



# Exercise Network GovTEAMS How to register guide

2021

Exercise Network will be run through GovTEAMS and will use a Microsoft Teams environment, only available by registering an account with GovTEAMS.

All participants are required to complete their registration by **Thursday 27 May 2021** in preparation for the upcoming training sessions.

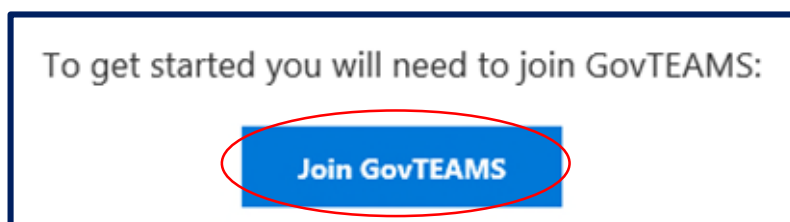
If you require any technical support when registering an account, please contact:

Nicole Dash-Greentree  
National Biosecurity Response Team – Exercise control  
02 6272 4017  
[Nicole.dash-greentree@agriculture.gov.au](mailto:Nicole.dash-greentree@agriculture.gov.au)

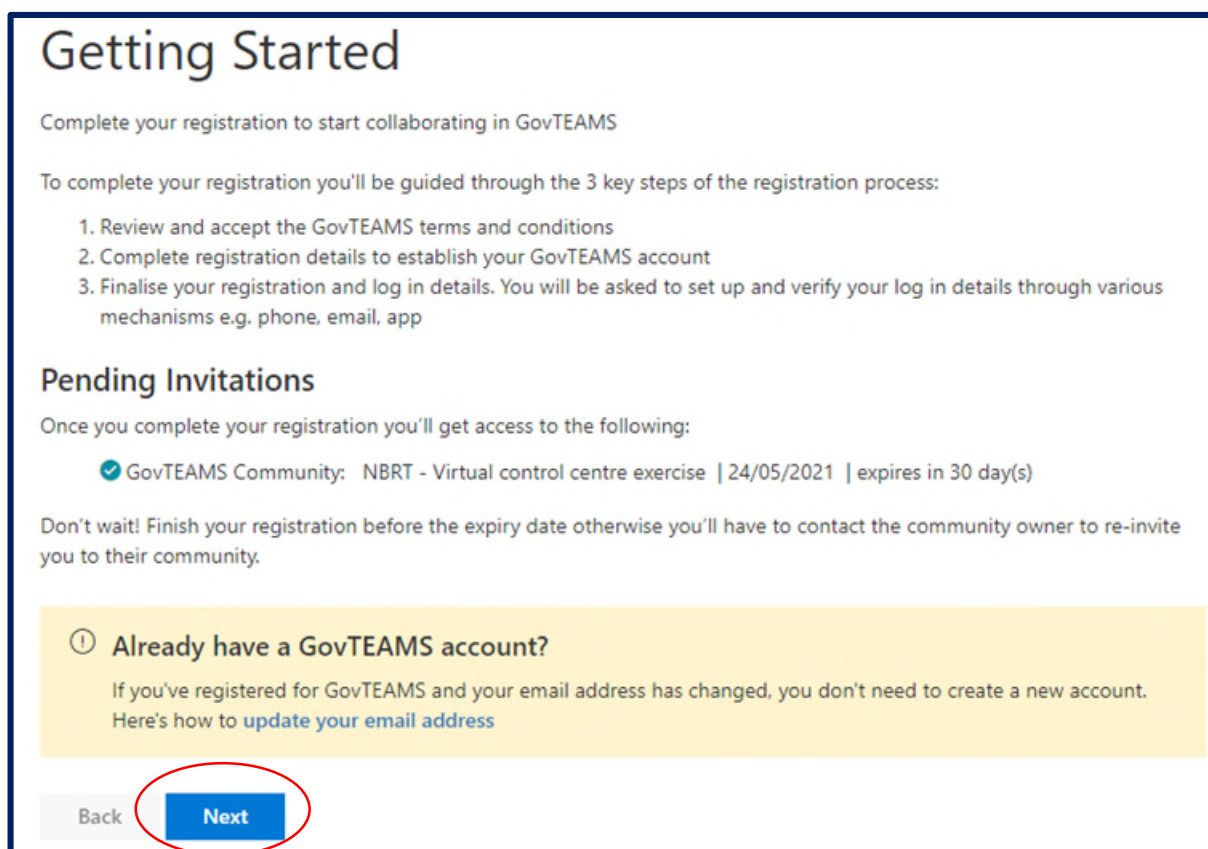
# 1 Registering for GovTeams

## 1.1 Create an account

- a) All participants and facilitators for the virtual control centre exercise have been added as a member to the GovTeams platform. Everyone is required to register an account before accessing the Microsoft team's environment.
- b) You will receive an email invite titled 'You've been invited to use GovTEAMS'. When you open the email click on the option 'Join GovTEAMS' towards the bottom of the email.



- c) A new 'getting started' webpage will open, and you will need to complete five steps to create your account. To proceed select **next**.



- d) Read through the terms and conditions and tick box the 'I accept the GovTEAMS terms and conditions' and select **next**.

**Terms and conditions**

To register and use GovTEAMS you must read and accept the terms and conditions. If you are uncomfortable with these terms and conditions or do not understand them, please [contact us](#)

- **create only one GovTEAMS account and keep it up to date and active.**  
Keep your account information up to date, including by updating your account's email address if you move from one agency to another. If your account is inactive, it may be suspended or closed by Finance; and
- **use your individual work email address when creating your GovTEAMS account.**  
The email address used must not be a group mailbox. All GovTEAMS usage must be traceable to a single user for auditing purposes.

### General

These Terms of Use do not negate any Terms or Conditions that apply to your use of any other government system.

