

## 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:

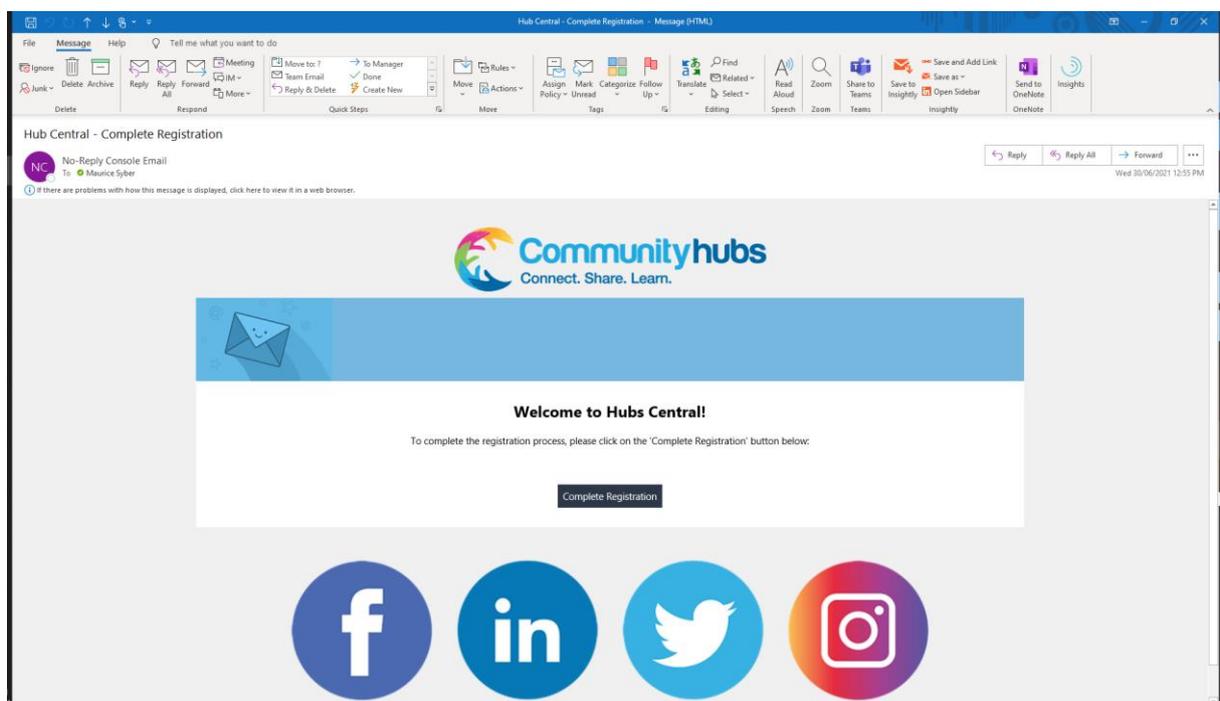
- **Time.** It will take approx. 10-15 minutes to work through the required steps to get you registered and set up for Hub Central. Please note that your normal daily log in will be very simple and fast!
- **Your mobile phone.** Part of the process requires you to download a free app.

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 [no-reply@communityhubs.org.au](mailto:no-reply@communityhubs.org.au) with the subject: 'Hub Central - Complete Registration'. This was sent to you on Monday August 2, 2021.

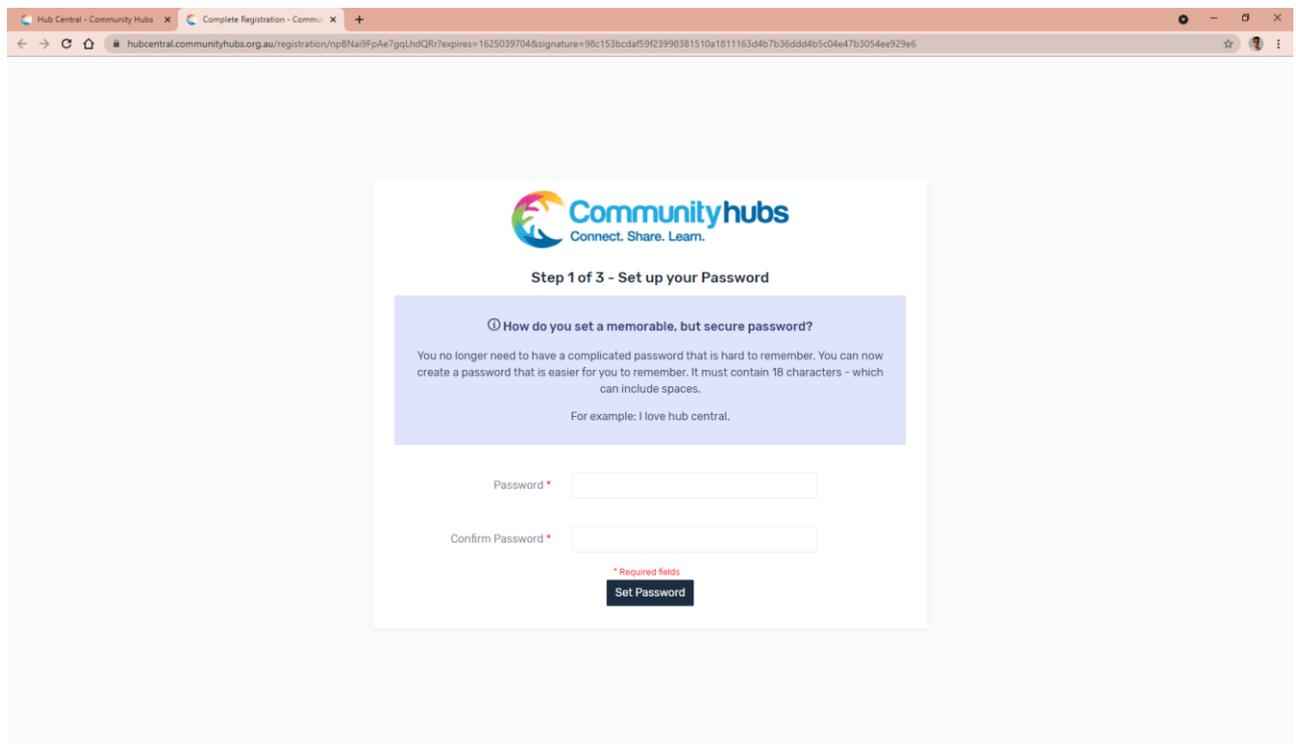
**Tip:** If you cannot find this email, please look in your junk/spam folder

