

One-Time Registration Instructions

Getting started:

For the one-time registration, you will need:

1

The personal mobile device you wish to register (fully charged) – iOS 9.0 or later for iPhones and 6.0 or later for Android.



2

Your auspost login username and password.



3

A computer connected to the auspost IT Network.



Step 1:

Downloading the two apps onto your personal device.

1.1 Open your App store on your personal mobile device.

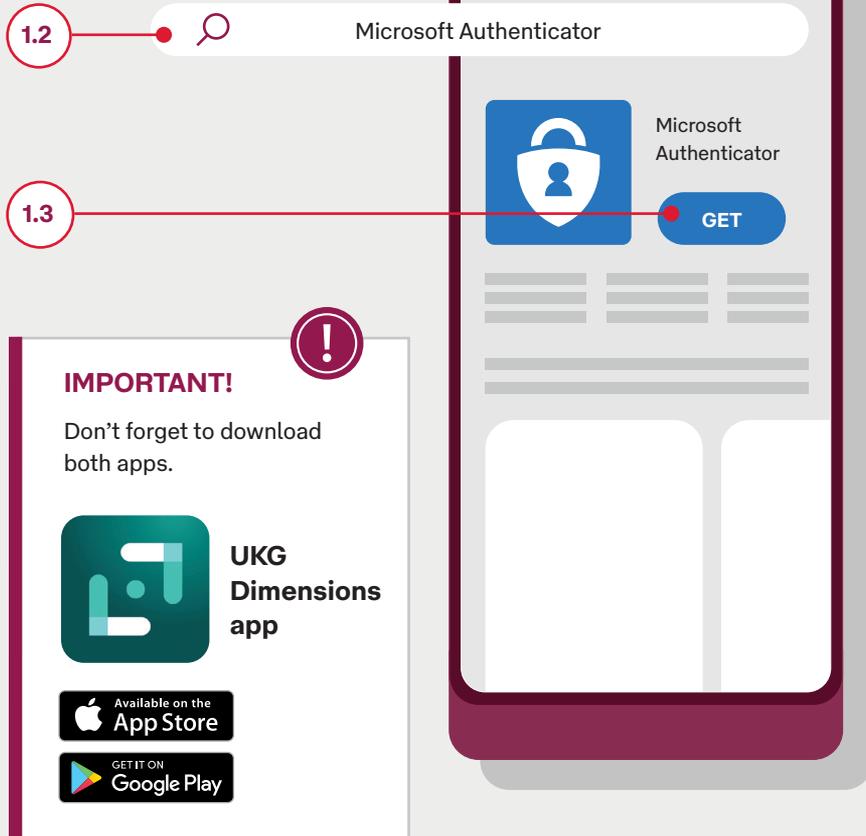
(Apple App Store for iOS devices or Google Play Store for Android devices).

1.2 Type **'Microsoft Authenticator'** into the search bar.

1.3 Click **'get'** (iOS device) or **'install'** (Android) to download the Microsoft Authenticator app.

1.4 Repeat steps 1.2 & 1.3 to download the **'UKG Dimensions'** app.

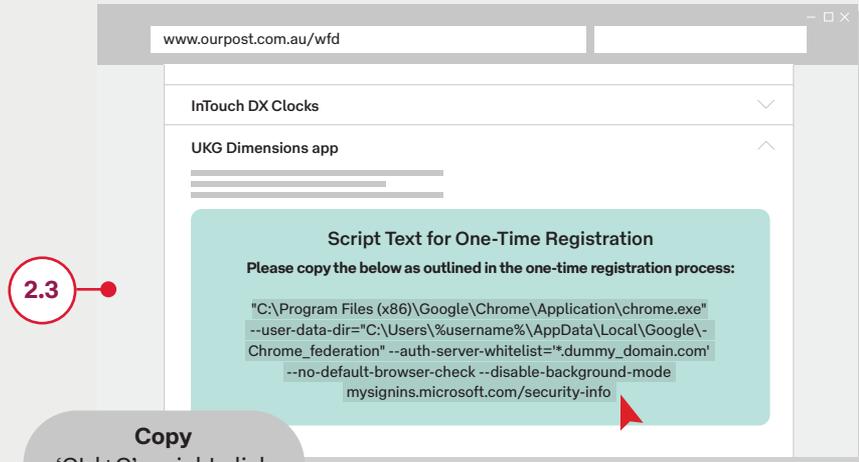
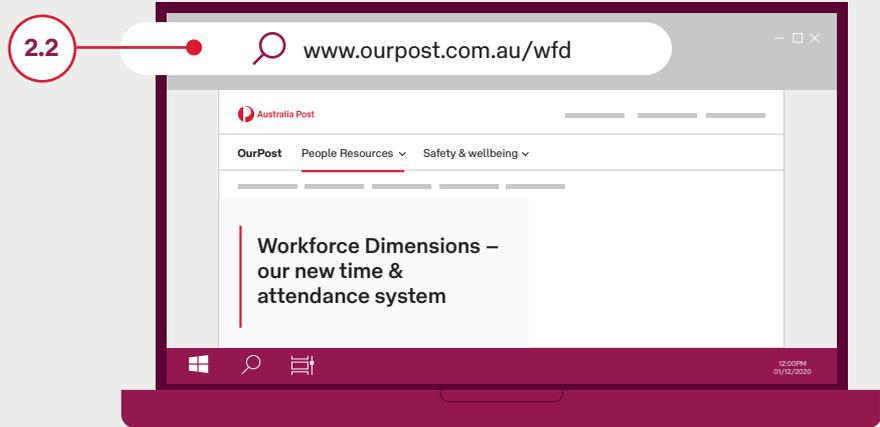
Note: these apps are free.



