



Australian Government
Defence



CadetNet M365

Help Guide - CadetNet Login

April 2026 – Version 2





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Overview of CadetNet M365

CadetNet M365 is made up of two key parts:

1. CadetNet Enterprise Application (CEA), used by over 30,000 ADF Cadets and Adult Volunteers, provides online management of Personnel, Activities, Logistics, Facilities, WHS, Learning and Administration modules.
2. Microsoft 365 (M365) providing a single enterprise solution that is secure and flexible to enable:
 - Collaboration across cadets and staff
 - File sharing and storage
 - Access to communication tools like Microsoft Teams

The CadetNet M365 environment can be accessed via CadetNet laptops, personal laptops, PCs, tablets and mobile phones (also referred to as Personal Electronic Device (PED) devices).

With this new online collaboration platform, end users will be required to use multifactor authentication (MFA). This Multifactor Authentication Help Guide has been developed to support users to manage and set up MFA for the first time for a seamless login to CadetNet M365.

What is MFA?

MFA is a security method that requires users to provide two or more different types of identification to access a device, application, or online service, adding extra layers of protection to prevent unauthorised access. MFA keeps your personal information and accounts secure. It also helps protect Defence's applications and systems against threats.

Why do we have to use MFA?

Username and passwords are information that can be easily discovered and used to take over not just your CadetNet account but also other personal or work accounts if you have repeated the same password.

Having an extra step can be inconvenient at first, but remember that taking shortcuts leaves your accounts and systems more vulnerable. This helps avoid spending hours later trying to regain access to your accounts and dealing with the consequences of your data being stolen.

What if I don't own or have access to a smartphone?

Defence is working on a solution to support you. In the meantime, you can download an authentication application to a tablet (Microsoft Authenticator app [iOS](#) and [Android](#)), and your laptop or PC that you own or can readily access when you need to use CadetNet. This application will provide

you with the code you need to authenticate, however you will need to make sure your device is kept secure.

If this doesn't work for you, talk to your unit command to obtain printed versions of activity schedules, communication notifications, forms, and training material. Support will be considered on a case by case basis.

Note: If you work in an area that does not allow you to access your smart device (e.g. Defence Zone 3), please enable the 'Phone' Call option with your Skype number including the area code e.g. 02 123456.

Microsoft Authenticator Installation

How to install Microsoft Authenticator

It is recommended to use the Microsoft Authenticator app because it provides the most secure sign-in experience and seamless integration with Microsoft 365.

Note: you do not need to download the Microsoft Authenticator application if you already have it. You will be able to set up another profile in Microsoft Authenticator for CadetNet. Follow the steps in the section, "**How to add a CadetNet account**" to an already installed Microsoft Authenticator on your mobile device.

Install Microsoft Authenticator App:

Download and install a recommended Authenticator app, such as the [Microsoft Authenticator](#) or [Google Authenticator](#), on your mobile device.

Note: If you are having issues with the Microsoft Authenticator app, please check if your mobile device meets the minimum operating systems (OS) requirements:

- Android 8.0 for Android
- iOS 15.0 for Apple

If your mobile device does not meet this requirement, the Microsoft Authenticator app will not be supported. It is recommended that you either update your device to the latest OS prior to installing.

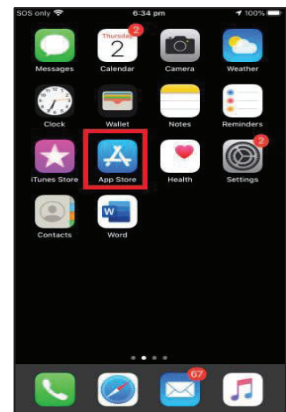


How to install Microsoft Authenticator on iOS device

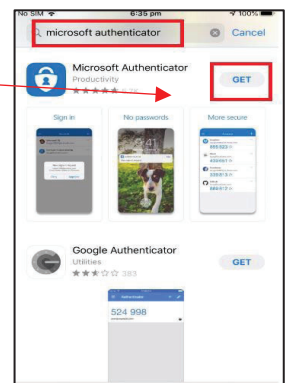
Follow the steps in this section to install Microsoft Authenticator on your mobile device.

Note: If you have already installed an Authenticator application on your smart device? Please proceed to **Page 5 - Microsoft Authenticator Setup** of this Help Guide.

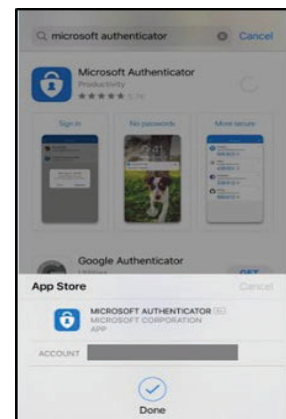
1. On your iOS device, open App Store



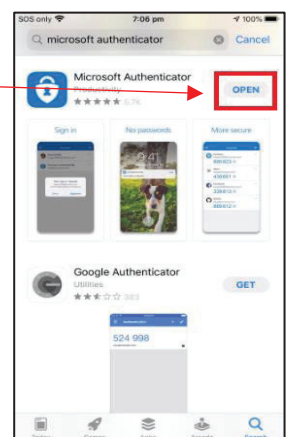
2. In App Store, go to Search bar and enter 'Microsoft Authenticator', and select, then select Get to install the app



3. You might be asked to enter Apple ID password or Touch/Face ID if you have Apple account security setup. If you do not have the setup, the app will be installed without this



4. The Microsoft Authenticator app is installed when the status changed into Open



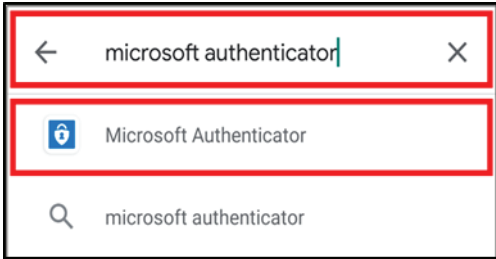
You will now be able to find the Microsoft Authenticator app on the main screen



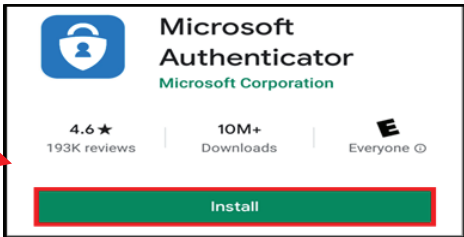
How to install Microsoft Authenticator on Android device

Follow the steps in this section to install Microsoft Authenticator on your mobile device.

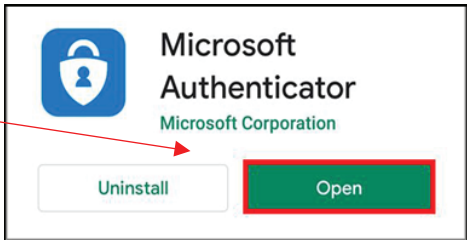
- 1. With your Android device, search 'Microsoft Authenticator' in the application store (e.g. Play Store). Select the Microsoft Authenticator application from the search results



- 2. Select Install



- 3. Once installed, select Open to launch the Microsoft Authenticator app



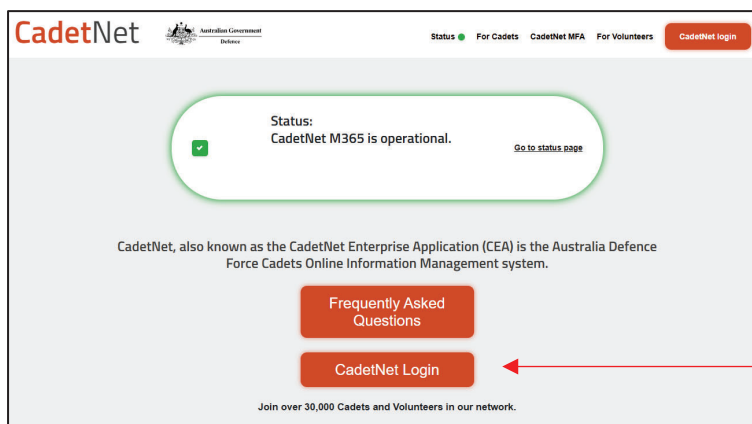
- 4. You will now be able to find the Microsoft Authenticator app on the main screen of your smart device.

