

INSTRUCTIONS FOR UTILISING MULTI-FACTOR AUTHENTICATION (MFA)

1. Multi Factor Authentication (MFA) has now been enabled for your school. When accessing SIMON, you will be presented with your Login screen as you have previously experienced:

The image shows a login screen for SIMON College. It features a green border around a white central area. At the top center is the SIMON logo, which consists of a shield with a yellow and orange flame-like design and the word "SIMON" in white. Below the logo, the text "SIMON College" is displayed. Underneath, there is a prompt "Please sign in with your SIMON credentials". This is followed by two input fields: "Username" and "Password". At the bottom, there is a blue "Sign in" button.

SIMON

SIMON College

Please sign in with your SIMON credentials

Username

Password

Sign in

2. You will enter your username and password:

The image shows a login screen for SIMON College. At the top is the SIMON logo, which consists of a shield with the word "SIMON" in white capital letters above three wavy, flame-like shapes in yellow and orange. Below the logo is the text "SIMON College". Underneath that is the instruction "Please sign in with your SIMON credentials". There are two input fields: the first contains the username "simonuser" and the second contains a masked password represented by eight dots. At the bottom is a blue button with the text "Sign in".

SIMON

SIMON College

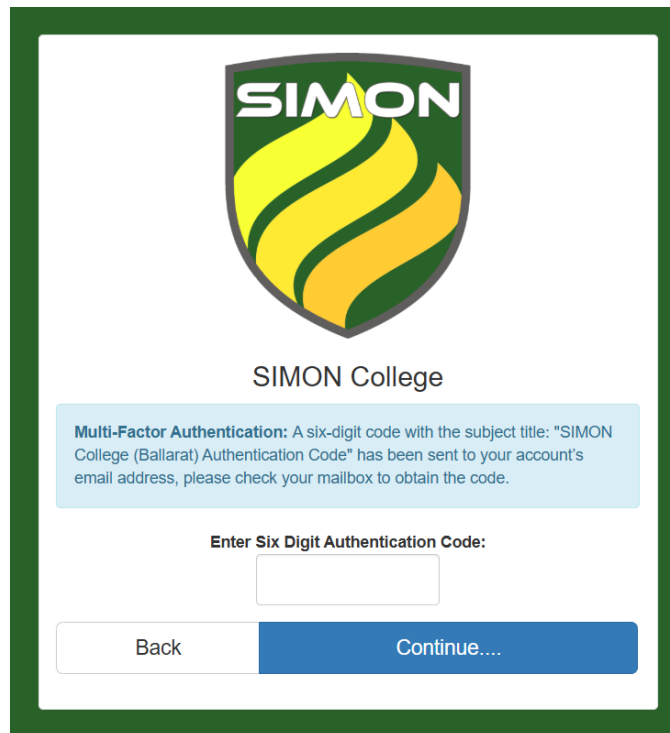
Please sign in with your SIMON credentials

simonuser

.....

Sign in

3. You will then be asked to enter your MFA code:

The image shows a Multi-Factor Authentication (MFA) screen for SIMON College. At the top is the same SIMON logo as in the previous screen. Below it is the text "SIMON College". A light blue information box contains the text: "Multi-Factor Authentication: A six-digit code with the subject title: 'SIMON College (Ballarat) Authentication Code' has been sent to your account's email address, please check your mailbox to obtain the code." Below this box is the instruction "Enter Six Digit Authentication Code:" followed by a single-line input field. At the bottom are two buttons: a white "Back" button and a blue "Continue...." button.

SIMON

SIMON College

Multi-Factor Authentication: A six-digit code with the subject title: "SIMON College (Ballarat) Authentication Code" has been sent to your account's email address, please check your mailbox to obtain the code.

Enter Six Digit Authentication Code:

Back Continue....

Your 6-digit authentication code will be sent to you via email. Please check your junk inbox if it does not arrive in your inbox. The email will contain the code, which will look like this:

Please enter the following code to complete the login for your Staff account:

375141

Please note that the Authentication Code will expire in 10 minutes.

4. Enter your 6-digit authentication code and click continue to log in:

The image shows a login screen for SIMON College. At the top is the SIMON College logo, which is a shield with a green border and a yellow and orange flame-like design. Below the logo is the text "SIMON College". Underneath is a light blue box containing text about Multi-Factor Authentication. Below that is a label "Enter Six Digit Authentication Code:" followed by a text input field containing the code "3 7 5 1 4 1". At the bottom are two buttons: "Back" and "Continue....".

SIMON

SIMON College

Multi-Factor Authentication: A six-digit code with the subject title: "SIMON College (Ballarat) Authentication Code" has been sent to your account's email address, please check your mailbox to obtain the code.

Enter Six Digit Authentication Code:

3 7 5 1 4 1

Back Continue....

Notes:

- Logging out of SIMON will require you go through the Multi-Factor Authentication process outlined above again
- MFA will expire after 30 days after which time you will need to follow the process again
- MFA will be required on each device you use