We may revise these Terms of Use from time to time.

Please contact us if you have any questions, problems or feedback regarding the use of GovTEAMS.

accept the GovTEAMS terms and conditions

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- e) In 'your details' fill in your details including first name, last name, employer and occupation/job title section. Please refer to the troubleshooting section below to address common issues experienced with this part of the registration process. Select **review** once your details have been entered.

**Note:** The email address will prepopulate based on the email address the invite was directed to.

**Your details**

Email Address  
allawynn@gmail.com

First Name\*  
Nicole

Last Name\*  
Dash-Greentree

Employer\*  
Department of Agriculture Water and the Environment

Occupation/Job Title\*  
Senior Policy Officer

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### Troubleshooting:

- **Employer details** can not contain any special characters including ampersand (&), dashes (-), commas (,), semi-colon (;), apostrophe (').
  - **Occupation/Job title** can not contain any special characters including ampersand (&), dashes (-), commas (,), semi-colon (;), apostrophe (').
  - **Occupation/Job title** can not contain more than 40 characters long.
- f) Confirm the details you have entered are correct, if you need to make any changes select 'Back' to edit your entries and select next. Once the details are correct, tick 'I acknowledge that these details are correct' and select **create account**.

**Review**

Please check the details you have entered. These details will be used to create your account.

Email Address  
allawynn@gmail.com

First Name\*  
Nicole

Last Name\*  
Dash-Greentree

Occupation/Job Title\*  
Senior Policy Officer

Employer\*  
Department of Agriculture Water and the Environment

I acknowledge that these details are correct.

Back Create Account

- g) You will receive confirmation you have successfully registered your account. Next you will need to complete the authenticator set-up, this should be done straight away. Select **Go!** to start this process.

