Contents

New Account SIGNUP & Configuring Multi factor

Set up new account.

1. Go to https://appian.melair.com.au/suite/design

2. Press on **Sign up now**.

3. Enter your **email address.**
4. Press **Send verification code.**

Check your email inbox for the verification code. Check your SPAM folder as well, if necessary.
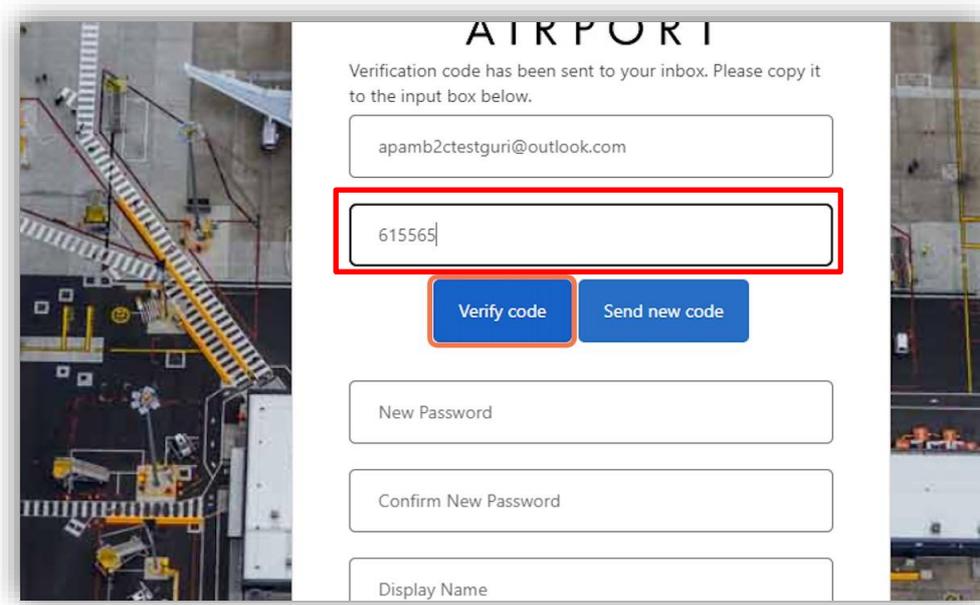
5. Enter the **verification code.**

6. Press **Verify Code.**

Create a strong password that you will remember.

Password should be 8-16 characters, containing 3 out of 4 of the following:

- Lowercase characters,

- uppercase characters,

- digits (0-9), and

- one or more of the following symbols: @ # $ % ^ & * - _ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .
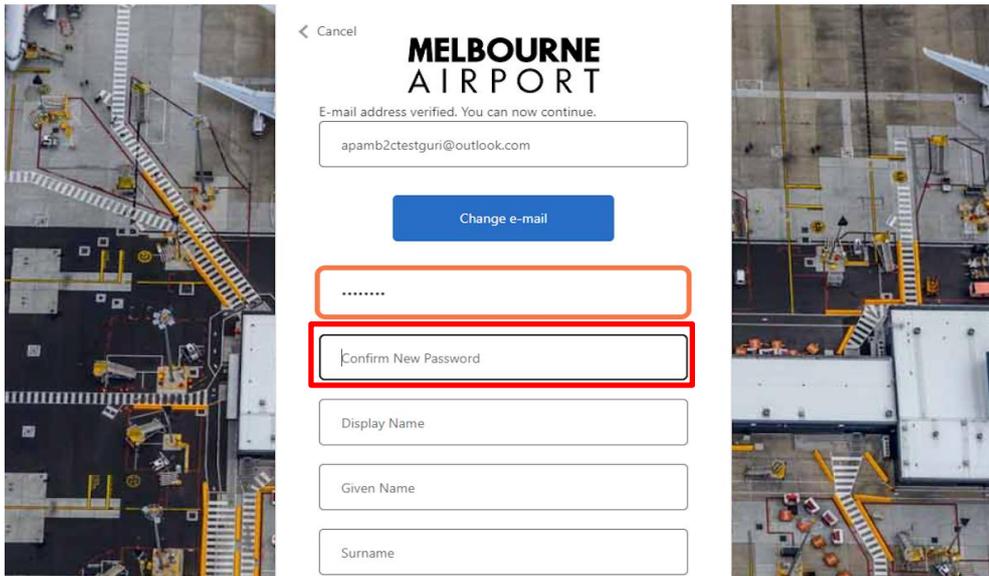
7. Enter your new password in the **"New Password"** field

