





How to set up multi-factor authentication

What is muti-factor authentication (MFA)?

MFA is a security measure that requires two or more proofs of identity to access a website, application, or an account. We will send you verification codes during sensitive account activities to ensure it is really you. The codes will be sent to your mobile device through two methods, either via SMS or an authenticator app, depending on how you have set up MFA. You will not be able to access the NAPS portal without having MFA set up.

You will need to complete MFA to:

- Log into the website you will only be required to complete MFA the first time you log in per calendar day
- Change sensitive account details (e.g. changing email address, resetting your password, changing your method of MFA)
 - Note: we recommend using an email address that complies with local organisational requirements (work email address, where possible)
- Reset your password if you forget it
- Our password requirements are to have:
 - At least 1 capital letter (A-Z)
 At least 1 number (0-9)
 - At least 1 symbol
- At least 10 characters long

Setting up multi-factor auth	entication for the first time
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	Signing up (new users)		Logging in (existing users)
•	Click the sign-up button and complete the	•	Log in with your existing NAPS credentials
	sign-up form		(username and password)
•	An email verification code will be sent to	•	You will then be prompted to set up MFA
	your nominated email	•	You will need to set up MFA using one
•	After verifying your email address, you		method initially
	will be prompted to set up MFA		 Via an <u>authenticator</u> app of your
•	You will need to set up MFA using one		choice (e.g. Microsoft
	method initially		authenticator, Okta Verify etc
	 Via an <u>authenticator</u> app of your 		OR
	choice (e.g. Microsoft		 Via <u>SMS</u>
	authenticator, Okta Verify etc)		
	OR		
	o Via <u>SMS</u>		







Setting up SMS authentication

Enter in the mobile phone number you want your verification codes sent to, then enter the code sent to your SMS inbox

Once you are logged in, you will be able to access the NAPS website as you would normally

<u>Note</u>: this requires a signal or connection to a cellular network

Set up SMS authentication

Enter the mobile phone number you want your verification codes sent to.

Country

Australia(+61)

Phone Number

Click 'Send Code' below to receive a verification code to this phone number to complete setup.

Send Code

Setting up an authenticator app

- On your mobile phone, download an authenticator app of your choice (e.g., Microsoft authenticator)
- Open your authenticator app, create a new account, and scan the QR code as prompted on the screen, or enter in your account details manually as prompted to on the screen
- To continue to log into NAPS, open your authenticator app and enter in the verification code
- Once you have logged in, you will be able to access the NAPS website as you would normally

<u>Note:</u> authenticator apps generate your codes on the device they're installed on and don't rely on a network connection. They will still work if you can't access a network and are harder for hackers to intercept

Set up Authenticator app

Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.



Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.

NAPS National Antimicrobial Prescribing Survey







NAPS National Antimicrobial Prescribing Survey

How to Register as a New User

To register as a new user:

- the user must register themselves for a facility, this cannot be done by the Survey Manager or another user of the facility
- open the NAPS website: www.naps.org.au
- click on 'Sign Up'
- complete the details as required
- choose a password; this needs to have at least one capital letter (A-Z), at least one lower case letter (a-z), at least one number (0-9), at least one symbol and be at least ten characters long
- read the NAPS terms and conditions, click in the box to accept these, complete the 'Captcha' verification box and click on the 'Register' button
- you will then be prompted to set up MFA

How to Register for Additional Modules or Facilities

To register for additional modules or facilities:

- login to your account
- click on the 'Register for a new facility' box on our main menu page and complete the details as required; then click on the 'Register' button

Select domain	▼	
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- the selected facility should then appear in the My Facilities list under the correct domain
- the Survey Manager for that facility will then have to approve the registration before being able to access the facilities data

If there are any issues with this process, please contact us for assistance





Log In

