Download Instructions - Android

User Groups

Don't have a Wood Account

Follow the full instructions. Click here

Microsoft Authenticator | Self Service Password Reset (SSPR) | Microsoft PowerApps

You have a Wood Account

Only need to download and install PowerApps. Click here

Microsoft PowerApps

Why do I need Microsoft Authenticator?

Multi-factor authentication is the safest way to manage your devices at Wood.

What is Microsoft Authenticator?

1. Microsoft Authenticator checks you are really who you say you are.

   It uses multi-factor authentication (a timer and a random number generator) to verify you are using your device.

Why is security and two-factor authentication so important?

There are three ways to do authentication (check if it's really you).

Something you **know** e.g. passwords	Something you **have** e.g. your phone	Something you **are** e.g. fingerprints

2. Two-factor authentication combines your password with your phone to ensure it's really you when you log in.

   With hackers growing more sophisticated it's never been more important to keep our data secure.

   If you have fingerprint or face scan on your phone that's three-factor authentication, which should keep your device secure!

What are the benefits?

Encryption ensures your data stays secure.

Keeping your **data safe** and private.

3. Simply put, Microsoft Authenticator provides a time-based code linked to a specific account.

   Microsoft Authenticator doesn't know who's account it is, it just provides the number - so neither Wood, nor Microsoft can access your data or track your usage through this app.

What is a One Time Password (OTP)?

An OTP is a string of characters randomly generated by Microsoft Authenticator every 30-seconds or 5-minutes (if you use text-based authentication). The OTP is used to confirm you are you (the individual with access to your phone).

The frequently changing password ensures nobody can memorise your password and access your data.

Android Installation Instructions: Microsoft Authenticator

ℹ️ You should have received a username and password from Wood, please have these available to set up your Wood account and sign in.

If Microsoft Authenticator is already set up on your device you can go to setting up the Self Service Password Reset (SSPR)
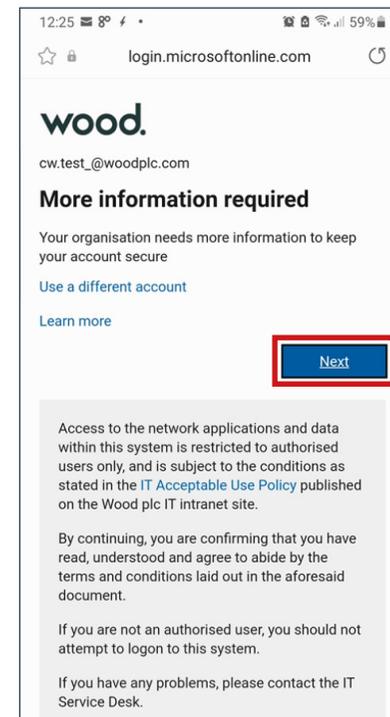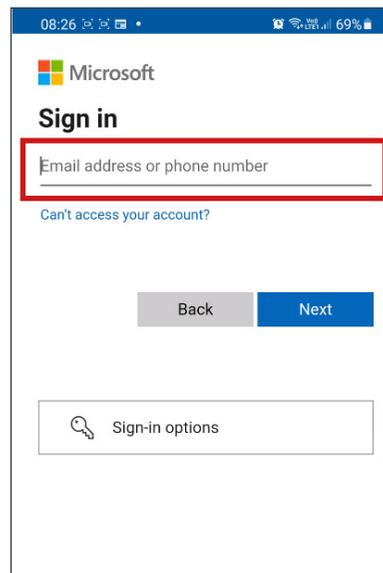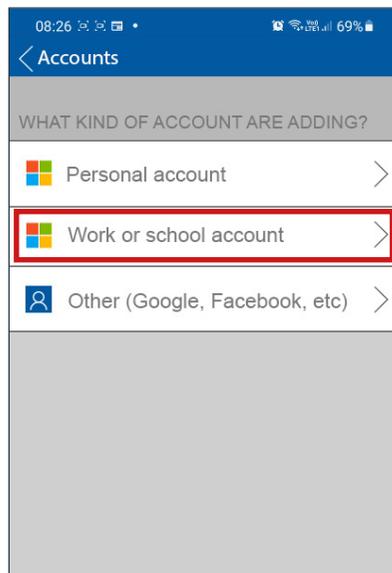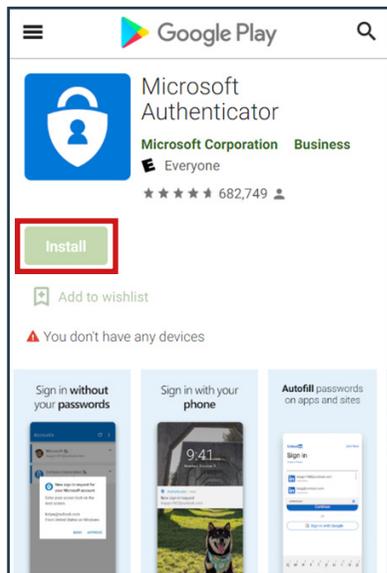
4. Install the Microsoft Authenticator App from the **Google Play** store