Signing in to CadetNet

How to sign in to CadetNet for the first time

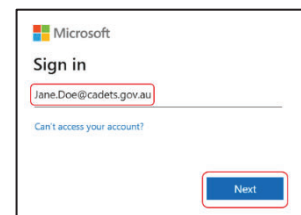
These instructions will guide you step by step through the process of logging in to CadetNet for the first time. This includes setting up two methods of authentication and your security questions that will enable self-service password reset.

1. Open a browser on your CadetNet laptop, personal laptop, PC or tablet and navigate to www.cadetnet.gov.au and select one of the CadetNet Login options



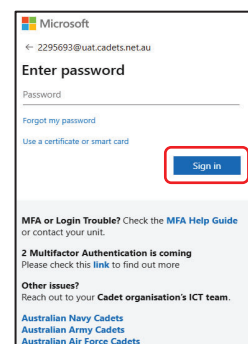
Note: if you're working from on the Defence Protected Network (DPN) you will need to login via www.apps.cadetnet.gov.au

2. Enter your CadetNet username which is your CadetNet email address, examples of these;
 - jane.doe@armycadets.gov.au
 - jane.doe@navycadets.gov.au
 - jane.doe@airforcecadets.gov.au

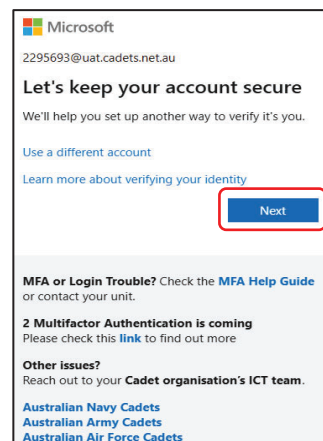


Or, you can use your CadetNet User ID and apply @cadetnet.gov.au to the end. Example 123456@cadetnet.gov.au

3. Enter your CadetNet password, then select Sign in



4. This prompt will guide you through setting up your first method of authentication, Select Next



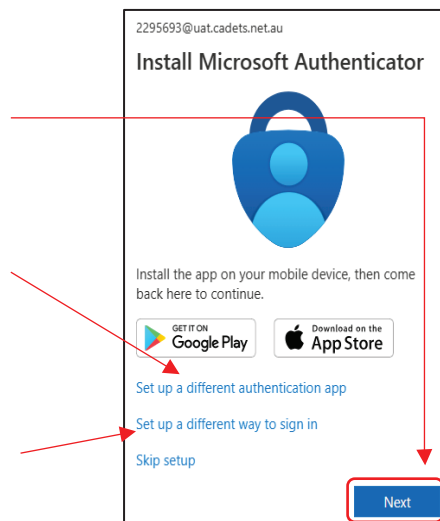
5. Now to begin the process;

Select **Next**, to continue with setting up a Authenticator app method. Or,

Select [Setup a different authenticator app](#) to set up alternative options;

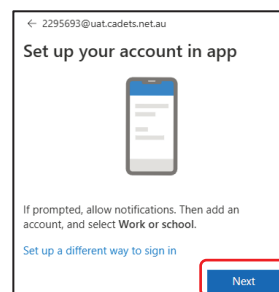
- Microsoft Authenticator - Push Notification
- Microsoft Authenticator - One time password (TOTP)
- Other Authenticator apps e.g. Google Authenticator.

If you would like to enable a different method (Phone – Call or Text) please select [Setup a different way to sign in](#)

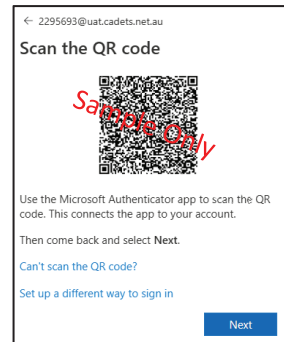


Please note; whichever option you choose you **do not** need a second phone or device to register a second MFA. Each method listed can be registered on the same smart device, this making registering your MFA simple and convenient.

6. Enabling Microsoft Authenticator, select Next

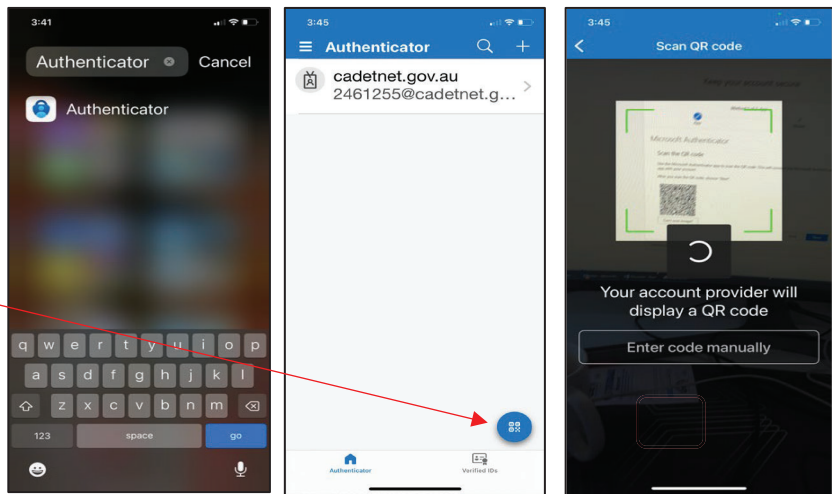


- The system will generate a QR Code, scan the QR code using your chosen Authenticator app;

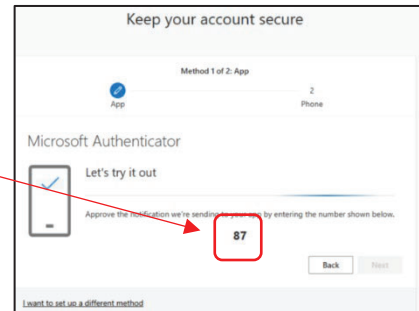


- Open your Authenticator app.

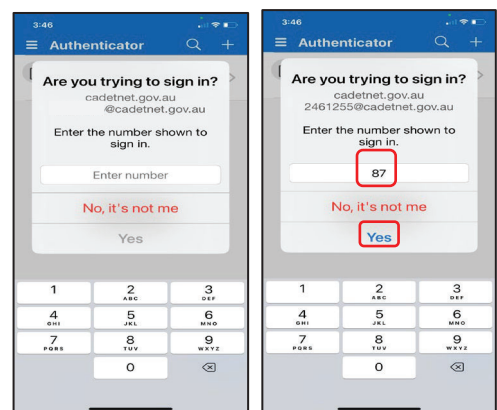
This example is using the Microsoft Authenticator app. Scan the QR Code as seen in the following images



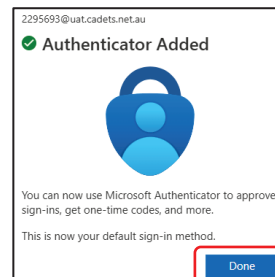
- The system will generate a one-time code to enter in to your Authenticator app. In this example the code is 87



- Enter your one-time code into your Authenticator app and select "Yes" this is verifying the link between apps.

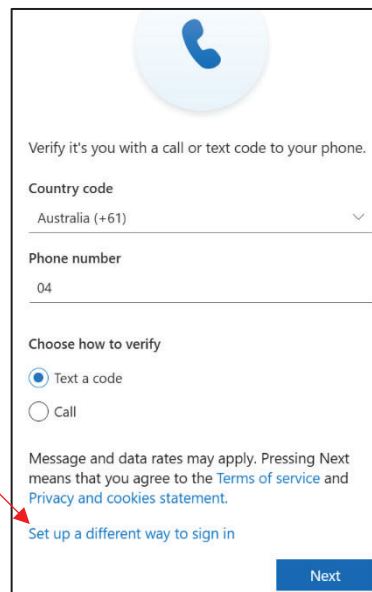


CadetNet will confirm authentication link, Select Done



11. You will now be prompted to set a second method of authentication. The system will default to setting up your phone.

If you don't have a phone. Progress with selecting 'Set up a different way to sign in'.