We've created your GovTEAMS account

Your GovTEAMS username is: **allawynn@gmail.com**

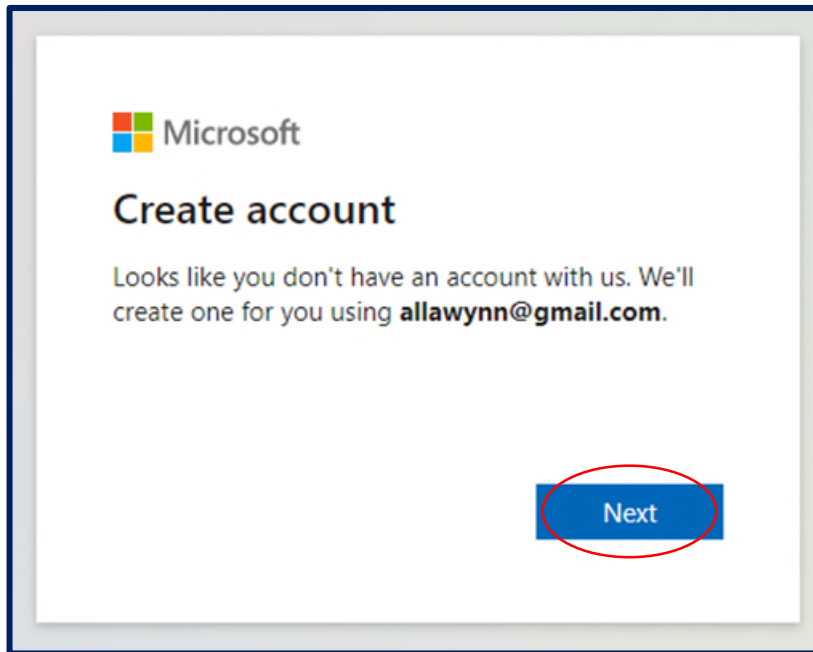
Click **Go!** to log in and access the GovTEAMS dashboard. You will need your email address and the password associated with this email address.

As this is your first time logging in, you will be prompted to set up your multi-factor authentication and password recovery options. You will need access to a phone to complete these processes.

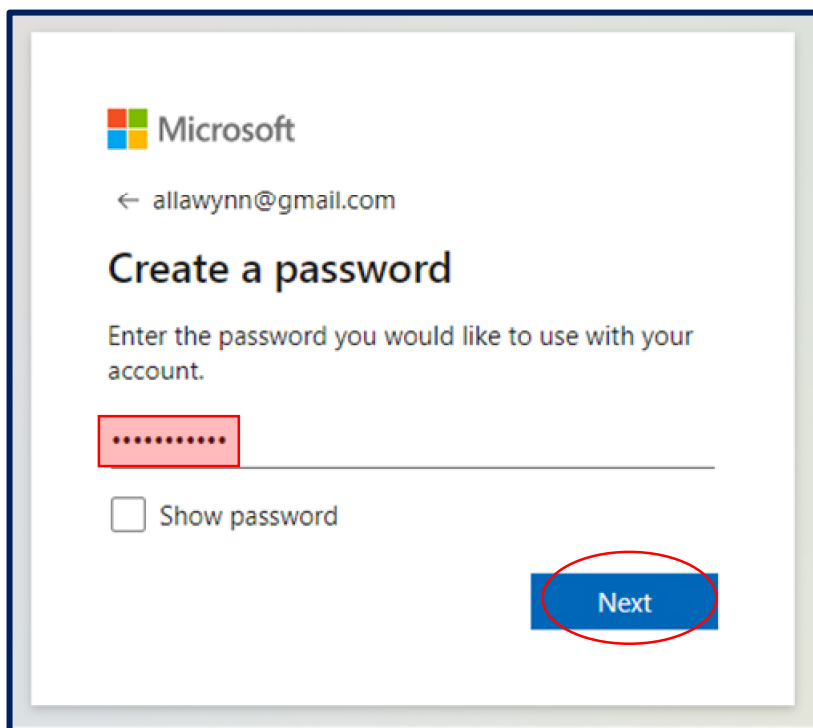
Go! >

## 1.2 Setup multi-authentication

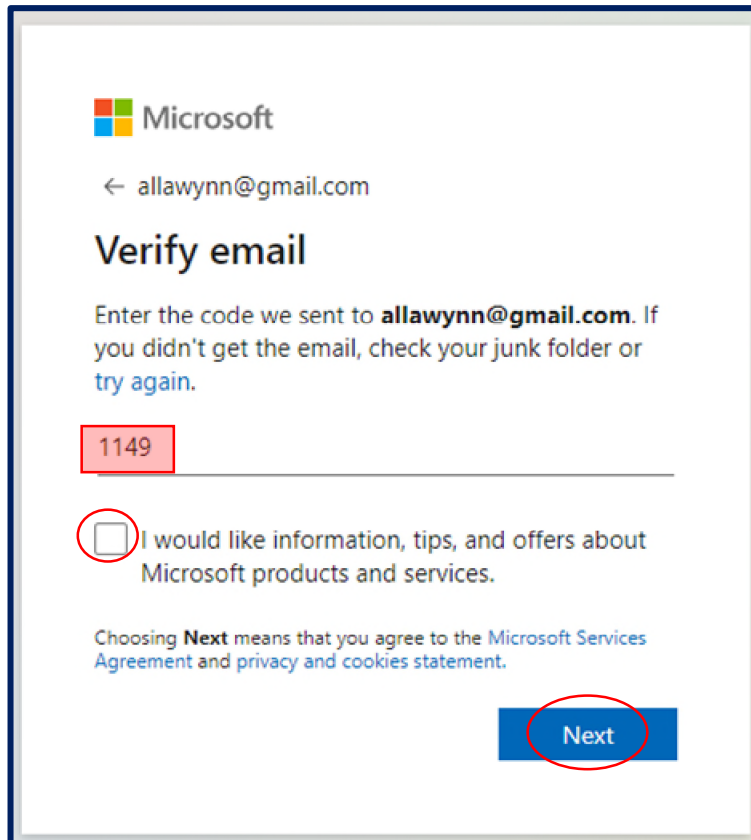
- h) This step is dependent on your jurisdictions account settings and may not be required. If this isn't relevant skip ahead to **step I**. If you receive a 'create account' prompt, select **next** to continue.



