

CADET365 Instructions

Accessing Cadet365 – For the First Time

You will receive your username and password (credentials) from the following email address. adminstration@chadburn.org. 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/cadets-junior-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](#)
- [Cadet365 onboarding with a Standalone iPhone/iPad](#)

Cyber Awareness Course

When you log in to Cadet365, it is mandatory to take the [Cyber Awareness Course](#) (user identification and password required).

CADET365 Instructions

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

Follow the steps depicted in the picture below.

CADET365 modern.mobile.efficient. moderne.mobile.efficace.

Onboarding Instructions

- 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.

Available on the **App Store** | GET IT ON **Google Play**


- On a computer, using Chrome or Edge browser, navigate to **office.com**
- Sign into your account.**
Enter the username and password that you received


- Scroll down and **accept the DND-Cadets Terms of Use**

Accept
- Follow on screen instructions and click next until you get to a **QR code.**


- 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**
- Scan the QR code on your computer with your smartphone. Close the app on your phone. On your computer press next.


- Approve sign in on your phone.

Approve

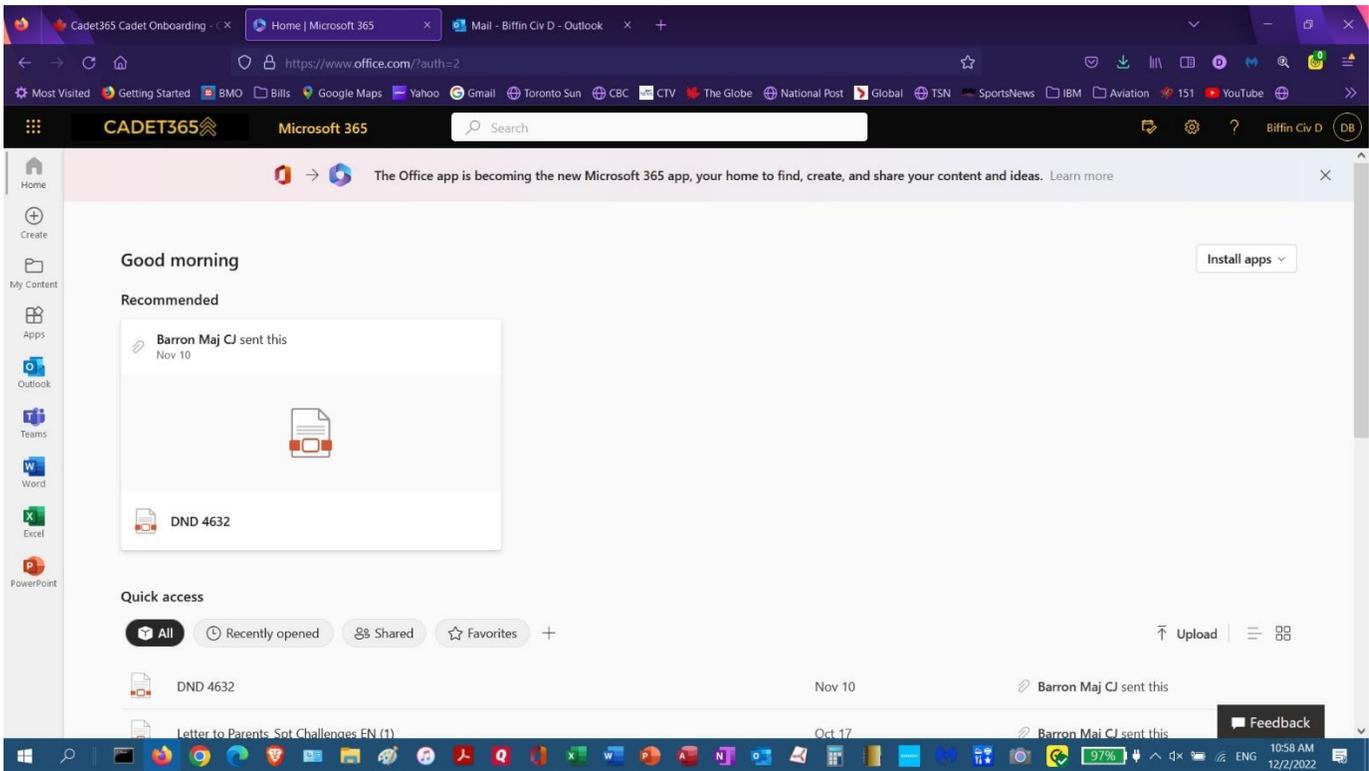
Follow the on screen instructions to add a second authentication method e.g. phone number.