8. Enter the password again in the **"Confirm New Password"** field.
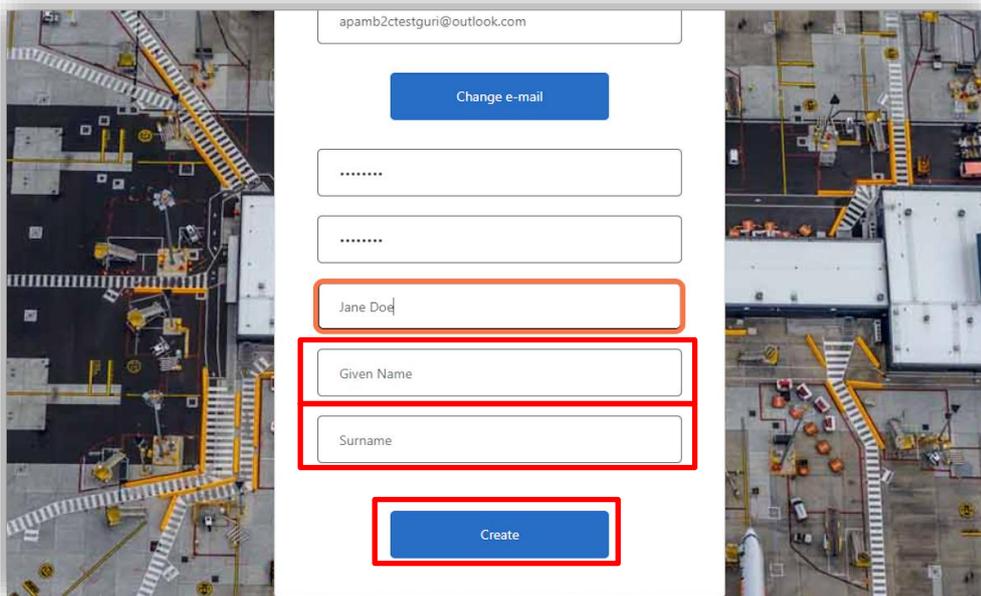
9. Enter the **name** you want displayed on your profile.

10. Enter your **given name.**

11. Enter your **surname.**

12. Press **Create.**

13. Press on **Continue** to set up the Authenticator app.

Choose the Authenticator app and continue.

If you already have the Microsoft Authenticator app installed:

1. **Pair your account with the Authenticator:**
   - From the MFA setup screen on your computer, select the option to use a mobile app, and then choose to receive notifications for verification or use the verification code, as you prefer.
   - A QR code will appear on your computer screen. Open the Microsoft Authenticator app on your mobile device, tap '+' to add a new account, and select "Work or School account". This will open your camera to scan the QR code. Align the camera to the QR code on the computer screen to scan.
   - The app will confirm that the account has been added.
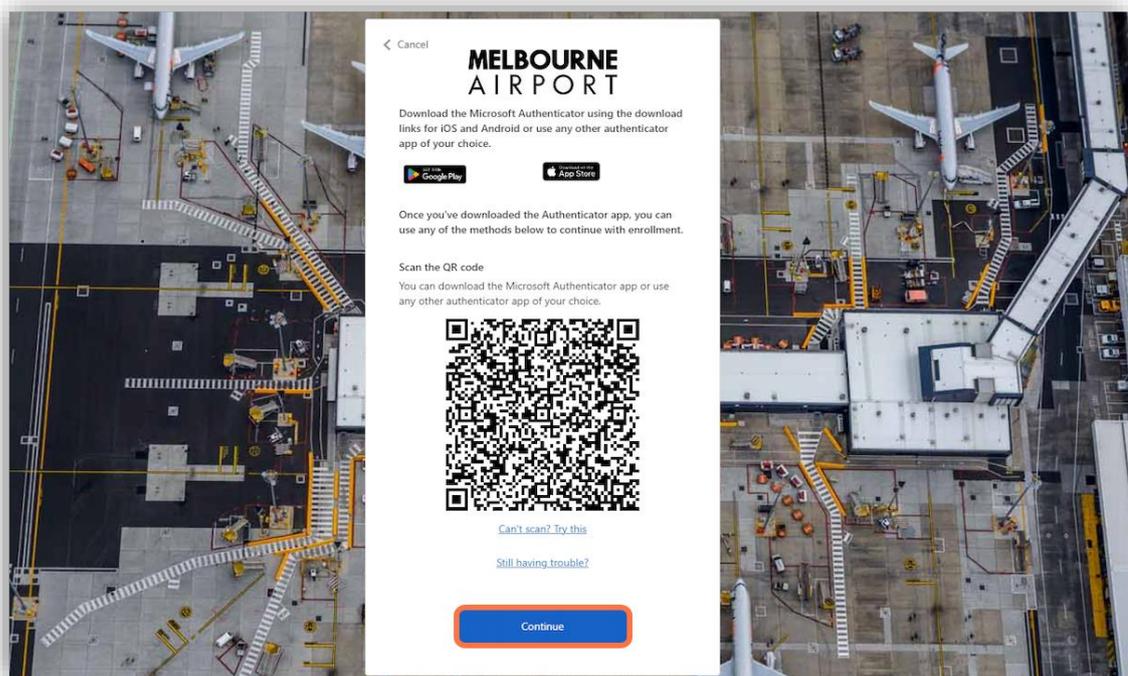
2. **Complete MFA setup:**
   - After scanning the QR code, return to your computer and click "Next" on the MFA setup screen. It will prompt a notification on your mobile device.
   - Open the notification in your Microsoft Authenticator app and approve it.
   - The setup screen on your computer will confirm that the setup is complete.