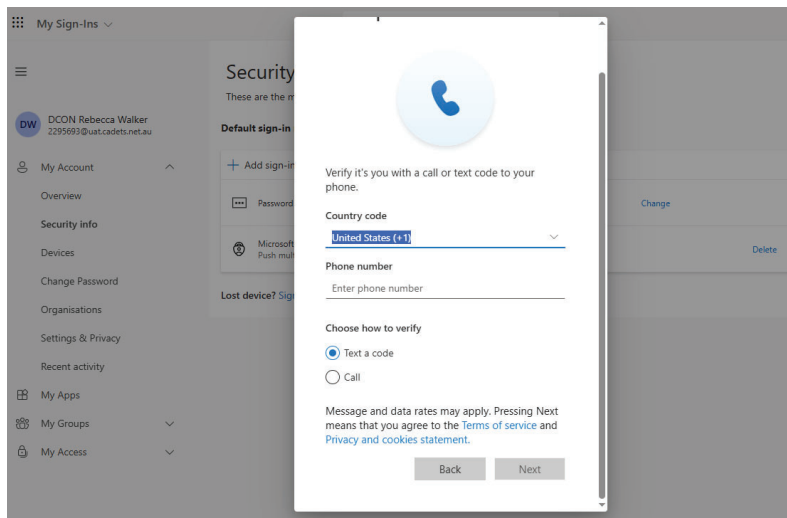


12. To progress with setting up your 'Phone' as your second method you have two options;

Option A – Link a Mobile Number	Option B – Link a Landline
<p>Country Code: Australia (+61)</p> <p>Phone Number: Enter your mobile number</p> <p>Verify: For mobile set up you can select either option here. For this example, select 'Text a code' verification code will be sent as a text to your mobile. If you select 'Call' you will receive an automated call that will ask you the select # to verify.</p>	<p>Country Code: Australia (+61)</p> <p>Phone Number: Enter your mobile number</p> <p>Verify: Landline option select 'Call' This will initiate an automated voice call to your phone which will ask you the select # to verify.</p> <p>Note: This option is recommends for ADF members that access CadetNet in a Zone3. Here you will enter your Skype number.</p>

13. For this example **Option A – Link a mobile** is being selected

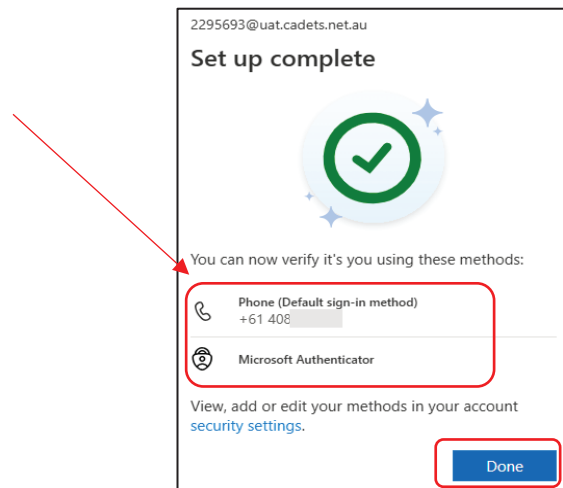
- **Country Code:** Australia (+61)
- **Phone Number:** Enter your mobile number, then Select **Next**



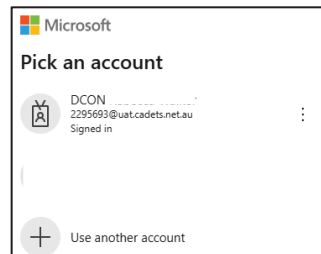
14. Congratulations! You've completed the setup of two methods of MFA. Both options will be listed on this screen.

This example details; Phone & Text and Microsoft Authenticator.

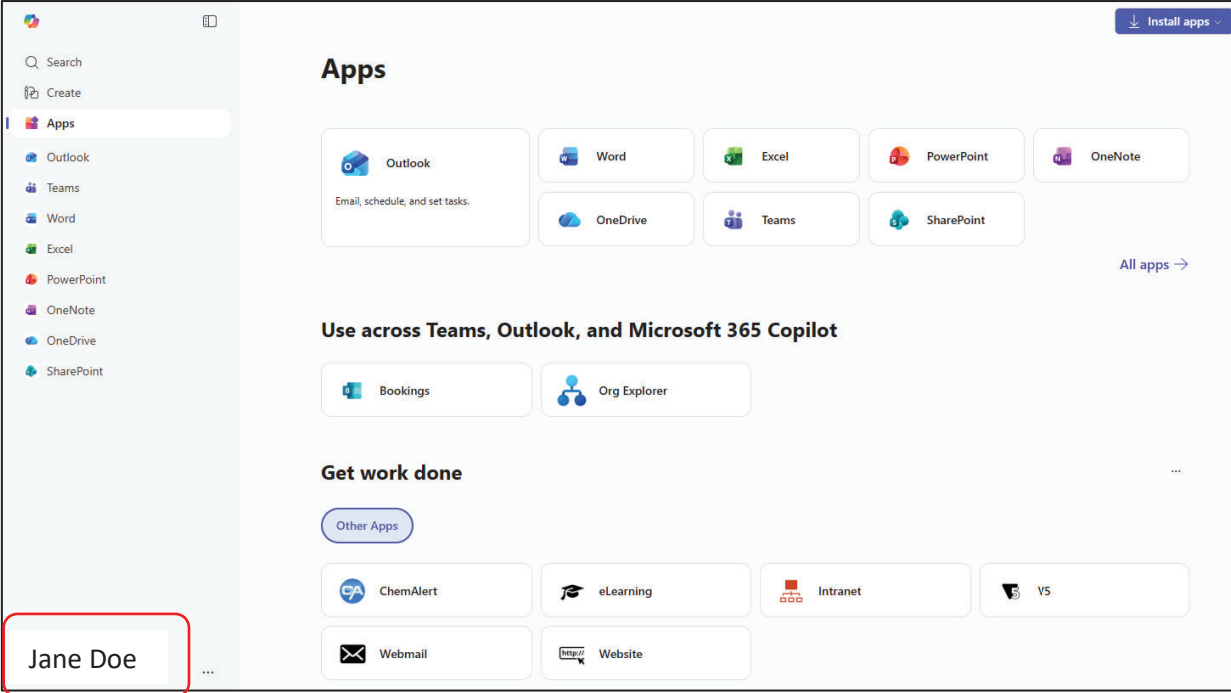
Select **Done**



15. Select your CadetNet user name.

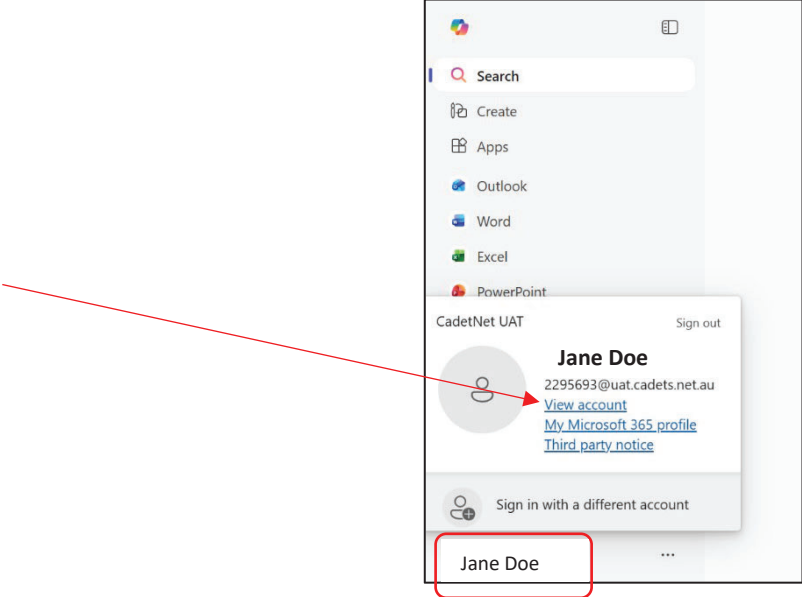


System will default to CadetNet M365.