5. Open the Authenticator App and select **Work or School Account**

6. Sign in with the user name and password provided to you

7. Once the app is installed and your credentials have been added, click **Next** to close the authenticator app.

Self Service Password Reset (SSPR)

> ℹ️ You will need to set up Self Service Password Reset, to do this you first need to ensure you have a Microsoft Authenticator account.
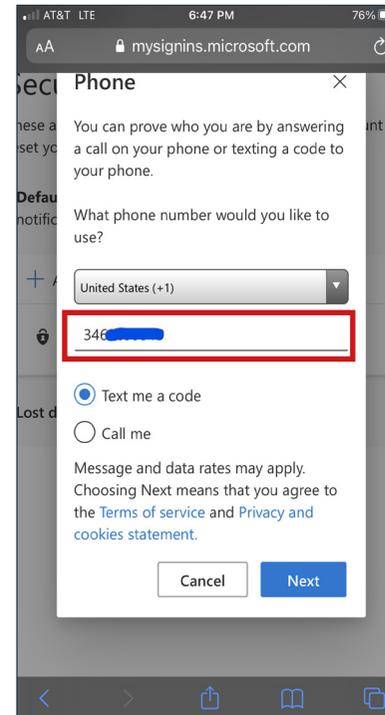
If Self Service Password Reset (SSPR) is already set up on your device you can miss this step.
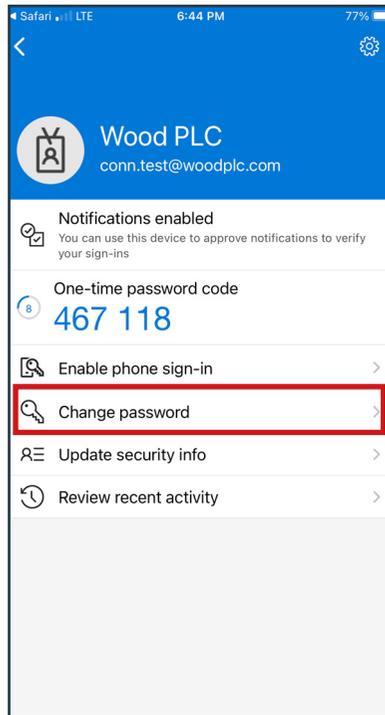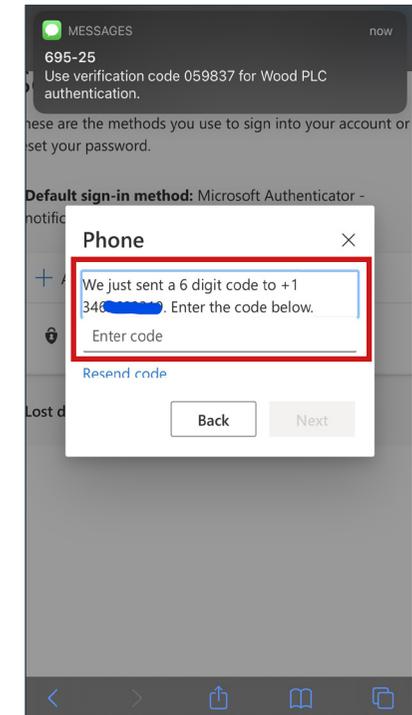