Please Note: A notification will be sent to your Microsoft Authenticator app each time you log in to your account. Approve this notification to complete the sign-in process.

If you do not have the Microsoft Authenticator app installed:

1. **Install Microsoft Authenticator:**
   - Open the App Store (for iOS) or Google Play Store (for Android) on your mobile device.
   - Search for "Microsoft Authenticator" and install the app.
   - Follow the steps above to pair your account with the Authenticator and complete the MFA setup.

14. Enter the **generated code.**

15. Press **Verify.**
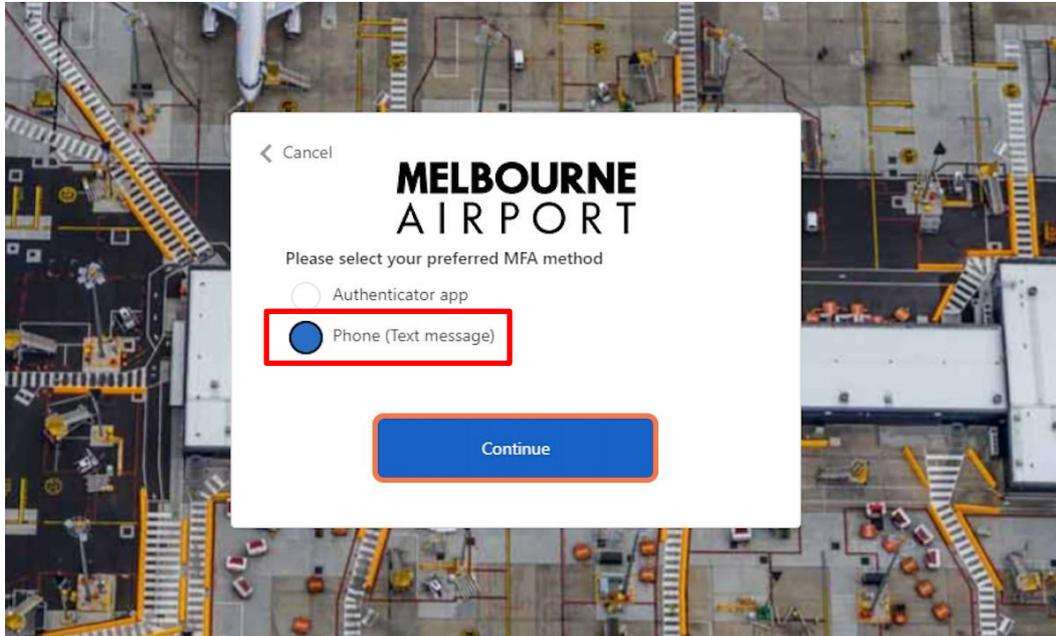
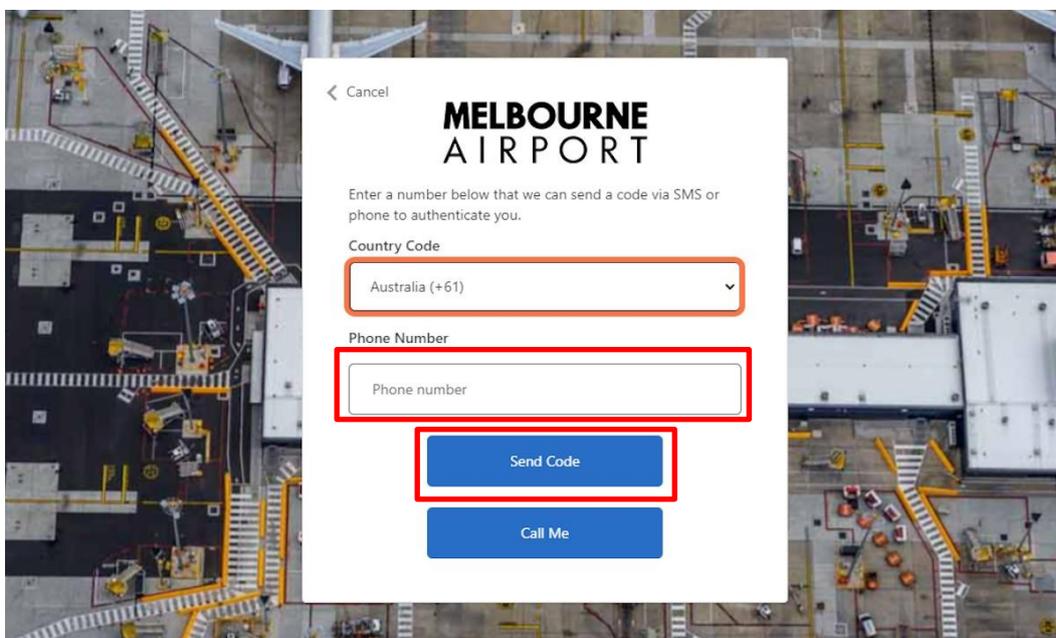   **You will now be able to login to the ASIC portal.**