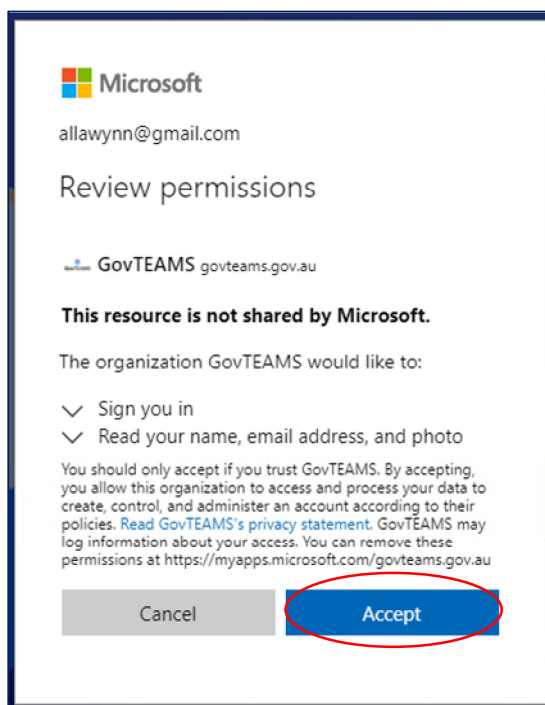
- i) Create a password and select **next**.



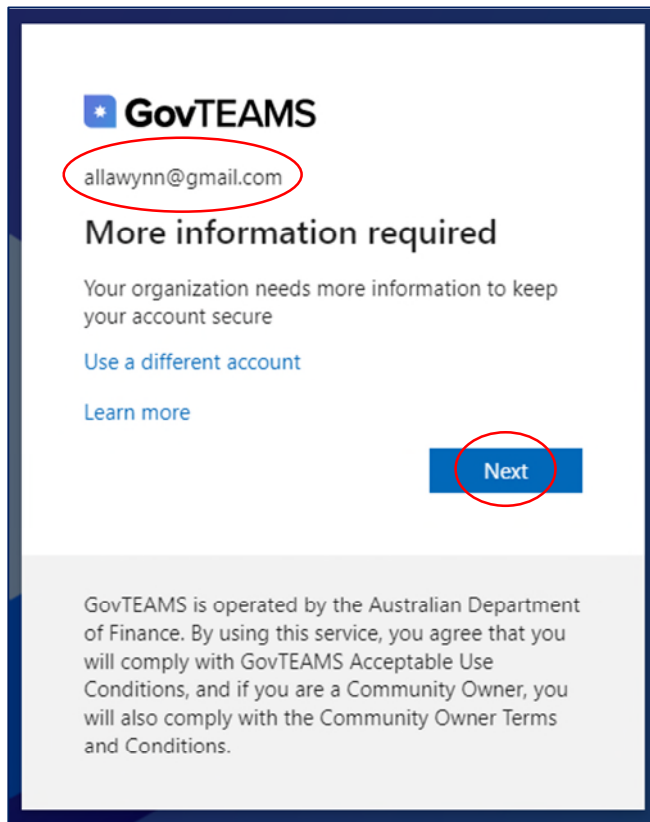
- j) A 4-digit code will be sent to your email address. Enter this information into the website field and select **next** (untick 'I would like information, tips and offers about Microsoft products and services' if you don't want to participate in the offer from Microsoft).



