

USER GUIDE - REEF GUARDIAN SCHOOL PORTAL:

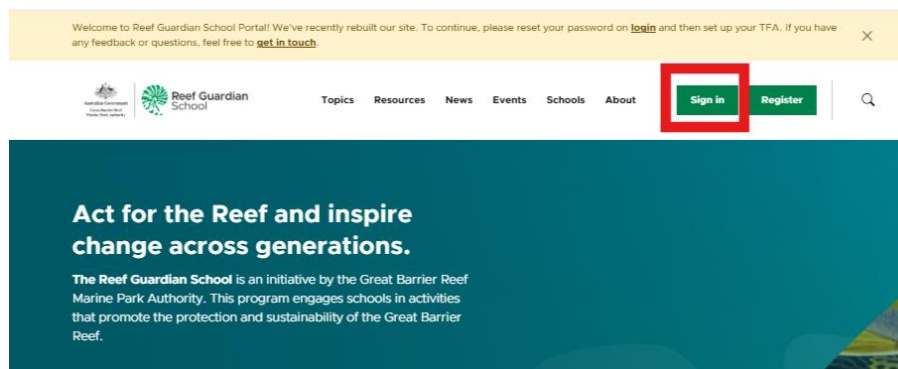
HOW TO SET UP TWO FACTOR AUTHENTICATION (TFA)

Welcome new Reef Guardian School members.

All Portal users will be required to reset their passwords and set up Two Factor authorisation (TFA). Please use the instructions below as a guide.

1. Go to www.reefedu.au

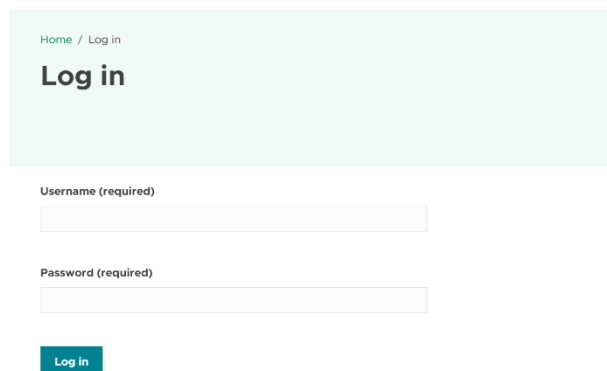
At the top right-hand side of the home page, click on the **Sign In** button.



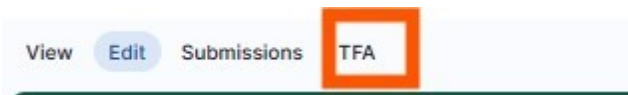
This will then take you to the **Log in** page.

Enter your Username. This will either be your email, or first name.last name

Enter in your Password.

The image shows the 'Log in' page of the Reef Guardian School Portal. The page has a light green header with the text 'Home / Log in' and a large 'Log in' title. Below the title are two input fields: 'Username (required)' and 'Password (required)'. At the bottom of the form is a blue 'Log in' button.

2. You will then be directed to your **user profile** page. At the top right-hand side of the page, click on the TFA tab.



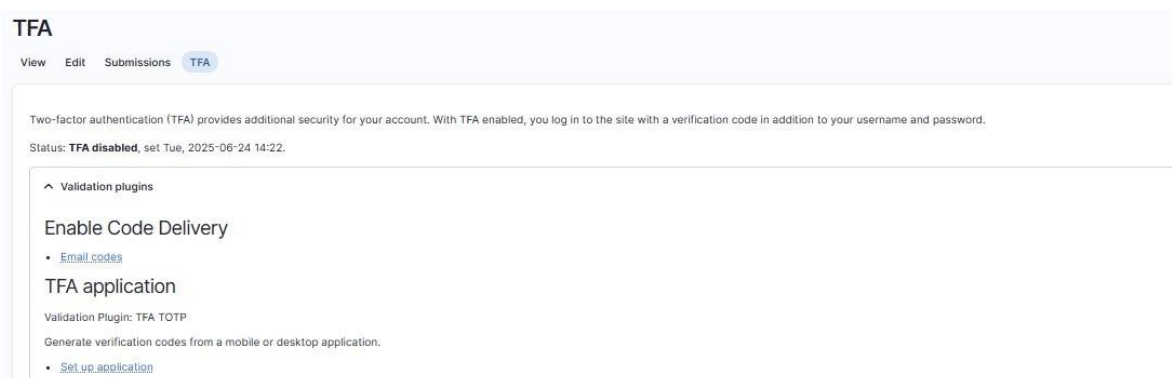
3. You will be provided with two options for setting up Two Factor Authentication (TFA).

Option 1: get authentication codes sent to your email (Enable Code Delivery).

Option 2: get authorisation code via a mobile or desktop application (TFA application).

You only need to set up **one** of these options.

More information about setting up each option is below.

