

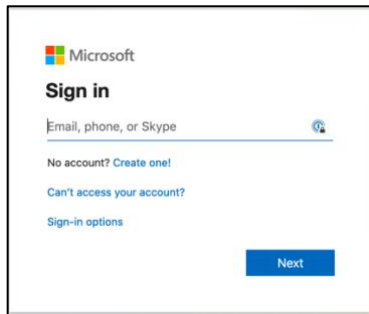
# WDTVS and 20tva User Accounts – First Time Login

Make sure you're connected to the internet before you start this process!

**PLEASE NOTE:** If you have a Disney-provided machine but don't see the Microsoft login screen, please use your first and last name (i.e. first.last) as your username.

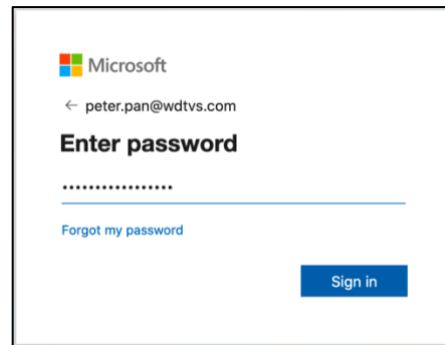
## STEP 1

Either go to <https://myapps.microsoft.com> and enter your new email address or log in to your studio-provided machine.



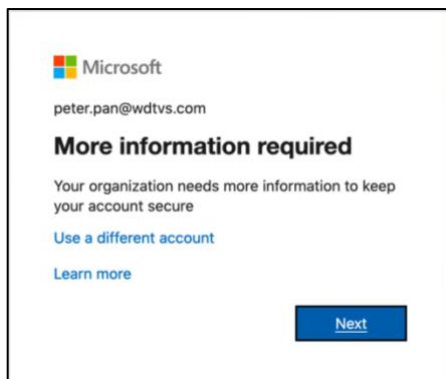
## STEP 2

Log in with your existing password.



## STEP 3

You will be prompted to provide more information. Click **Next**.



## STEP 4

If you haven't already done so, download [Microsoft Authenticator](#) on your mobile device, then click **Next**.



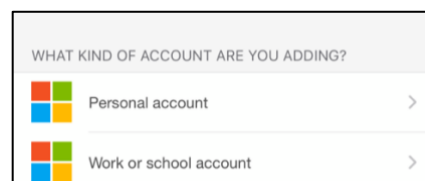
## STEP 5

Open the Authenticator app and click the plus sign (+) to add a new account.



## STEP 6

Select **Work or school account**.



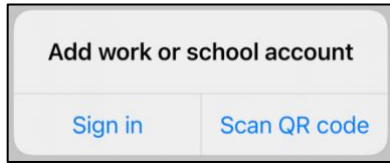
**Any questions?** Contact our team at [it.support@wdtvs.com](mailto:it.support@wdtvs.com) and we'll be happy to help.

*Last updated March 18, 2022*

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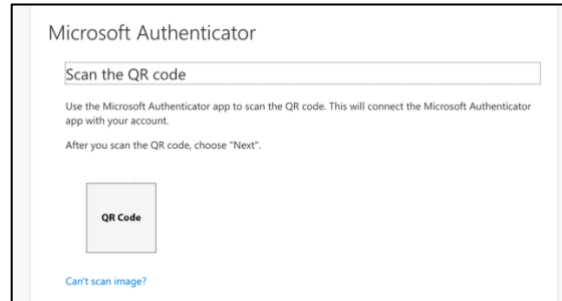
## STEP 7

Choose **Scan QR code**, then click **Next** on the Microsoft website.



## STEP 8

Scan the QR Code with your mobile device and then click **Next**.



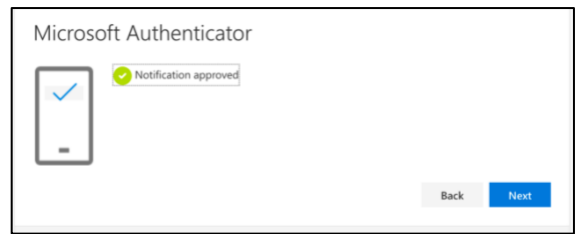
## STEP 9

After you scan the code, click **Approve** in the Authenticator app.



