



Set up Microsoft Authenticator as an existing user

ROVER and RVCS & RAWS guide

November 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 [Apple App Store](#) or [Google Play Store](#) before you begin. Microsoft Authenticator app will work on:

- iPhones and iPads running **iOS 16 or later**
- Android phones and tablets running **Android 8 or later**

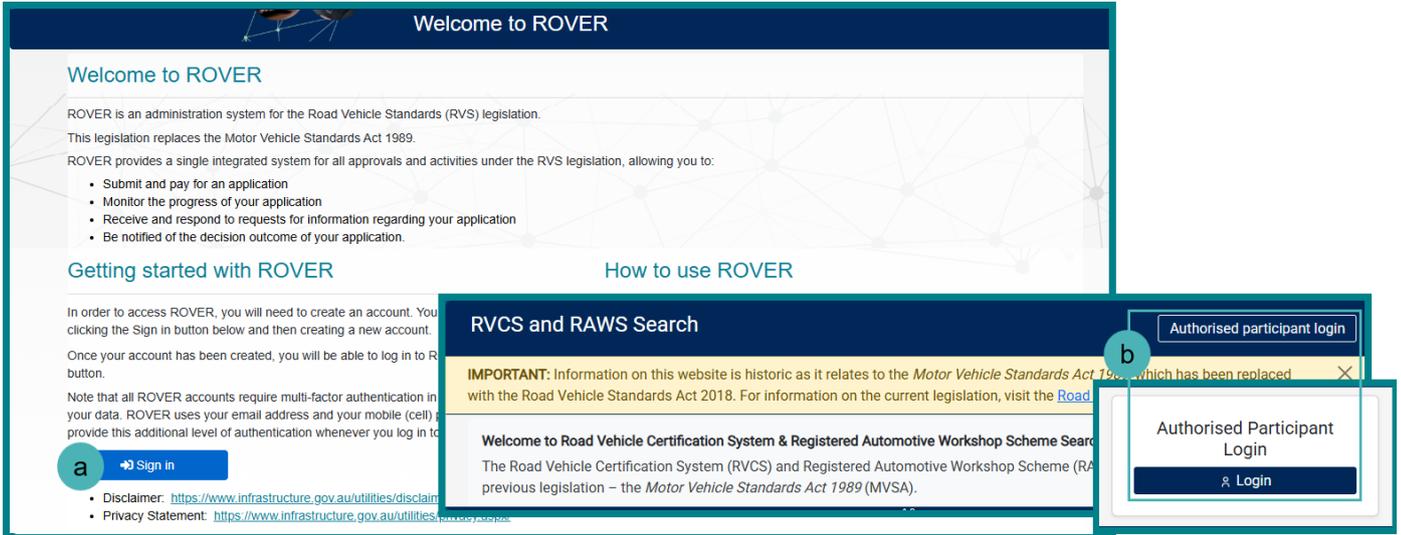


Recommended browsers: [Chrome](#), [Firefox](#) or [Microsoft Edge](#).

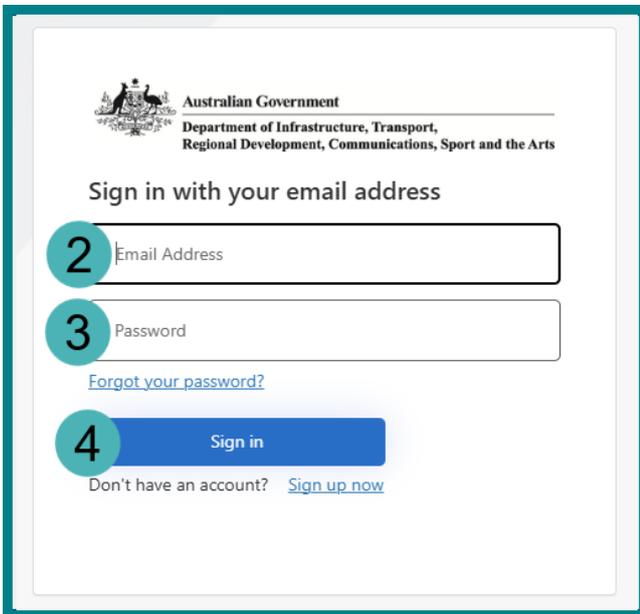
Set up multi-factor authentication with Microsoft Authenticator

To set up multi-factor authentication first download the Microsoft Authenticator app and complete the following steps ([Apple App Store](#) or [Google Play Store](#)).

