



# Australian Army Research Centre

## Two Factor Authentication (TFA) User Setup Process

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**In this document:**

- [User Setup Process](#)
  - [Where do I find Security information in future?](#)
  - [Where do I go if I can't login?](#)
- 

## User Setup Process

**Preconditions:**

- A two-factor authentication app is installed on your mobile device

**Step 1: Login**

- In the address bar, go to <https://researchcentre.army.gov.au/user/login>
- Enter your username and password
- Click on the Log in button

**Log in**

Username \*  
  
Enter your Australian Army Research Centre username.

Password \*  
  
Enter the password that accompanies your username.

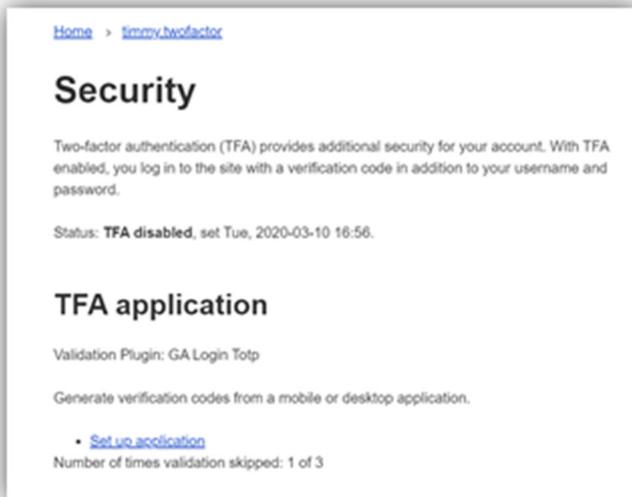
**Step 2: Website prompts you to set up two-factor authentication**

- Following the prompt on screen, click on the [here](#) link

You are required to setup two-factor authentication [here](#). You have 2 attempts left after this you will be unable to login.

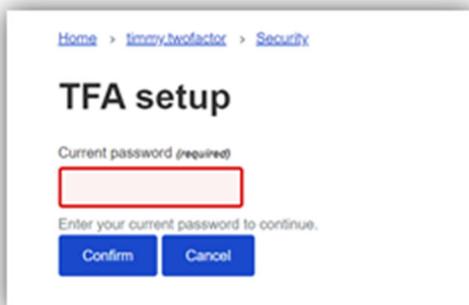
### Step 3: Start the Setup process

- Following the prompt on screen for TFA application, click on the [Set up application](#) link



### Step 4: Authenticate the user

- Following the prompt on screen for TFA setup, enter your current password
- Click on the **Confirm** button



### Step 5: Setting up TFA application on your mobile device

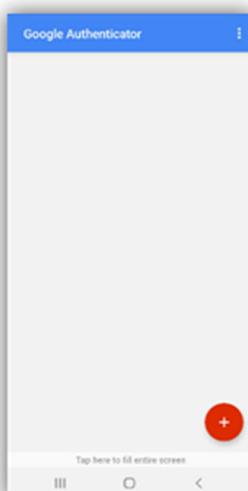
#### Step 5.1: Open your TFA application

- *In this example, we are using Google Authenticator*



#### Step 5.2: Add a new token

- Following the prompt on screen, click on the **plus** button



### Step 5.3: Pick an input option

- Following the prompt on screen, tap **Scan a barcode**  
*In this example, we are scanning the QR barcode*



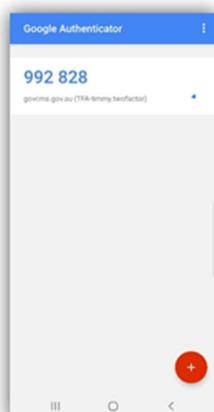
### Step 5.4: Scan QR barcode

- Following the prompt on screen, scan barcode by holding phone up to the screen



### Step 5.5: Phone Setup complete

The GovCMS site will now appear in your list of authenticated sites on your phone



## Step 6: Finalise TFA on the website

- Enter the six digit number in the Application verification code box, and click **Verify and save**

[Home](#) > [Jimmy.twofactor](#) > [Security](#)

## TFA setup

Install authentication code application on your mobile or desktop device:

- [Google Authenticator \(Android/iPhone/BlackBerry\)](#)
- [Authy \(Android/iPhone\)](#)
- [FreeOTP \(Android\)](#)
- [GAuth Authenticator \(desktop\)](#)

The two-factor authentication application will be used during this setup and for generating codes during regular authentication. If the application supports it, scan the QR code below to get the setup code otherwise you can manually enter the text code.

CHWISM7BEVN63KE

Enter this code into your two-factor authentication app or scan the QR code below.



