Re-registering for the Fast-track application portal – existing users

To re-register you'll:

- use your re-registration link to sign up
- verify your email address
- choose a new password
- set up multi-factor authentication.

Use your re-registration link to sign up

1. Click on the registration link in the email we sent you. This will open a browser window with the **Sign up with an invitation code** screen.
The invitation code should be pre-populated. If it is not, copy the link from the email we sent you and paste it into your browser.
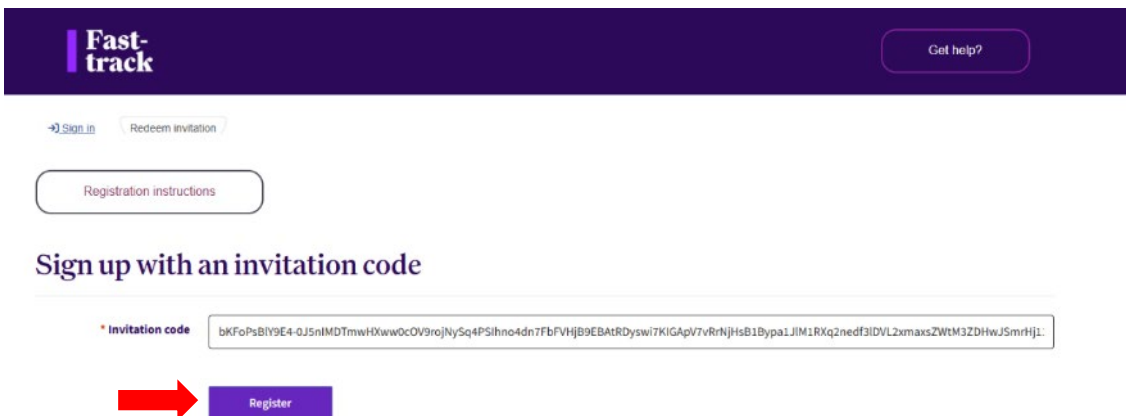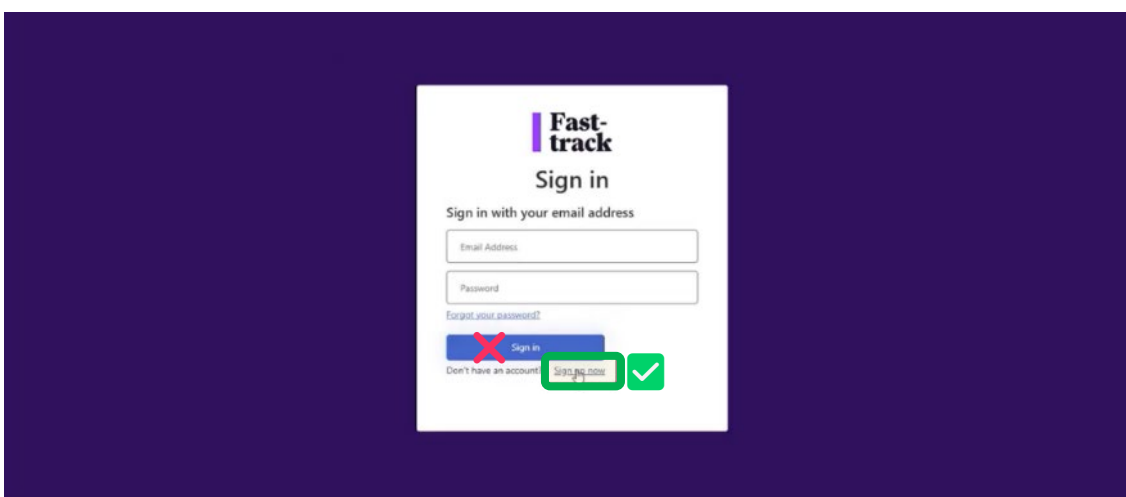
2. Click on the **Registration instructions** button to open these in a new screen. This enables you to access the guidance alongside the registration screens.
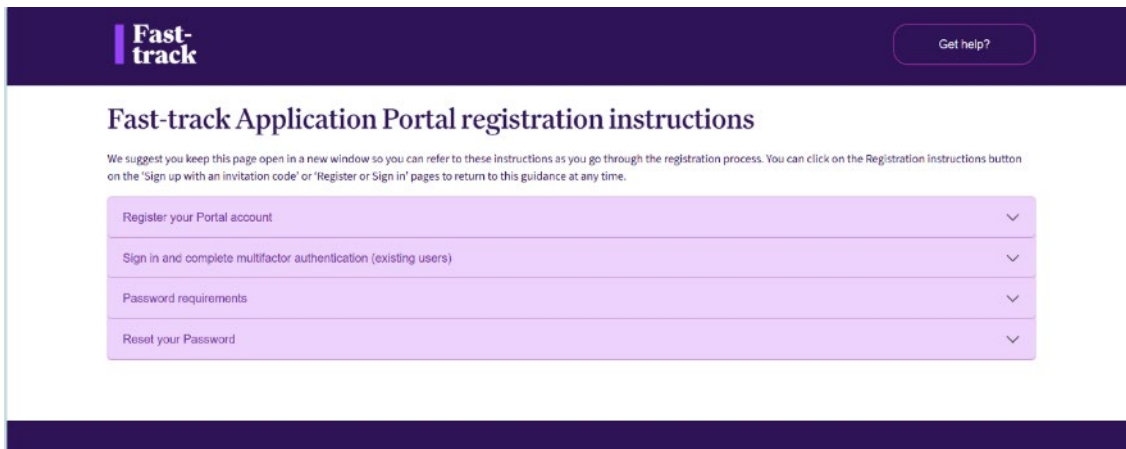
3. Back on the **Sign up with an invitation code** screen, click on the **Register** button to begin the registration process.
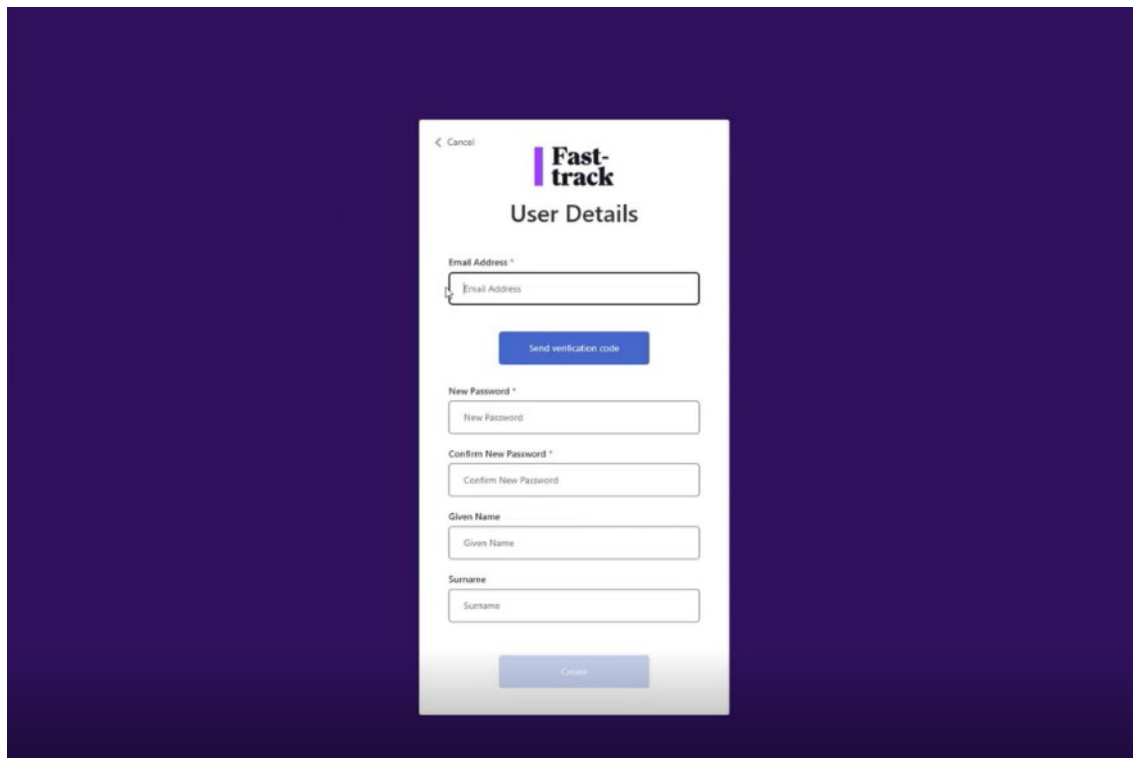