Authentication (MFA) Set up using Phone (Text Message) with Text / Call me

Rather than using an Authenticator app you can set up to use your phone with text messages.
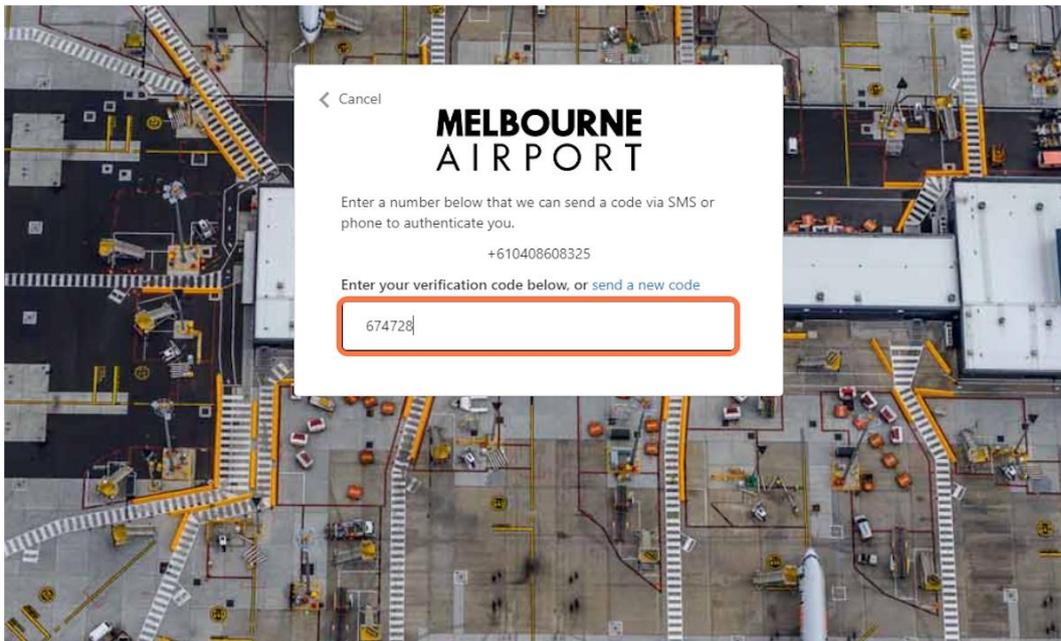

1. Select **Phone (Text message).**

2. Press **Continue.**

3. Select **Australia** as the country code.

4. Enter your **phone number.**

5. Press **Send Code.**

You will receive a text message containing a verification code. It may take a few moments for the code to arrive.

6. Enter the **code** you received via text message into the field labelled "Enter Code".

7. Press on **Verify.**

   If the code is correct, your phone number will be verified, and you will be able to log in.

   At step 5 above you can take an alternate method – after selecting the country code and entering your phone number.
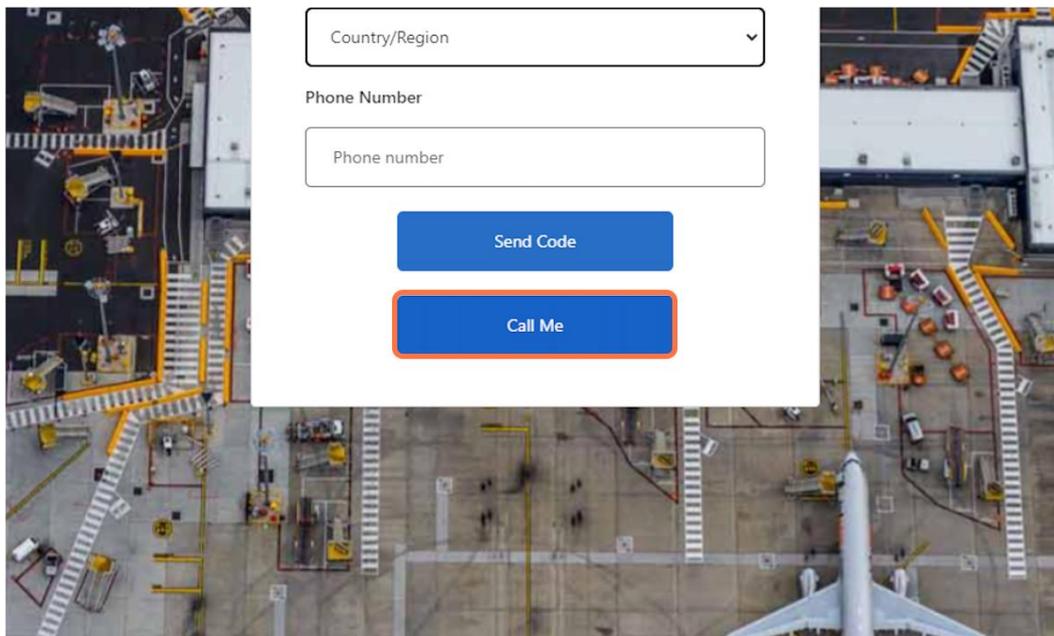
8. Press **Call Me.**

You will receive a phone call.