8. Open Microsoft Authenticator and select **Change password**.
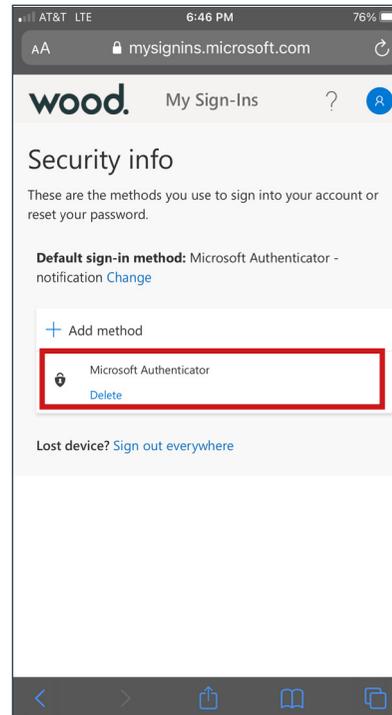
9. Select Microsoft Authenticator.
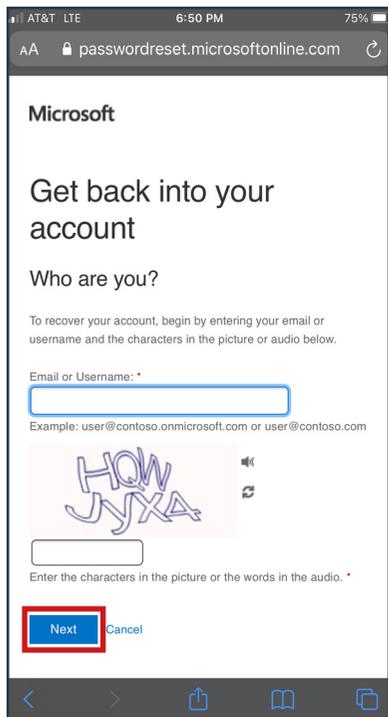

10. Enter your phone number, then tap **Next**.

11. A verification code will be sent to your phone, enter this number then tap **Next**.

12. Your account is now set up in Microsoft Authenticator.
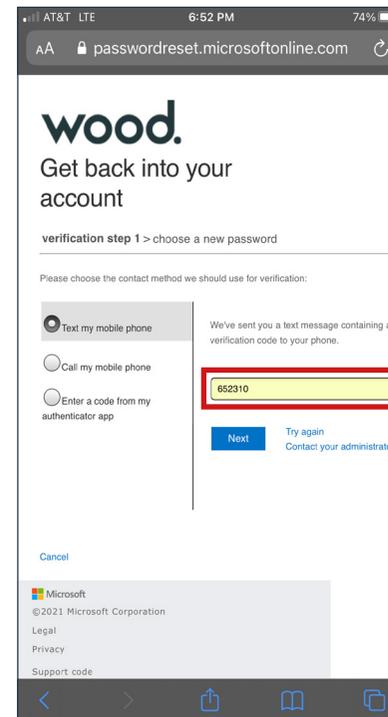
Self Service Password Reset (SSPR)

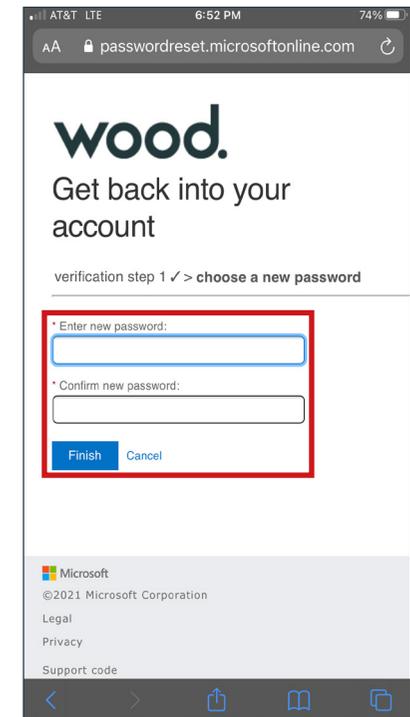> ℹ️ If you forget your password open Microsoft Authenticator to reset it.

