

# MOBILE GUIDE

## VINARCHY ACCOUNT - PASSWORD RESET AND MFA SETUP



**OBJECTIVE:** This guide will walk you through how to reset the password to your Vinarchy account and setup Multi-Factor Authentication (MFA) via your iOS mobile phone.



**AUDIENCE:** Vinarchy mobile phone users.

### ACTIONS TO COMPLETE **BEFORE** 29<sup>TH</sup> APRIL

**All staff:**

- Back up any personal data and photos on your current PRW phone ([See guidance](#)).
- Ensure you know your iCloud password. If you've forgotten your password ([See guidance](#)).

### ACTIONS TO COMPLETE **ON** 29<sup>TH</sup> APRIL

**All staff:**

- Your PIN number (for your new Vinarchy phone) will be texted to you on April 29<sup>th</sup>.
- Please change this generic PIN code to a number of your choosing ([See guidance](#)).
- Unlock your phone and sign-into your Apple Account, using your **personal** Apple-ID ([See guidance](#)).  
**Please do not log in using your Pernod-Ricard.com ID.**

**Australia-based staff:**

- You will receive a text message advising when porting of your mobile number will commence.
- Ensure your phone is fully charged and switched on in readiness for successful mobile number porting.

**New Zealand-based staff:**

- Ensure your phone is fully charged and switched on in readiness for mobile set up.

### ACTIONS TO COMPLETE **ON** 30<sup>TH</sup> APRIL

**Australia-based staff:**

- During your designated window, porting of your mobile phone number will happen today!
- **After** your phone number has ported, follow and **complete** the below instructions (Initial Steps, Resetting Your Password and Setting up MFA).

**New Zealand-based staff:**

- By 9:30am on 30<sup>th</sup> April, follow the SIM card instructions below. If you face any issues, you'll have time to visit your closest IT assistance hub.
- Once your SIM card is inserted, continue to follow and **complete** the below instructions (Resetting Your Password and Setting up MFA).
- **Remote Staff** - if you have been identified as 'remote' and you have any issues please contact IT Procurement mailbox - [ITProcurement@accoladewines.com](mailto:ITProcurement@accoladewines.com).

## INITIAL STEPS

**For Australia-based staff:**

- As your number will automatically be ported on 30<sup>th</sup> April, **skip ahead to Step 3**

**For New Zealand-based staff:**

- As your number will **not** automatically be ported, you will need to physically install your SIM card.
- **Please continue to Step 1.**

1

**For New-Zealand staff:**

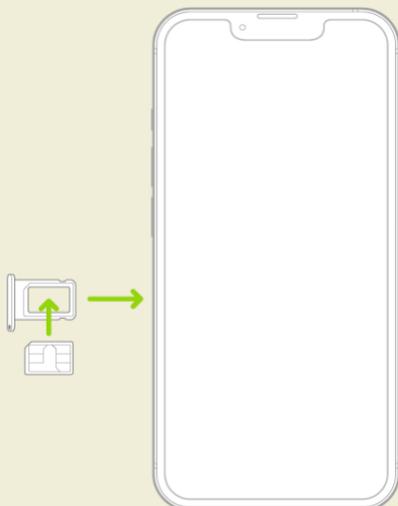
- Remove the SIM card from your existing PRW phone.
  - Insert a SIM eject tool into the small hole of the SIM tray, then push in toward the iPhone to eject the tray (*Tip: you can also use a paperclip to eject the tray*).



