



EdPass – Set up multifactor authentication

Non-government schools

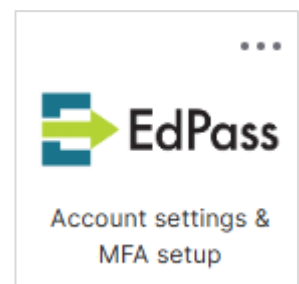
If you access your EdPass account remotely, you will need to set up multifactor authentication (MFA) to secure your account. You have two options:

1. Install one of the following authenticator apps on your smart phone:
 - Google Authenticator
 - Microsoft Authenticator
 - Okta Verify App.
2. SMS authentication via your mobile phone [**not recommended**].

Authenticator apps

1. On your computer, go to [EdPass – single login for ICT applications](#). Click on the tile **EdPass portal** to access your EdPass dashboard. From there you can select **Account settings & MFA setup** (see right).

If you do not have a school account, see “[Non-Government School - Account Setup Instructions](#)”.

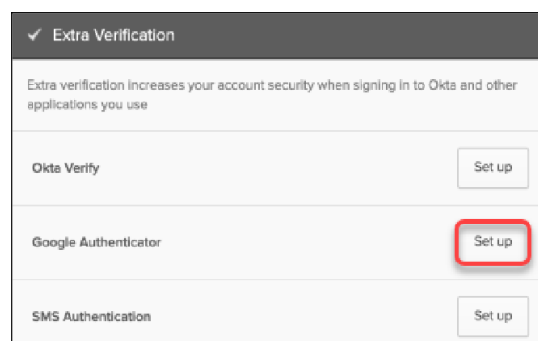


If you are a **temporary relief teacher (TRT)** or **without a designated home school**, access your EdPass dashboard using an **incognito** or **private browsing window** while visiting a school site.

You can access an incognito or private browsing window from the following browsers:

- Google Chrome, using CTRL + SHIFT + N
- Microsoft Edge, using CTRL + SHIFT + P
- Safari, using ⌘ + SHIFT + P.

2. In the Extra verification window, click on **Set up** for your choice of authenticator app. If you have installed Microsoft Authenticator on your phone, select the Set up for Google Authenticator.



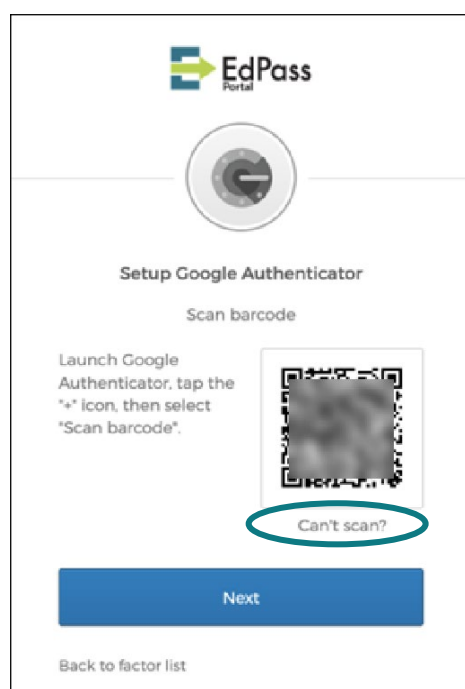
3. In the pop-up EdPass portal window, select **Setup**.

  Set up multifactor authentication Your company requires multifactor authentication to add an additional layer of security when signing in to your account  Google Authenticator Enter single-use code from the mobile app. Setup	  Set up multifactor authentication Your company requires multifactor authentication to add an additional layer of security when signing in to your account  Okta Verify Enter single-use code from the mobile app. Setup
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4. Select **Android** or **iPhone** and then click on **Next**.

