

Micor GovCMS Two-Factor Authentication (TFA) - Quick Reference Guide

Before You Begin

- TFA is required for users accessing password-protected Micor content
- Existing Micor users must reset their password before setting up TFA
- Access Micor at: <https://micor.agriculture.gov.au>

Step 1 – Reset Your Password

1. Select **Login** > **Reset your password**
2. Enter your Micor username or registered email address
3. Open the email from micor.noreply@govcms.gov.au
4. Select the password reset link
5. Create and save your new password

Password Tips

- Minimum 15 characters recommended
- Use uppercase and lowercase letters
- Include numbers and special characters

Step 2 – Set Up TFA

Email Verification (Recommended)

1. Select **Email Codes**
2. Enter your password and select **Confirm**
3. Tick **Receive authentication code by email**
4. Select **Save**

Authenticator Application

1. Select **Set up application**
2. Enter your password and select **Confirm**
3. Scan the QR code using Microsoft Authenticator, Google Authenticator or a similar app
4. Enter the verification code
5. Select **Verify and Save**

Note: Only one verification method is required. If both methods are configured, email verification will take precedence

Signing In

Using Email Verification

1. Sign in with your username and password
2. Select **Send Code**
3. Retrieve the code from your email
4. Enter the code and select **Verify**

Using an Authenticator App

1. Sign in with your username and password
2. Open your authenticator app
3. Enter the displayed verification code
4. Select **Verify**

Update Your TFA Settings

To add another verification method, reset your authenticator app, or generate recovery codes:

1. Select **Reset your password** from the login page
2. Open the password reset email and select the link
3. Select **Log in**
4. Open the **TFA** tab and update your settings

Note: You will use the password reset process to access the TFA settings page; however, you do **not** need to reset your password when updating your TFA settings

Need Help?

 micorproject@aff.gov.au