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



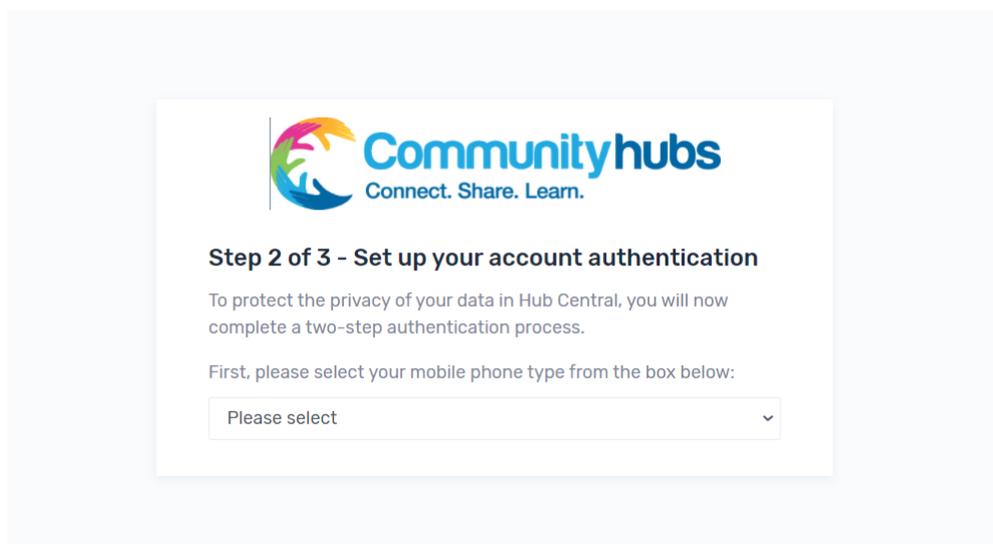
4. Read the instructions on how to create a password.
5. Enter your password in the 'Password' and the 'Confirm Password' boxes.
6. Click on 'Register'.

**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.



The screenshot shows a web browser window with the URL [hubcentral.communityhubs.org.au/registration/np8Na9fpAe7gqLhdQRr7expires=1625039704&signature=98c153bcdaf59f23996381510a1811163d4b7b36ddd4b5c04e47b3054e929e6](https://hubcentral.communityhubs.org.au/registration/np8Na9fpAe7gqLhdQRr7expires=1625039704&signature=98c153bcdaf59f23996381510a1811163d4b7b36ddd4b5c04e47b3054e929e6). The page features the Communityhubs logo (a colorful circular icon with a person silhouette) and the tagline "Connect. Share. Learn.". Below the logo, the heading "Step 1 of 3 - Set up your Password" is displayed. A light blue box contains the instruction: "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." Below this, there are two input fields: "Password" and "Confirm Password", both marked with a red asterisk. A "Set Password" button is located at the bottom of the form.

7. 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....).