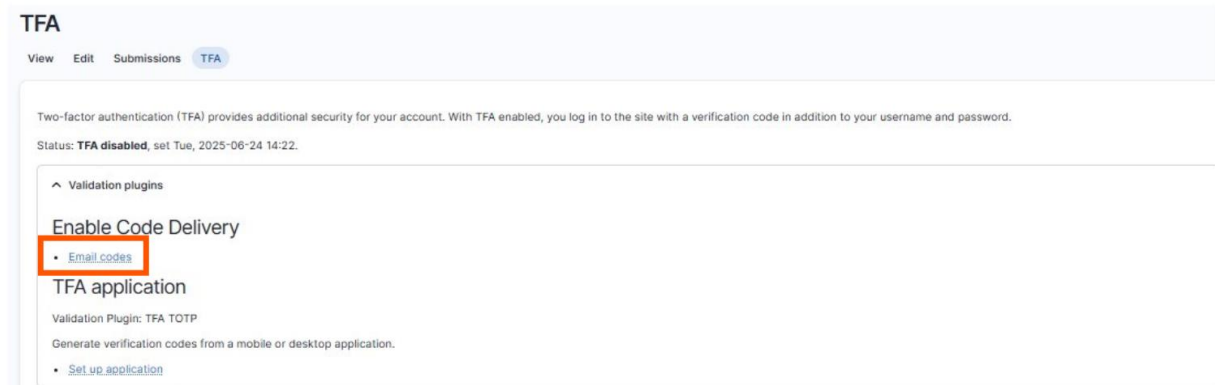


We recommend setting up the TFA application as you will receive the authentication code to your mobile or desktop application instantly. You can however choose to Enable Code delivery via email, however we are aware that some users may experience a delay in receiving the authentication code using the email method.

[OPTION 1: Set up TFA using EMAIL \(Enable Code Delivery\)](#)

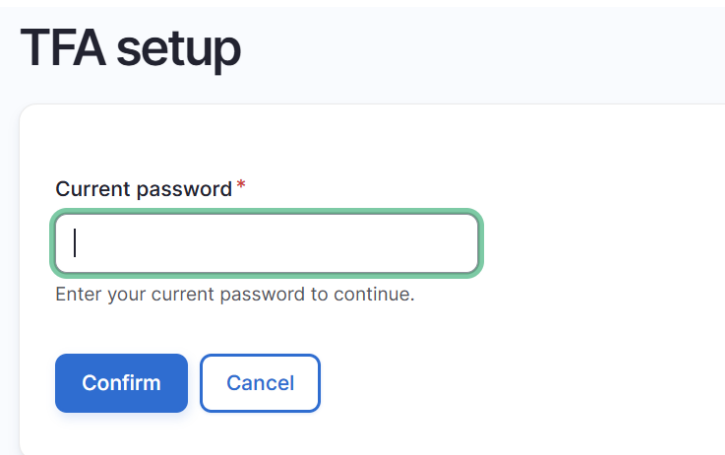
4. Option 1: Setting up two Factor Authentication (TFA) to your email.

Underneath Enable Code Delivery, click on the link Email codes.



This will take you to the following prompt:

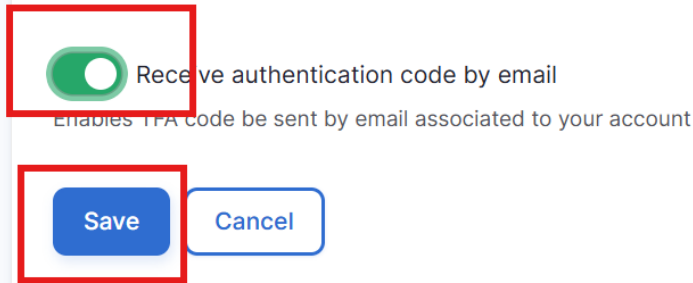
Enter your current password for the RGS Portal and click confirm.

A screenshot of a 'TFA setup' form. It has a title 'TFA setup' in large bold letters. Below it, there's a label 'Current password*' above a text input field. Below the input field is the text 'Enter your current password to continue.' At the bottom, there are two buttons: 'Confirm' (solid blue) and 'Cancel' (outlined blue).

You will then receive the following prompt.

Slide the button next to the words *Receive authentication code by email*, to the right so that the button turns green. Then click *Save*.

TFA setup

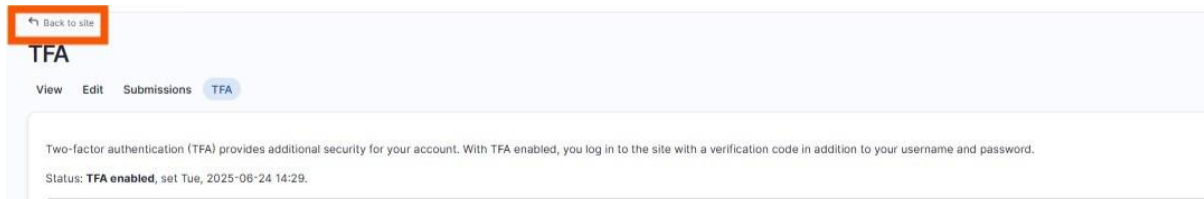


☒ Receive authentication code by email

Enables TFA code to be sent by email associated to your account

Save Cancel

You should then get a status message saying *TFA setup complete*. To return to the RGS Portal Home page, click on back to site on the left-hand side of the screen.