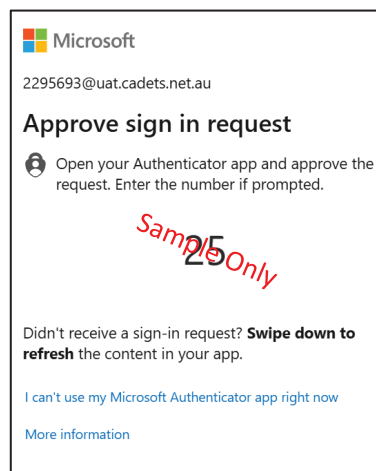


16. The bottom left of your screen you will see your name. Click on your name and a list of options will appear.

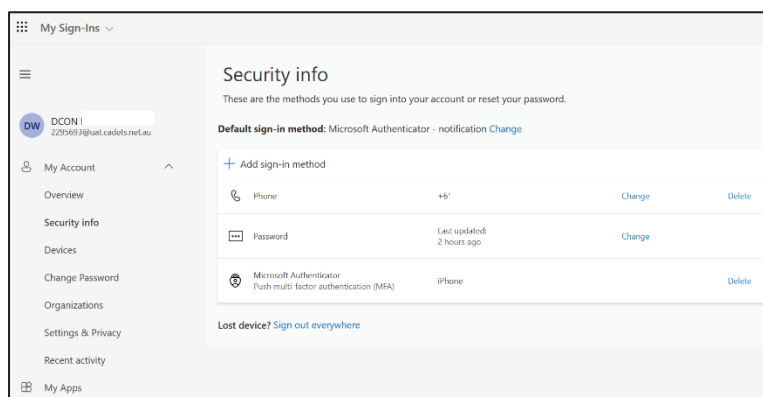
17. Select [View Account](#)



18. System will prompt a MFA validation code to access your security information. Enter your generated code in to your Authenticator app

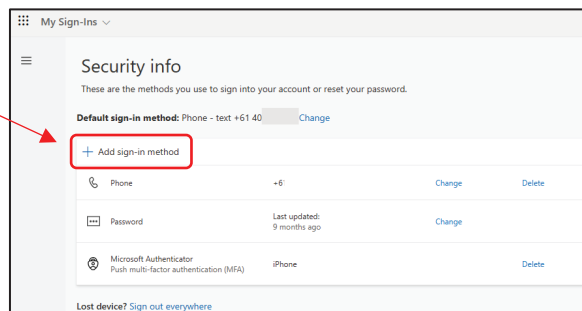


19. System will default directly to your Security Setting homepage. This is where you will need to set up your three (3) Security Question, if you haven't done already.

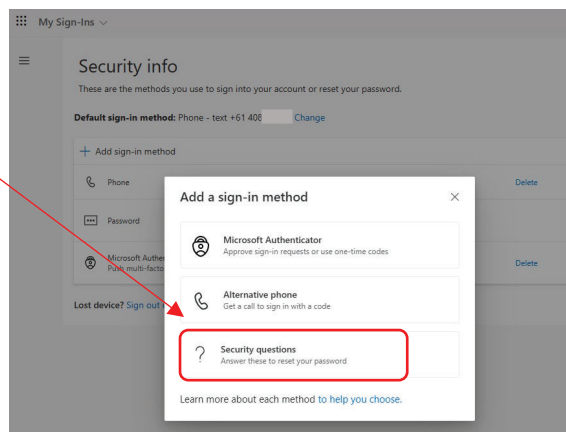


Note: Completing two (2) MFA and your 3 security questions will enable self-service for account recovery. This means that you will no longer have to seeking ICT support in the event you require a Password reset or if you lose or buy a new device.

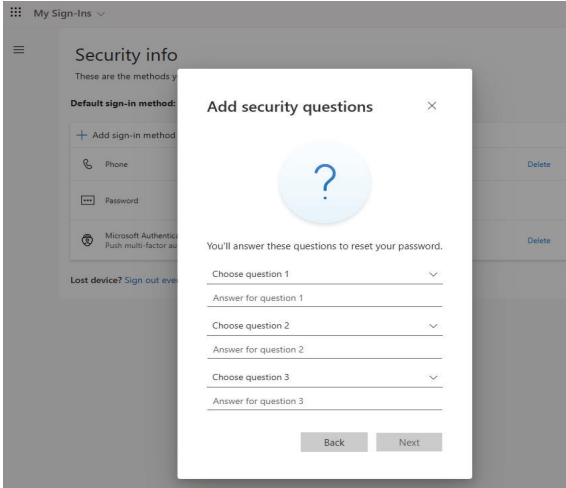
20. Select + Add sign-in Method



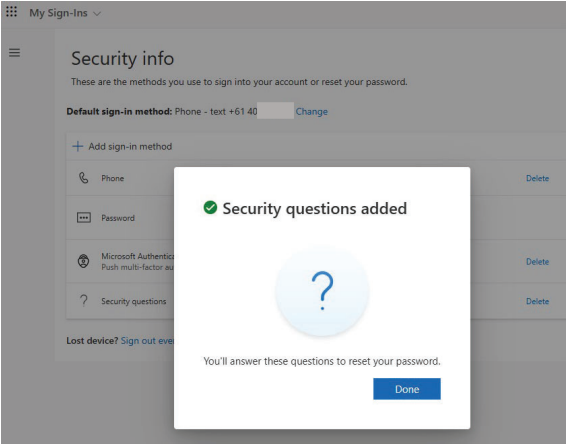
21. Select Security Questions



22. Click on each 'choose question #' a dropdown list of questions will present. Select three different options and apply answers to each. Once completed select **Next**

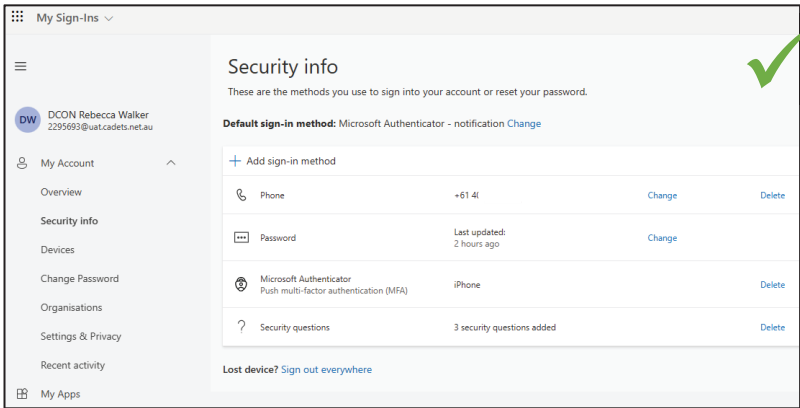


23. **Congratulations!** You have enabled to self-serve by successfully enabling 2 methods of authentication and your three security questions to your CadetNet account.



24. Example of a correct CadetNet setup account

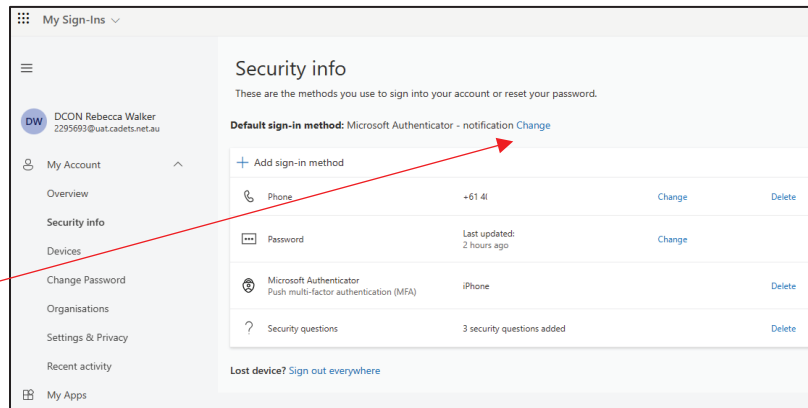
- SMS
- Microsoft Authenticator
- Security Questions



How do I set up my Default MFA Method?

Set your 'Default sign-in method' to your preferred authentication method. This will be what the system will prompt in the first instance when login in to CadetNet.