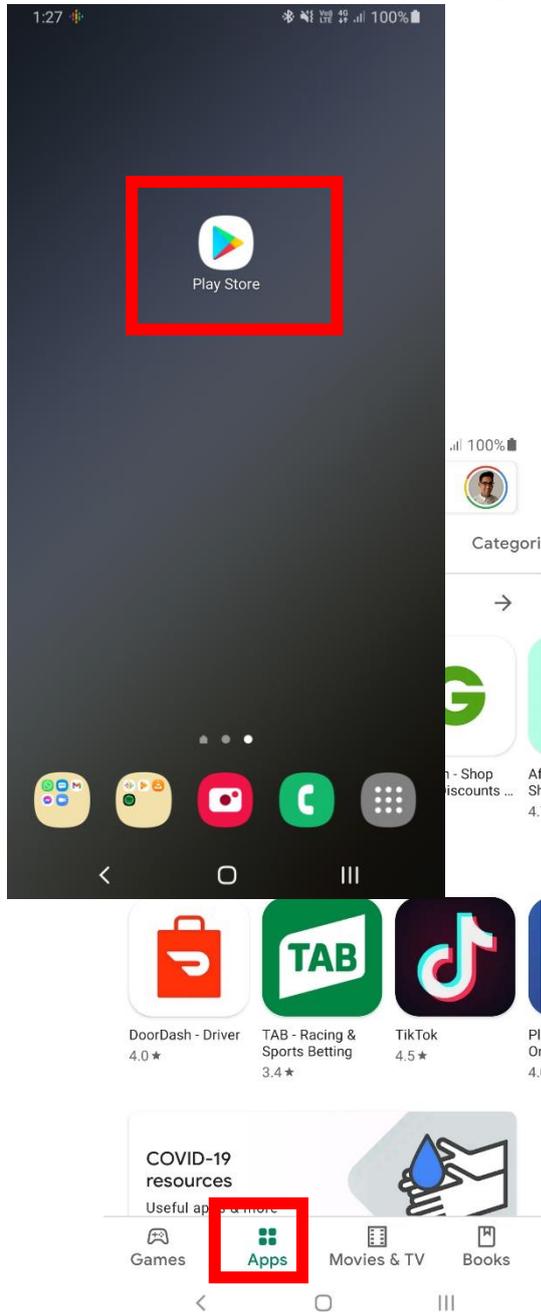


The screenshot shows the "Step 2 of 3 - Set up your account authentication" screen. It features the Communityhubs logo and tagline. The heading "Step 2 of 3 - Set up your account authentication" is followed by the text: "To protect the privacy of your data in Hub Central, you will now complete a two-step authentication process. First, please select your mobile phone type from the box below:". Below this text is a dropdown menu with the placeholder text "Please select" and a downward arrow icon.

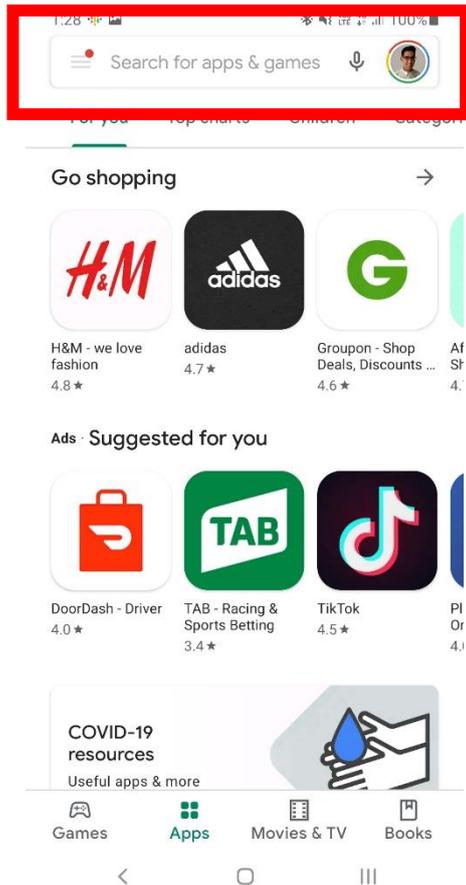
If you have an **Android mobile phone**, please go to **step 8**.

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

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



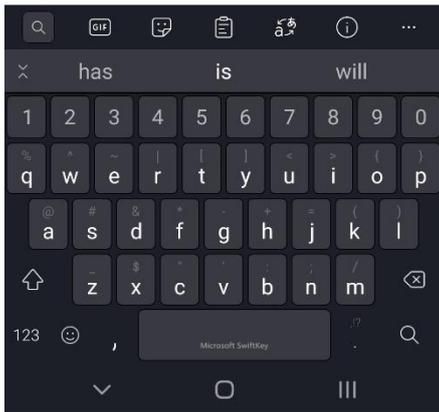
10. Click on the 'Apps' icon to search for apps & games.



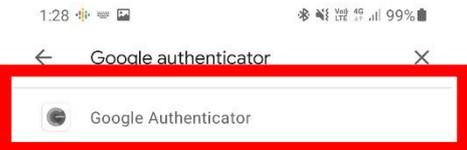
11. Type in 'Google authenticator' and wait for a list to appear.



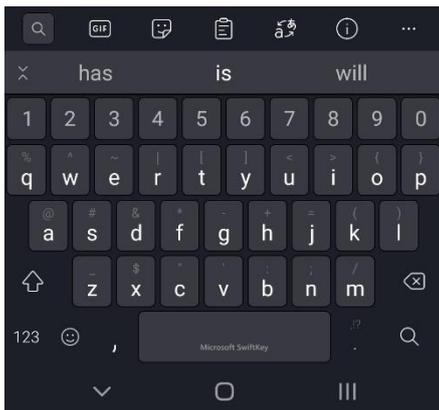
- Google Authenticator
- google authenticator app
- google authenticator app for xero
- google authenticator 2fa
- google authenticator app for android
- google authenticator for android



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



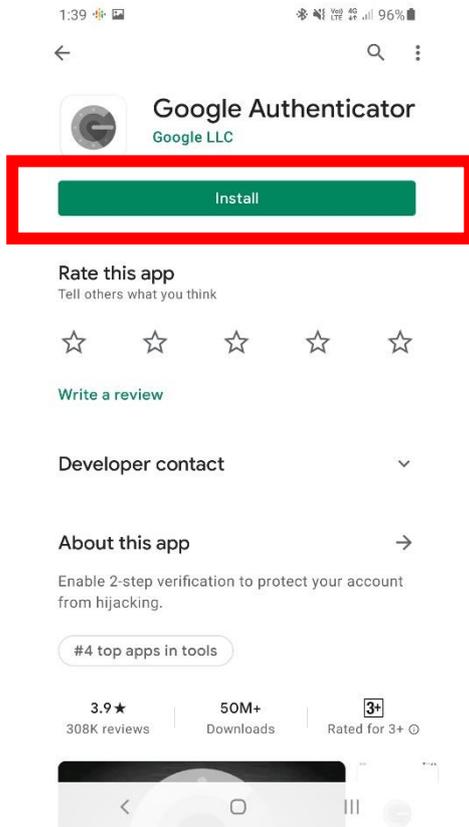
- google authenticator app
- google authenticator app for xero
- google authenticator 2fa
- google authenticator app for android
- google authenticator for android