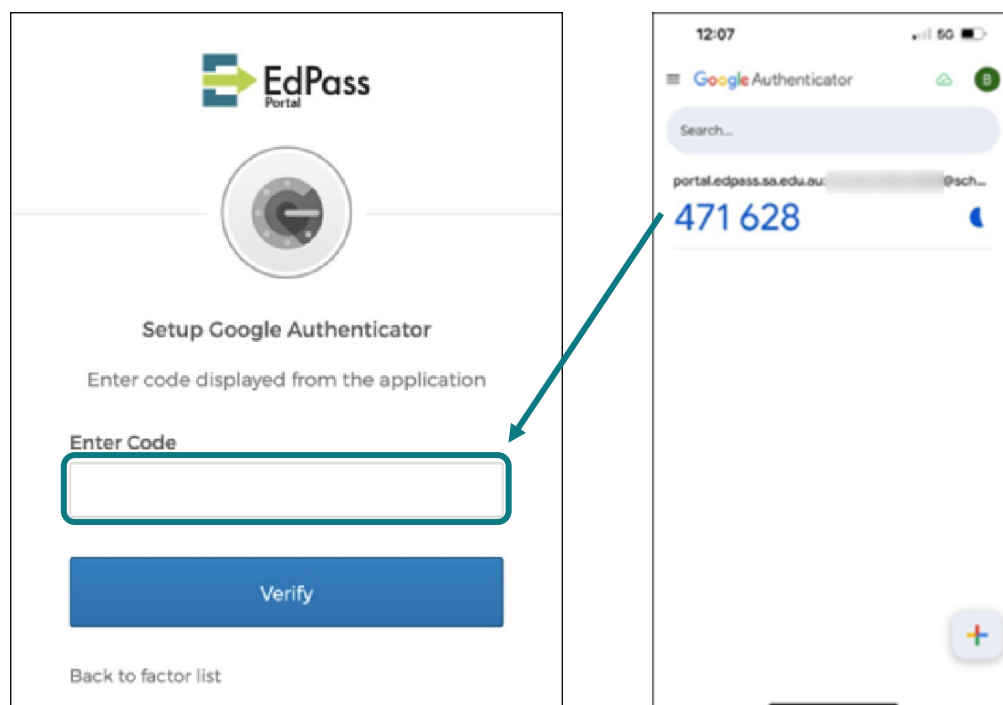
  Setup Google Authenticator Select your device type ☐ iPhone ☒ Android  Download Google Authenticator from the Google Play Store onto your mobile device. Next Back to factor list	  Setup Okta Verify Select your device type ☒ iPhone ☐ Android  Download Okta Verify from the App Store onto your mobile device. Next Back to factor list
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5. In the app on your phone or tablet, select **Add an account**. Then use your phone to scan the QR code shown on your computer screen.



If you are unable to scan the QR code, click on **Can't scan?** and follow the instructions on page 4.

6. Click on **Next**. The next pop-up screen will ask for a code from the authenticator app that you have installed on your phone or tablet. Open the app and enter the verification code in the box underneath **Enter Code** on your computer screen. Then click on **Verify**.



You will need to **repeat this step** every time your computer prompts you to provide a verification code.

Can't scan the QR code?

If you are unable to scan the QR code, try to set up MFA while on site.

If you are unable to set up MFA while on site, follow the instructions below, after selecting **Can't scan?** which appears below the QR code in EdPass. This will open the **Can't scan barcode?** pop-up shown on the right.

Keep this pop-up open so that you can see the **Secret key** when you need it.

Open your authenticator app and follow the prompts.

For Google Authenticator

1. Click on **Add a code**.
2. Click on **Enter a setup key**.
3. For **Account name**, enter **EdPass MFA**.
4. Enter the **Secret key** displayed on the **Can't scan barcode?** pop-up screen on your computer.
5. Select **Time-based** from the drop-down menu.
6. Click on **Add**.