Step 2:

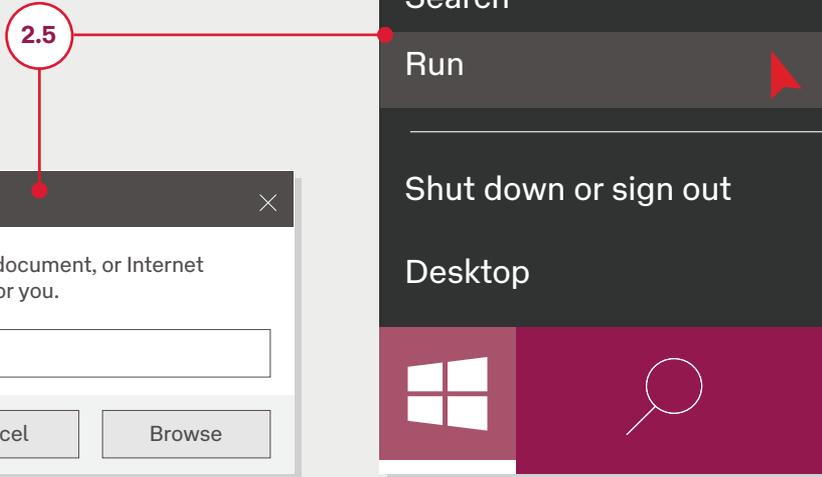
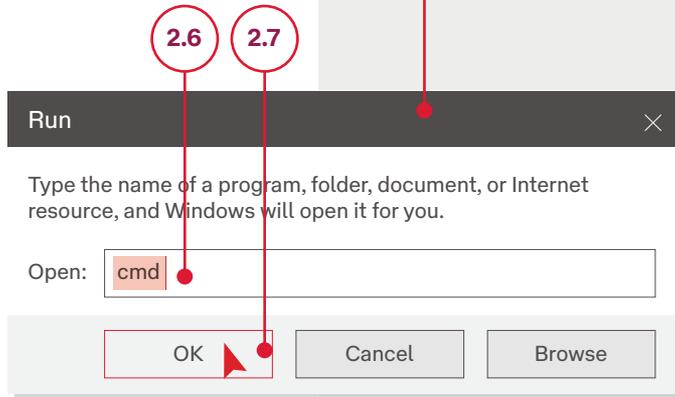
Logging into your auspost account.

- 2.1 Move to the computer.
- 2.2 Open an internet browser and type in **www.ourpost.com.au/wfd**
- 2.3 Highlight and copy the script text under the **'UKG Dimensions App'** heading and then right click and select **'Copy'** or use **'Ctrl+C'**.