13. Click on 'Install'.

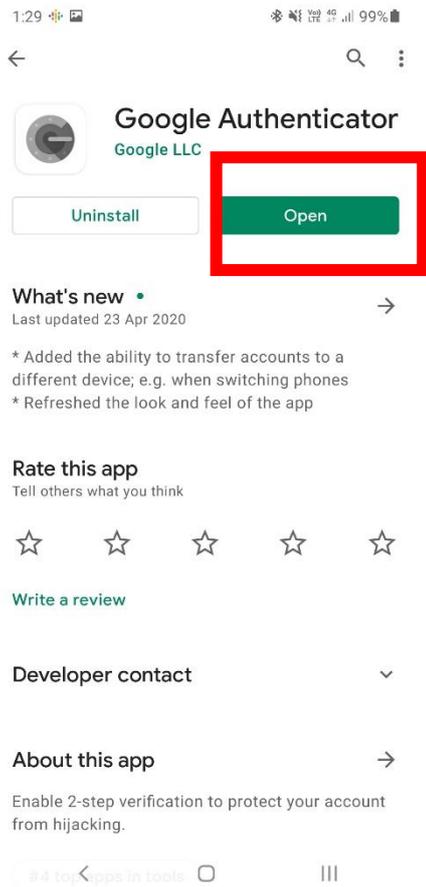
**Please note:** this app is free to download and there will be no future charges.

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



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

14. Click on 'Open'.



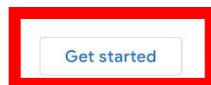
15. Click on 'Get started' and go to step 17.

If the 'Get started' button does not appear, go to step 16.



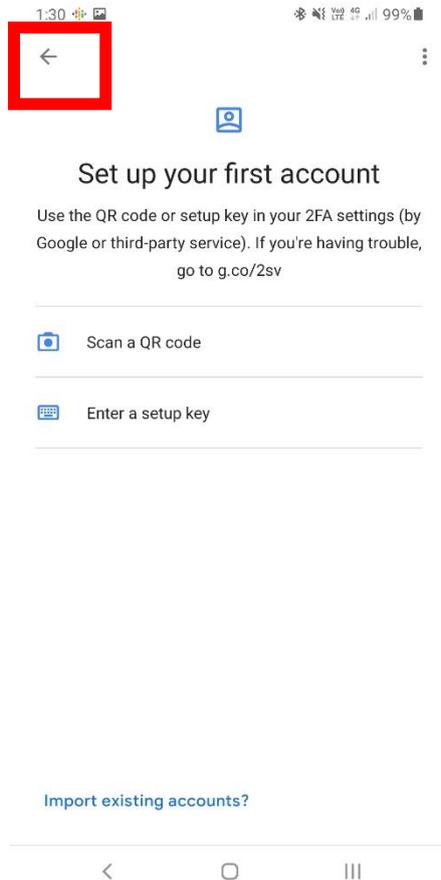
## Stronger security with Google Authenticator

Get verification codes for all your accounts using 2-Step Verification

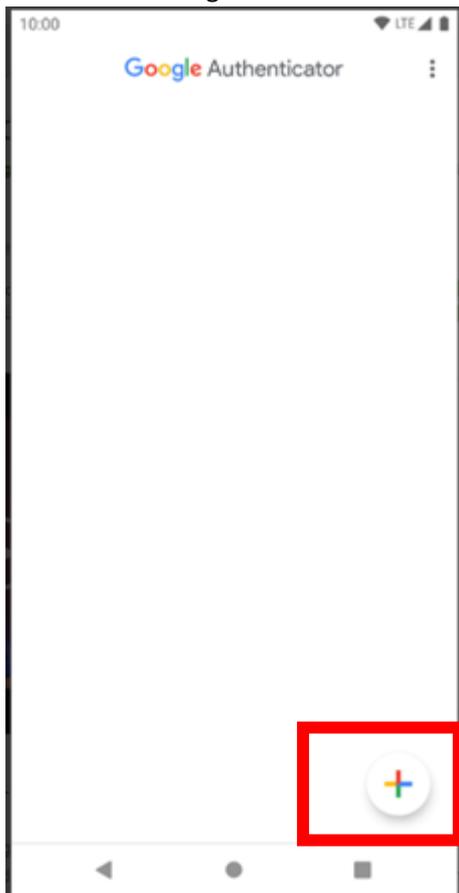


16. Click on the back arrow '<-' on the top left-hand corner of the screen.

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



17. Click on the '+' sign.

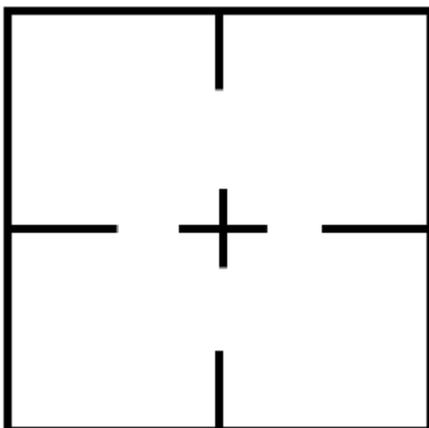


18. Click on 'Scan a QR code'.



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.



### Step 2 of 3 - Set up your account authentication

To protect the privacy of your data in Hub Central, you will now complete a two-step authentication process.

First, please select your mobile phone type from the box below:

Android

Now follow the prompts to complete your account authentication.

1. Install the  Google Authenticator app from the Google Play store on your mobile phone.

2. Launch the Google Authenticator app and click on "Get started", followed by "Scan a QR code".

*Already been using Google Authenticator?* Instead, simply click on the "+" sign at the bottom right of the screen, followed by "Scan a QR code".