2

**For New-Zealand staff:**

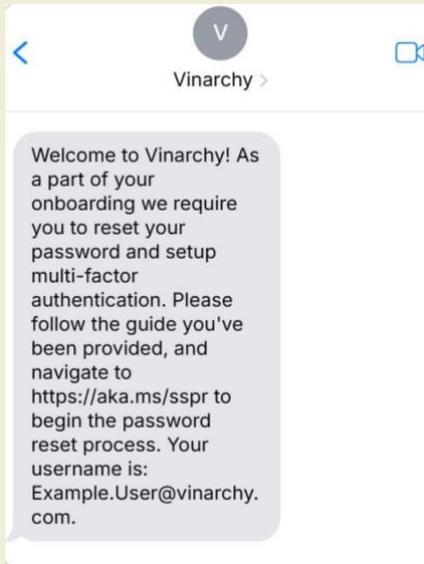
- Moving over to your new Vinarchy phone, remove the tray from your iPhone.
  - Insert a SIM eject tool into the small hole of the SIM tray, then push in toward the iPhone to eject the tray (*Tip: you can also use a paperclip to eject the tray*).
- Place your SIM in the tray (the angled corner determines the correct orientation).
- Insert the SIM back into the phone.



3

Turn your phone **on**. During the afternoon of 29<sup>th</sup> April, you'll receive a text message from Vinarchy, providing your:

- Vinarchy Username/Email Address
- Link to reset your password



## RESETTING YOUR PASSWORD

1

Once your phone is switched on, you may see an error that your Apple account password needs to be updated.



2

Dismiss this error by tapping **Not Now**



3

Launch Safari on your phone and navigate to <https://aka.ms/sspr>, which will take you to the Microsoft Password Reset online portal.



4

Enter your Vinarchy email address and the random characters that are generated for you. Click **Next**.

## Get back into your account

### Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: \*

Example: user@contoso.onmicrosoft.com or user@contoso.com




Enter the characters in the picture or the words in the audio. \*

**Next** Cancel

5

Select **I forgot my password** and tap **Next**.

## Get back into your account

### Why are you having trouble signing in?

I forgot my password

No worries, we'll help you to reset your password using the security info you registered with us.

I know my password, but still can't sign in

This might happen because you tried signing in with an incorrect password too many times.  
If you choose this option, you'll keep your existing password and we'll unlock your account so you can sign in again.

**Next** Cancel

6

We have already prepopulated your recovery phone number (this is your existing mobile number). Select '**Text my mobile phone**'. Re-enter your mobile number to receive the verification text.

## Get back into your account

verification step 1 > choose a new password

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Please choose the contact method we should use for verification:

Text my mobile phone

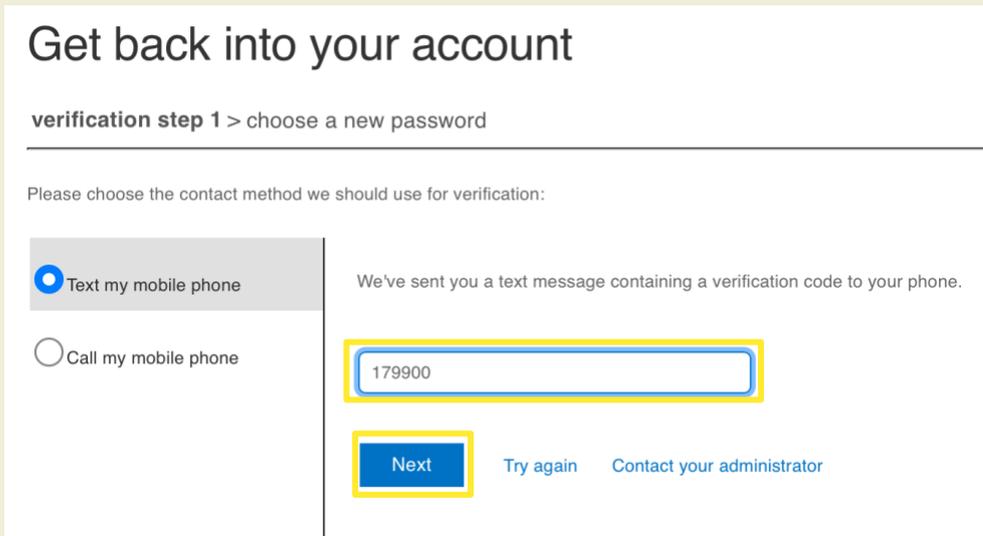
Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*06) below. You will then receive a text message with a verification code which can be used to reset your password.