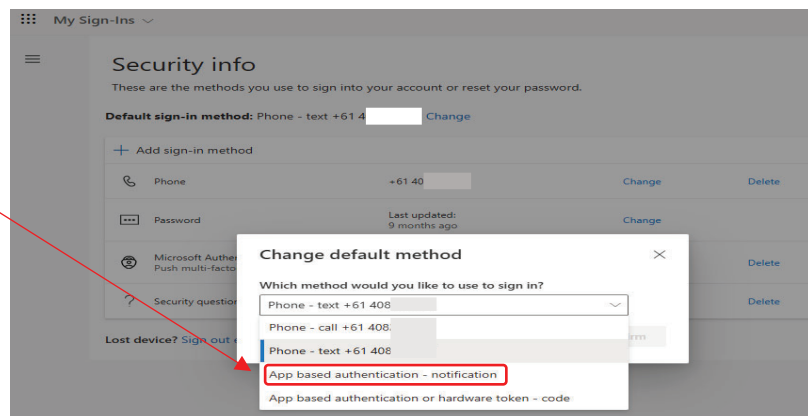
25. Select **Change**



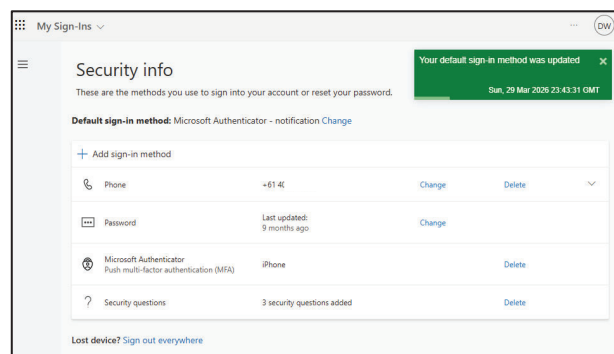
26. Select your preferred method.

Example; Change from 'Phone' to 'Microsoft Authenticator'.

Once you have selected your option the system will auto save

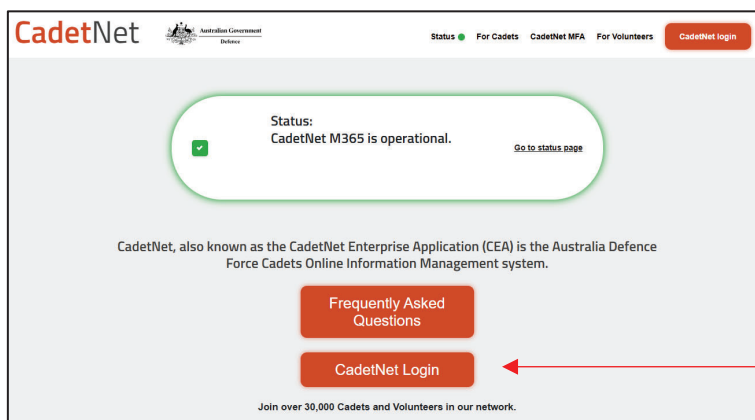


Congratulations! You have finalised and futureproofed capability to login to CadetNet and self-service password reset for your account.



Existing user with only 1 method of authentication setup;

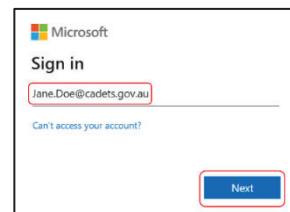
27. Open a browser on your CadetNet laptop, personal laptop, PC or tablet and navigate to www.cadetnet.gov.au and select one of the CadetNet Login options



Important to note: if you're working from on the Defence Protected Network (DPN) you will need to login via www.apps.cadetnet.gov.au

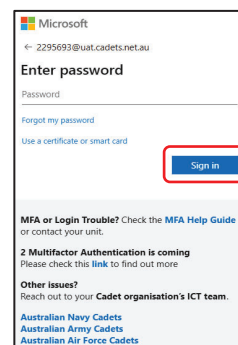
28. Enter your CadetNet username which is your CadetNet email address, examples of these;

- jane.doe@armycadets.gov.au
- jane.doe@navycadets.gov.au
- jane.doe@airforcecadets.gov.au



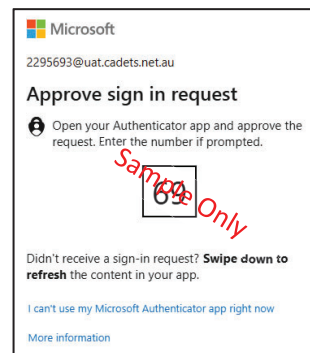
Or, you can use your CadetNet User ID and apply @cadetnet.gov.au to the end. Example 123456@cadetnet.gov.au

29. Enter your current CadetNet password, then select Sign in



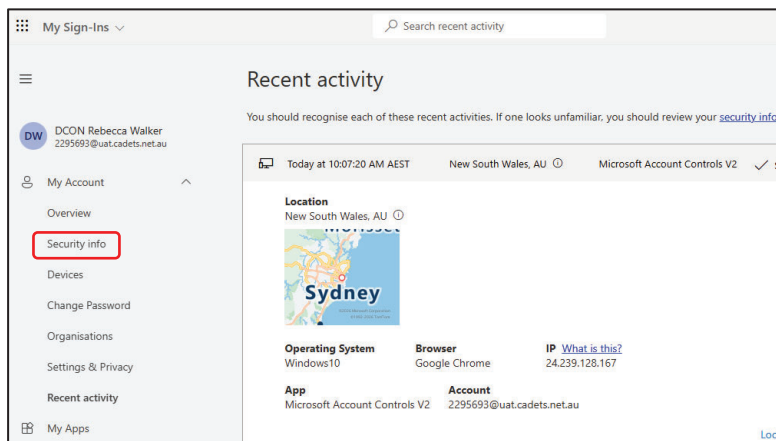
30. System will send you a verification code to your registered MFA method. For this example; Microsoft Authenticator is registered so the system has generated a Authentication code.

31. Enter your code in to your registered app and select **Yes** on your device.



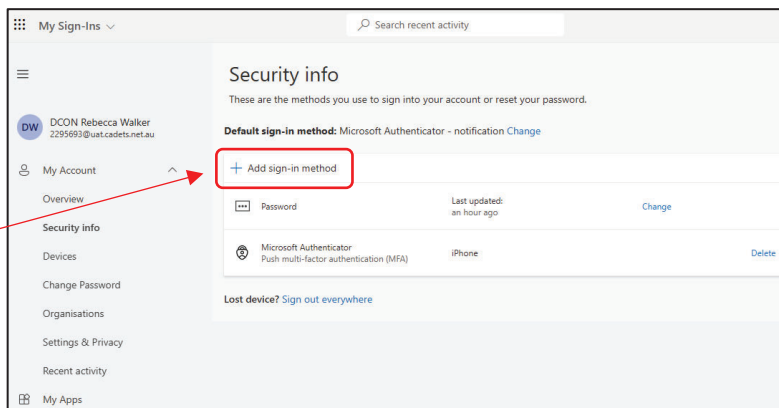
The system will link you to the 'My Sign-ins' screen. This is where you will set up second method of authentication and three security questions.

32. Select **'Security Info'** here is where you will select and or update all your security setting anytime.

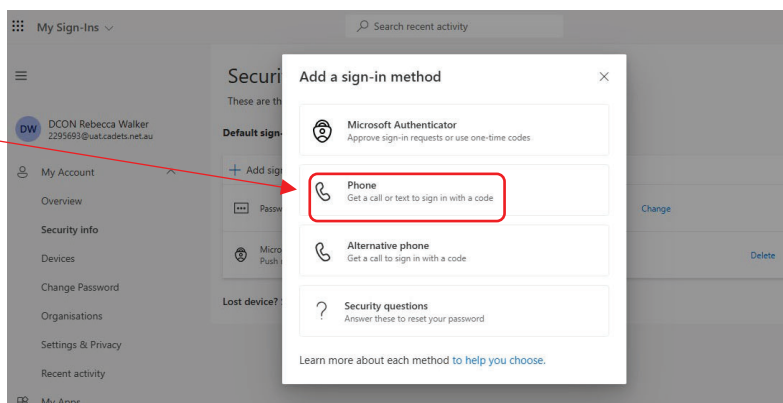


You can see, only one method of authentication set up, in this case it's Microsoft Authenticator.

