

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts



# Set up Microsoft Authenticator as an existing user

ROVER and RVCS & RAWS guide

October 2025

This guide will take you through the steps on how to set up Microsoft Authenticator as the multi-factor authentication method for your existing ROVER or RVCS & RAWS site account.

Please ensure you have downloaded the free Microsoft Authenticator app on a compatible device from the <u>Apple App Store</u> or <u>Google Play Store</u> before you begin. Microsoft Authenticator app will work on:

- iPhones and iPads running iOS 14 or later
- Android phones and tablets running Android 8 or later

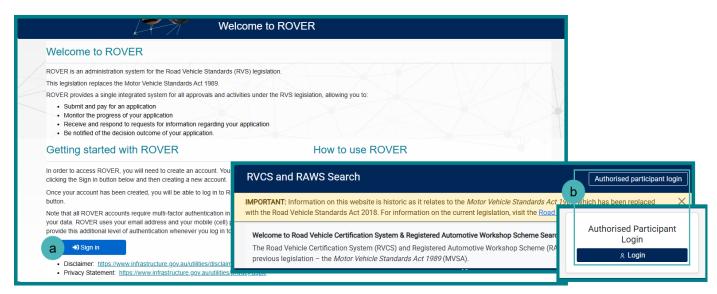


Recommended browsers: Chrome, Firefox or Microsoft Edge.

## Set up multi-factor authentication with Microsoft Authenticator

To set up multi-factor authentication first download the Microsoft Authenticator app and complete the following steps (<u>Apple App Store</u> or <u>Google Play Store</u>).

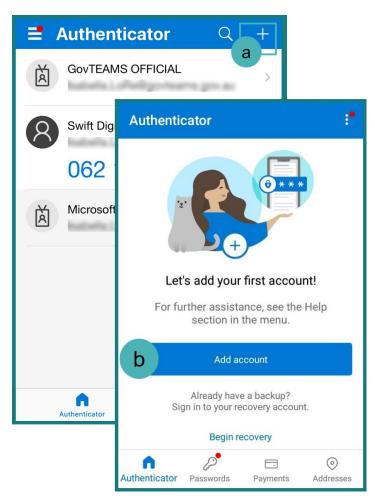
- 1. Sign in to your existing account using one of the following methods:
  - a. Navigate to the Welcome to ROVER page and select the Sign in button.
  - b. Navigate to the <u>RVCS and RAWS Lookup</u> site, select the **Authorised participant login** and then select the **Login** button.



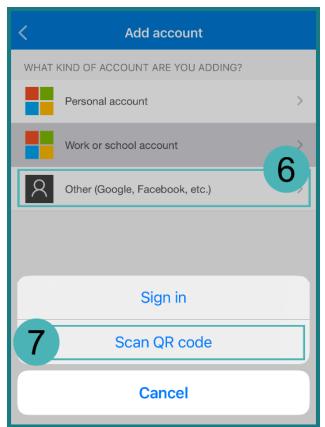
- 2. Enter your Email address.
- 3. Enter your Password.
- 4. Select the Sign in button.



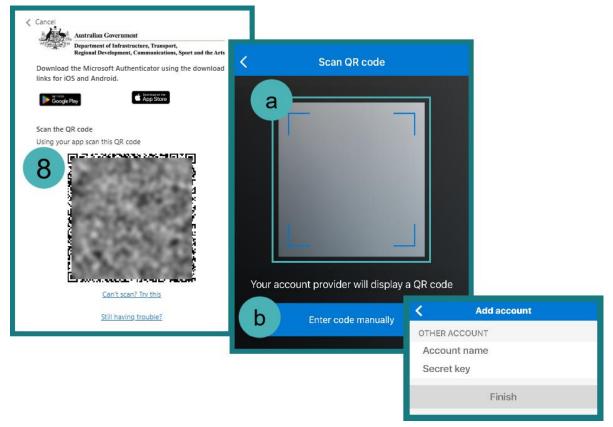
- 5. Open the **Microsoft Authenticator** app on your device and add a new authentication using one of the following methods:
  - a. If you already use the app to verify your sign in to other sites, select the **plus** button.
  - b. If not, select the **Add account** button.



- 6. Select Other (Google, Facebook, etc).
- 7. Select Scan QR code button.



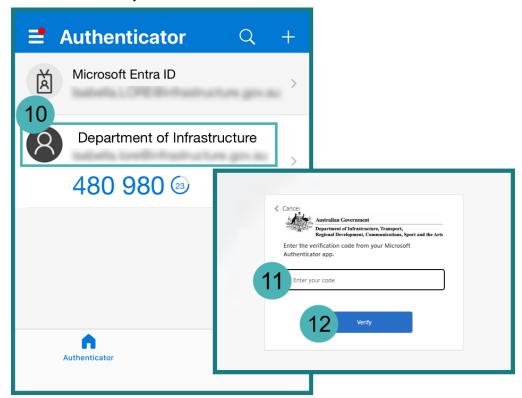
- 8. Add the authentication using one of the following methods:
  - a. Using the app, scan the **QR code** with your device.
  - b. Select the **Still having trouble?** link underneath the QR code to reveal an account name and secret key. Then, select the **Enter code manually** button in your app, enter **Account name** and **Secret Key** into the free text fields and select the **Finish** button.



9. Select the **Verify** button in ROVER.



- 10. Select your authenticator account from the list in the Microsoft Authenticator app on your device.
- 11. Enter the 6-digit code from the Microsoft Authenticator app into the **Enter your code** field in ROVER.
- 12. Select the Verify button.



# **Further information**

For further information, please visit <u>Vehicles | Department's website</u> or submit an online enquiry via the <u>Contact us—RVS | Department's website</u> page.

### Quick links

- Welcome to ROVER
- RAWS RVCS Lookup
- RAV Public Search
- Road Vehicle Standards legislation | Department's website
- RVS guides and resources | Department's website
- RVS legislation glossary of terms | Department's website