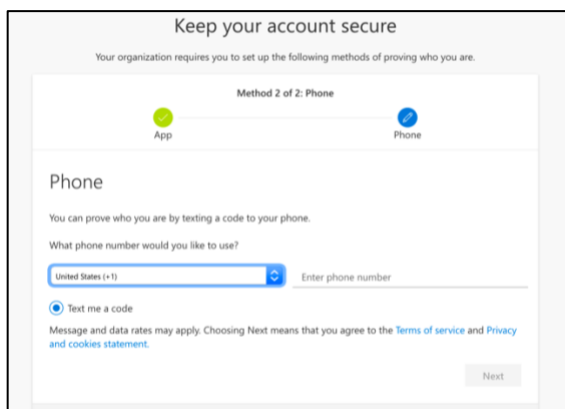
## STEP 10

Return to the Microsoft website and click **Next**.



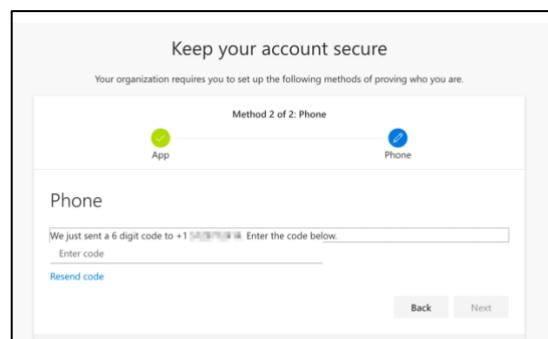
## STEP 11

Provide your phone number as a secondary verification option.



## STEP 12

Enter the 6-digit code to verify your phone, then click **Next**.



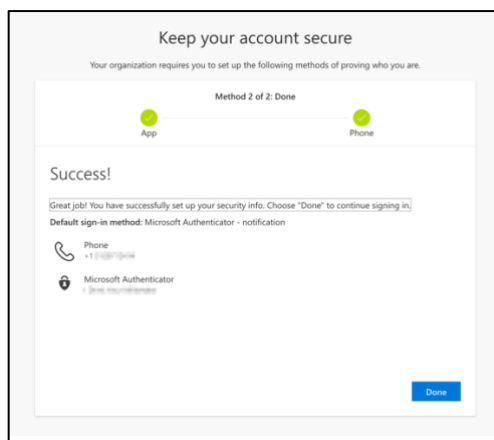
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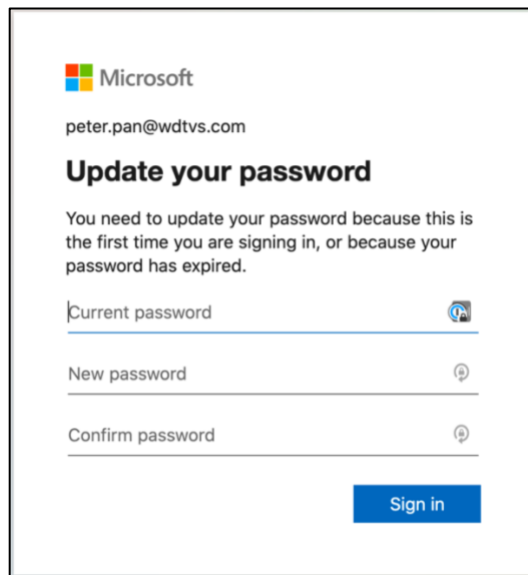
## STEP 13

Click **Done** to proceed.



## STEP 14

You will now be prompted to update your password.



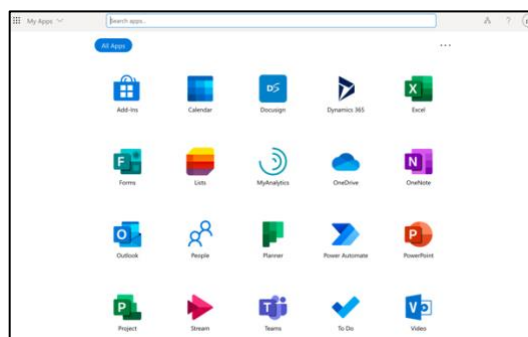
## STEP 15

Enter your existing password in the **Current password** field, select a new password and then **Sign in**.

Passwords must be at least 16 characters long and include uppercase, lowercase, numbers, and symbols (including spaces).

## STEP 16

Your account is now active!



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