[← Back to site](#)

TFA

View Edit Submissions TFA

Two-factor authentication (TFA) provides additional security for your account. With TFA enabled, you log in to the site with a verification code in addition to your username and password.

Status: **TFA enabled**, set Tue, 2025-06-24 14:29.

Using Two Factor Authentication - email codes

The next time you sign in, you will be taken to a screen where you will be prompted for your Two Factor Authentication email code.

Click on the **send** button. This will send an authentication code to your registered email address.

IMPORTANT NOTE: Please check your email promptly as the authentication code is only valid for one minute. If you delay this process, you will have to click on send again to get a new authentication code.

Two-Factor Authentication

Your last login was Tuesday, June 24, 2025 - 13:13.

Authentication code (required)

Enter the code received

Having Trouble?

Try one of your other enabled validation methods.

- [TFA Time-based one-time password \(TOTP\)](#)

Verify

Send

Once you receive an email with your code, enter it into the *Authentication code* field and click *verify*.

[Home](#) / Two-Factor Authentication

Two-Factor Authentication

The authentication code has been sent to your registered email. Check your email and enter the code.

Authentication code (required)

Enter the code received

Having Trouble?

Try one of your other enabled validation methods.

- [TFA Time-based one-time password \(TOTP\)](#)

Verify

Send

Once verified, you will be taken to the RGS Portal Home Page. To view your account, click on the *My account* tab at the top right-hand side of the ribbon.



[Topics](#)

[Resources](#)

[News](#)

[Events](#)

[Schools](#)

[About](#)



[My account](#)

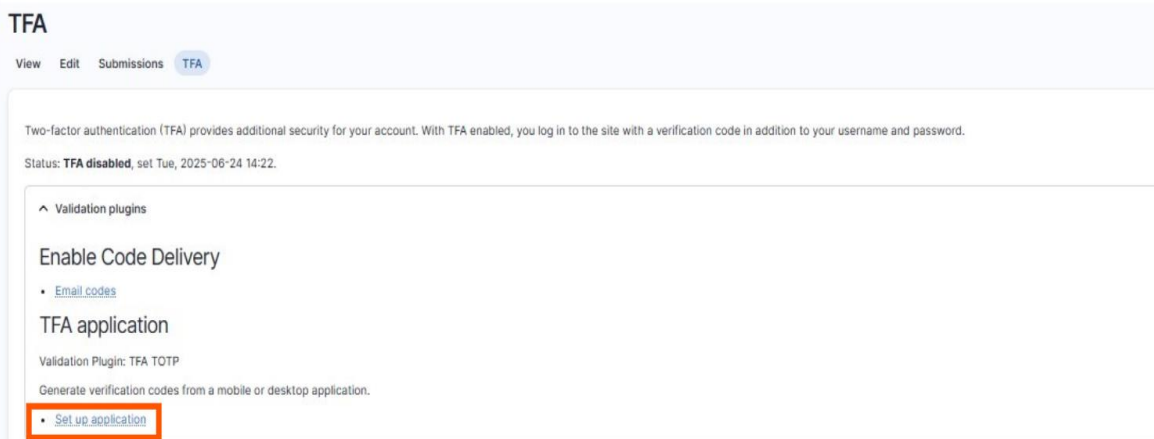
[Sign out](#)



[OPTION 2: Set up using TFA Application \(our recommended option\)](#)

5. Option 2: Setting up two Factor Authentication (TFA) to a desktop or mobile application (such as Authenticator App).

Underneath TFA application, click on the link *Set up application*.



This will take you to the following prompt.

Enter in your current password for the RGS Portal.

TFA setup

Current password *

Enter your current password to continue.

Confirm

Cancel

Then follow the below prompts to install the authentication code application on your device.

TFA setup

Install authentication code application on your mobile or desktop device:

- [Google Authenticator \(Android\)](#)
- [Google Authenticator \(iOS\)](#)
- [Microsoft Authenticator \(Android/iOS\)](#)
- [Twilio Authy \(Android/iOS/Desktop\)](#)
- [FreeOTP \(Android/iOS\)](#)
- [GAuth Authenticator \(Desktop\)](#)

The two-factor authentication application will be used during this setup and for generating codes during regular authentication. If the ap

WLQ6VZPGAAR6ZLCD

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



Application verification code *

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

Once the authenticator app is set up on your device follow the above steps. Enter in the code from your device and click on *Verify and save*.

You should then receive a status message saying TFA set up complete. To navigate to the RGS Portal Home page, click on *back to site* on the top left-hand side of the screen.

[← Back to site](#)

TFA

View Edit Submissions **TFA**

✓ Status message
TFA setup complete.

Two-factor authentication (TFA) provides additional security for your account. With TFA enabled, you log in to the
Status: **TFA enabled**, set Tue, 2025-06-24 14:33.