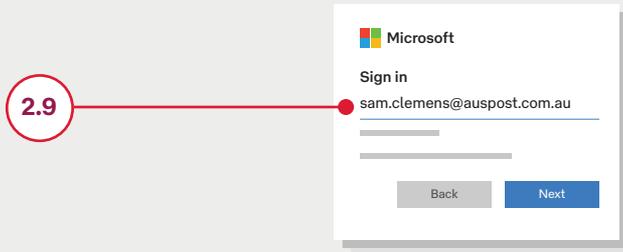
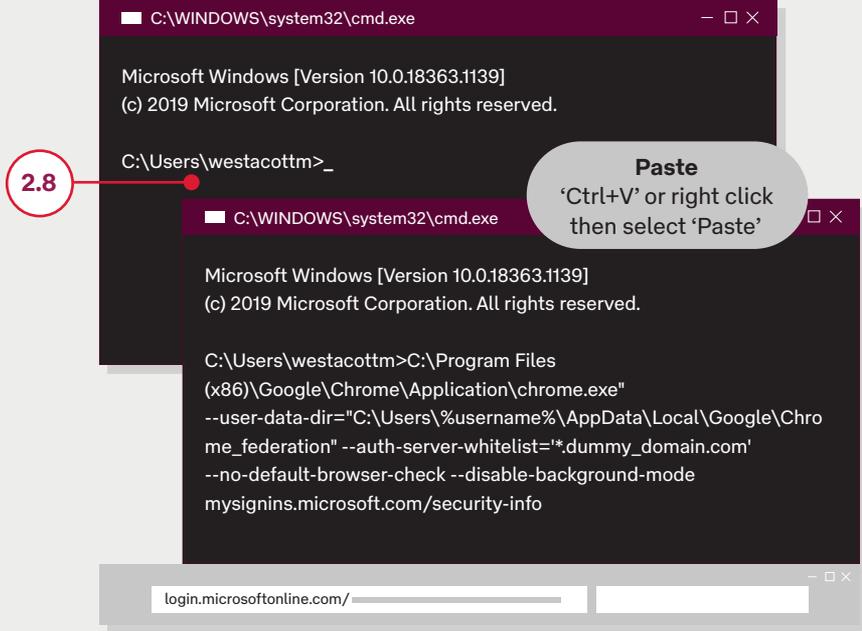


Copy
'Ctrl+C' or right click
then select 'Copy'

- 2.4 Go to the **'Start'** button in the left-hand corner of your screen and right click on it.
- 2.5 Select **'Run'**. Run window will appear.
- 2.6 Type in **'cmd'**.
- 2.7 Press **'Ok'** and a black box will appear.



- 2.8** In the black box, right click and **'paste'** the script text into the black box. Press **'enter'**. A new browser will appear.
- 2.9** Type in your login credentials – **firstname.lastname@auspost.com.au** and then your **password**. A new browser will appear.
- 2.10** Follow the prompts to move to the **'My Sign-Ins'** page.



Step 3:

Registration of your personal device to your auspost account.

- 3.1 Select 'Add method'.
- 3.2 Select 'Authenticator App'.
- 3.3 Select 'Add'.

The image displays two screenshots of the Microsoft Sign-In Security Info page. The top screenshot shows the 'Add method' button circled in red with a callout '3.1'. The bottom screenshot shows a modal dialog titled 'Add a method' with 'Authenticator app' selected in a dropdown menu, circled in red with a callout '3.2', and the 'Add' button circled in red with a callout '3.3'.

mysignins.microsoft.com/security-info

My Sign-Ins ▾

Overview Security info

Security info

Default sign-in method

Organizations + Add method

Devices Phone +61 0412345678 Change Delete

Microsoft Authenticator Delete

Microsoft Authenticator Delete

mysignins.microsoft.com/security-info

My Sign-Ins ▾

Overview Security info

Organizations

Devices

Privacy

Add a method

Which method would you like to add?