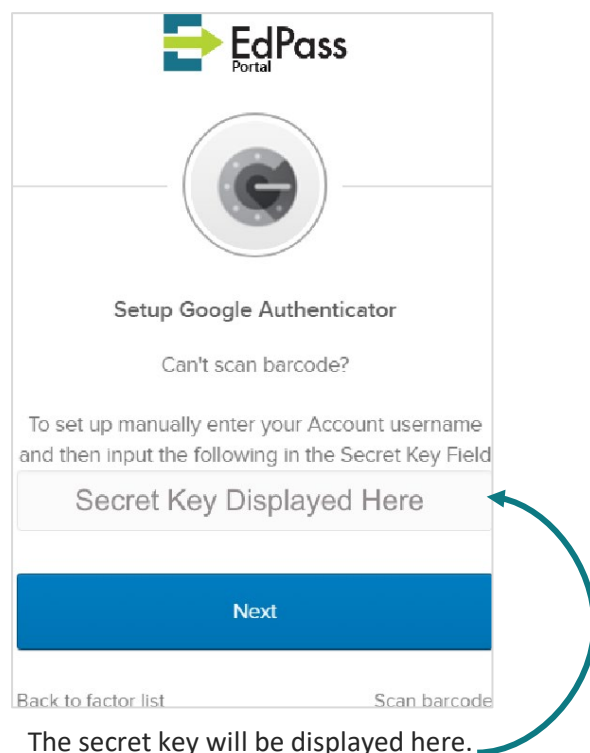
For Microsoft Authenticator

1. Select the plus (+) sign to **Add account**.
2. Select **Other account**.
3. Select **Or Enter Code Manually**.
4. For **Account name**, enter **EdPass MFA**.
5. Enter the **Secret key** displayed on the **Can't scan barcode?** pop-up screen on your computer.
6. Click on **FINISH**.

Your authenticator app should now be connected to your EdPass account.

Whenever the computer system prompts you:

- open the authenticator app on your phone or tablet to access a verification code.
- enter the verification code into the EdPass Portal pop-up screen on your computer
- click on **Verify**.



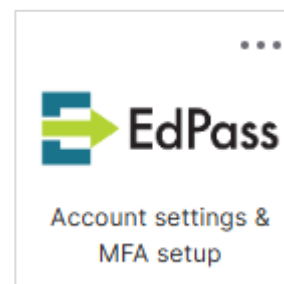
SMS authentication

SMS authentication is **not** recommended as it is vulnerable to SIM Swap scams, where an attacker convinces your phone provider to transfer your phone number to them.

1. On your computer, go to [EdPass – single login for ICT applications](#).

Click on the link to **EdPass portal** to access your EdPass dashboard.
From there you can select **Account settings & MFA setup** (see right).

If you do not have a school account, see “[Non-government schools - EdPass Account Setup Instructions](#)”.

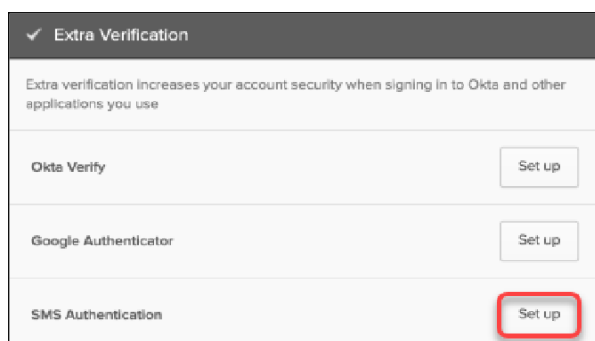


If you are a **temporary relief teacher (TRT)** or **without a designated home school**, access your EdPass dashboard using an **incognito** or **private browsing window** while visiting a site.

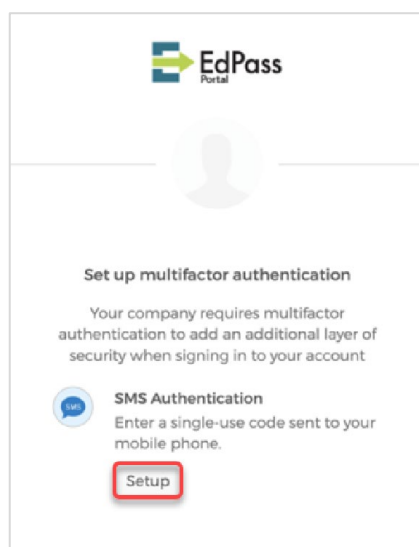
You can access an incognito or private browsing window from the following browsers:

- Google Chrome, using CTRL + SHIFT + N
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- Safari, using ⌘ + SHIFT + P .

