



## Things to know before you start

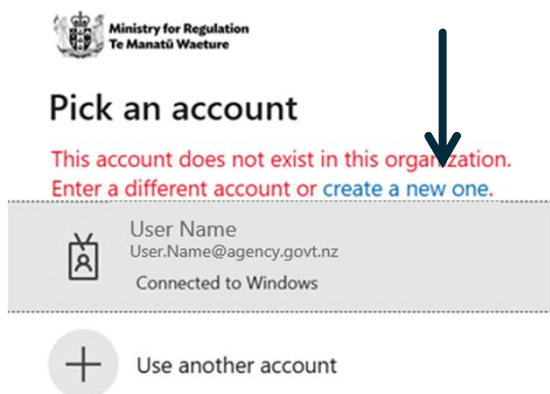
- RegRoom is an online learning and collaboration space created specifically for regulators. **You need to use your work email** to set-up a RegRoom account and only those identified as working in regulation will be able to successfully join.
- This document is intended as a **GENERAL GUIDE** only - 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

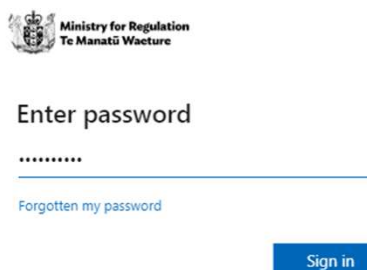
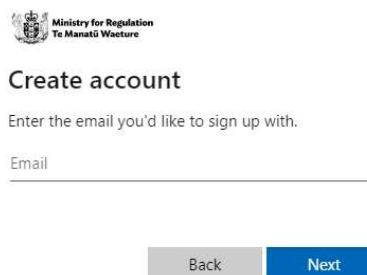
### 1. Register

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.





## 2. MFA process

Follow the Multifactor Authentication prompts.



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".

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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.

#### Microsoft Authenticator

##### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back



### Keep your account secure

#### Success!

**Great job! You have successfully set up your security info. Choose "Done" to continue signing in.**

##### Default sign-in method:



Microsoft Authenticator  
iPhone SE (3rd generation)

Done



## 3. Accept the permissions



### Permissions requested by:

 Regulation - Access Hub  
mfraccess.onmicrosoft.com

By accepting, you allow this organisation to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

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](#)

This resource is not shared by Microsoft.

Cancel

Accept

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



### Add more details

You can use this email to sign in next time.

Job Title

Cancel

Continue

## 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.



### Sign in

Email, phone, or Skype

No account? [Create one!](#)

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

Next

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.



### Pick an account



[your email address will appear here]



Use another account