Authenticator app

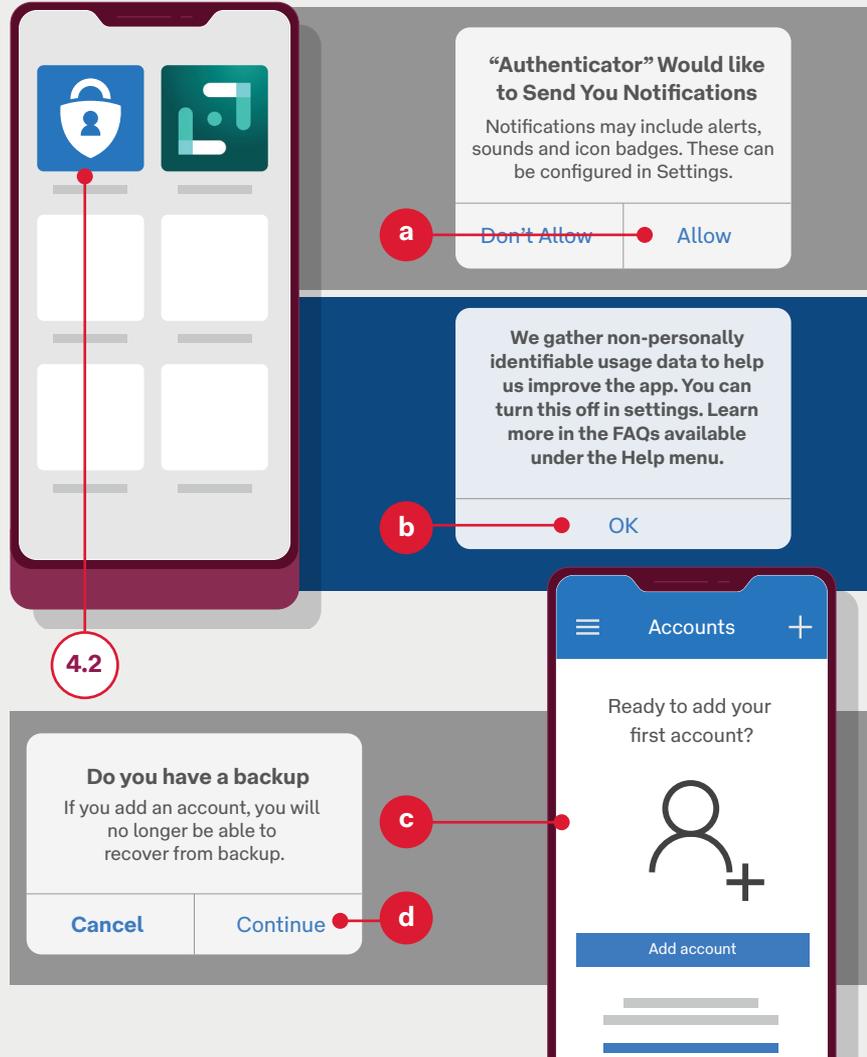
Cancel Add

Microsoft Authenticator

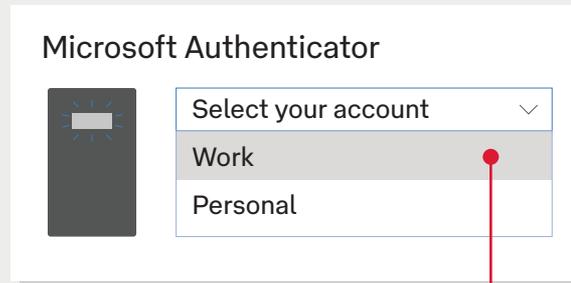
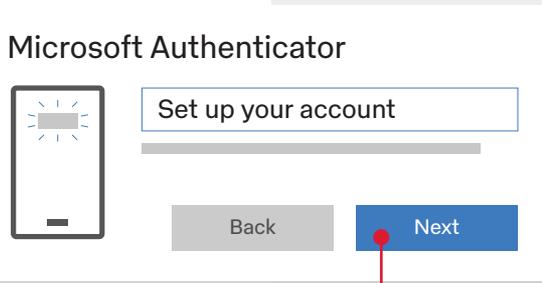
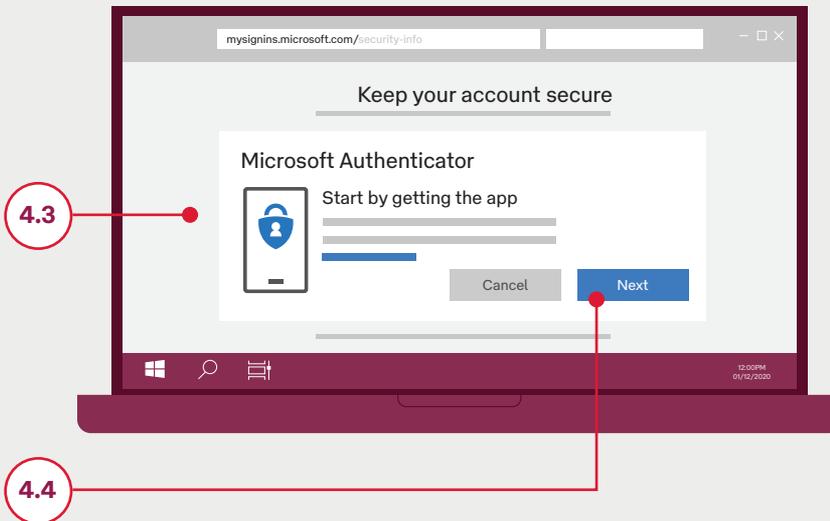
Step 4:

Connecting the Microsoft Authenticator app to your auspost account.