13. Enter the required information and click **Next.**
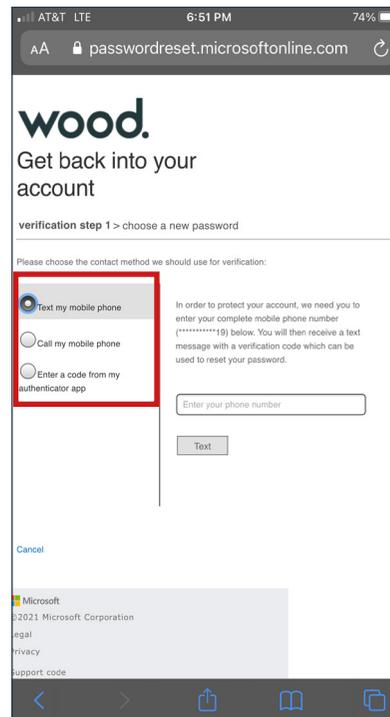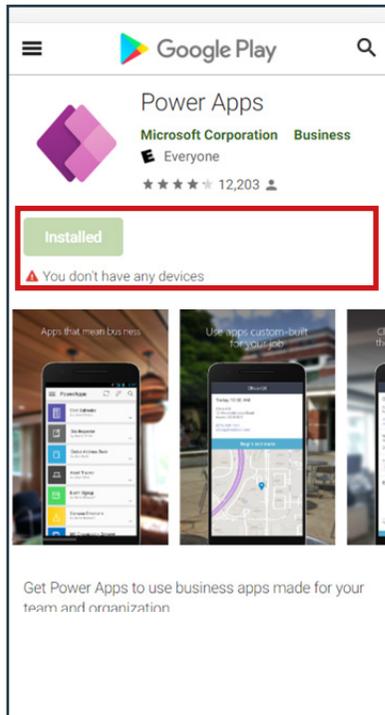

14. Select a verification method.

15. Once you receive the verification code, enter this number then tap **Next**.

16. Update your password, then tap **Finish**.

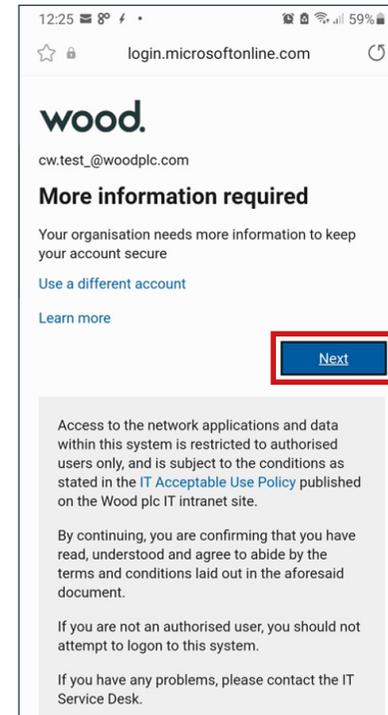# Android Installation Instructions: Microsoft PowerApps

ⓘ You should have received a username and password from Wood, please have these available to set up your Wood account and sign in.