Application verification code (required)

A verification code will be generated after you scan the above QR code or manually enter the setup code. The verification code is six digits long.

[Verify and save](#) [Cancel](#)

## Step 7: Keep a copy of your recovery codes

In the event you lose access to your mobile device with your TFA setup, you can use your recovery codes to login. Recovery codes are one-time use only.

- Click on **Save**

[Home](#) > [Jimmy.twofactor](#) > [Security](#)

## TFA setup

✓

- Application code verified. One setup step remaining.
- TFA setup complete.

### Your recovery codes

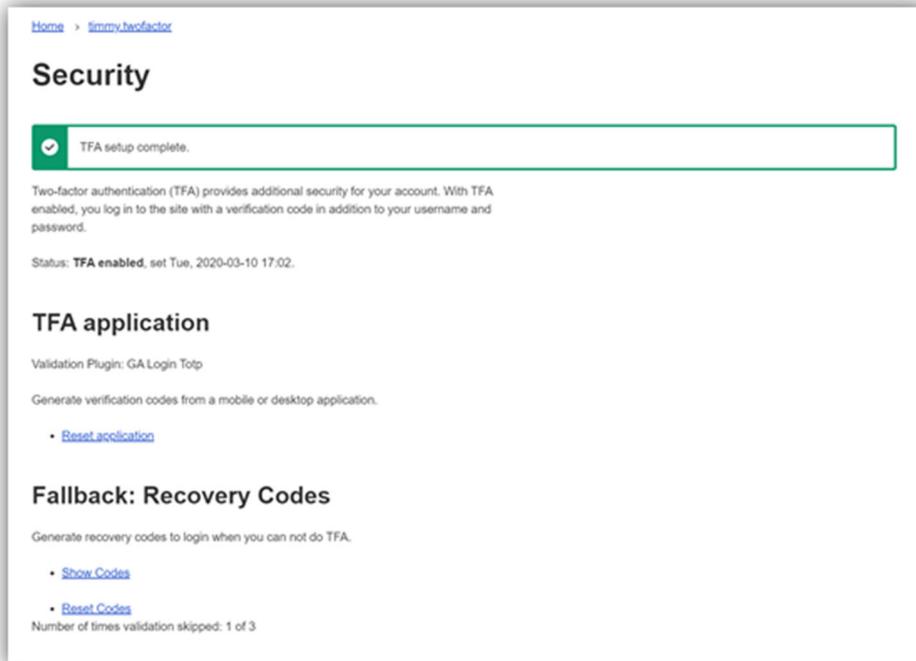
- 181 041 721
- 796 031 615
- 171 358 093
- 391 299 455
- 665 573 530
- 058 759 738
- 164 988 474
- 488 330 381
- 627 063 554

*Print, save, or write down these codes for use in case you are without your otp application and need to log in.*

[Save](#) [Skip and finish](#)

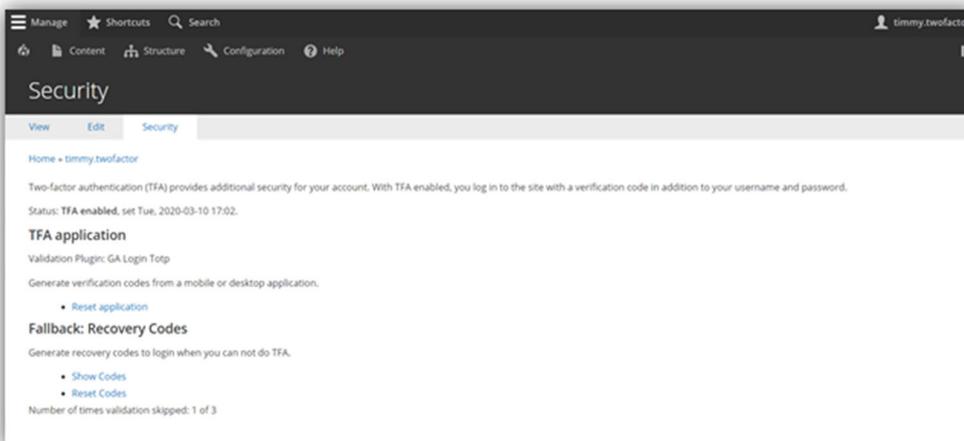
## Step 8: Set up complete

TFA setup is now complete.



## Where do I find Security information in future?

- Click on your username in the top right hand side of the menu
- Click on the Security Tab



## Where do I go if I can't login or want to change my TFA method?

- If you are unable to login or want to change your TFA method, use the Contact Us form to ask a Site Admin to login and Disable TFA on your account
- The next time you login, you will be prompted to set up two-factor authentication again