3. Your camera is now on. Point the camera over the QR code below to scan the QR code.



Please ensure you read the instructions above before Scanning me

4. That's the tricky part over - you will now have the 2FA code on your phone which is required each time you login.

Please click the button below to proceed.

I have scanned the QR Code

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



### Step 2 of 3 - Set up your account authentication

To protect the privacy of your data in Hub Central, you will now complete a two-step authentication process.

First, please select your mobile phone type from the box below:

Android

Now follow the prompts to complete your account authentication.

1. Install the  Google Authenticator app from the Google Play store on your mobile phone.

2. Launch the Google Authenticator app and click on "Get started", followed by "Scan a QR code".

*Already been using Google Authenticator?* Instead, simply click on the "+" sign at the bottom right of the screen, followed by "Scan a QR code".

3. Your camera is now on. Point the camera over the QR code below to scan the QR code.



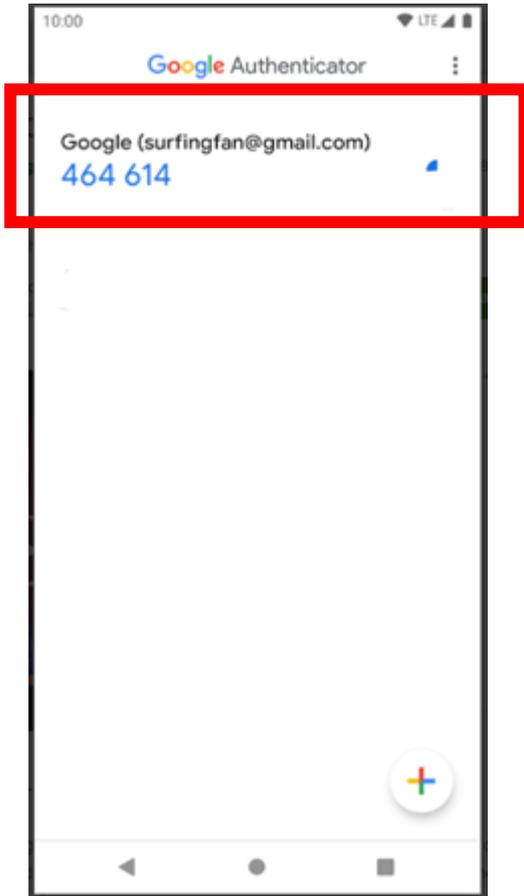
Please ensure you read the instructions above before Scanning me

4. That's the tricky part over - you will now have the 2FA code on your phone which is required each time you login.

Please click the button below to proceed.

I have scanned the QR Code

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'.

 **Communityhubs**  
Connect. Share. Learn.

**Step 2 of 3 - Set up your account authentication**

To protect the privacy of your data in Hub Central, you will now complete a two-step authentication process.

First, please select your mobile phone type from the box below:

Android

Now follow the prompts to complete your account authentication.

1. Install the  Google Authenticator app from the Google Play store on your mobile phone.
2. Launch the Google Authenticator app and click on "Get started", followed by "Scan a QR code".  
*Already been using Google Authenticator? Instead, simply click on the "+" sign at the bottom right of the screen, followed by "Scan a QR code".*
3. Your camera is now on. Point the camera over the QR code below to scan the QR code.



*Please ensure you read the instructions above before Scanning me*

4. That's the tricky part over - you will now have the 2FA code on your phone which is required each time you login.

Please click the button below to proceed.

**I have scanned the QR Code**

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  app again, so please do not uninstall or delete the Google Authenticator  app from your phone.



### Step 3 of 3 - Verification of your account

Please enter the 6 digit code that you see in your Google Authenticator.

N.B. there is a time limit that the code is available. If it changes, simply type in the one you see on your phone as soon as possible.

Submit

26. Click on 'Submit'.



### Step 3 of 3 - Verification of your account

Please enter the 6 digit code that you see in your Google Authenticator.

N.B. there is a time limit that the code is available. If it changes, simply type in the one you see on your phone as soon as possible.

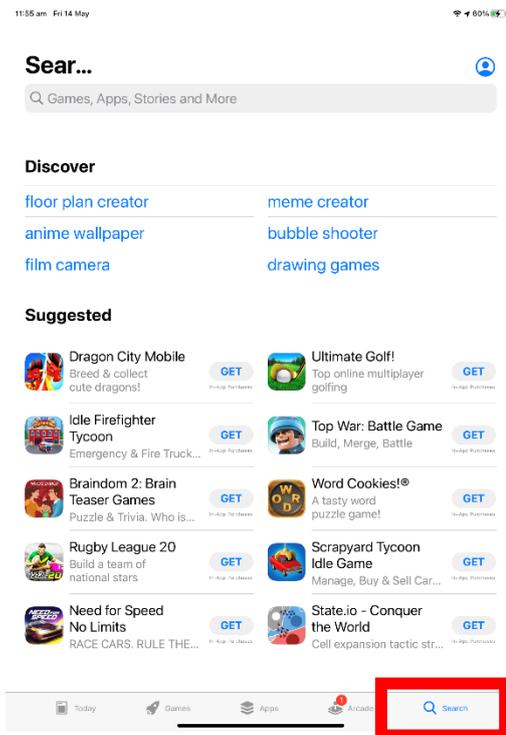
Submit

27. Congratulations! You have successfully registered and are now in Hub Central!  
**End of Tutorial if you have an Android phone.**