- 4.1 Move back to your personal mobile device.
- 4.2 Open the 'Microsoft Authenticator' app and follow the prompts on screen to link the app to your auspost account by selecting:
 - a. Allow.
 - b. OK.
 - c. Add account.
 - d. Continue.



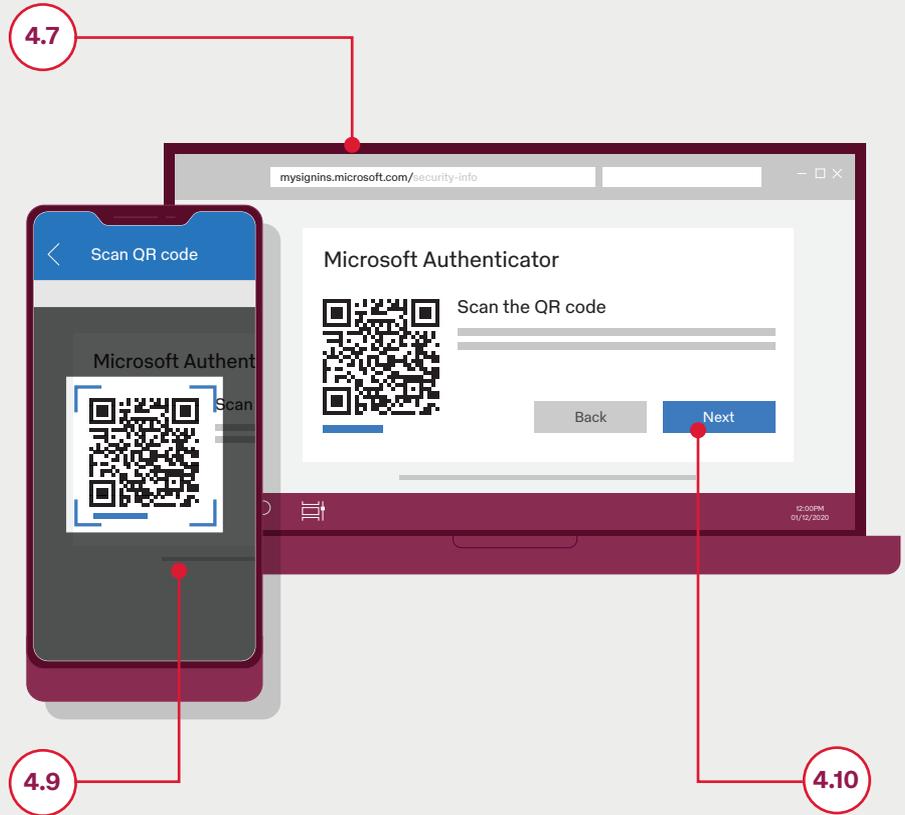
- 4.3 Move back to the computer.
- 4.4 Select **'Next'**.
- 4.5 You should see **'Set up your account'**. Select **'Next'**.
- 4.6 Select **'Work'**.



