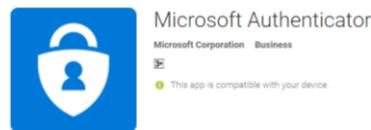
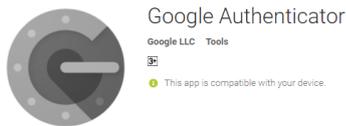


Setting up remote access

Step 1: Download the Authenticator app

1. Whatever smart phone you have, simply open the App Store on your device (AppStore for Apple, Google Play for Android) and search for **Authenticator**.
2. There are numerous authenticator apps available. We recommend **Google Authenticator** or **Microsoft Authenticator**.

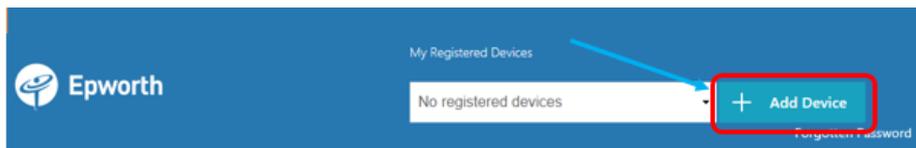


3. Download the app onto your device.

Step 2: Register

1. To register you will need to be **onsite and logged into an Epworth computer e.g your work desktop** or Epworth Wi-Fi connected phone, laptop or tablet. Go to <https://epworthtoken.epworth.org.au>
2. Login using your Epworth username and password. (The same ones that you use to log in to an Epworth computer.)

3. Click **Add Device**



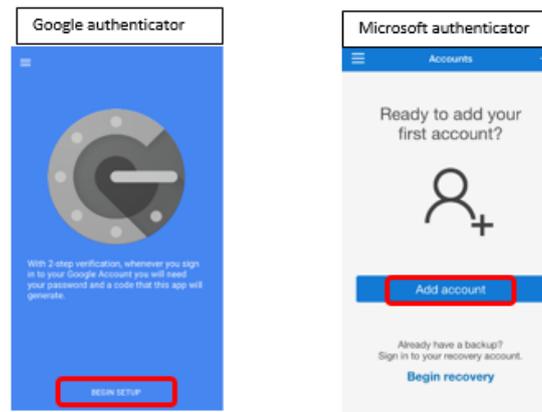
4. Enter a nickname for your device. It is recommended to use something specific which identifies your device i.e **Tom's iPhone 8** or **Samsung Galaxy S8** – then click **Go**



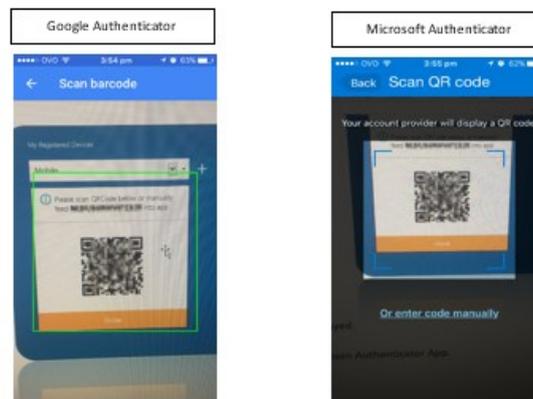
5. You will now see a QR code. Similar to the one here. Do **not** close this screen yet.



6. Open the Authenticator app on your phone and add a new account. You will need to follow the instruction in the app that you chose. The images below show the recommended apps, highlighting the **add account** option.



7. You will be prompted to **Scan Barcode** using your device. to scan simply hold the device up to the code on the screen



8. Once the scan is successful, your device will display a screen showing a six digit number. (This six digits will change all the time, you will need to use the one that is displayed at the time you are logging on.)
9. If you wish to confirm you have registered correctly:
- Click on **Test**
 - Enter the code from your Authenticator app and click **Go**.
 - You will see a message “**Successfully verified...**” when complete.

Step 3: Use the code in the app to log in (next time)

Congratulations! Now every time you log in remotely you can now use the code in the authenticator app to add to your Epworth log in details.

For assistance, please contact the Epworth IT Service Desk on 9426 6000 or servicedesk@epworth.org.au