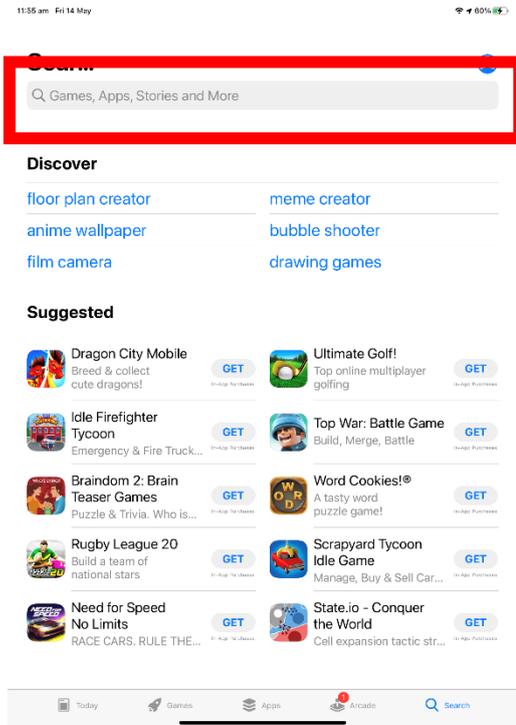
28. On your iPhone, go to the iPhone App Store.



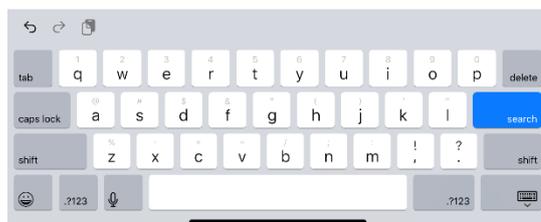
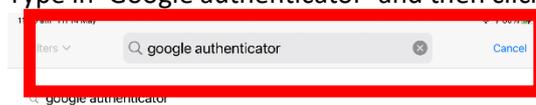
29. Go to Search



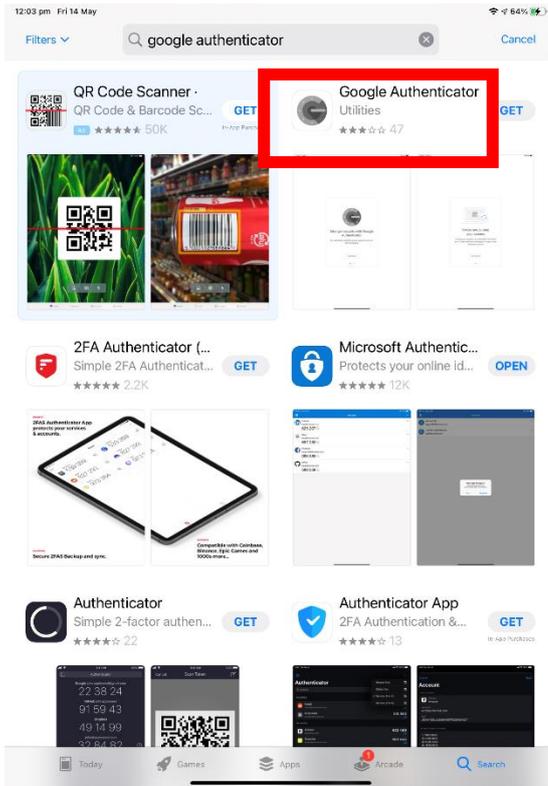
30. Click on the search bar.



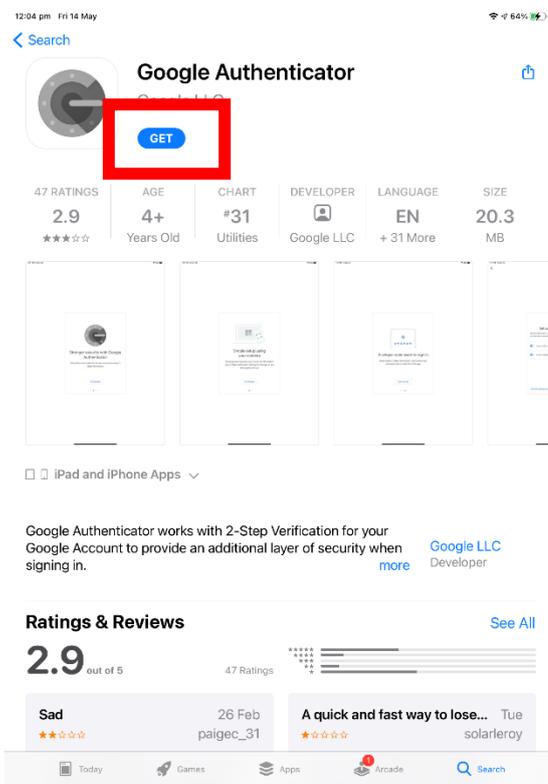
31. Type in 'Google authenticator' and then click on enter / search.



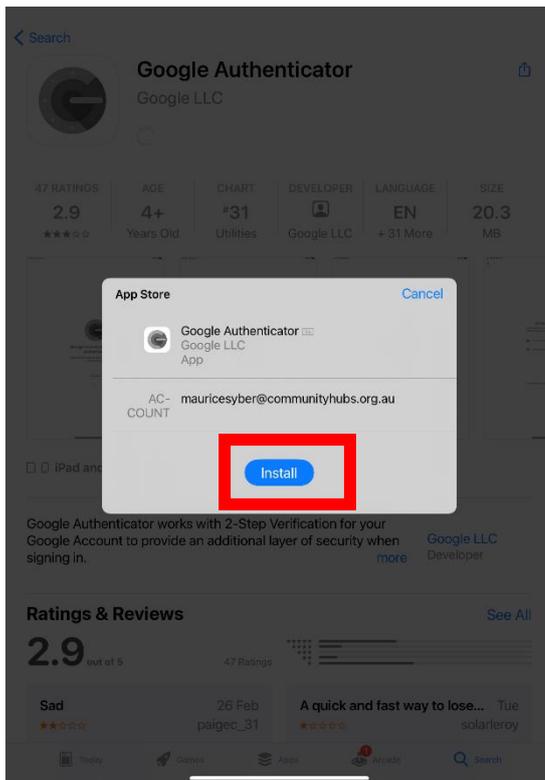
32. To find the Google Authenticator app, look for this icon  , then click on the name 'Google Authenticator'.



