CITY ACCOUNT SETUP TRAINING SESSION

This training session is for operational and frontline staff. During the session, you will set-up a City account (user ID). This will give you regular access to the City's IT network.

Please bring your personal smartphone to the training session. If you do not have a smartphone, you can still attend the session to set-up your City account.

✅ COMPLETE THE FOLLOWING STEPS BEFORE YOUR SESSION:

1. Know your Apple ID or Google Play store login information and password.

2. Ensure your phone's operating system meets the minimum version requirements: `**(iPhone: iOS version 17)** and **(Android: OS version 13)**. We recommend you turn on automatic updates to always have the latest version - this ensures your phone has the latest security features.

3. Scan the QR codes below to download the following apps to your phone:

	Microsoft Authenticator app	*Microsoft Edge app*	*Company Portal app*
iPhone			not required for iPhone
Android			

At the session, your trainer will provide you with your new user ID and a temporary password. If you have any questions, please contact Jessica Nelson at 604-707-5459.

CITY OF VANCOUVER