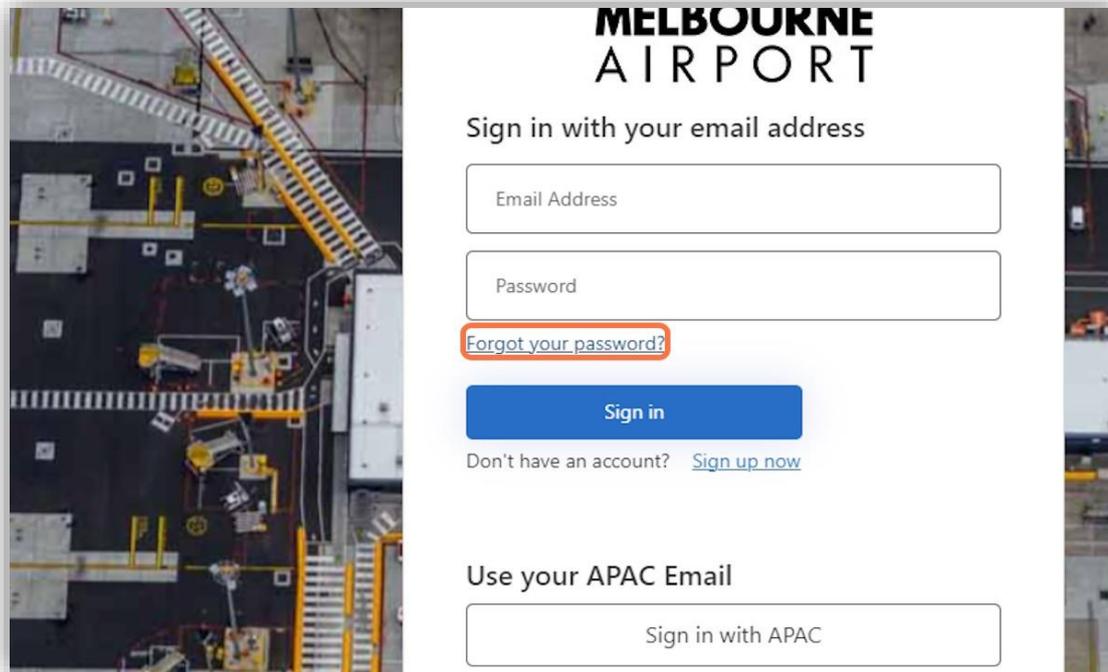9. **Answer the call and listen.**

10. Press the **#** sign.

11. **End the call.**

You will now be able to login to the ASIC portal.

AUSTRALIA PACIFIC AIRPORTS CORPORATION

Resetting your Password and Configuring Multi-Factor Authentication
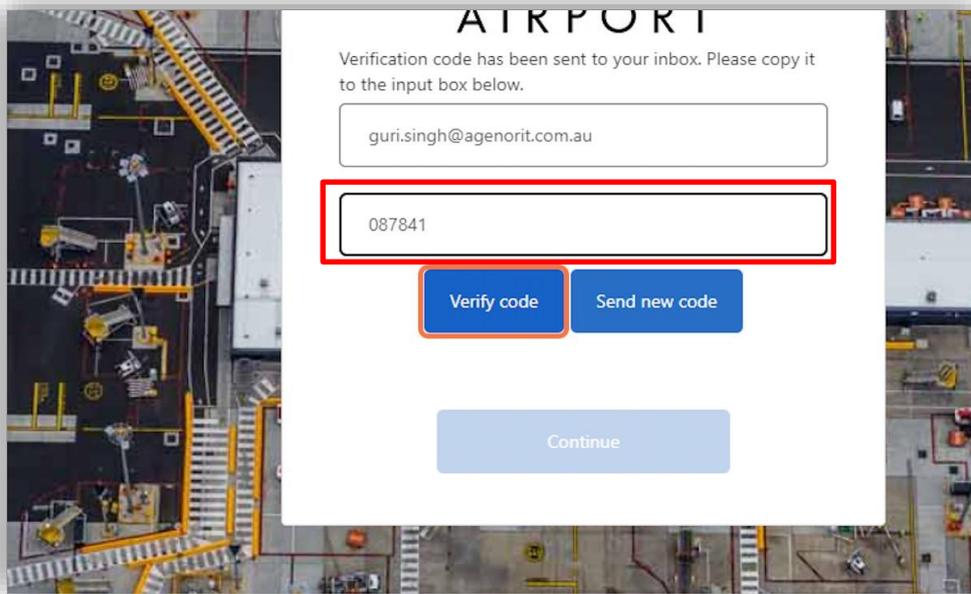
To reset your password