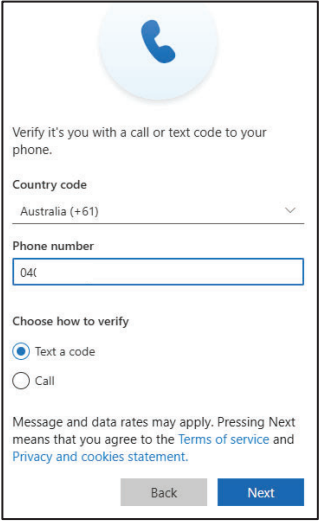
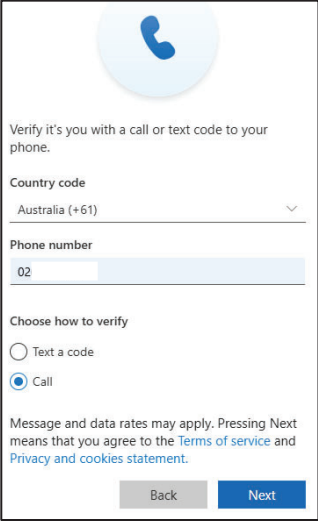
33. To add your second method. Select **+ Add sign-in method**



34. For this example, **'Phone'** method is being select as the second method of authentication.



When you select the 'Phone' you have two options to progress;

Option A – Link a Mobile Number	Option B – Link a Landline
<p>Country Code: Australia</p> <p>Phone Number: Enter your mobile number</p> <p>Verify: Verify: For mobile set up you can select either option here. For this example select 'Text a code' verification code will be sent as a text to your mobile. If you select 'Call' you will receive an automated call that will ask you the select # to verify.</p> 	<p>Country Code: Australia</p> <p>Phone Number: Enter your mobile number</p> <p>Verify: Landline option select 'Call' This will initiate an automated voice call to your phone which will ask you the select # to verify.</p> <p>Note: This option is recommends for ADF members that access CadetNet in a Zone3. Here you will enter your Skype number.</p> 

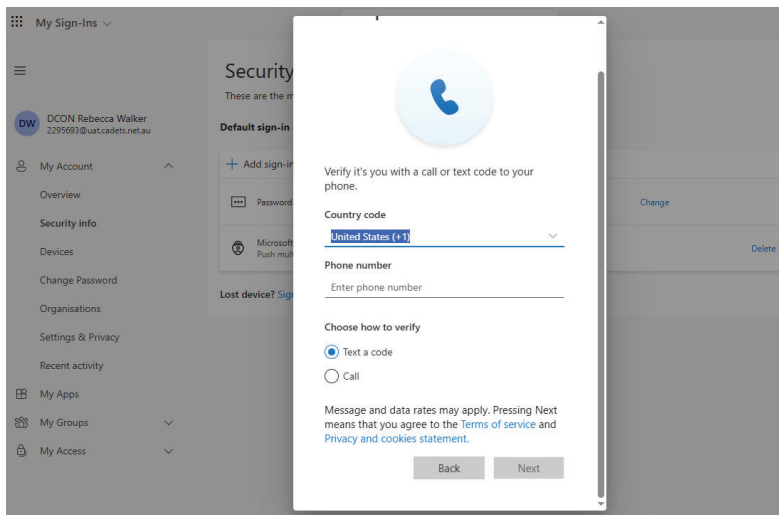
For this example **Option A – Link a mobile** is being selected

35. Enter mobile details as follows;

Country Code: Australia (+61)

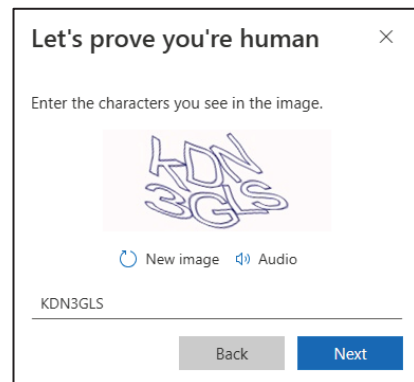
Phone Number: Enter your mobile number

then Select **Next**

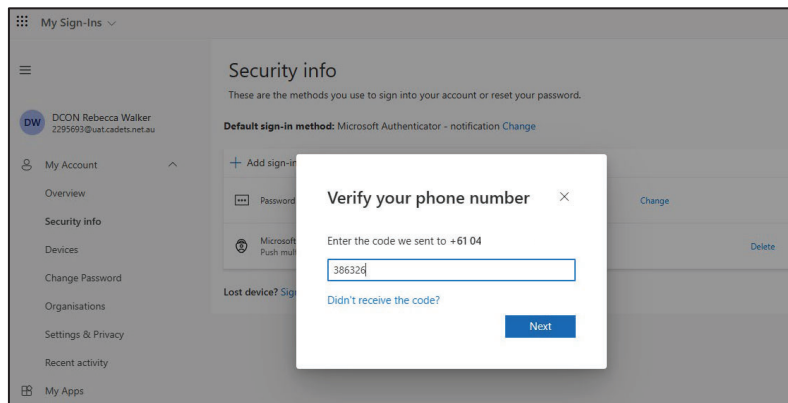


The system may ask you to then verify you're not a Robot. If not progress to step 37.

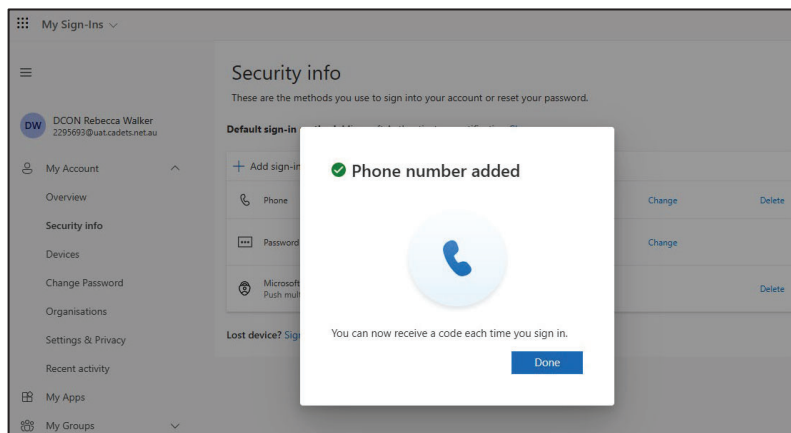
36. Enter the code you see, then select **Next**



37. Now you should receive a verification code to your mobile that you will need to enter here and select **Next**

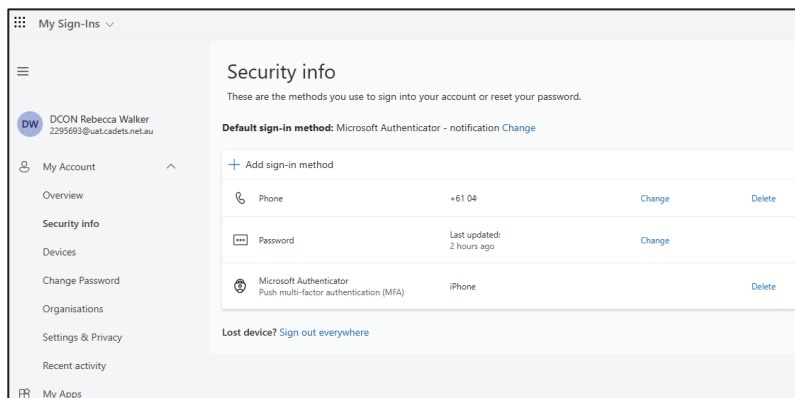


38. Select **Done**.

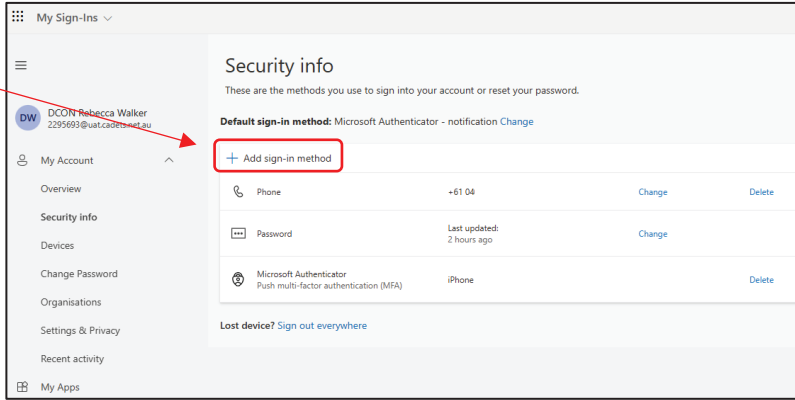


39. Listed will be your two methods of authentication.

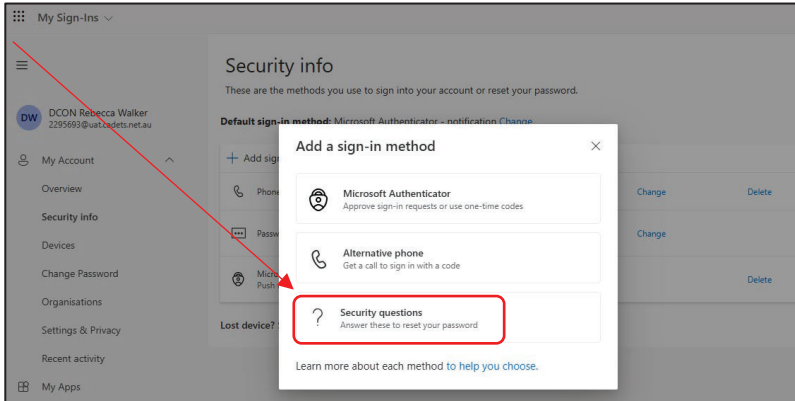
Now let's finish off by setting up your three security questions. This will enable self-service password reset.