**Text**

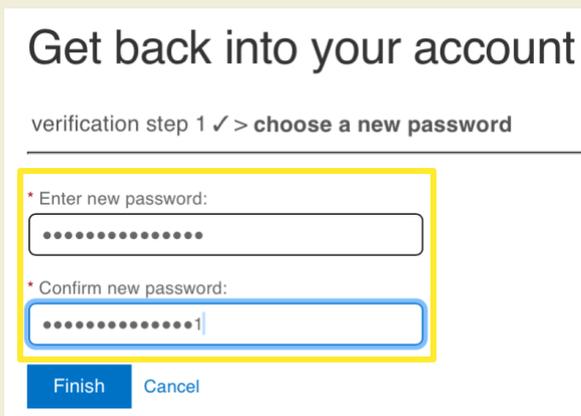
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You will receive a text message containing your unique verification code. Enter this code in the empty field and tap **Next**.



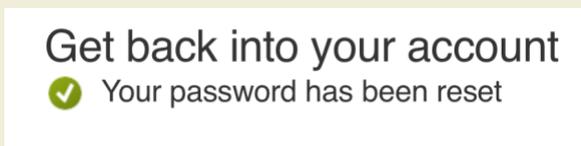
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**Create a new password** – Enter the password, re-enter to confirm and click **Finish**. Passwords should be minimum 12 characters. Please include a special character, a number, and upper and lowercase letters.



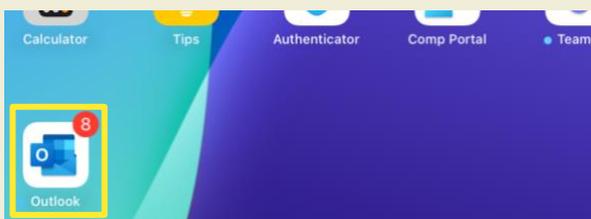
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Your password has been reset successfully!



10

Return to your devices home screen and launch **Outlook**.



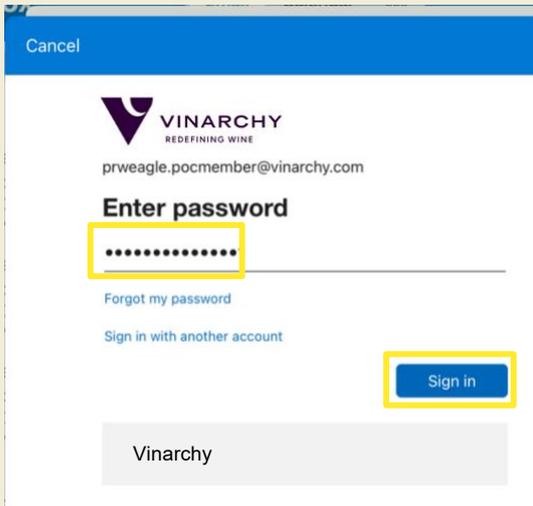
11

Tap **Sign In**.



12

Enter your updated password and **Sign in**.

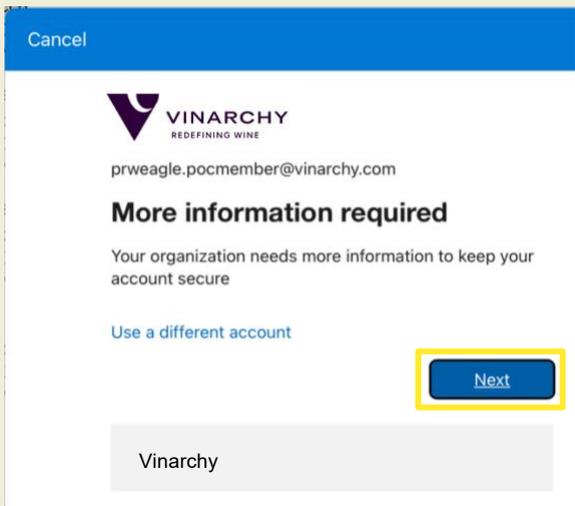


## SETTING UP MULTI-FACTOR AUTHENTICATION (MFA)

**MFA** is an extra layer of security used to protect your account when logging in. Now that you've reset your password and signed in for the first time, it's time to **activate MFA** for your account.