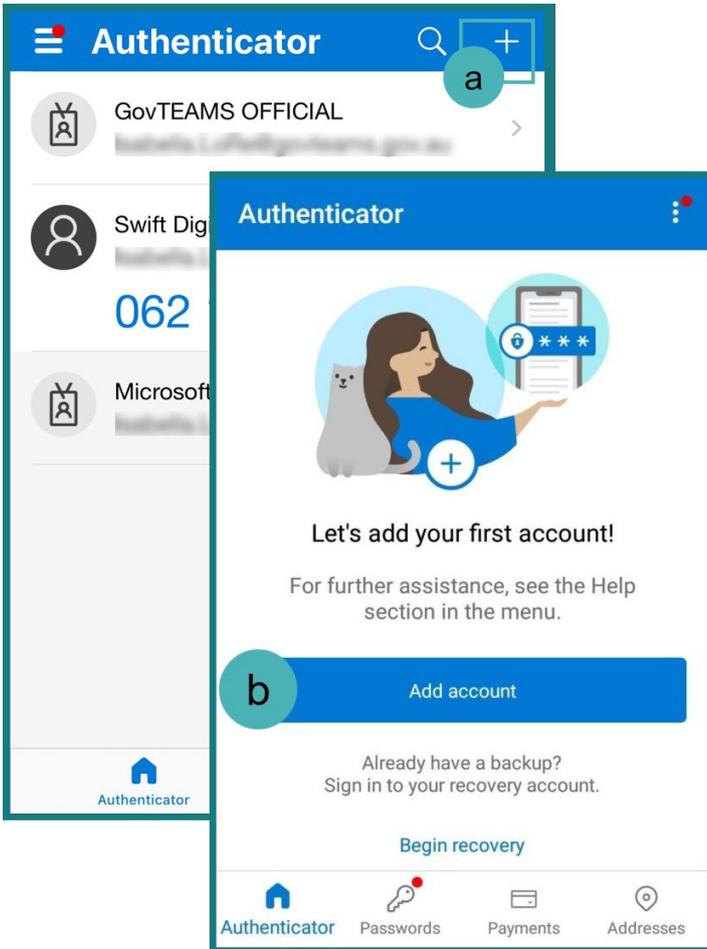
1. Sign in to your existing account using one of the following methods:
 - a. Navigate to the [Welcome to ROVER](#) page and select the **Sign in** button.
 - b. Navigate to the [RVCS and RAWS Lookup](#) site, select the **Authorised participant login** and then select the **Login** button.



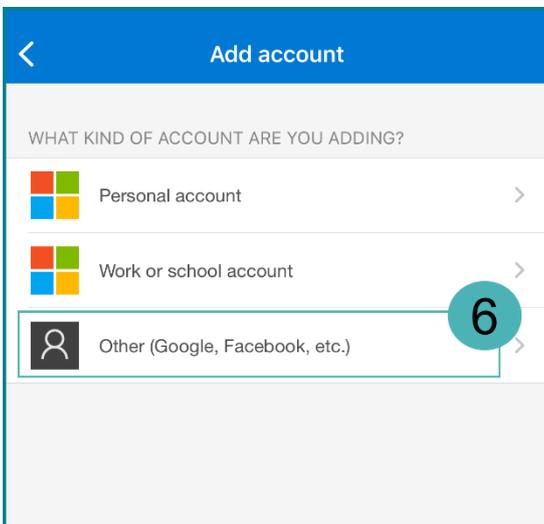
2. Enter your **Email address**.
3. Enter your **Password**.
4. Select the **Sign in** button.