4. On the Sign in screen, click on the **Sign up now** link (it's under the Sign in button).

Verify your email address

5. On the User Details screen, type in your **Email Address** then click on the **Send verification code** button.

6. Check your email inbox for an email from Microsoft with 'account email verification code' in the title and copy the verification code in that email.
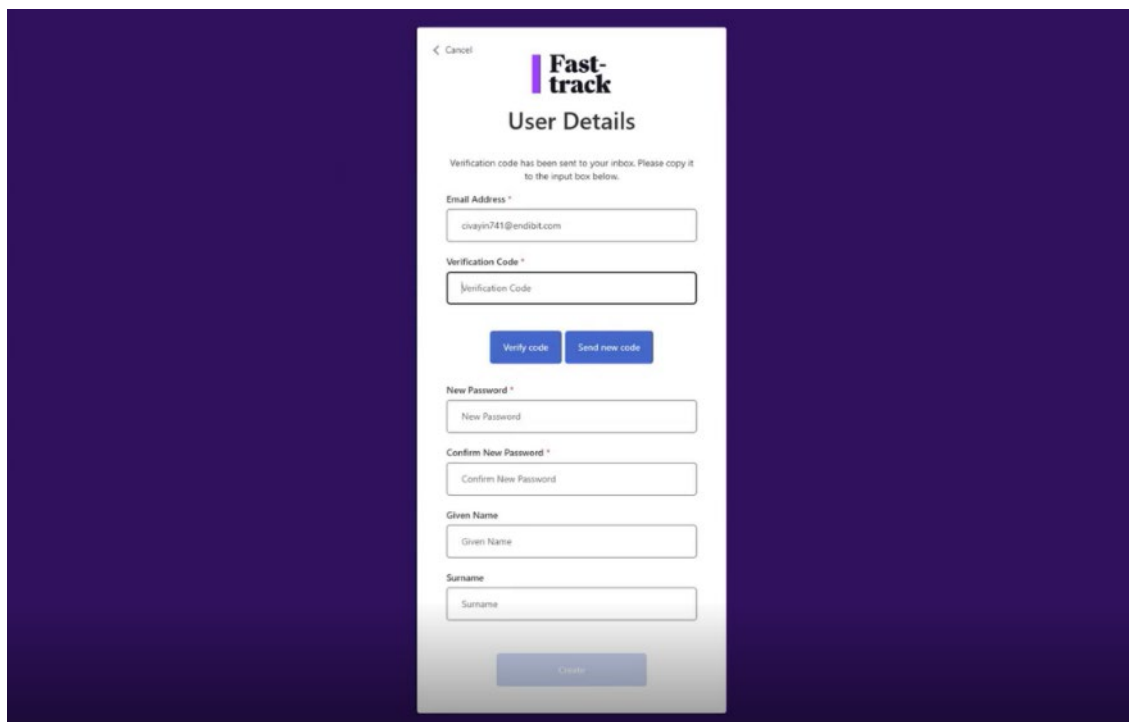
7. Back on the User Details screen, paste the verification code into the Verification Code field and click on the **Verify code** button.
    If you couldn't find the first verification code email, you can click on the **Send new code** button to be emailed another code.
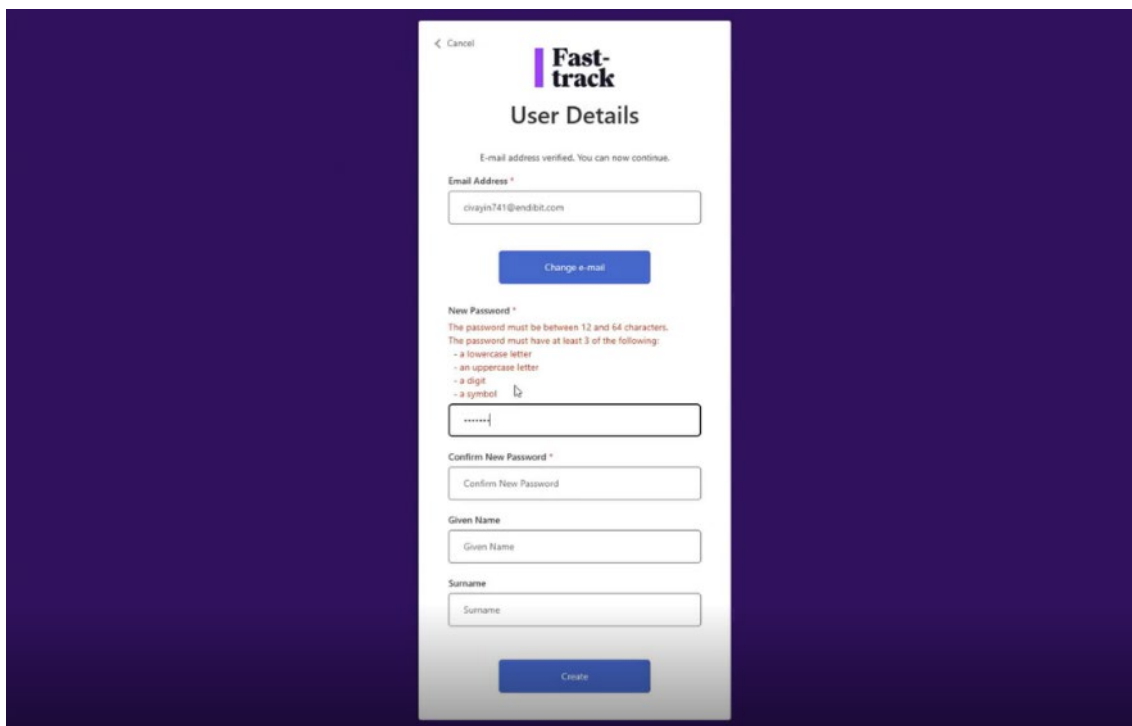
Choose a new password

8. Once you've successfully verified your email address, you need to choose a new password.
   Our **minimum requirements** for your Portal password are:

   - At least 12 and up to 64 characters long (this can include spaces if you are using a pass phrase)
   - Include at least 3 of the following:
     - lowercase letters
     - uppercase letters
     - numbers
     - symbols (like @, #, or %).

9. Type your password in the **New Password** field. If it does not comply with the password rules, you will see red text that reminds you of the requirements.
   Type your password again in the **Confirm New Password** field.


10. Type your first name in the **Given Name** field and your surname in the **Surname** field. Then click on the **Create** button.