40. Select + Add sign-in method

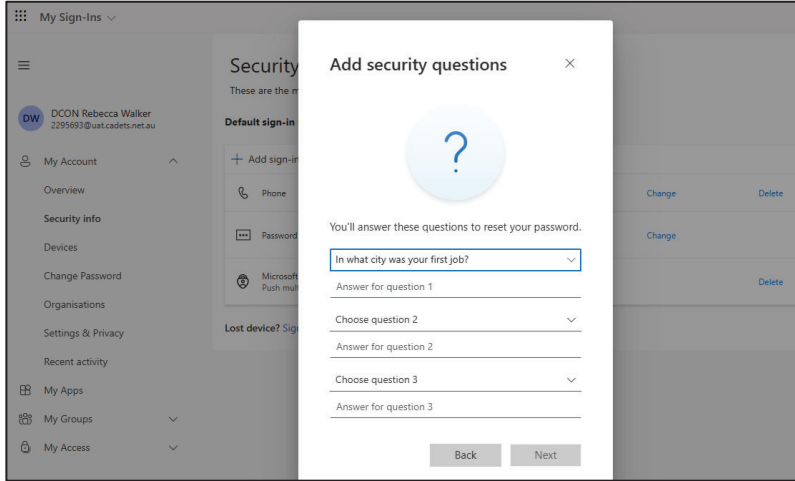


41. Select security questions

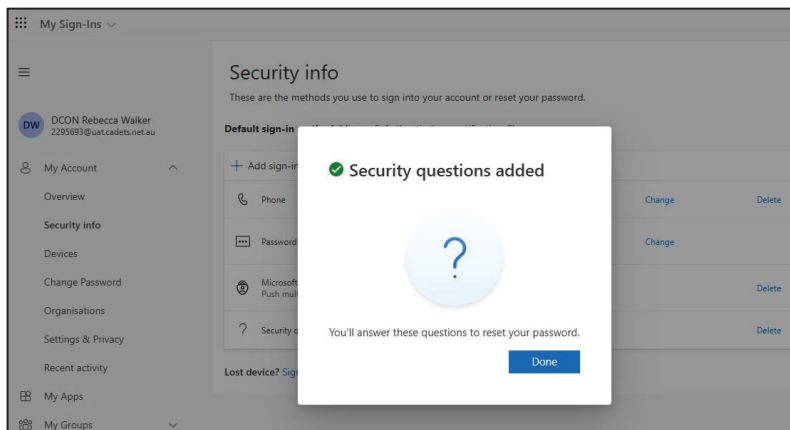


42. Click on each 'choose question #' a dropdown list of questions will present. Select three different options and apply answers to each. Once completed select **Next**

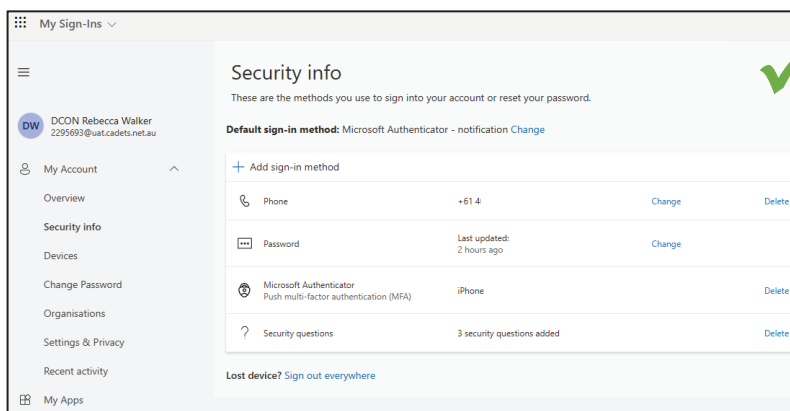
Please note: You need to answer all three questions when resetting your password.



43. You will know once it done when you see this prompt. Select Done



System will default back to the 'Security info' screen where you will see that you have **two methods of authentication** setup and also your **three security question**.



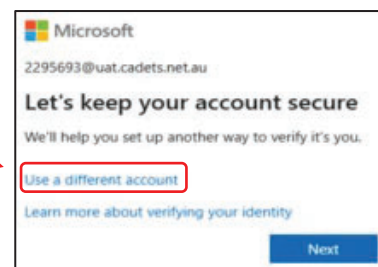
Congratulations! You have finalised and futureproofed your future capability to login to CadetNet and self-service password reset for your account.

Existing user with only 1 method and are stuck in a loop;

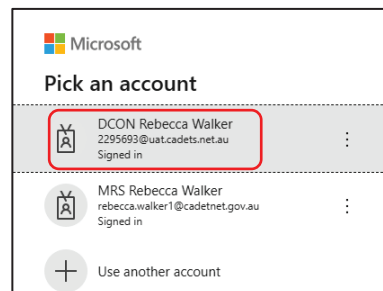
This workaround has been developed to support you exiting users with only one MFA registered, login to CadetNet which getting stuck in the "Loop".

Follow the below steps.

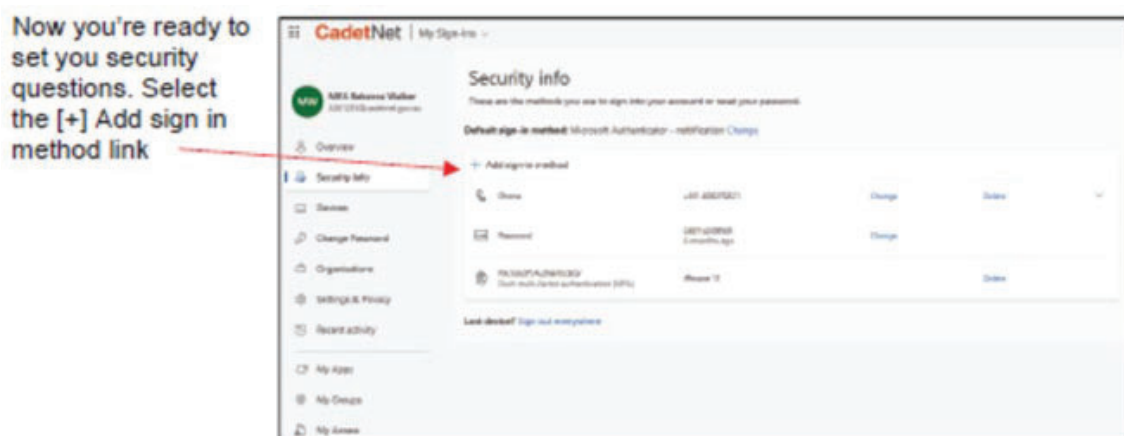
1. Open Chrome or Edge on your laptop/PC
2. Click the [...] at the top right corner of the browser and select Incognito / InPrivate Window
3. Go to: <https://mysignins.microsoft.com.mcas.ms/security-info>
4. Enter your CadetNet login
5. Once you reach the "Let's keep your account secure" screen, "Use a Different account"



6. Then select the same **CadetNet User** name that you logged in with



7. You may need to **Repeat Step 6 and 7 a few times until you get to the below screen**



8. Once here, select **+ Add sign in method** and register another MFA. Phone, Three security questions, or another Authenticator app like Google Authenticator as an example.

Having Trouble Logging in?

Here are some helpful tips and tricks that might help;

Before Setting Up MFA

Ensure your device is password protected, has updated antivirus software, your web browser is up-to-date, preferably a modern browser like Microsoft Edge or Google Chrome, and have an Authenticator app installed on a mobile device. Also, check for any browser extensions that might interfere and clear your browser's cache and cookies.