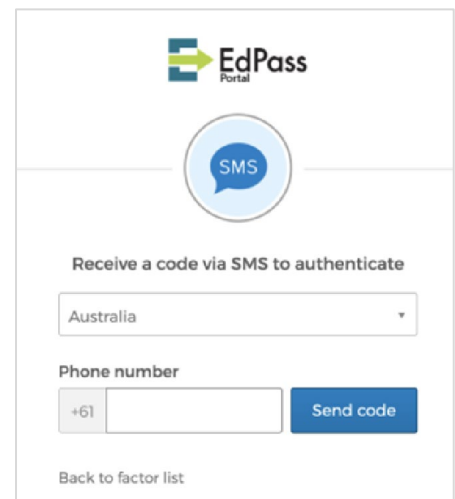
2. In the Extra verification window, select **Set up** for SMS Authentication.



3. In the EdPass Portal window that pops up, select **Setup**.

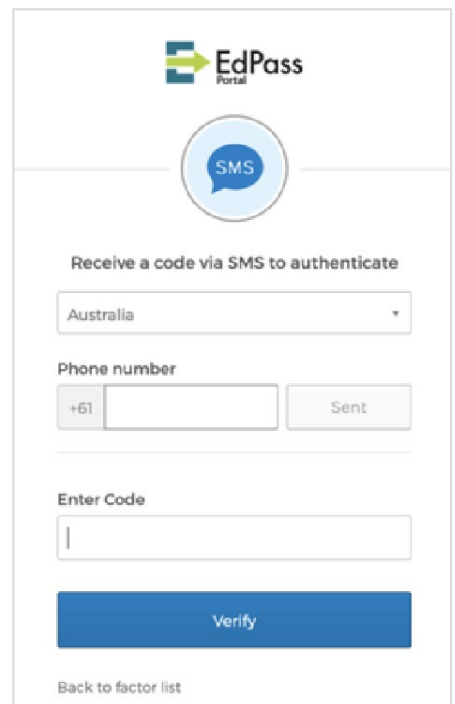


4. Select **Australia** and enter your mobile phone number. Then click on **Send code**. A verification code will be sent to your mobile phone via SMS.



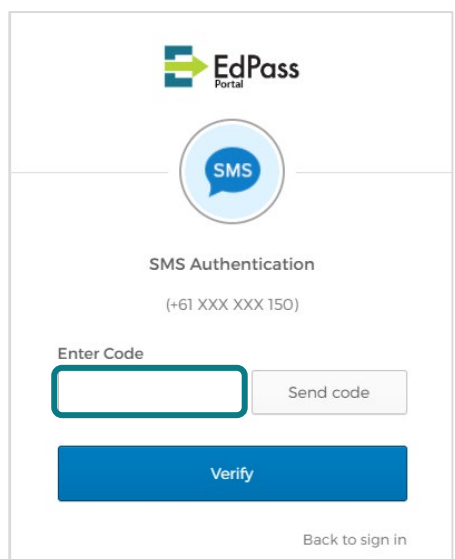
The screenshot shows the EdPass Portal interface for SMS authentication. At the top is the EdPass Portal logo. Below it is a circular icon with 'SMS' inside. The text 'Receive a code via SMS to authenticate' is displayed. A dropdown menu shows 'Australia' selected. Below this is a 'Phone number' section with a '+61' country code selector and an input field. To the right of the input field is a blue 'Send code' button. At the bottom left is a link 'Back to factor list'.

5. Enter the verification code from your phone in the EdPass Portal pop-up screen, then click on **Verify**.



This screenshot shows the same EdPass Portal interface as the previous one, but with additional fields. Below the 'Phone number' section, there is an 'Enter Code' section with a text input field. To the right of the input field is a grey 'Sent' button. Below the 'Enter Code' section is a large blue 'Verify' button. The 'Back to factor list' link remains at the bottom left.

6. Whenever you see this pop-up on your computer:
 - click on **Send code** to have a code sent to your mobile phone via SMS (text message)
 - enter the code into the box on the EdPass Portal pop-up screen
 - click on **Verify**.



This screenshot shows the EdPass Portal interface with the 'SMS Authentication' title. Below the title is the phone number '(+61 XXX XXX 150)'. There is an 'Enter Code' section with a text input field. To the right of the input field is a grey 'Send code' button. Below this is a large blue 'Verify' button. At the bottom right is a link 'Back to sign in'.