17. Install the Microsoft PowerApps App from the **Google Play Store**.
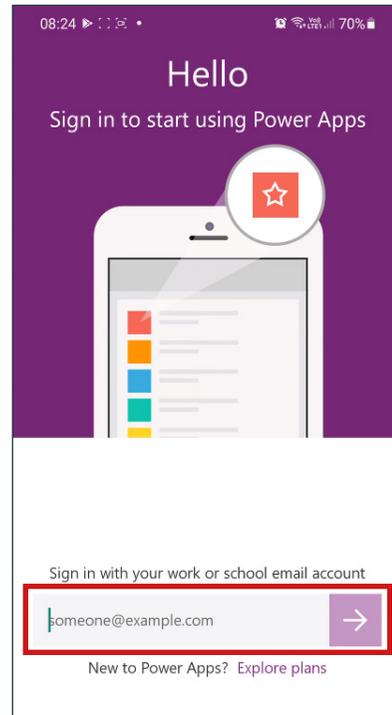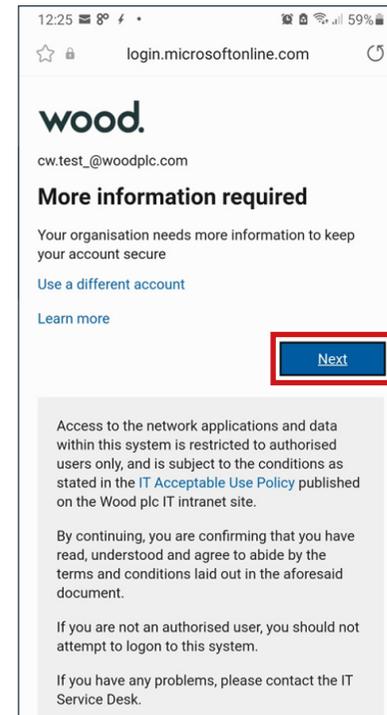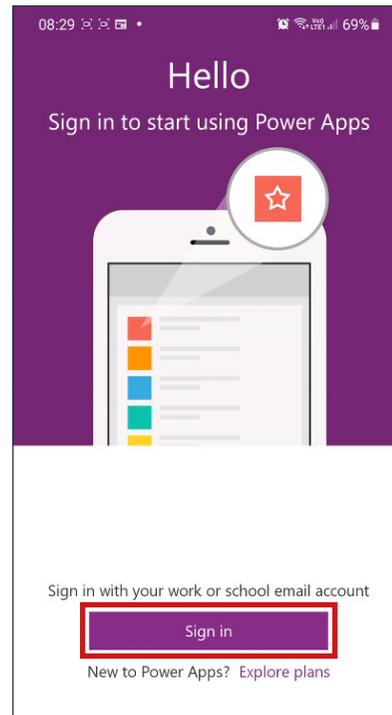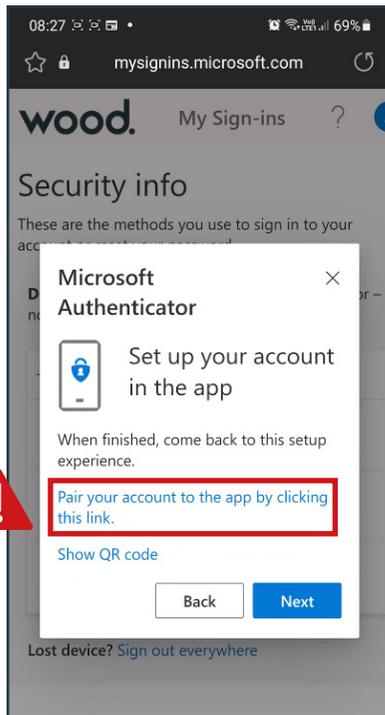
18. Enter your Wood user name and temporary password

ⓘ **If you've not signed in to any other Wood Microsoft app, additional authentication will be required.**

19. Select **Next** to provide more information and **Next** to confirm the Authenticator app is installed.

⚠️ 20. Select **Pair your account**.

This action links your Power Apps account with your Authenticator account.

21. Return to PowerApps and sign in using your Wood email address and temporary password.
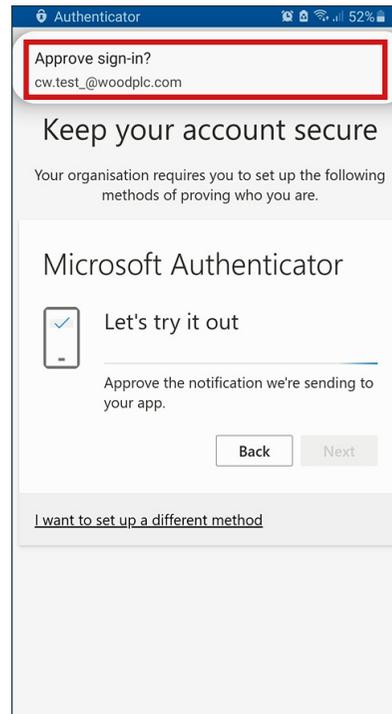
ℹ️ **If you've not signed in to any other Wood Microsoft app, additional authentication will be required.**

