



## Things to know before you start

- RegRoom is an online learning and collaboration space created specifically for regulators. **You need to use your work email** to set-up a RegRoom account and only those identified as working in regulation will be able to successfully join.
- This document is intended as a **GENERAL GUIDE** only - the exact screens and steps you see may differ.
- You will need a second device (e.g. mobile phone, tablet) that has the **MICROSOFT AUTHENTICATOR APP** on it. If you don't have this app, you can learn more and download it here: <https://www.microsoft.com/en-nz/security/mobile-authenticator-app>

## Setting up an account

### 1. Register

Go to <https://learn.regulation.govt.nz>

Select 'create a new one', indicated by the arrow below...

...and enter the **govt.nz** email address and password you use to login to your work account.

Ministry for Regulation  
Te Manatū Waeture

### Pick an account

This account does not exist in this organization.  
Enter a different account or [create a new one](#).

User Name  
User.Name@agency.govt.nz  
Connected to Windows

+ Use another account

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### Create account

Enter the email you'd like to sign up with.

Email

Back Next

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### Enter password

.....

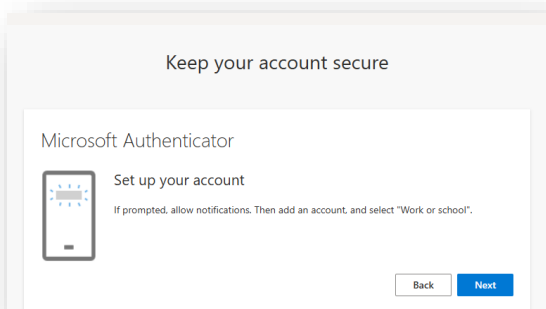
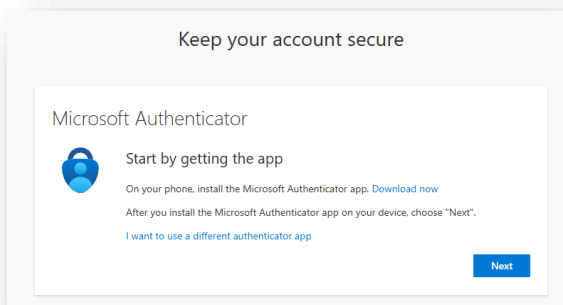
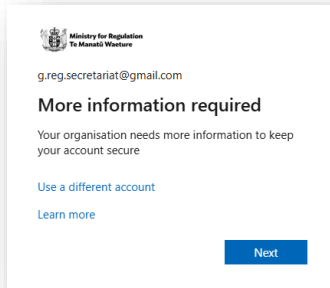
[Forgotten my password](#)

Sign in

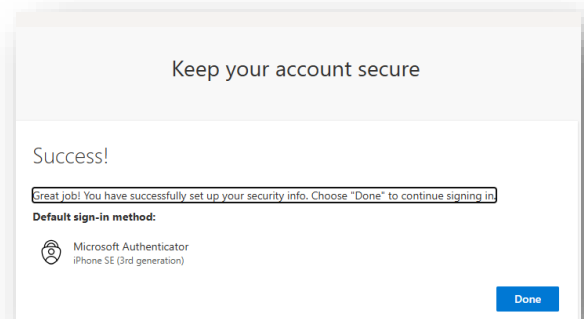
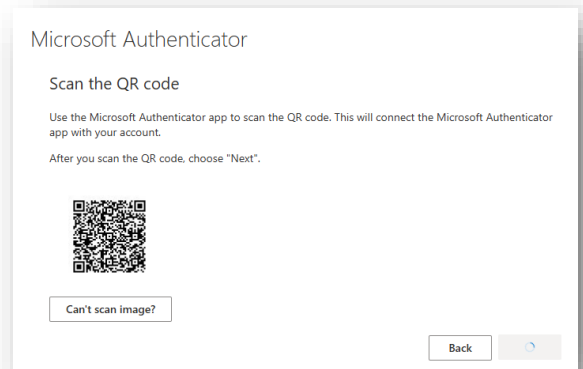


## 2. MFA process

Follow the Multifactor Authentication prompts.