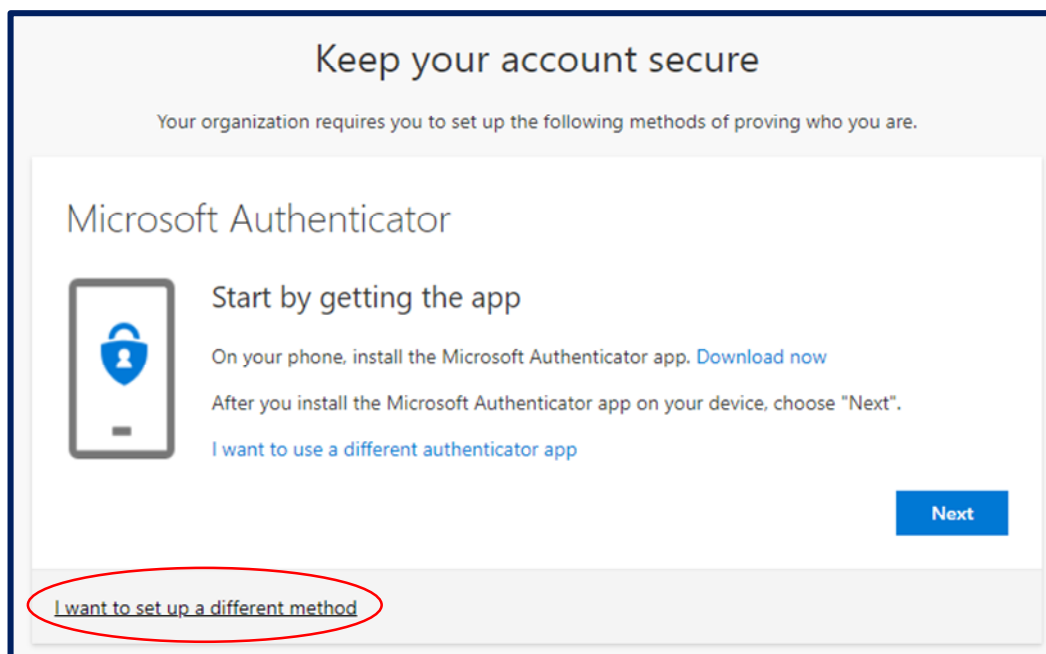
- k) You will be prompted to approve permissions for GovTeams, review and select **accept**.



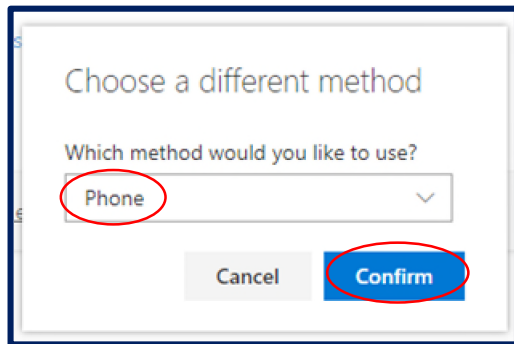
- l) GovTEAMS accounts need a secondary authentication process to log in. When completing this process ensure the correct email address is selected and select **next**.



- m) The default method GovTEAMS recommends is the Microsoft Authenticator. Our suggestion is to opt into a text confirmation. To change to mobile phone authentication select 'I want to set up a different method'.