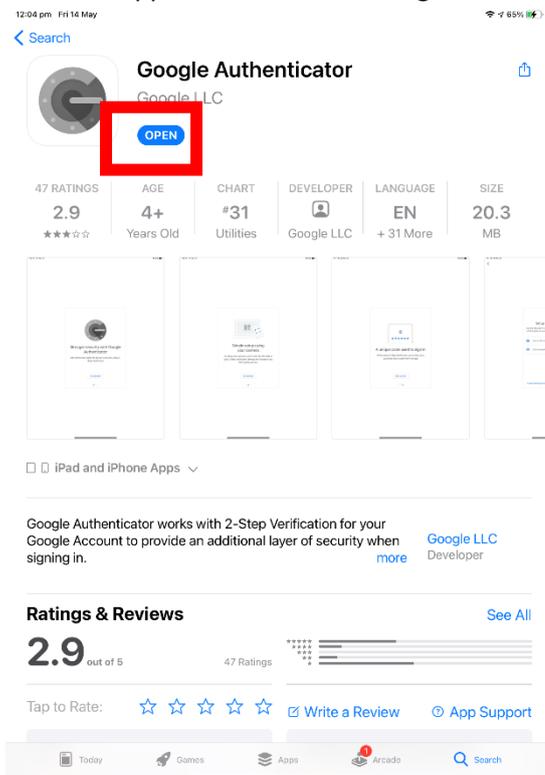
33. Click on 'GET'. Please note this app is free to download and there will be no future charges. If you already have this app installed, please go to step 35.



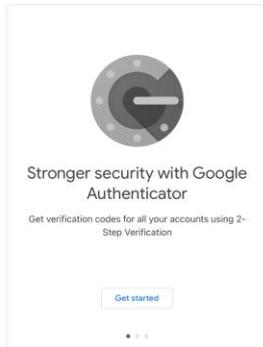
34. Click on 'Install'.



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



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

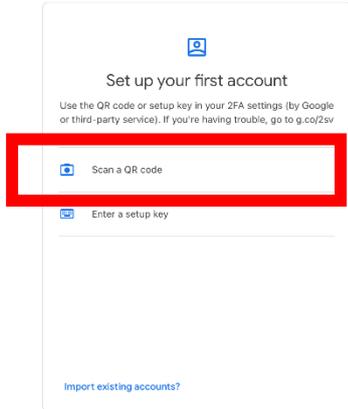


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If you have used this app before you will see a screen similar to this. Go to step 38.



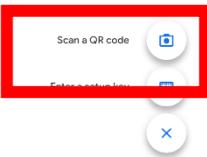
37. Click on 'Scan a QR code' and then go to step 40.