You can now access Cadet365 on your personal devices!

Once you have completed the on-boarding process the Office 365 Menu will be displayed. To access your

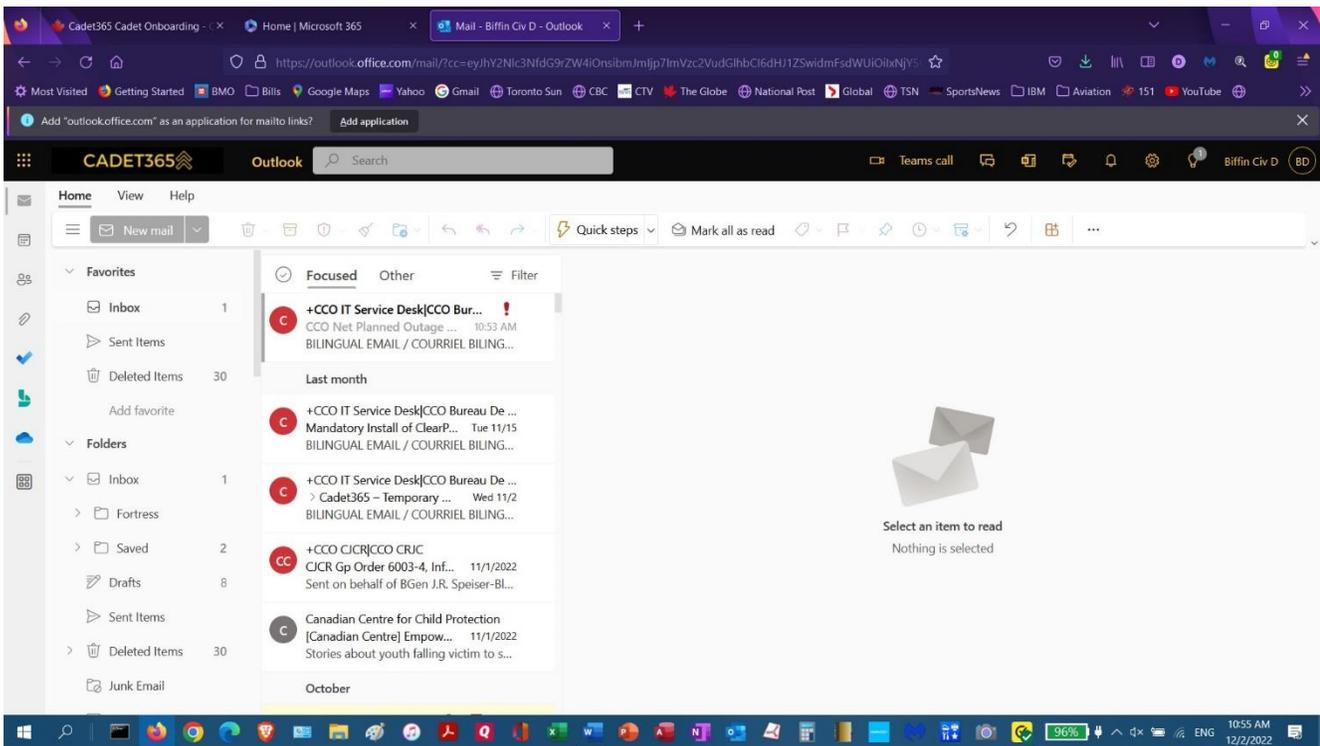
CADET365 email click on the OUTLOOK icon on  the left-hand side menu.

CADET365 Instructions



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 !**.

