email address and password for future reference.

ISSUES or QUESTIONS

Send an email to the squadrons email account <u>151rcacs@gmail.com</u> and we will try to help. Please include your Rank, Name and Cadet365 Email Address. Please include the issue and what you have done to date.