4.5

4.6

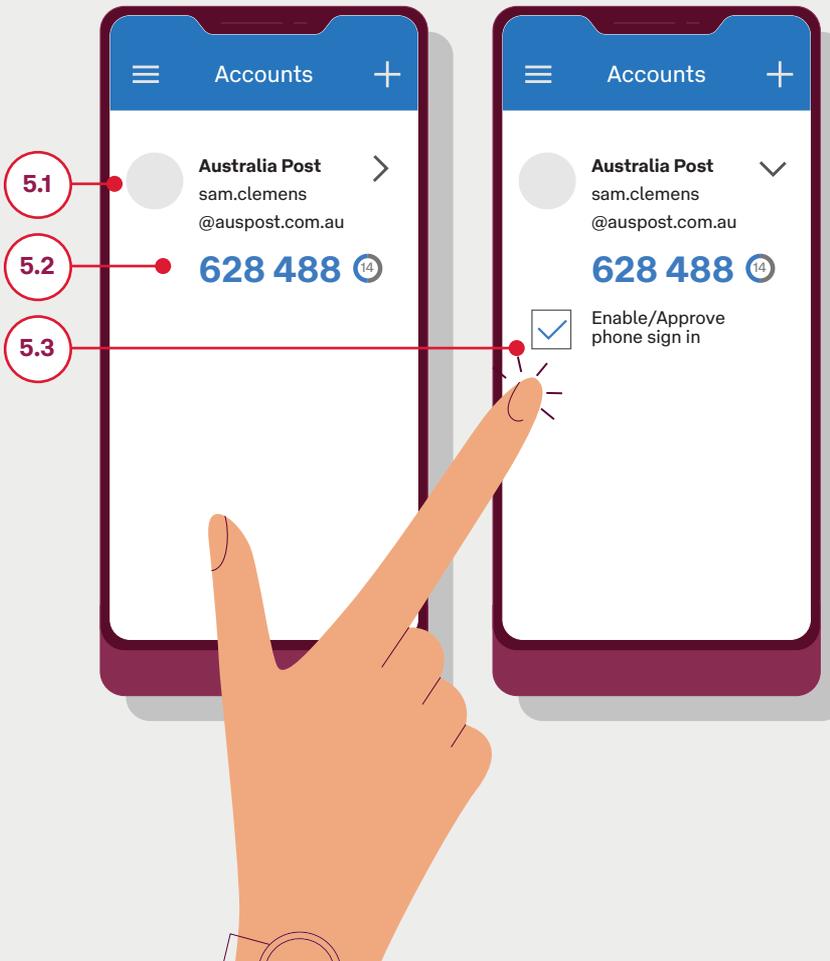
- 4.7** A **‘QR’** code will now be displayed on your screen.
- 4.8** Move back to your personal mobile device with the **‘Microsoft Authenticator’** app open.
- 4.9** Scan the **‘QR code’** on the computer screen.
- 4.10** Move back to the computer. Select:
- a.** **‘Next’**.
 - b.** **‘Done’**.
- 4.11** Follow the prompts to complete the process of connecting your work account to your Microsoft Authenticator app.



Step 5:

Enabling the Microsoft Authenticator app sign-in.

- 5.1 Moving back to your personal mobile device select your account now displayed in the **'Microsoft Authenticator'** app.
- 5.2 You should see your details and a six digit code displayed.
- 5.3 Select **'Enable/Approve phone sign in'** (use the drop down arrow for Android devices).
- 5.4 Follow the prompts to complete the registration process – if you are asked for a password, it is the method that you use to unlock your personal device (i.e. finger or facial scan or a code).



Step 6:

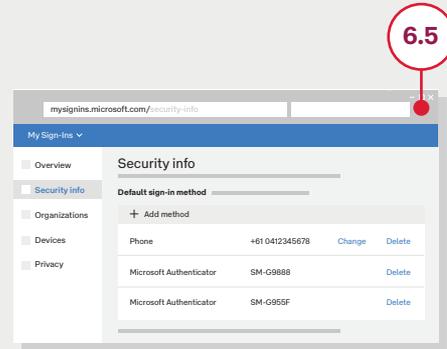
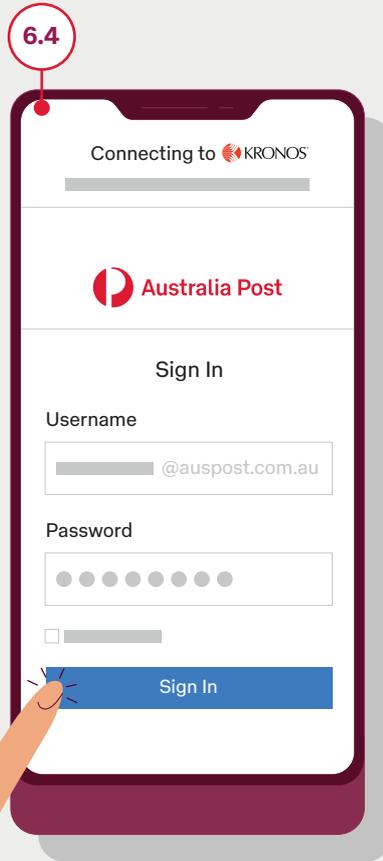
Setting up the UKG Dimensions app

- 6.1 Open the 'UKG Dimensions' app.
- 6.2 Select the 'Scan' icon and using your personal device scan the 'QR Code' on this page.
- 6.3 If you are having trouble scanning the QR code, type in: **<https://australiapost-SSO.prd.mykronos.com>** into the 'Tenant URL' field and press 'OK'.



6.4 Enter in your username and password, then select **'Sign in'** on the home page.

6.5 Remember to close the internet browser on the computer that you used to complete the one-time registration process.



You have now successfully logged into the UKG Dimensions app.

