



Australian Government

GovTEAMS guest registration

User guide



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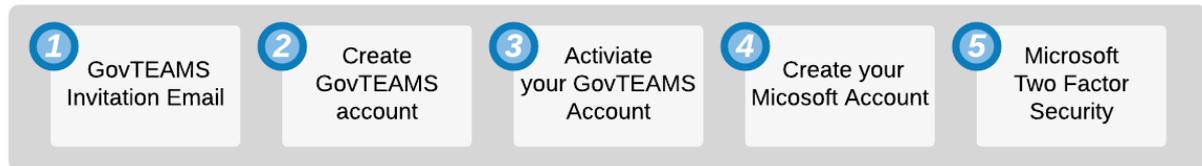
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GovTEAMS Guest Registration

The GovTEAMS guest registration process has five steps and all must be completed so that you can get access to GovTEAMS.

GovTEAMS guest accounts are for anyone that is not a Commonwealth government employee. Guests can contribute and work in the community they are invited to, but they can't create or manage communities.

The guest registration process is necessary to ensure that you are set up correctly in GovTEAMS and that we can secure your account.



The guest registration process may require you to create an account for both GovTEAMS and Microsoft. This is because GovTEAMS needs guests to have a Microsoft account linked to their email address. If you already have a Microsoft account, your existing account will be linked to your GovTEAMS access.

Before you start the guest registration process – make sure you have access to an internet browser, your email and a mobile phone. The process can take up to 15 minutes to complete.

Step 1 – GovTEAMS Invitation

When a GovTEAMS **community owner** invites you to join their community, you will receive an invitation email. This is the start of the guest registration process.

If you're happy to join the community, click the **Join GovTEAMS** button in the email to start the registration process:

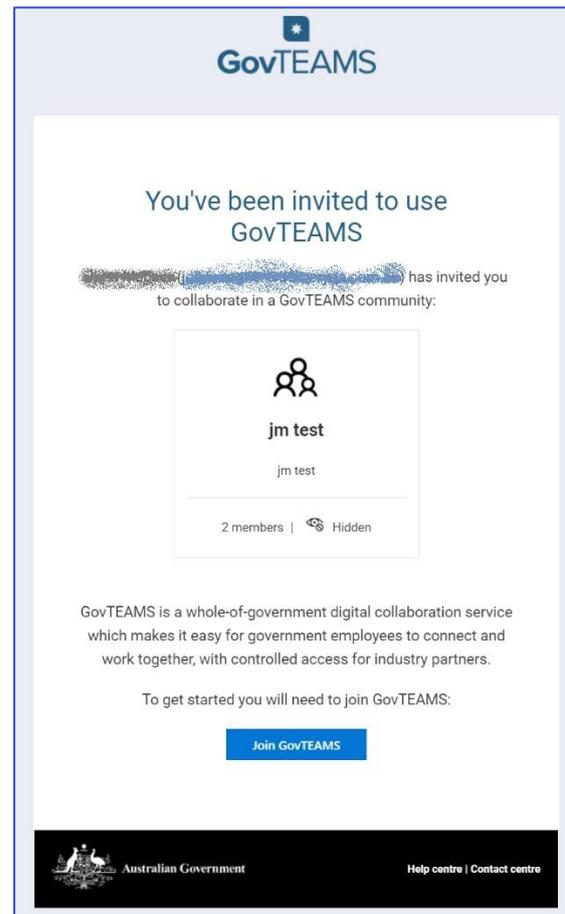
[Join GovTEAMS](#)

Note: You may get a popup message about a suspicious email/link – ignore that, you can proceed.

What type of account will you get?

You'll be registered as a **guest** in GovTEAMS. This means you can participate in the community you've been invited to, but you can't create new communities, join another community (guests have to be invited) or add/remove community members. Guests do not get access to all the Microsoft apps and functionality.

All **guests** are expected to abide by the GovTEAMS terms and conditions at all times.



Step 2 – Create your GovTEAMS Account

The registration process starts with you accepting the Terms and Conditions of GovTEAMS and providing your details.