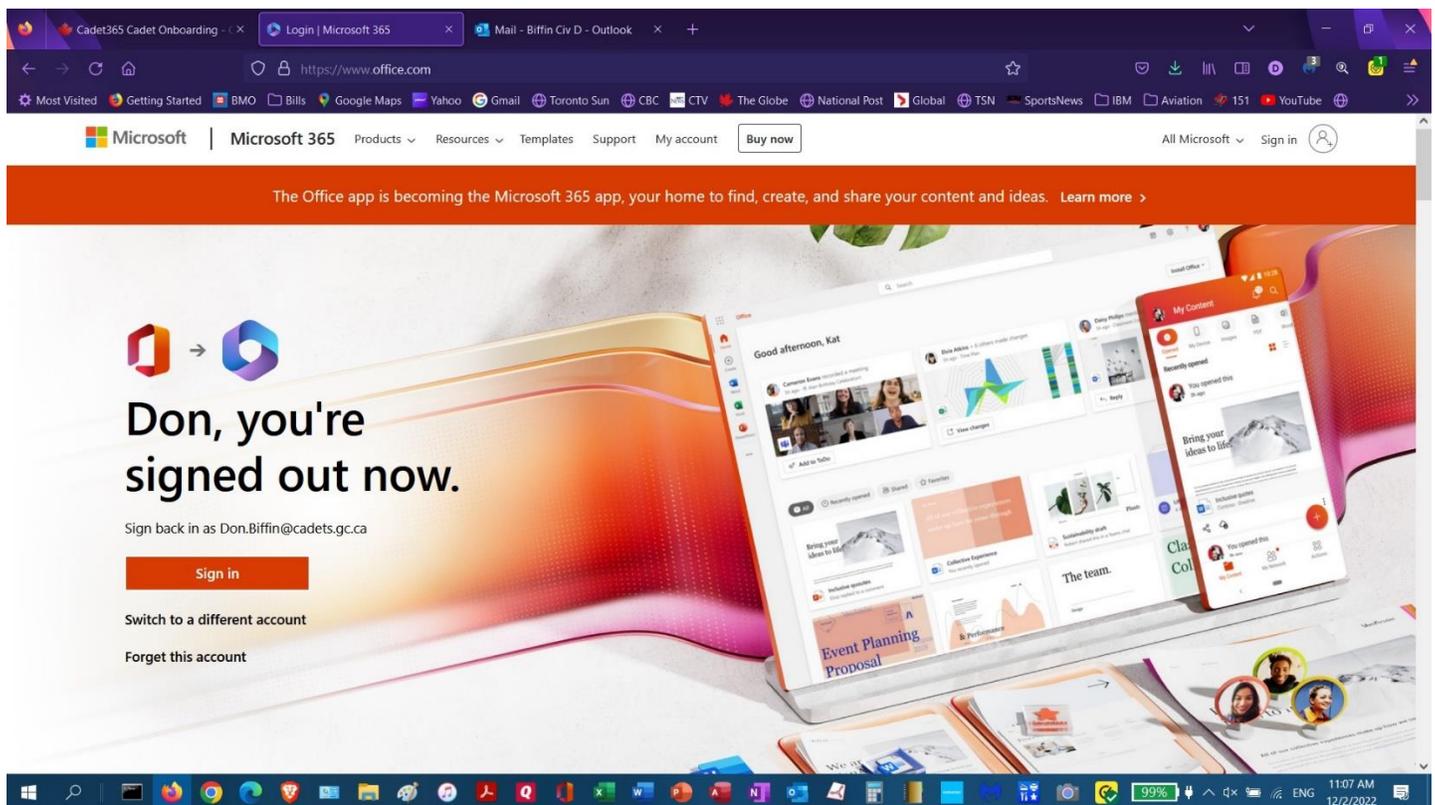


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Logging into CADET365

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

- 1) 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. **Please NOTE – it may ask you to Validate the login by using the Microsoft Authenticator APP on your smartphone by asking you to approve the login.**



- 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.

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

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If you Forget your Password

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

Go to this website <https://passwordreset.microsoftonline.com/> 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 151rcacs@gmail.com 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.