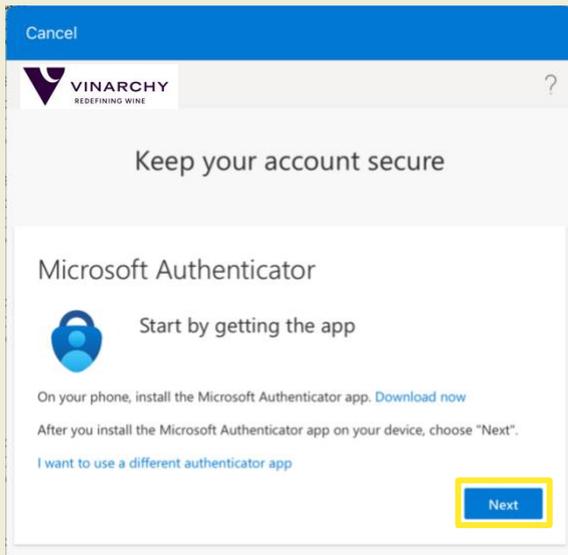
1

Click **Next**.



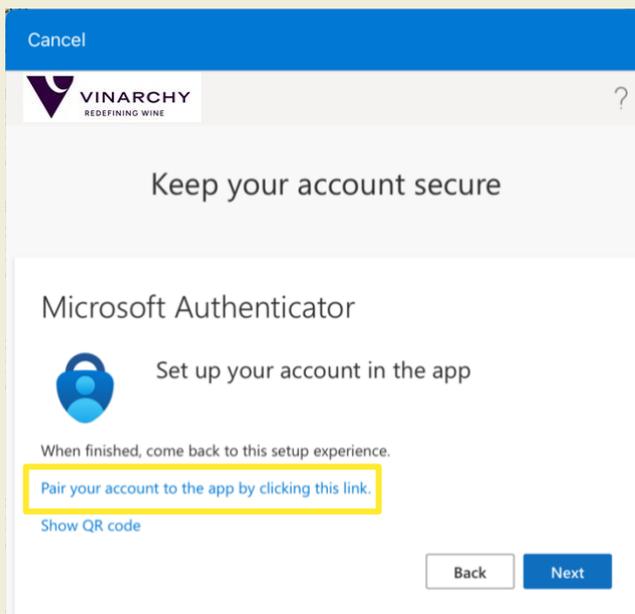
2

**Microsoft Authenticator** is already installed on your corporate Vinarchy device. Click **Next**.



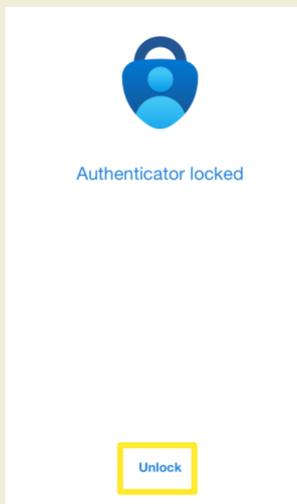
3

Click **'Pair your account to the app by clicking this link'**



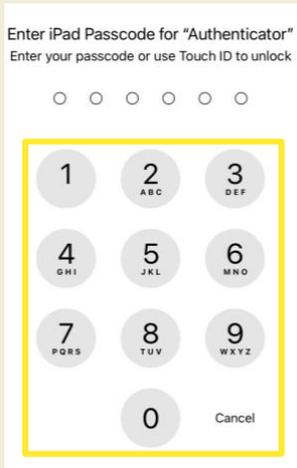
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The **Authenticator app** will launch. Tap **Unlock**.



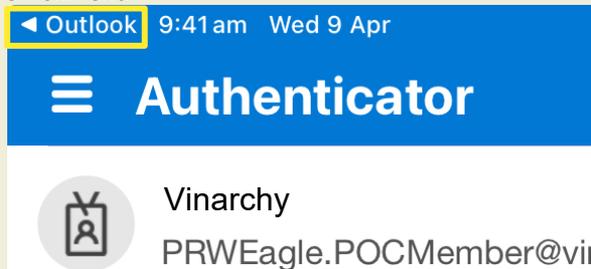
5

Enter your device PIN.