Update Your Browser:

Use a Modern Browser: Ensure your browser is updated to the latest version to avoid the "Your browser is not supported or up-to-date" error message during setup.

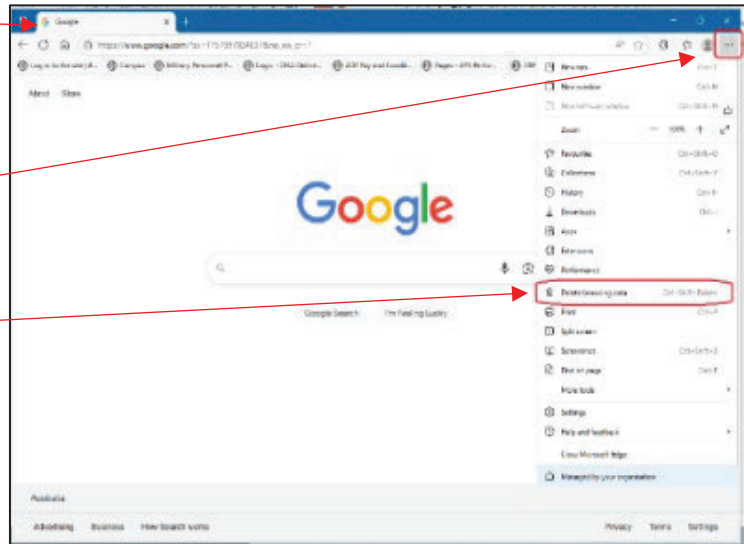
Recommended Browsers: Microsoft Edge, Google Chrome, and Mozilla Firefox are generally recommended for their compatibility with MFA processes.

Check for Interfering Components: Make sure the Microsoft Edge WebView2 Runtime is up-to-date if you're using it.

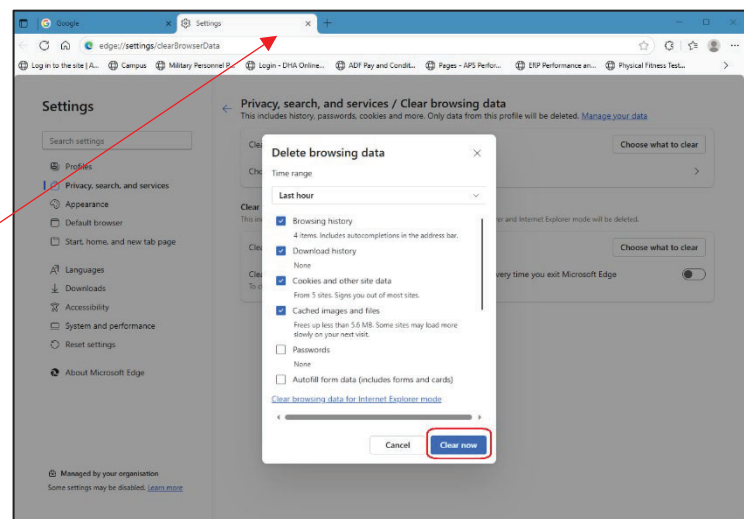
Clear Browser Data

Clear Cache and Cookies: Sometimes, issues with MFA can be resolved by clearing your browser's cache and cookies.

1. Open web browser, in this instance I am using Google
2. Select [...] which will drop down menu
3. Select Delete Browsing Data



4. Select **Clear Now**, this will initiate and complete the clearing of browser's cache and cookies the
5. You can now close your web browser and commence login



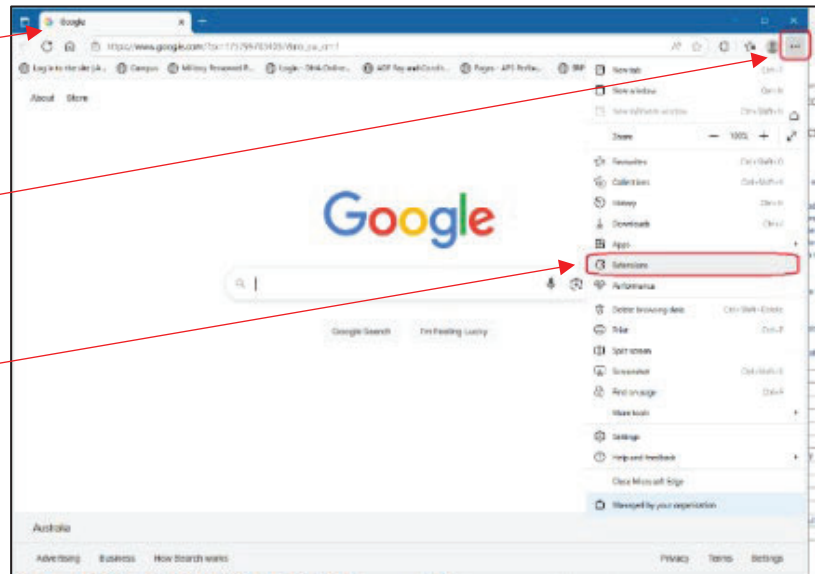
Check for Browser Extensions

Disable Extensions: Some browser extensions can interfere with the MFA process. Try disabling them to see if the issue is resolved. [This example uses Microsoft Edge](#)

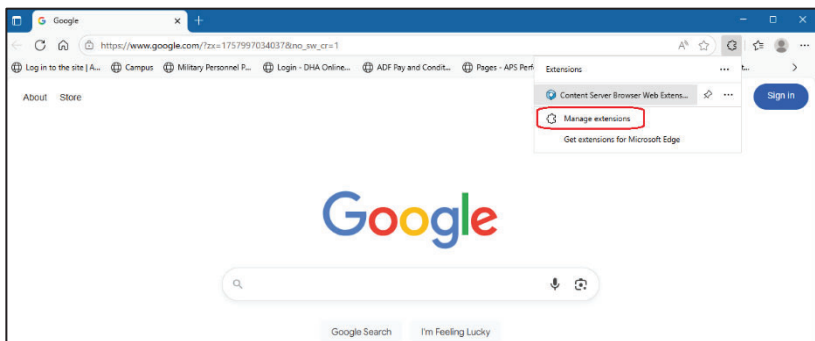
1. Open web browser, in this instance I am using Google

2. Select [...] which will drop down menu

3. Select Extensions

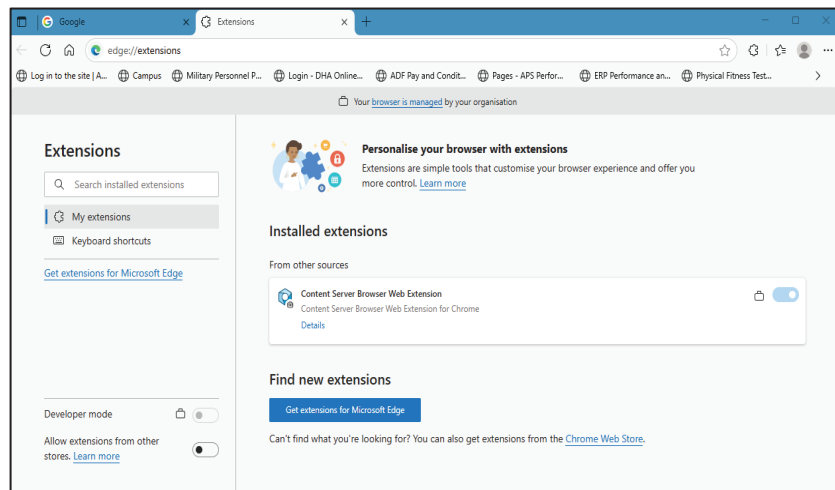


4. Select Manage Extensions



5. Manage Extension from the homepage

6. Once actioned, you can now close your web browser and commence login



I don't remember my username. What do I do now?

Your CadetNet username is your CadetNet email address, examples of these;

- jane.doe@armycadets.gov.au
- jane.doe@navycadets.gov.au
- jane.doe@airforcecadets.gov.au



or, your User ID example is 123456@cadetnet.gov.au

If you're still unsure, please ask your unit staff to assist as they will be able to provide it to you.

How do I reset my password?

Now that you have enabled all methods of MFA and your 3 security questions, you can now use the self-serve [password reset](#) by Microsoft

Remember, the only question left is the one you're about to ask! Don't hesitate to reach out.. Enjoy!