How to use the CMI Application Portal
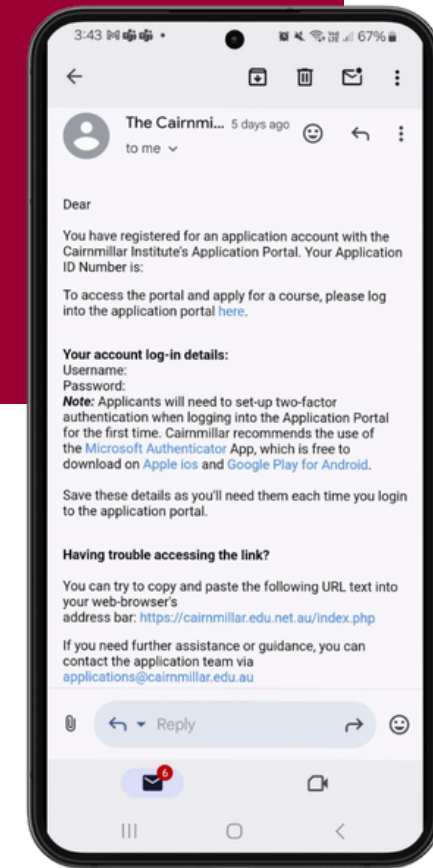
Step 1

Create your Applicant Account

Visit apply.cairnmillar.edu.au or scan this QR code to access the portal.
Create your Applicant Account. Fill in the form with your details and click "REGISTER"

Step 2

Activate your account

After registration, you'll receive a confirmation email containing an activation link. Click on the link in the email to activate your account and gain access to the online application form. The email should come from education@cairnmillar.edu.au

Step 3

Download Authenticator app

Applicants will need to set-up two-factor authentication when logging into the Application Portal for the first time. CMI recommends the use of the Microsoft Authenticator App, which is free to download on Apple ios and Google Play for Android.
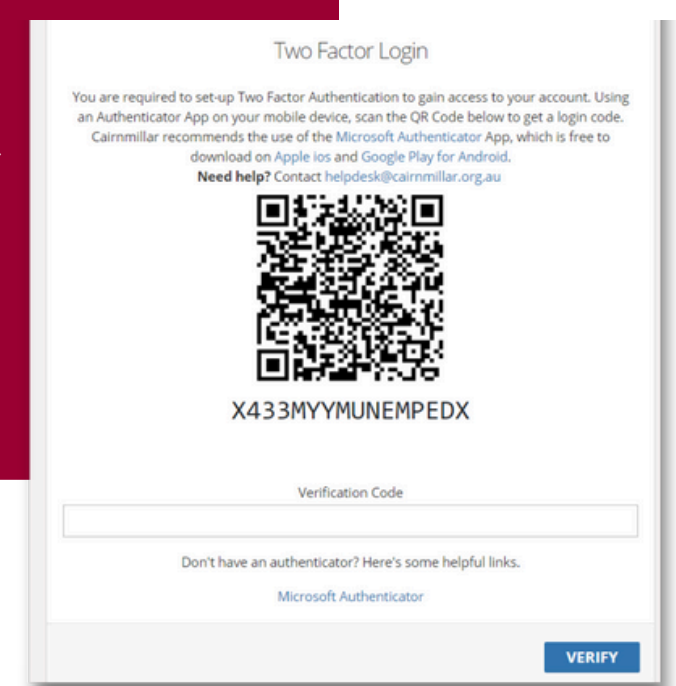
Why is this important?

Two-factor authentication (2FA), also known as two-step verification or dual-factor authentication, is a security process where users provide two different verification methods to confirm their identity. 2FA enhances protection for both user credentials and accessible resources.

Step 4

Scan the QR code

You will now be asked to set-up 2FA on your first login attempt. Scan the QR code provided in the login with your camera. You can also press + on your authenticator app to set-up this account in your app.

You will only need to set this up (by scanning the QR code) the first time you login but **you need your Authenticator App every time you login** for the verification code or one-time password code.

Step 5

Enter the code

In the space provided, enter the one-time password (OTP) code and click "VERIFY"

You will need to open your Authenticator App to get the OTP every time you login for security purposes.