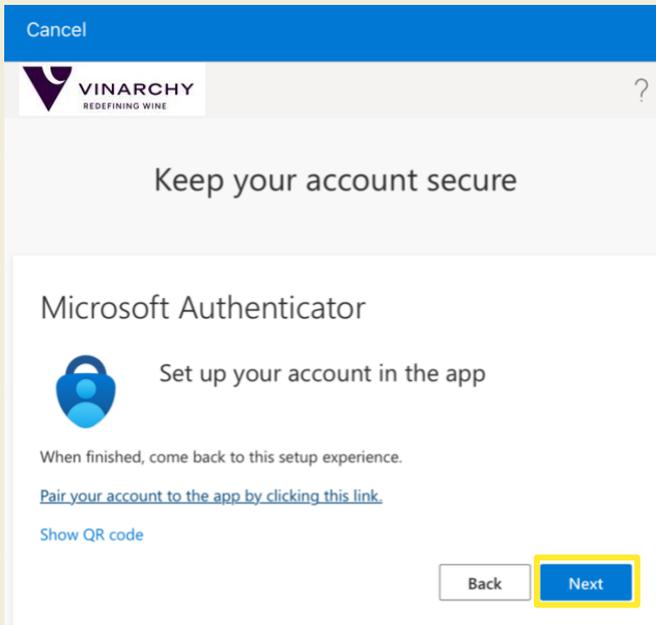
6

You'll see your account details here. Click < Outlook to switch back to Outlook and complete the MFA enrollment.



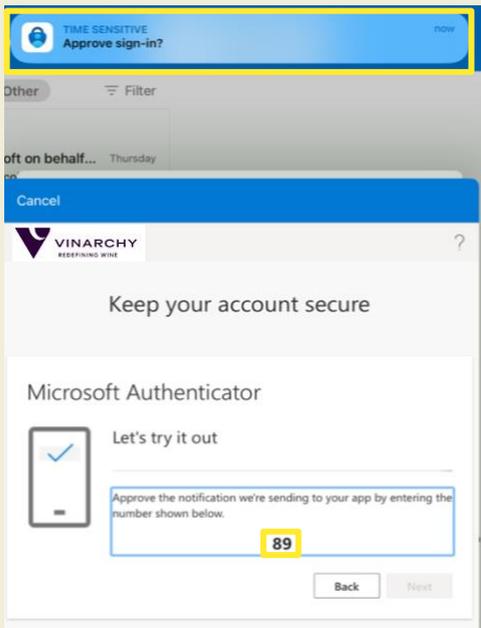
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Click Next.



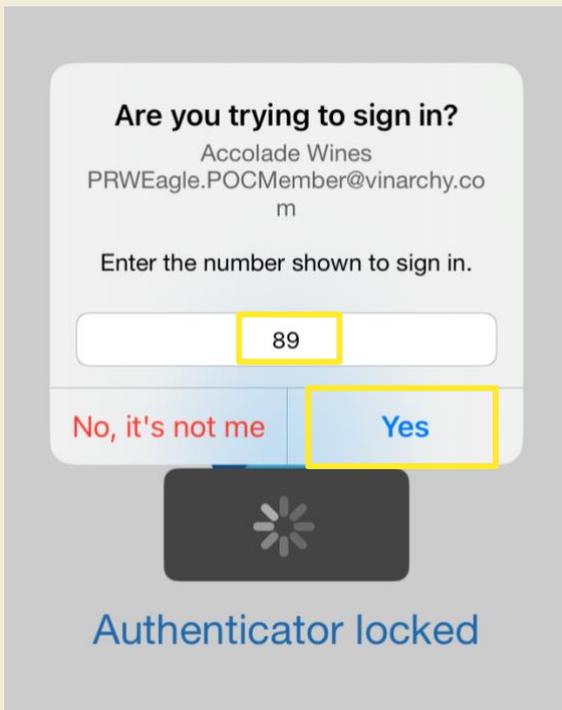
8

You'll receive an **approval code**, and a notification (top) to **Approve sign-in**. Click on the notification **'Approve sign-in'**.



