Hub Central Registration

The registration process for Hub Central will take a little time as you are registering and setting up your secure log in for the very first time.

Before you get started, please make sure you have:

- **Time**. It will take approx. 10-15 minutes to work through the required steps to get you registered and set up for Hub Central. Please note that your normal daily log in will be very simple and fast!
- Your mobile phone. Part of the process requires you to download a <u>free</u> app.

Let's get started. Please follow the steps below to complete the registration process:

- 1. Go to your everyday work email from your school, e.g.an email address ending in @education.vic.gov.au or @det.nsw.edu.au, etc.
- 2. Find an email from <u>'no-reply@communityhubs.org.au</u>' with the subject: 'Hub Central Complete Registration'. This was sent to you on Monday August 2, 2021.

Tip: If you cannot find this email, please look in your junk/spam folder

3. Open the email and click on 'Complete Registration' - this will take you to a web browser.



- 4. Read the instructions on how to create a password.
- 5. Enter your password in the 'Password' and the 'Confirm Password' boxes.
- 6. Click on 'Register'.

Please note: If you have not followed the instructions on how to set up your password, you will receive an error message. Please re-read the instructions and follow them to create your password.

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	Connect. Share. Learn.	
	Step 1 of 3 - Set up your Password	
	How do you set a memorable, but secure password? You no longer need to have a complicated password that is hard to remember. You can now create a password that is easier for you to remember. It must contain 18 characters - which can include spaces. For example: I love hub central.	
	Password *	
	Confirm Password *	
	* Required fields Set Password	

 Please select what type of mobile phone you have.
 You will have either an Android (i.e. Samsung, Google, Huawei, etc....) or an Apple iPhone (i.e. iPhone 10, iPhone 7, etc....).

	Communityhubs	
	Connect. Share. Learn.	
Step 2 of 3 - S	et up your account authenticat	ion
To protect the priva complete a two-ste	cy of your data in Hub Central, you will now p authentication process.	/
First, please select	your mobile phone type from the box below	V:
Please select		~

If you have an Android mobile phone, please go to step 8. If you have an iPhone mobile phone, please go to step 28.



8. On your **android mobile phone**, go to the Google Play Store.

10. Click on the 'Apps' icon to search for apps & games.



11. Type in 'Google authenticator' and wait for a list to appear.





12. From the list, click on the option 'Google Authenticator' with this logo:

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Q	google authenticator for android	



13. Click on 'Install'.

Please note: this app is <u>free</u> to download and there will be no future charges.

If you have already installed this app, please go to step 14.

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Google LLC	all
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Important note: Please <u>do not</u> uninstall/delete the Google Authenticator app from your phone as you may need this another day to access Hub Central.

14. Click on 'Open'.

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15. Click on 'Get started' and go to step 17.

If the 'Get started' button does <u>not</u> appear, go to step 16.

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16. Click on the back arrow '<-' on the top left-hand corner of the screen.

If the back arrow '<-' does <u>not</u> appear, go to step 17.



Import existing accounts?					
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on the '+' sign.					



18. Click on 'Scan a QR code'.

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- 19. If you get a message to: 'Allow Authenticator to take pictures and record video?', or something similar, please click on 'Allow' or 'Yes'. Your phone needs this to be able to scan the QR code in the next step.
- 20. Your camera is now on.

It will most likely look like this:



21. Go back to your web browser on your computer. DO NOT CLOSE THE CAMERA ON YOUR PHONE.



22. Focus the camera on your phone on the QR code on your computer screen.

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To protect the privacy of your data in Hub Central, you will no complete a two-step authentication process.	N
First, please select your mobile phone type from the box belo	W:
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Now follow the prompts to complete your account authentica	tion.
1. Install the Google Authenticator app from the Goog	gle
Play store on your mobile phone.	
2. Launch the Google Authenticator app and click on "Get started", followed by "Scan a OR code".	
Already been using Google Authenticator?Instead, simply on the "+" sign at the bottom right of the screen, followed I "Scan a OR code".	click by
3. Your camera is now on. Point the camera over the OR cob below to scan the OR code.	de
 That's the tricky part over - you will now have the 2FA cc on your phone which is required each time you login. 	de

23. On your phone you will now have a code number next to some text that says: 'Community hubs (Your work email address)'.