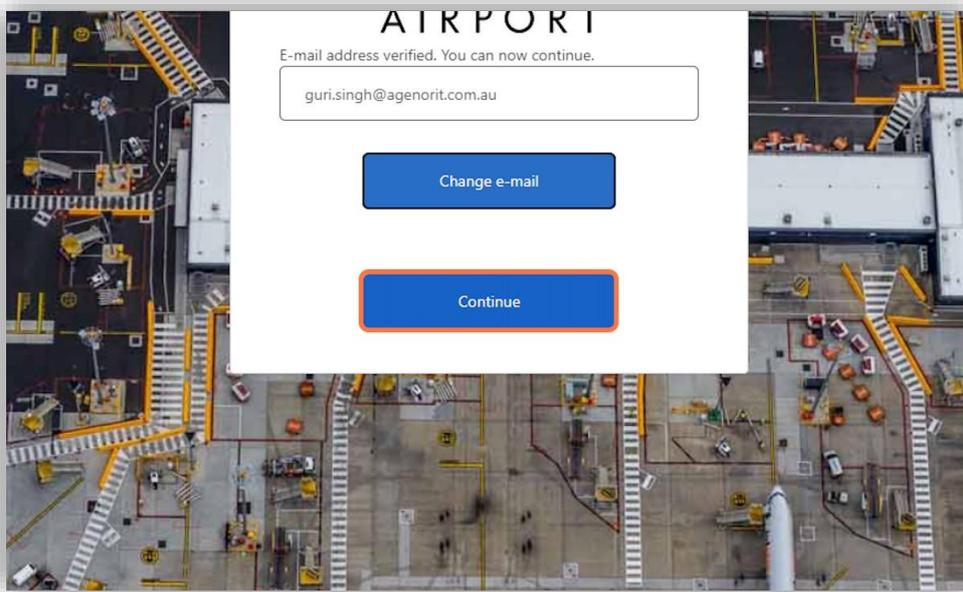1. Press on **Forgot your password** on the login screen
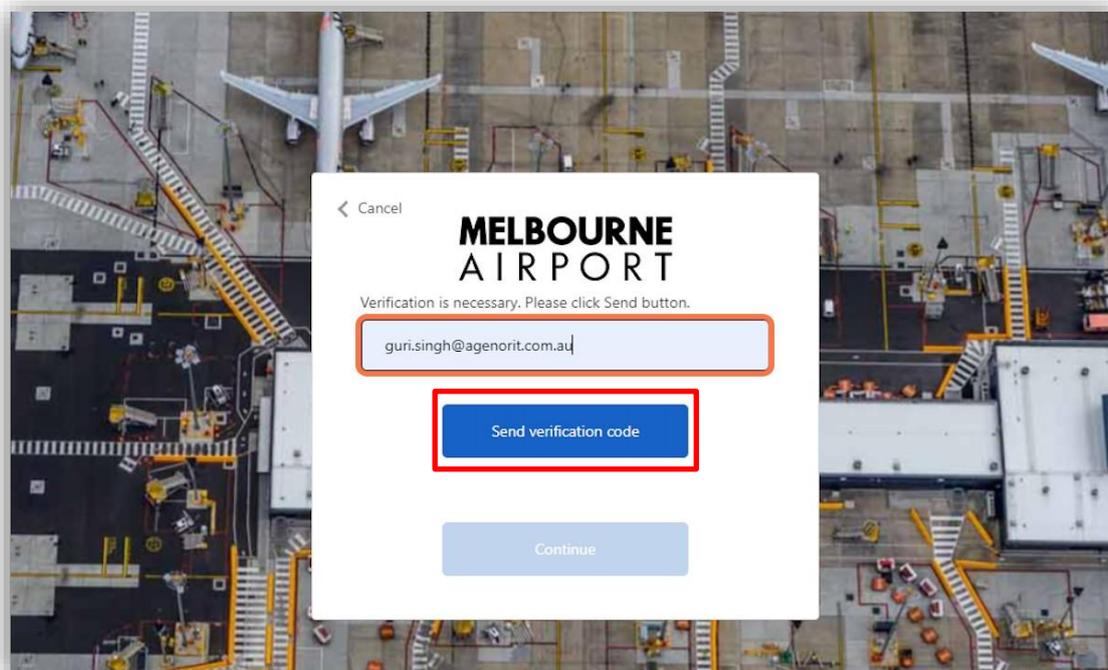
2. Enter your **email address.**

3. Press **Send verification code**.

Check your email inbox for the verification code. Check your SPAM folder as well, if necessary.