In the Multifactor Authentication App, click the blue circle in the bottom right corner to open the in-app camera and scan the QR code.





## 3. Accept the permissions

The screenshot shows a Microsoft permissions dialog box. At the top is the Ministry for Regulation Te Manatū Waeture logo. Below it, the text 'Permissions requested by:' is followed by a Microsoft icon and 'Regulation - Access Hub' with the URL 'mfraccess.onmicrosoft.com'. A section titled 'By accepting, you allow this organisation to:' lists three permissions: 'Receive your profile data', 'Collect and log your activity', and 'Use your profile data and activity data'. Below this, a warning states: 'You should only accept if you trust Regulation - Access Hub. Regulation - Access Hub has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more'. At the bottom, it says 'This resource is not shared by Microsoft.' and has 'Cancel' and 'Accept' buttons.

If prompted, enter your details and click 'Continue'.

The screenshot shows a 'Add more details' screen. At the top is the Ministry for Regulation Te Manatū Waeture logo. Below it, the text 'Add more details' is followed by 'You can use this email to sign in next time.' and a text input field. Below this is another text input field. Further down is a 'Job Title' label followed by a text input field. At the bottom right are 'Cancel' and 'Continue' buttons.

## 4. Privacy Policy

You will be prompted to review and accept or decline a site privacy policy – this should only occur on your first log in.

*This policy refers to the data we collect through your log in process and how your data is tracked and used in the system. If you do not accept this, your sign in process will be aborted.*

## 5. You're in!

When you see the RegRoom Dashboard, you're in!

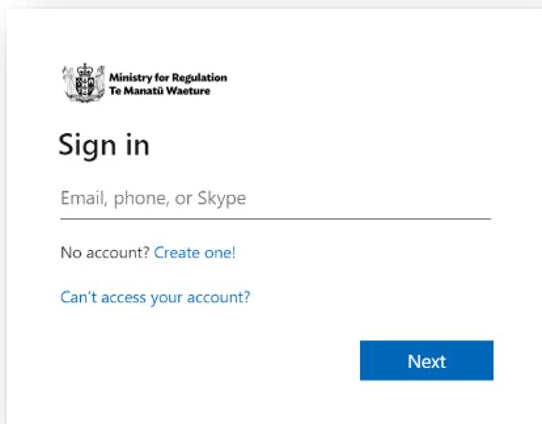


## Returning to RegRoom

Go to <https://learn.regulation.govt.nz>

If you **are not** already signed in to your own organisation:

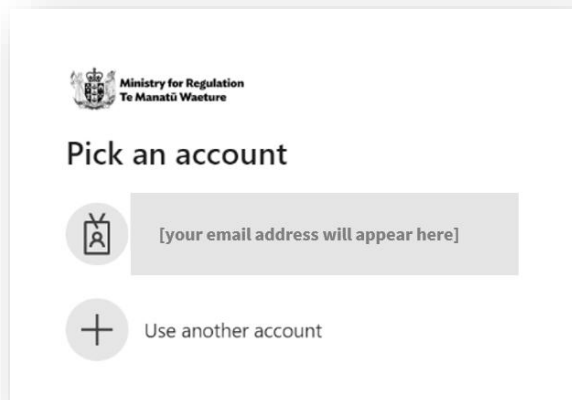
Login using the email address and password you use to log into your work account.



If your organisation has configured multi-factor authentication, you may need to complete the multi-factor authentication process.

If you **are** already signed in to your own organisation:

Select the account that you are signed in with and it will try to log you into RegRoom.





RegRoom is an online learning and collaboration space created specifically for government regulators.

These instructions show you how to login using your **govt.nz** email account.

## 1. Register

Go to <https://learn.regulation.govt.nz>

Select 'Create a new One', indicated by the arrow below:

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Te Manatū Waeture

Pick an account

This account does not exist in this organization.  
Enter a different account or create a new one.