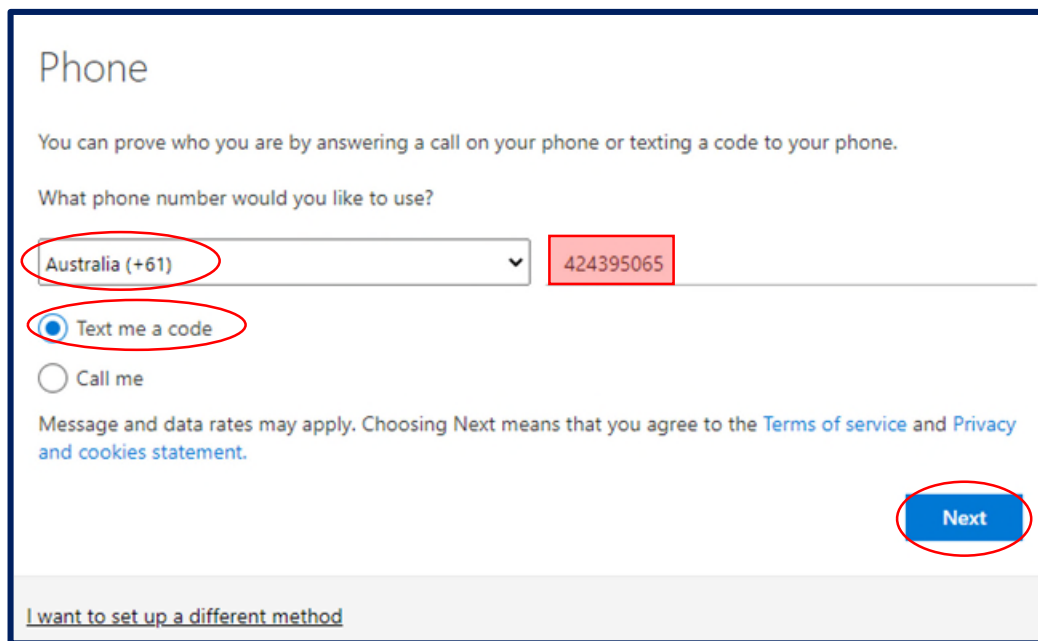


- n) In the drop-down menu change the option to phone and select **confirm**.

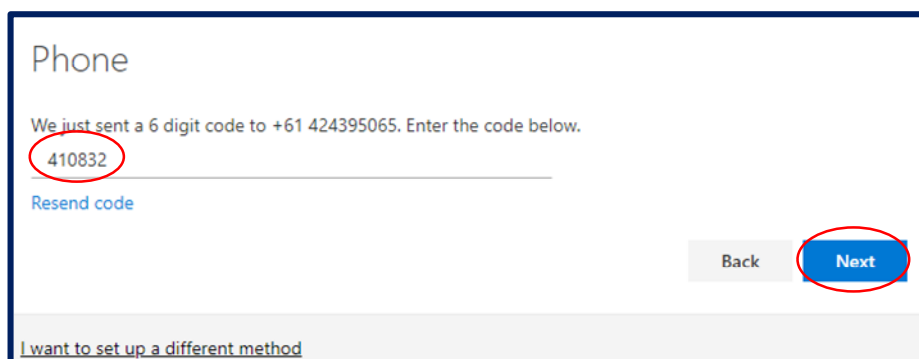


- o) Change the country to Australia (+61) and enter your phone number (excluding the first 0 digit), select the Text me a code and select **next**.

**Note:** You will be required to verify your account each time you open GovTEAMS. Please use a mobile you will have access to during the exercise.

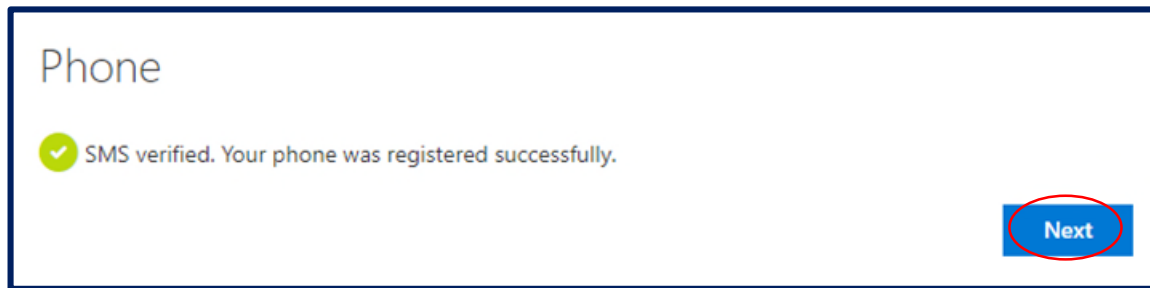


- p) A 6-digit code will be texted to your phone from Microsoft. Enter the code into the website and select **next**. If you did not receive a code, select **resend code**.





- q) A confirmation screen will appear if the SMS was verified confirming your phone was registered successfully. Select **next**.



- r) Select **done** to finalise this process and you will now be able to log into <https://www.govteams.gov.au/>.