4. Enter the **verification code.**
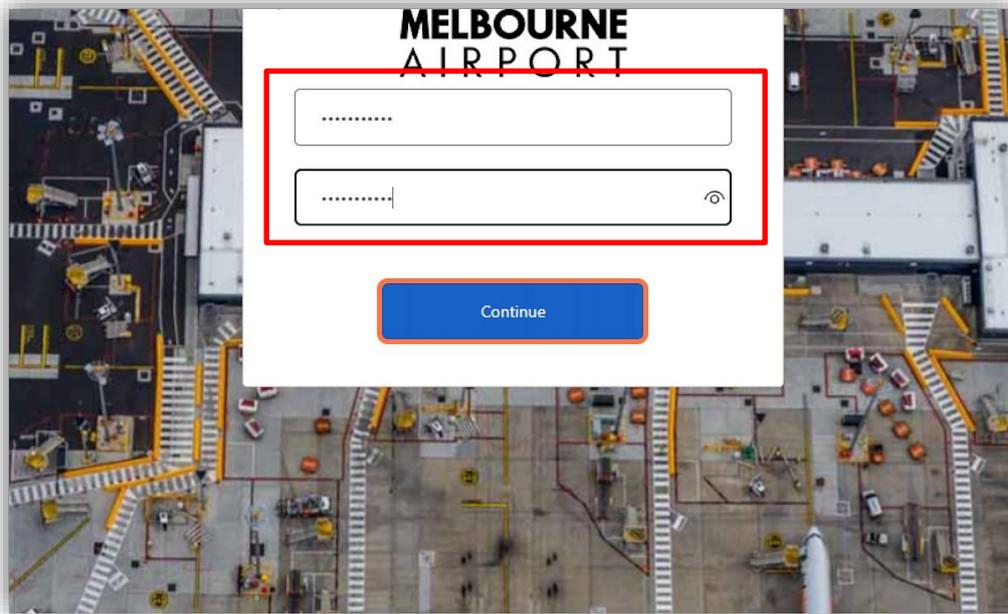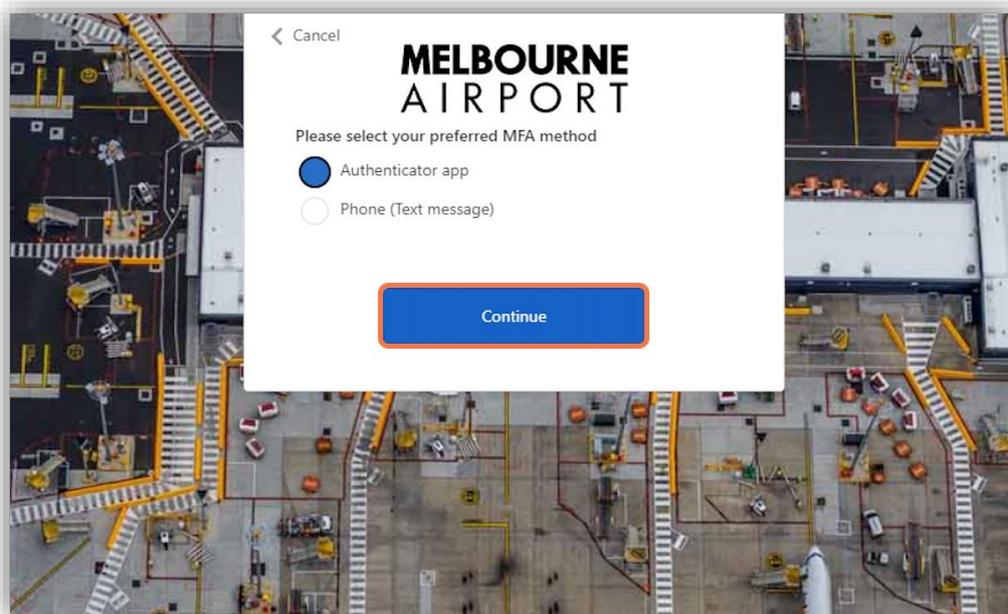
5. Press **Verify Code.**

6. Press **Continue.**

Once your email address is successfully verified, you'll be prompted to reset your password.

7. Enter your new password in the **"New Password"** field

8. Enter the password again in the **"Confirm Password"** field.

9. Click on **'Continue'** to proceed.

10. Press on **Continue** to set up the Authenticator app.

Choose the Authenticator app and continue.