[your email address will appear here]  
Connected to Windows

+ Use another account

Enter your govt.nz email address:

Ministry for Regulation  
Te Manatū Waeture

Create account

Enter the email you'd like to sign up with.

Email

Back Next

Enter the password you use to log into your work account:

Ministry for Regulation  
Te Manatū Waeture

Enter password

\*\*\*\*\*

Forgotten my password

Sign in

## 2. MFA process

*You may be required to complete the MFA process as follows. If you'd like more info on MFA, visit [Microsoft MFA registration instructions](#)*

Click next as you progress through each step.

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g.reg.secretariat@gmail.com

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)  
[Learn more](#)

Next

Keep your account secure

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)  
After you install the Microsoft Authenticator app on your device, choose "Next".  
[I want to use a different authenticator app](#)

Next

Keep your account secure

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next

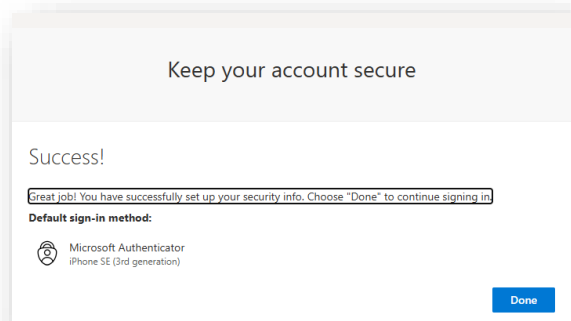
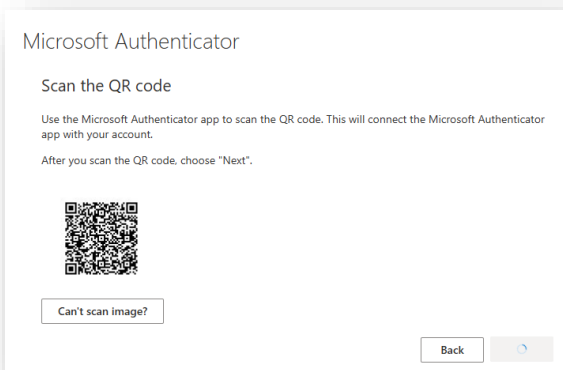


## 2. MFA process (continued)

Open the authenticator app on your mobile device.

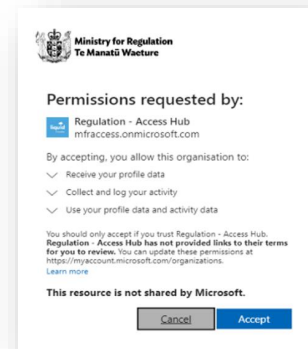
Click the blue circle in the bottom right hand corner of the app to open the in-app camera.

Scan the QR code shown on your screen:

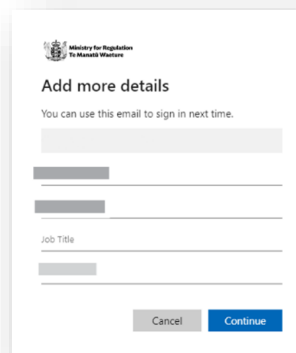


## 3. Final steps

You will then see the screen as below - click 'Accept'.



Enter your details if prompted – click 'Continue'.



You will then be prompted to review and accept or decline a site privacy policy – this should only occur on your first log in.

*This policy refers to the data we collect through your log in process and how your data is tracked and used in the system. If you do not accept this, your sign in process will be aborted. If you click accept you will be taken through to the dashboard for RegRoom.*

**Congratulations – you are now logged in!** Future log ins should only require Single Sign On (SSO).



If you **are not** already signed in to your own organisation:

You will see this screen:

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### Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

Use your standard user credentials to log in.

(e.g. [username@organisation.govt.nz](#))

If your organisation has configured multi-factor authentication (MFA), you may need to complete the MFA process.

If you **are** already signed in to your own organisation:

You will see the following screen.

Select the account that you are signed in with and it will try to log you into RegRoom.

Ministry for Regulation  
Te Manatū Waeture

### Pick an account

[your email address will appear here]

+ Use another account