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

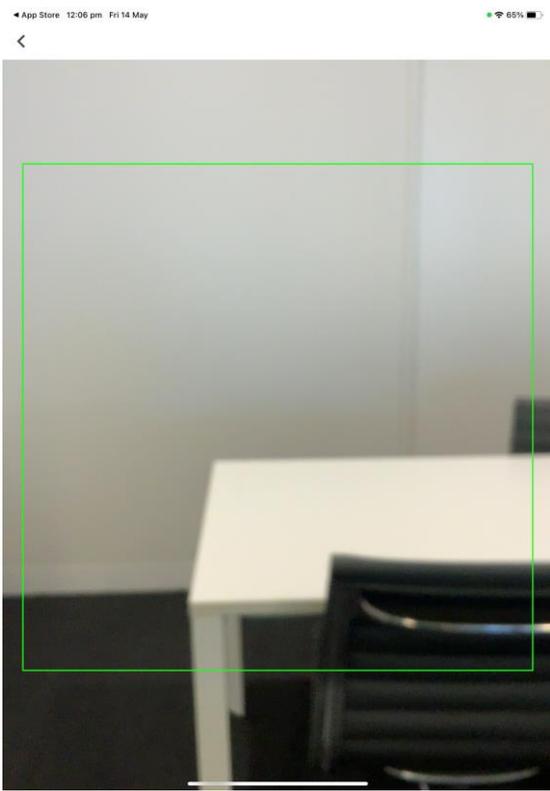


39. Click on 'Scan a QR code' at the bottom right of the screen.

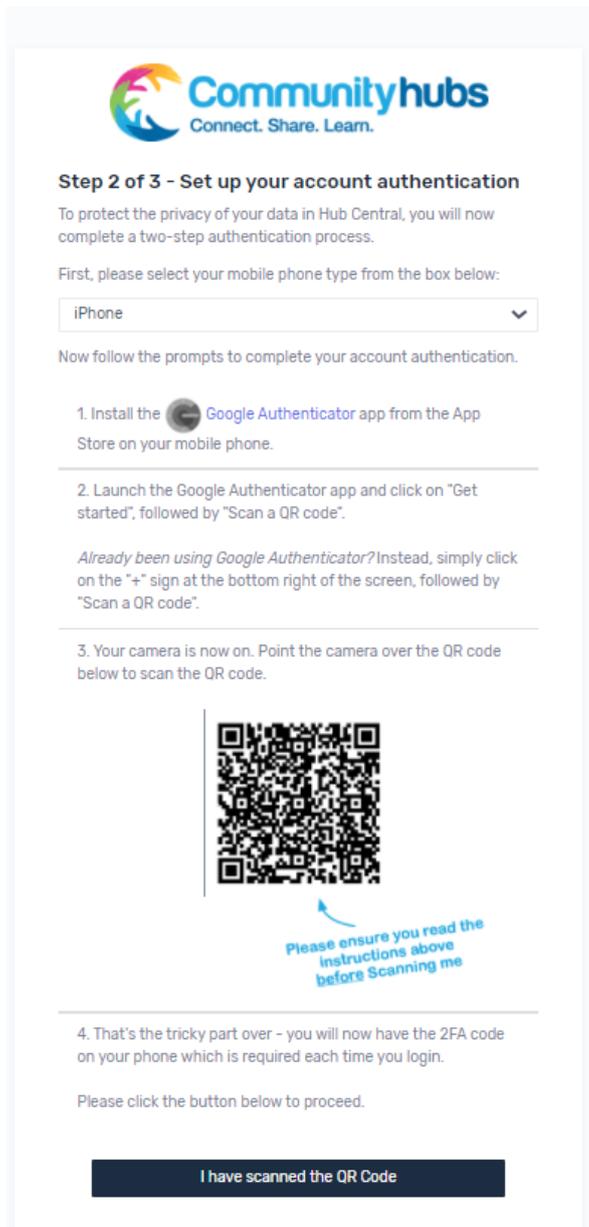


40. If you get a message to: 'Allow Google Authenticator to take pictures and record video?' or something similar, click on 'Allow' or 'Yes'. Your phone needs this to be able to scan the QR code in the next step.

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.



The screenshot shows the 'Communityhubs' logo at the top, with the tagline 'Connect. Share. Learn.' Below the logo, the page is titled 'Step 2 of 3 - Set up your account authentication'. It explains that to protect privacy, a two-step authentication process is required. The first step is to select a mobile phone type from a dropdown menu, which currently shows 'iPhone'. The second step is to follow prompts to complete authentication. Three numbered instructions are provided: 1. Install the Google Authenticator app from the App Store. 2. Launch the app and click on 'Get started', followed by 'Scan a QR code'. A note asks if the user has already used the app, in which case they should click the '+' sign. 3. Point the camera over the QR code. A QR code is displayed, with a blue arrow pointing to it and the text 'Please ensure you read the instructions above before Scanning me'. Step 4 states that the tricky part is over and a 2FA code will be received on the phone. A button at the bottom says 'I have scanned the QR Code'.

**Communityhubs**  
Connect. Share. Learn.

**Step 2 of 3 - Set up your account authentication**

To protect the privacy of your data in Hub Central, you will now complete a two-step authentication process.

First, please select your mobile phone type from the box below:

iPhone

Now follow the prompts to complete your account authentication.

1. Install the  Google Authenticator app from the App Store on your mobile phone.
2. Launch the Google Authenticator app and click on "Get started", followed by "Scan a QR code".  
*Already been using Google Authenticator? Instead, simply click on the "+" sign at the bottom right of the screen, followed by "Scan a QR code".*
3. Your camera is now on. Point the camera over the QR code below to scan the QR code.



Please ensure you read the instructions above before Scanning me

4. That's the tricky part over - you will now have the 2FA code on your phone which is required each time you login.

Please click the button below to proceed.

**I have scanned the QR Code**

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.



### Step 2 of 3 - Set up your account authentication

To protect the privacy of your data in Hub Central, you will now complete a two-step authentication process.

First, please select your mobile phone type from the box below:

iPhone

Now follow the prompts to complete your account authentication.

1. Install the  Google Authenticator app from the App Store on your mobile phone.

2. Launch the Google Authenticator app and click on "Get started", followed by "Scan a QR code".

*Already been using Google Authenticator?* Instead, simply click on the "+" sign at the bottom right of the screen, followed by "Scan a QR code".

3. Your camera is now on. Point the camera over the QR code below to scan the QR code.



Please ensure you read the instructions above before scanning me

4. That's the tricky part over - you will now have the 2FA code on your phone which is required each time you login.

Please click the button below to proceed.

I have scanned the QR Code

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



45. 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 of your data in Hub Central, you will now complete a two-step authentication process.

First, please select your mobile phone type from the box below:

iPhone

Now follow the prompts to complete your account authentication.

1. Install the  Google Authenticator app from the App Store on your mobile phone.
2. Launch the Google Authenticator app and click on "Get started", followed by "Scan a QR code".  
*Already been using Google Authenticator? Instead, simply click on the "+" sign at the bottom right of the screen, followed by "Scan a QR code".*
3. Your camera is now on. Point the camera over the QR code below to scan the QR code.



*Please ensure you read the instructions above before scanning me*

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Please click the button below to proceed.

**I have scanned the QR Code**

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.



### Step 3 of 3 - Verification of your account

Please enter the 6 digit code that you see in your Google Authenticator.

N.B. there is a time limit that the code is available. If it changes, simply type in the one you see on your phone as soon as possible.

Submit

47. Click on 'Submit'.



### Step 3 of 3 - Verification of your account

Please enter the 6 digit code that you see in your Google Authenticator.

N.B. there is a time limit that the code is available. If it changes, simply type in the one you see on your phone as soon as possible.

Submit

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