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1. **Pair your account with the Authenticator:**
   · From the MFA setup screen on your computer, select the option to use a mobile app, and then choose to receive notifications for verification or use the verification code, as you prefer.
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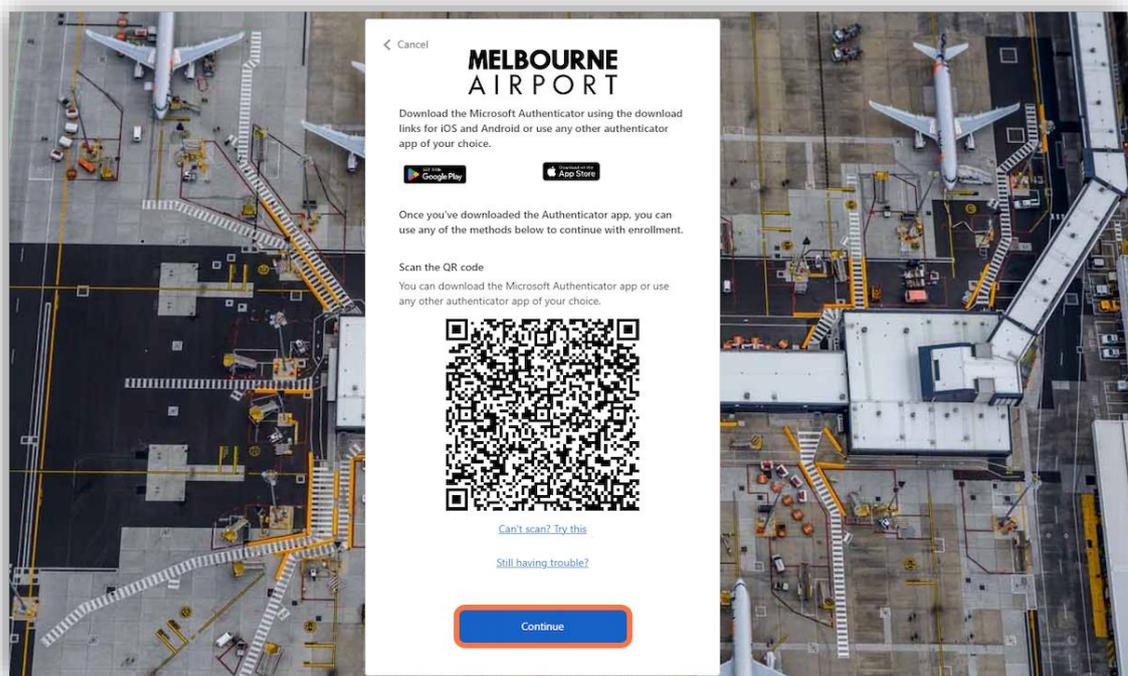2. **Complete MFA setup:**
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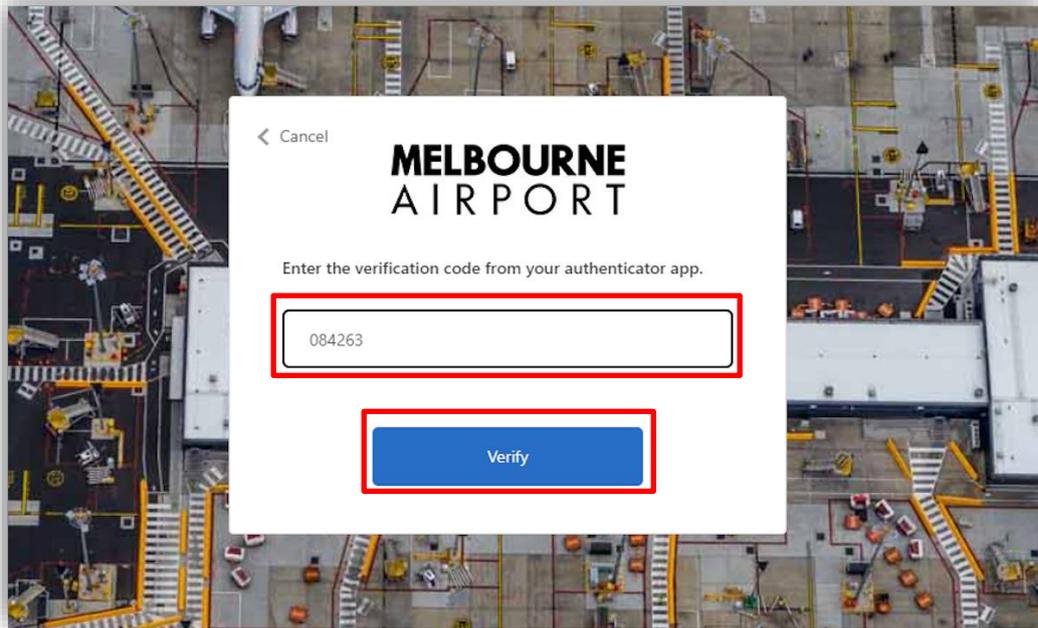   · The setup screen on your computer will confirm that the setup is complete.

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   · Follow the steps above to pair your account with the Authenticator and complete the MFA setup.

11. Enter the **generated code.**

12. Press **Verify**.

You will now be able to login to the ASIC portal.