22. Select **Next** to provide more information and **Next** to confirm the Authenticator app is installed.
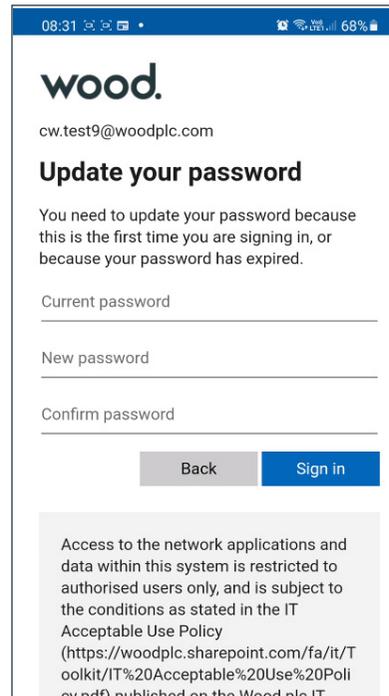
Once the authentication is approved, you need to choose your password.

25. Update password.

Passwords or phrases should be 16 characters or more, and may contain letters, numbers and symbols.

They should not contain repeating elements or have been used before.

All passwords should follow the **Wood Password Policy (GIT-POL-110006)** and the Wood Password **Construction Guidance (GIT-STD-110001)**.

Good password examples include **BestTeacherMrSmith** and **VolcanosAreVeryHot**

23. Select **Next**.

24. Tap the message to **Approve** the sign in with the authenticator account

⚠️ The InTune company portal is required to provide a Microsoft license. It only needs to be installed. **DO NOT SIGN IN** to the Intune Company Portal.
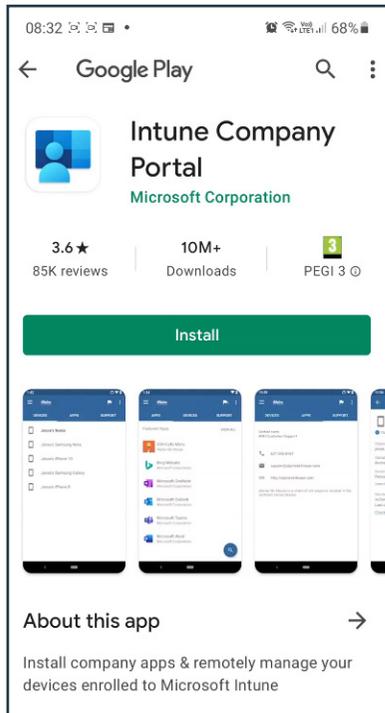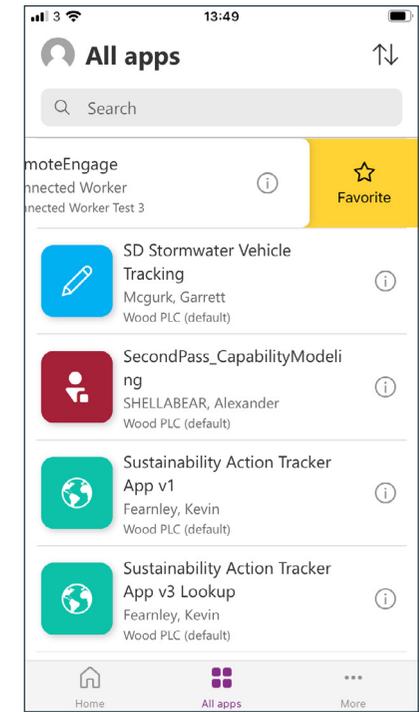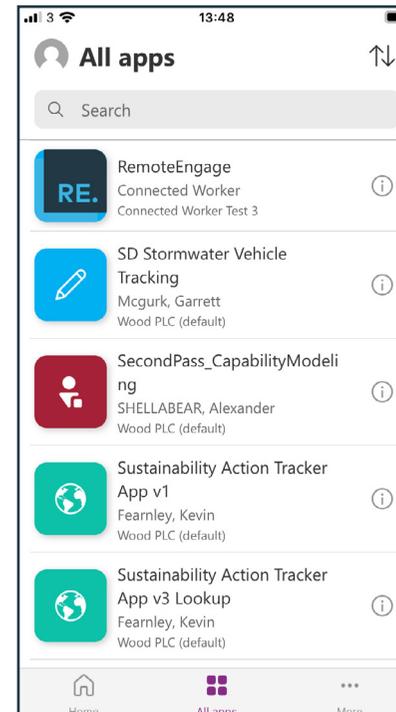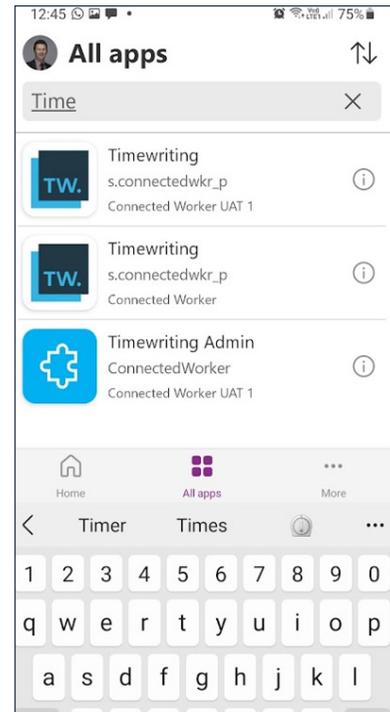