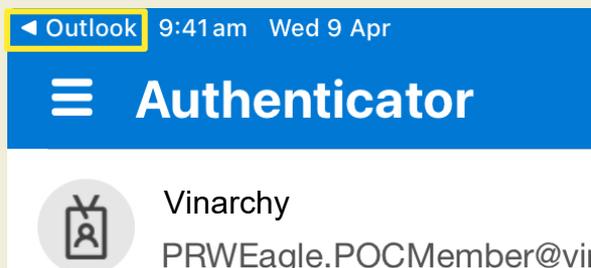
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Enter the number generated and click **Yes**.



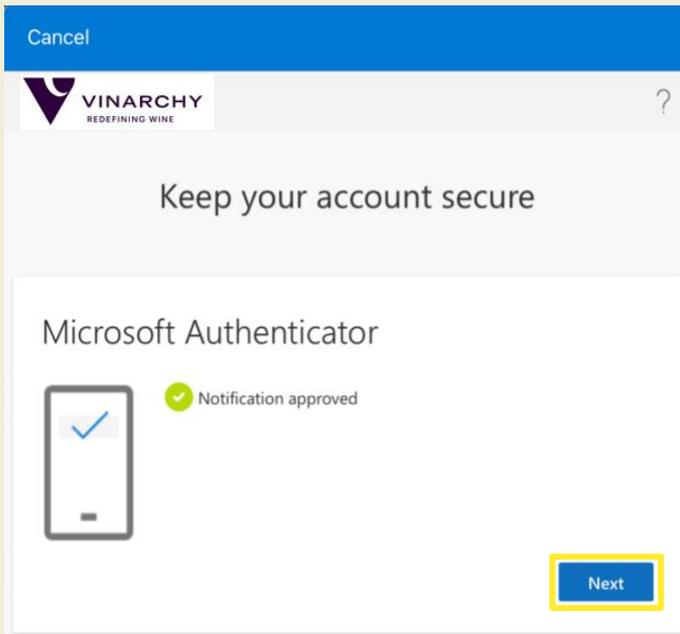
10

You may be prompted to unlock Authenticator again. Enter your **PIN** as earlier. Click **< Outlook** to return to Outlook.



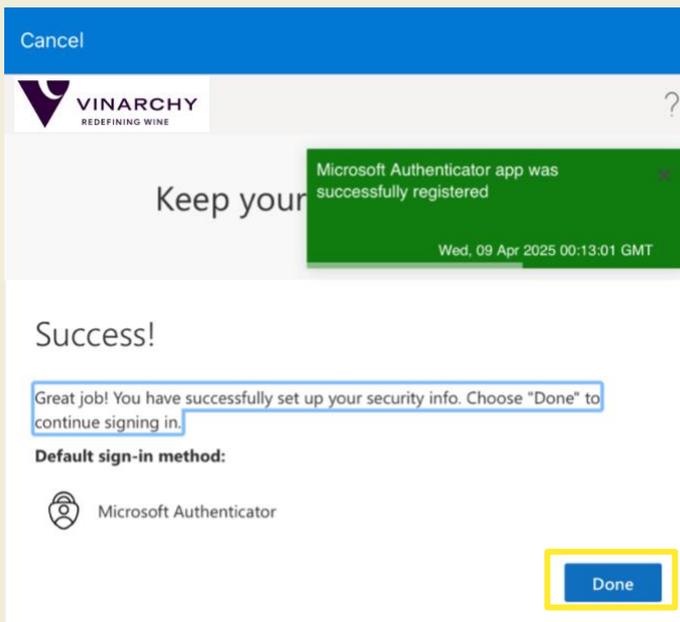
11

Click **Next** to complete MFA enrolment.



12

Click **Done** to complete MFA setup.



**Outlook** and the other **Microsoft apps** on your device will now be signed in.

**Setup of your Vinarchy mobile is now complete!**