1. Read the GovTEAMS terms and conditions and when happy, click the **I accept the GovTEAMS terms and conditions** checkbox:

I accept the GovTEAMS terms and conditions

2. Click the **Next** button to continue.

Note: the Next button can't be clicked until you scroll to the bottom of the terms and conditions and tick the checkbox.

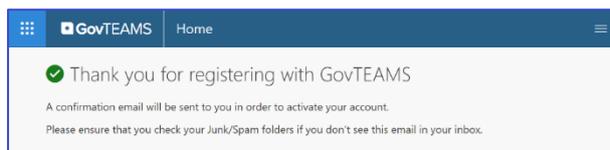
3. Enter **your details** including first and last name, your employer and occupation/job title. This information is used to create your guest account.
4. Click the **I'm not a robot** checkbox.

I'm not a robot 
reCAPTCHA
Privacy - Terms

Note: you may be asked to select images that match a certain type (e.g. select all images that contain a bicycle. This happens when the system isn't sure you're a human).

5. Click the **Submit** button to continue.

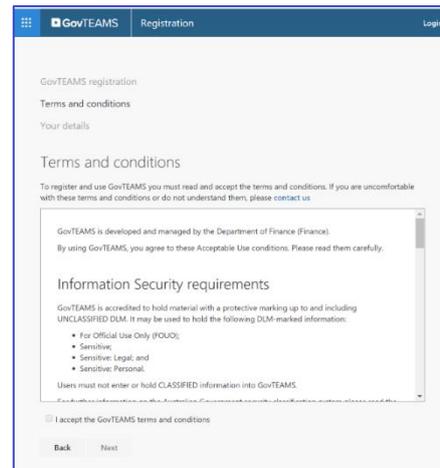
The following screen is shown at this point.



GovTEAMS Home

✓ Thank you for registering with GovTEAMS

A confirmation email will be sent to you in order to activate your account.
Please ensure that you check your Junk/Spam folders if you don't see this email in your inbox.



GovTEAMS Registration

GovTEAMS registration

Terms and conditions

Your details

Terms and conditions

To register and use GovTEAMS you must read and accept the terms and conditions. If you are uncomfortable with these terms and conditions or do not understand them, please contact us

GovTEAMS is developed and managed by the Department of Finance (Finance).
By using GovTEAMS, you agree to these Acceptable Use conditions. Please read them carefully.

Information Security requirements

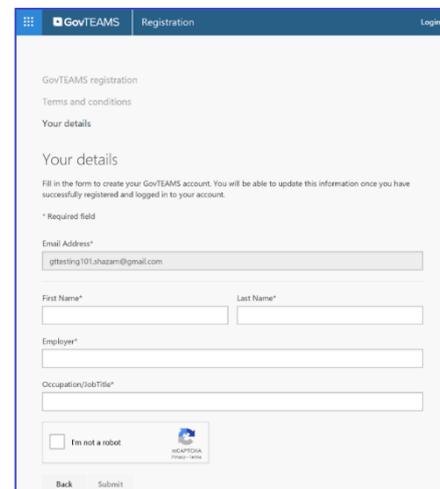
GovTEAMS is accredited to hold material with a protective marking up to and including UNCLASSIFIED DLM. It may be used to hold the following DLM-marked information:

- For Official Use Only (FOUO);
- Sensitive;
- Sensitive: Legal; and
- Sensitive: Personal.

Users must not enter or hold CLASSIFIED information into GovTEAMS.

I accept the GovTEAMS terms and conditions

Back Next



GovTEAMS Registration

GovTEAMS registration

Terms and conditions

Your details

Your details

Fill in the form to create your GovTEAMS account. You will be able to update this information once you have successfully registered and logged in to your account.