Set up multi-factor authentication

11. Next you will be prompted to set up **multi-factor authentication (MFA)**. You can choose use SMS or Phone options.

On the Multi-factor authentication screen, select the **Country Code** for your phone number – this will be New Zealand (+64) unless you are using an international number.
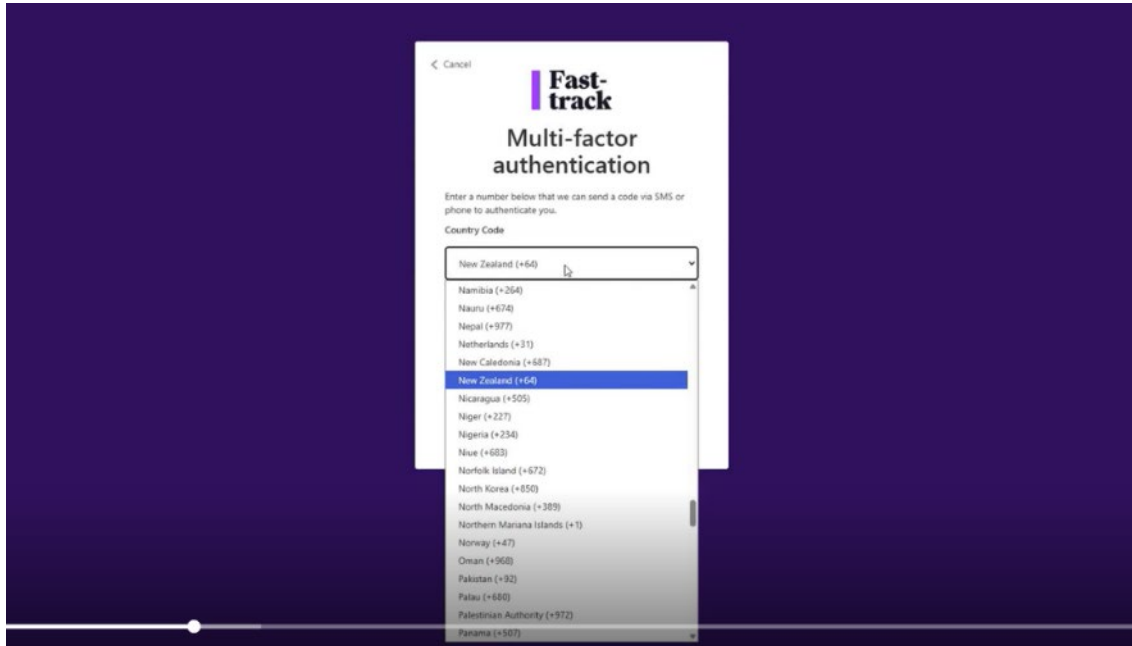
12. Type in the **Phone Number** you will use for ongoing authentication:
   - Entering a **mobile** number will enable verification by **text message or phone call**
    - Entering a **landline** number will enable verification by **phone call only**.

    Check the number carefully – if you enter an incorrect phone number during registration, you will need to contact us to reset your MFA.