24. On your computer web browser click on 'I have scanned the QR Code'.

Step 2 of 3 - Set	up your account authentication
To protect the privacy o complete a two-step au	f your data in Hub Central, you will now uthentication process.
First, please select you	r mobile phone type from the box below:
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Now follow the prompts	to complete your account authentication.
1. Install the GG Go	oogle Authenticator app from the Google
2. Launch the Google started", followed by	e Authenticator app and click on "Get "Scan a QR code".
Already been using (on the "+" sign at the "Scan a QR code".	Google Authenticator? Instead, simply click a bottom right of the screen, followed by
3. Your camera is not below to scan the QF	w on. Point the camera over the QR code R code.
	Instructions above before Scanning me
4. That's the tricky pa on your phone which	art over - you will now have the 2FA code i is required each time you login.
Please click the hutt	on below to proceed.

- 25. Type in the code you can see on your phone into the web browser on your computer. Please note:
 - This code resets every few minutes. You may have to wait until the timer resets to input the code.
 - If you change computers or use a different web browser to log into Hub Central, you may be asked to input a 'Google Authenticator' code again. To do this, you will have

to open the Google Authenticator e app again, so please <u>do not uninstall or</u>

<u>delete</u> the Google Authenticator \bigcirc app from your phone.

	Connect. Share. Learn.
	Step 3 of 3 - Verification of your account
Plea	se enter the 6 digit code that you see in your Google Authenticat
N.B	there is a time limit that the code is available. If it changes, simp type in the one you see on your phone as soon as possible.
	2FA Code
	Submit

26. Click on 'Submit'.



27. Congratulations! You have successfully registered and are now in Hub Central! End of Tutorial if you have an Android phone. 28. **On your iPhone**, go to the iPhone App Store.



29. Go to Search



30. Click on the search bar.

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31. Type in 'Google authenticator' and then click on enter / search.

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32. To find the Google Authenticator app, look for this icon (), then click on the name 'Google Authenticator'.



33. Click on 'GET'. Please note this app is free to download and there will be no future charges. If you already have this app installed, please go to step 35.

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34. Click on 'Install'.

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35. Once the app has finished installing, click on 'OPEN'.

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36. If it is the first time you have used this app, you will see the following screen. Go to step 37.

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Stronger se Aut	curity with Google
Get verification cod	ies for all your accounts using 2- tep Verification
	Get started

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If you have used this app before you will see a screen similar to this. Go to step 38.

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37. Click on 'Scan a QR code' and then go to step 40.



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38. Click on '+' at the bottom right of the screen.

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39. Click on 'Scan a QR code' at the bottom right of the screen.

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- 40. If you get a message to: 'Allow Google Authenticator to take pictures and record video?' or something similar, click on 'Allow' or 'Yes'. Your phone needs this to be able to scan the QR code in the next step.
- 41. Your camera is now on. It will have a box in front of the image.



42. Go back to your web browser on your computer. DO NOT CLOSE THE CAMERA ON YOUR PHONE.



43. Focus the camera on your phone on the QR code on your computer screen, making sure the QR code is inside the box on your phone screen.



44. On your phone you will now have a code number next to some text that says: 'Community Hubs (your email address)'.

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45. On your computer web browser click on 'I have scanned the QR Code'.

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46. Type in the code you can see on your phone into the web browser on your computer.

Note: this code resets every few minutes. You may have to wait until the timer resets to input the code.

	Connect. Share. Learn.
	Step 3 of 3 - Verification of your account
Please	enter the 6 digit code that you see in your Google Authenticat
N.B. th	here is a time limit that the code is available. If it changes, simp type in the one you see on your phone as soon as possible.
	2FA Code
	Submit

47. Click on 'Submit'.



48. Congratulations! You have successfully registered and are now in Hub Central!