* Required field

Email Address*
gttesting101.shazam@gmail.com

First Name*
Last Name*

Employer*

Occupation/JobTitle*

I'm not a robot 
reCAPTCHA
Privacy - Terms

Back Submit

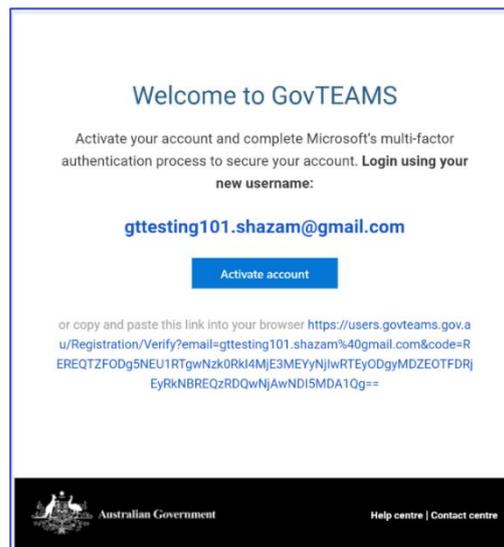
Step 3 – Activate your account

Now you need to activate your account.

1. You will receive an email asking you to activate your account.
2. This step confirms that you have access to the email address that was used to invite you to GovTEAMS.
3. Click on the **Activate account** button to continue.

Activate account

Note: You may get a popup message about a suspicious email/link – ignore that, you can proceed.



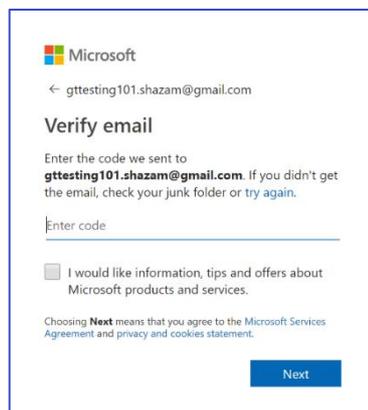
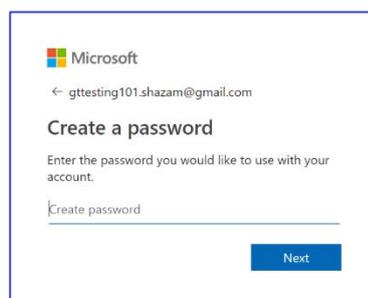
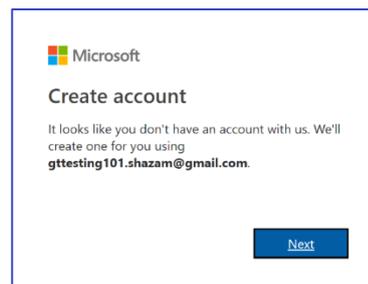
Step 4 – Create your Microsoft Account

You now need to create and validate your Microsoft Account for GovTEAMS.

1. As a guest, GovTEAMS needs you to have a Microsoft Account linked to your email address that was used to invite you.
2. Click the **Next** button.

Note: If you already have a Microsoft account for this email address, GovTEAMS will use it instead of creating a new one. You can log into GovTEAMS using the password for your existing Microsoft account.

3. **Create a password.** The password needs to comply with the minimum complexity rules – at least 8 characters and contain at least two of the following: upper case letters, lower case letters, numbers and symbols.
4. Click the **Next** button.
5. Enter the code you received (e.g. 6391 in the email above) into the **enter code** field to confirm that you have access to that email address.
6. Click the **Next** button.
7. Enter the characters you see on the screen. This step is to confirm you're a person, not a robot trying to create a Microsoft account.
8. Click the **Next** button.
9. Accept the terms and conditions from Microsoft so that your Microsoft account can be linked to the GovTEAMS Account.
10. Click on the **Accept** button.



Step 5 – Setup Two Factor Security Settings

You now need to add your two factor security settings so that GovTEAMS remains secure.

1. First, you need to allow Microsoft to collect the two factor security settings.
2. Click the **Next** button.
3. Select Australia as your country and then enter your phone number (a mobile is best as you can receive a text or use an authenticator app, but you can use a desk phone).
4. Click the **Next** button.
5. Depending upon your selection the system will either call or text you. Follow the instructions for your selection. Using the text message process the system will text you a 6 digit code. You need to enter it in this screen and then press **Verify**.
6. A message will show that the code was successfully entered and the registration process is now complete.
7. You will be logged into GovTEAMS automatically when you click **Finished**.

You have now completed the registration process.

Once you have completed the registration process there will be a delay (between 5 minutes – 4 hours) while the system finishes your setup in GovTEAMS. You won't be able to use GovTEAMS until this completes.