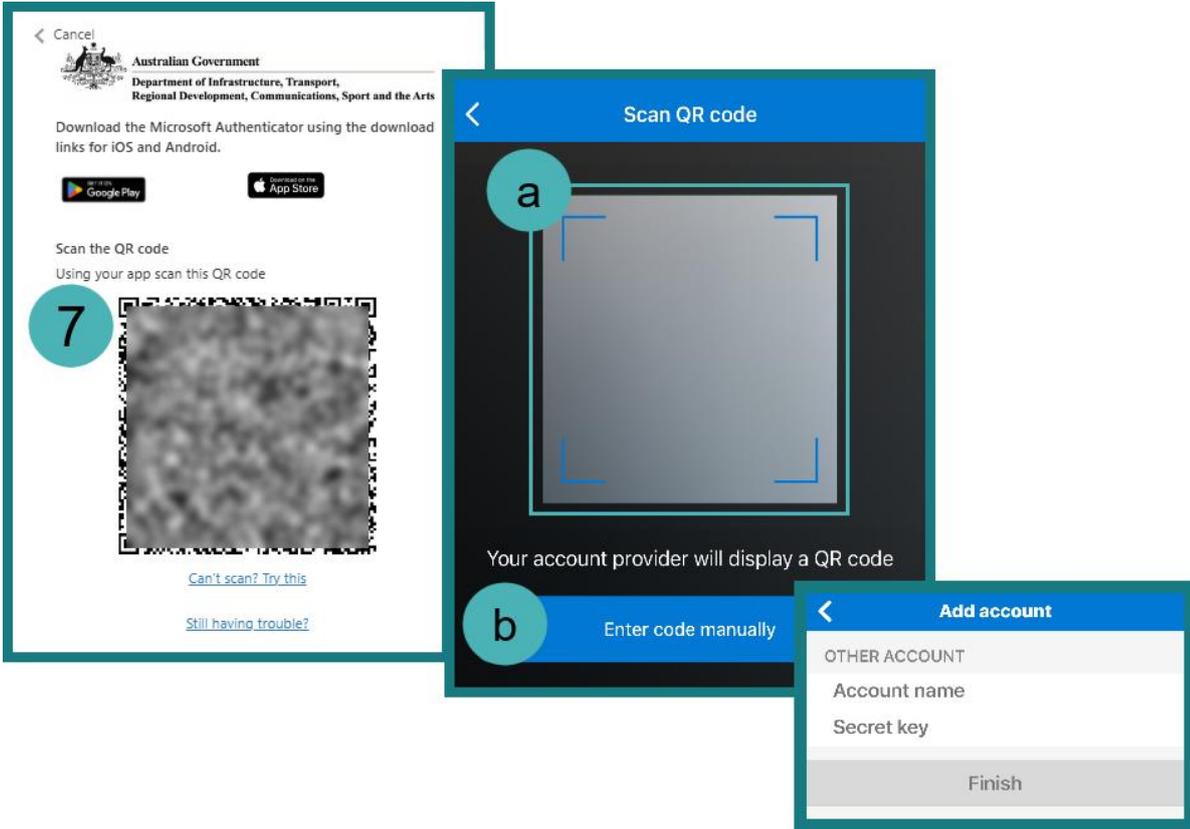
5. Open the **Microsoft Authenticator** app on your device and add a new authentication using one of the following methods:
 - a. If you already use the app to verify your sign in to other sites, select the **plus** button.
 - b. If not, select the **Add account** button.



