Step 01

On a personal laptop, tablet, device other than your phone -

Open your preferred browser (Chrome, Firefox, Microsoft Edge, etc)
Type portal.office.com in the address bar

Sign-in with your provided TriaFed credentials (Full email and temporary password)
Click sign in

When you see 'More Information Required' on the next screen, click next

On your phone, download the free phone application, Microsoft Authenticator in your app store -

For iPhones open the preinstalled 'App Store' application
For Androids open the preinstalled 'Play Store' application

Search for 'Microsoft Authenticator', a free application with a white background, blue lock, and light blue figure in the middle
Install then open the application

Select the following, in order, on the application
Add account
Add work or school account
Scan QR code
Enable camera permissions if asked.

**If Microsoft Authenticator has already been previously installed/ used, select the following in order on the application
Click the '+' symbol in the top-right hand corner of the application
Add account
Add work or school account
Scan QR code

Step 02

After you install the Microsoft Authenticator app, go back to your personal laptop you started on -

Click next

On the 'Set Up Your Account' page, click next

On the 'Scan the QR code' page, scan the QR code with your phone
This should populate your new TriaFed account in your authenticator application with a 6 digit code and a 30 second countdown

On your personal laptop click next

Step 03

On your phone, your authenticator should push a notification to the application -

Click Approve

Once approved on your app, on your personal laptop click next

Step 04

Enter your phone number in the provided box -

Choose to either have a code texted to you or to receive a phone call
Click next

Enter the provided code on the provided line
Click next once verified

Step 05

On the App password page -

Enter an App password name in the provided box -
Click next

Click Done on the following page, then Done again

Step 06

On the Update your Password page -

Enter the temporary password you were given in the first box then create your own
password using the following requirements:
Minimum 16 charecters line
1 Upper an Lowercase letter
1 Number
1 Special Character
Cannot have any part of your name
Cannot have a sequence of letters/numbers (abcde... or 12345)
Cannot have 3 of the same character in a row (111... or aaa...
Cannot be changed multiple times in 48 hours
Click Sign in

On the next page click 'Don't show this again'
Click Yes

Step 07

Once you have completed these steps you should be taken directly to your home page on portal.office!

If you are stuck and in need of assistance please submit a help desk ticket to HELPDESK@TRIAFED.COM and a technician will reach out.