26. Install the Intune Company Portal app from the Google Play store

⚠️ 27. Do **NOT** open or sign in to the Intune Company Portal.
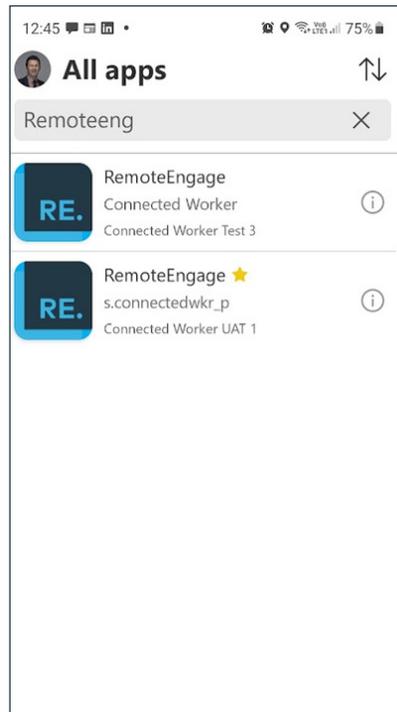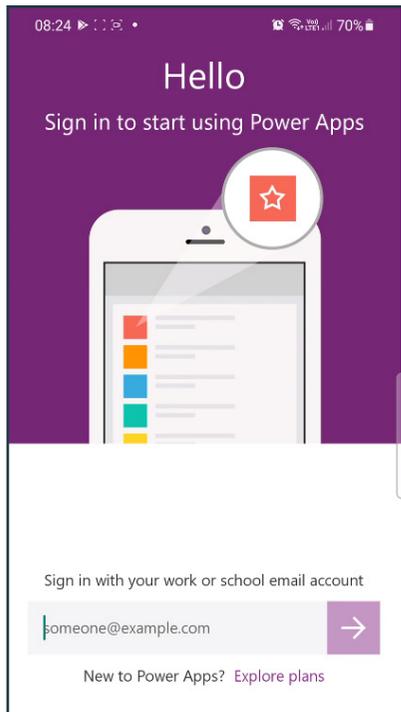
28. Launch the PowerApps app. You should be signed in automatically.

29. Search for and select the RemoteEngage app.

    The app will open and load.

30. If it's available to you, search for and select the TimeWriting app.

    The app will open and load.

⭐ To 'favourite' an app, swipe left and tap the Favourite star.

ℹ **Note: You may need to set up a PIN when you open Power Apps for the first time after installation. If this happens, follow the on screen instructions to set up the PIN.**