13. Click on **Send Code** or **Call Me**, depending on which kind of number you provided and your preferred way to complete verification.
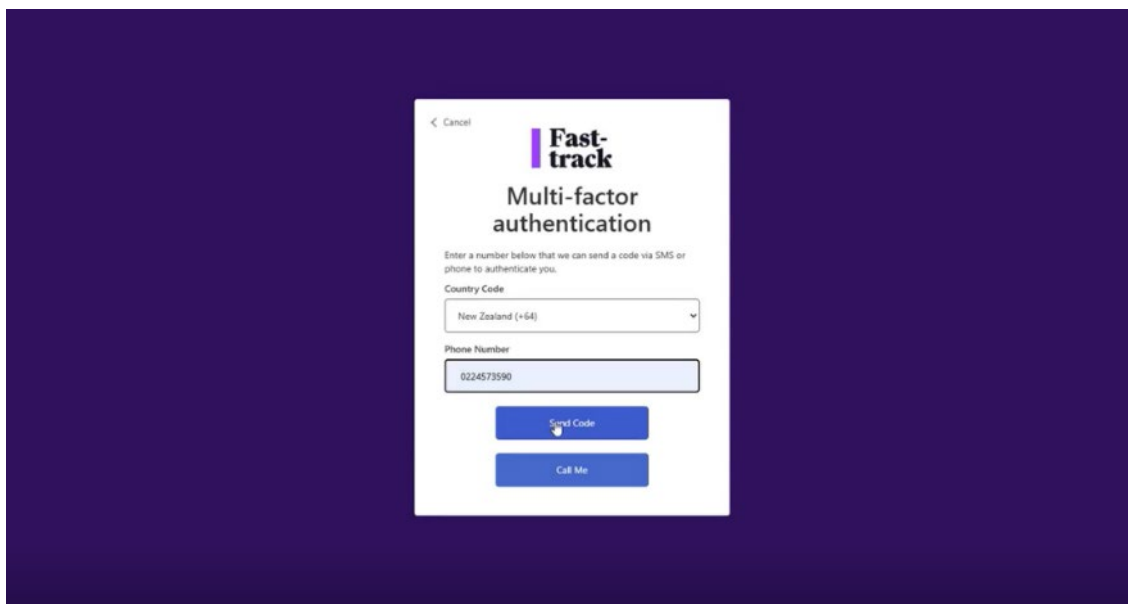
14. **If you chose Send Code:** Check your text messages for the verification code. **Make a note of the code.** Back on the Multi-factor authentication screen, type the verification code into the Verification Code field and click on the **Verify Code** button. If you couldn't find the first verification code message, you can click on the **Send a new code** link to be sent another code.
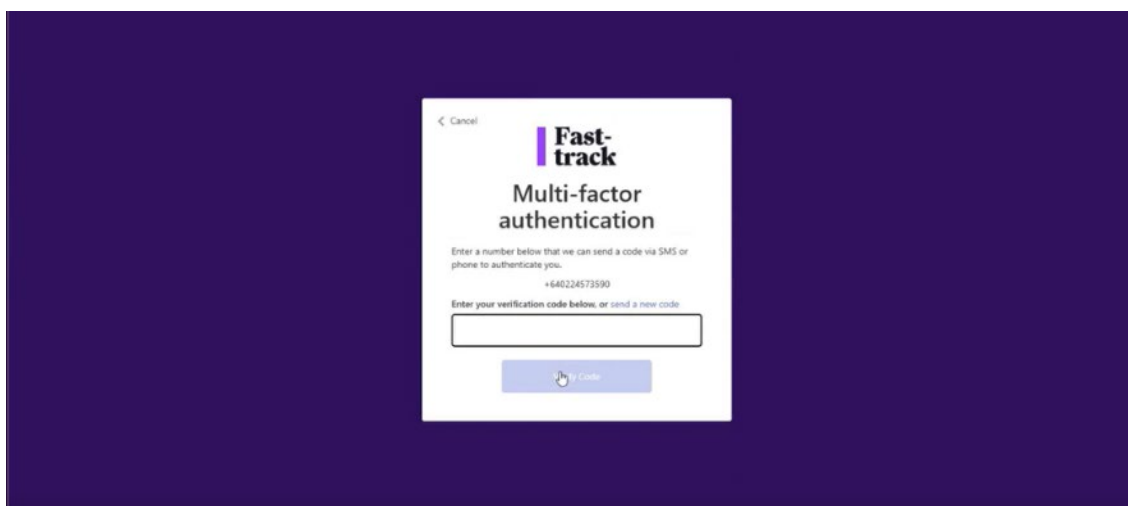
15. **If you chose Call Me:** Listen for and answer the phone call then press the # ('pound') key when prompted.

16. You will be logged in to the Application Portal and shown the **Terms and Conditions** page. Scroll to the bottom and tick to agree, then click on the **Submit** button.

17. From the Welcome page, you can use the buttons to complete tasks or use the menu at the top of the page to navigate around the Portal as usual. You will see the guidance for the role(s) you have been assigned in the Fast-track process.