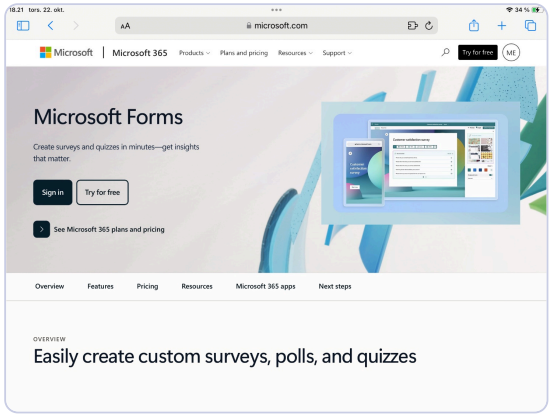
How to Find Your Online Registration Form Draft

1

Go to Forms.cloud.microsoft

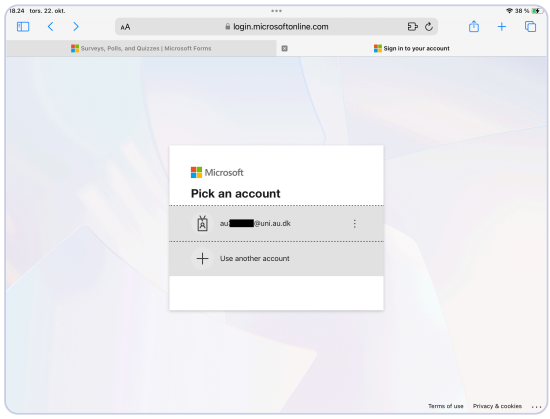
2

Choose Sign In



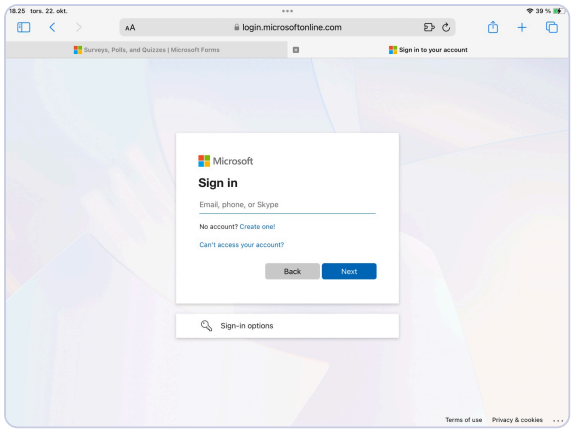
3

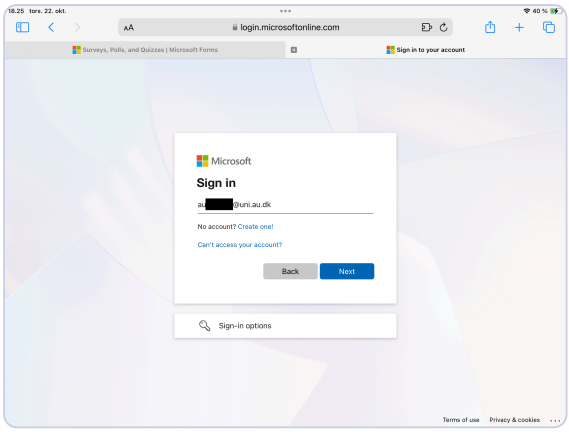
If you saved your AU account, you can sign in with this, or click Use another account



4

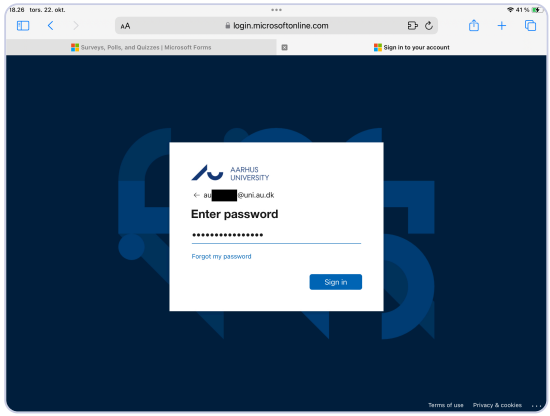
Use your AU userID. It looks like an email, but you do not have an AU mailbox.





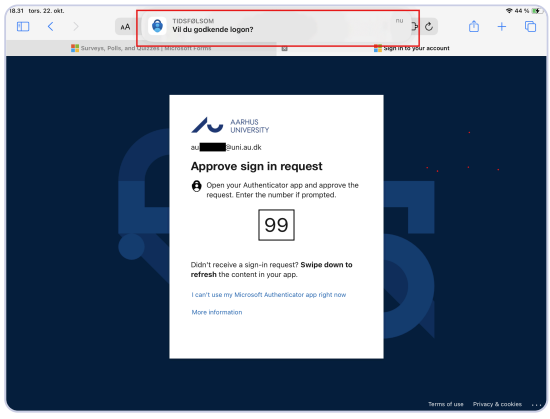
5

Type your AU password



6

You will now receive a pop up in your chosen authenticator app or your chosen MFA authentication method. The popup shown will be in the language your phone is set to. If you are logging in to a browser on a computer, your popup will appear on your phone or tablet.

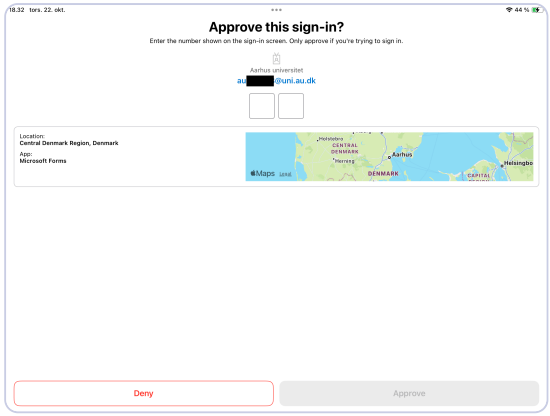


7

Open your Authenticator app and type in the number you received in your login process in the browser.

The Authenticator app will show your AUID and it will show where you are located and which application is asking for your authentication – in this case Microsoft Forms.

When you have typed the MFA number (it will not always be 99) the button to click Approve turns blue, if you have typed correctly. Remember to click Approve.



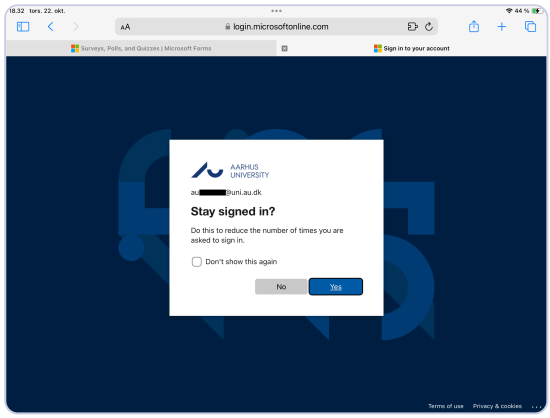
8

After clicking approve your browser, where you are logging in, will change to this:

You can choose Yes or No here...

- If you choose No, you will always have to log in every time you want to access your Online Registration Form.
- If you are working on your own device, it could be an advantage to choose YES. This will save the amount of times you have to log into forms.cloud.microsoft to change your Online Registration Form before the final deadline.

For this reason, it can also be an advantage to bookmark the Forms landing page so that you can quickly return to this site.



9

Once you are logged in, your draft appears under “Filled forms”. Click it, then click “View response”, then “Edit response” to make changes.