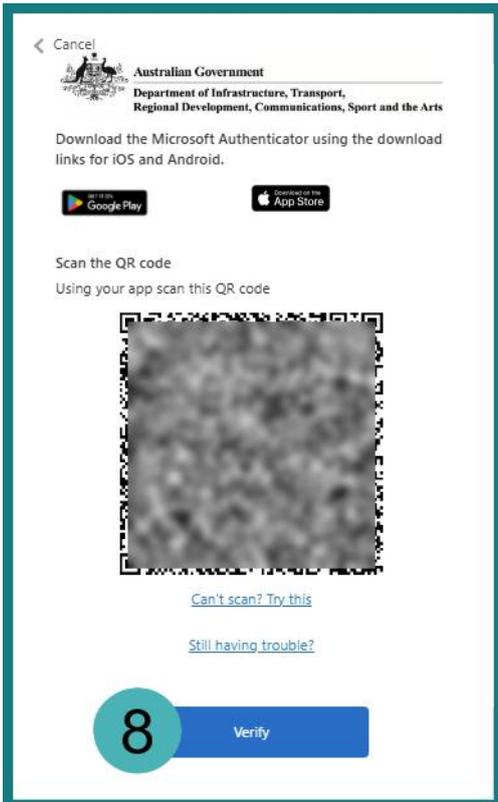
6. Select **Other (Google, Facebook, etc)**, do not select Work or School Account or manually add personal Microsoft accounts, as these generate 8-digit codes that will not work with ROVER MFA.



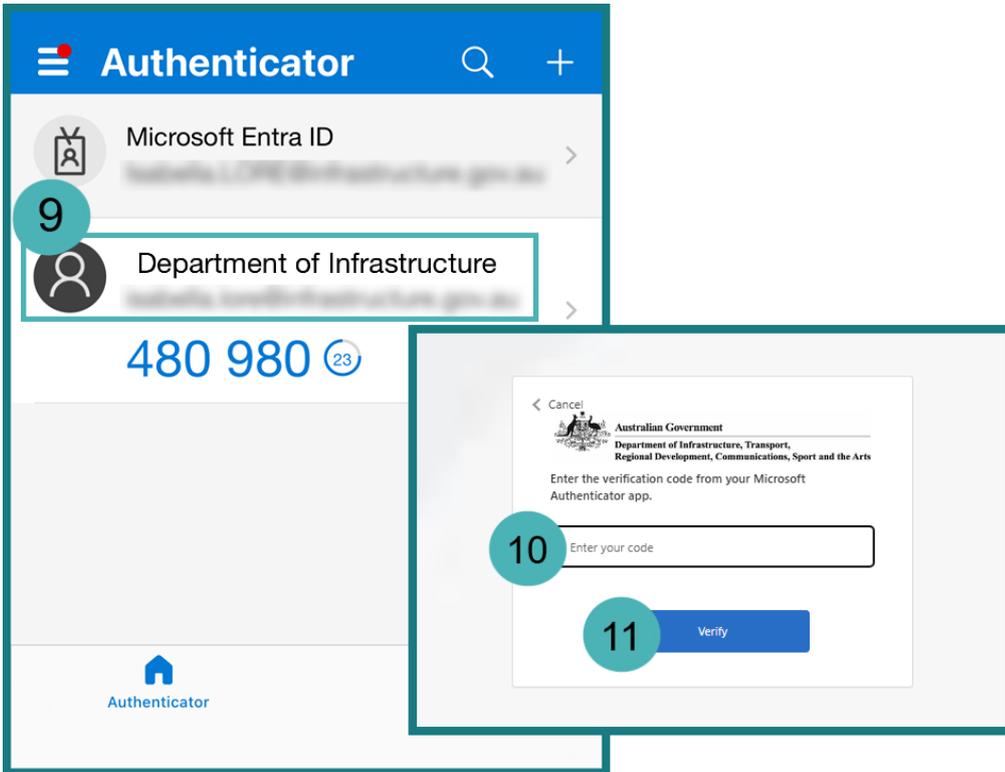
7. Add the **authentication** using one of the following methods:
- a. Using the app, scan the **QR code** with your device.
 - b. Select the **Still having trouble?** link underneath the QR code to reveal an account name and secret key. Then, select the **Enter code manually** button in your app, enter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



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



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



Further information

For further information, please visit [Vehicles | Department's website](#) or submit an online enquiry via the [Contact us—RVS | Department's website](#) 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](#)