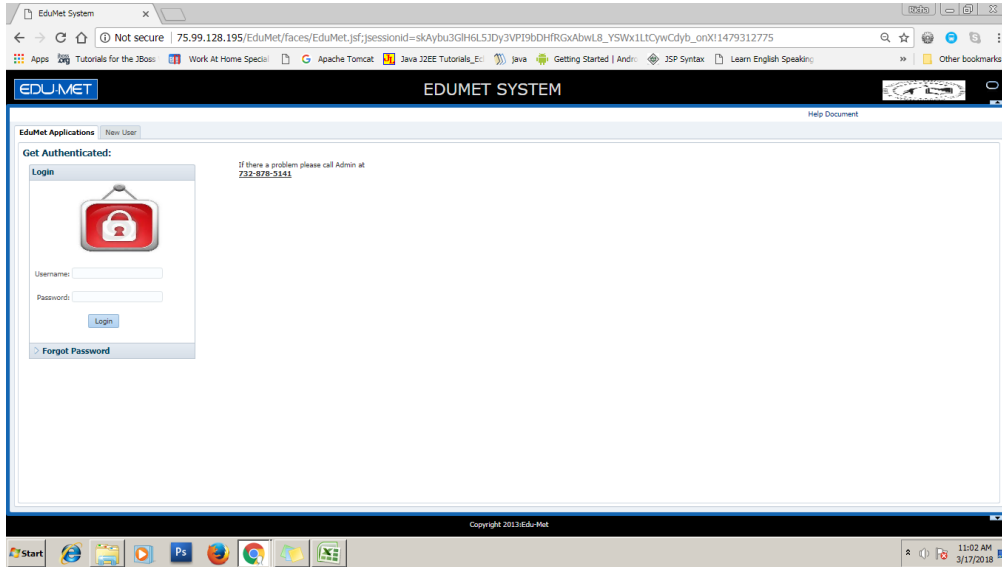


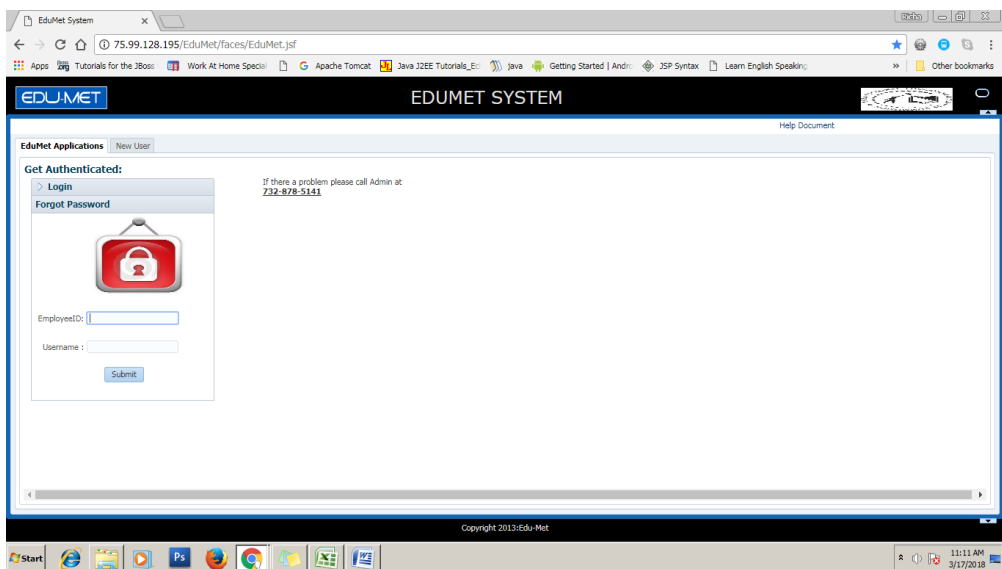
Edu-Met System Help

- 1) Employee can access Edu-Met System through the main Application Login Page.

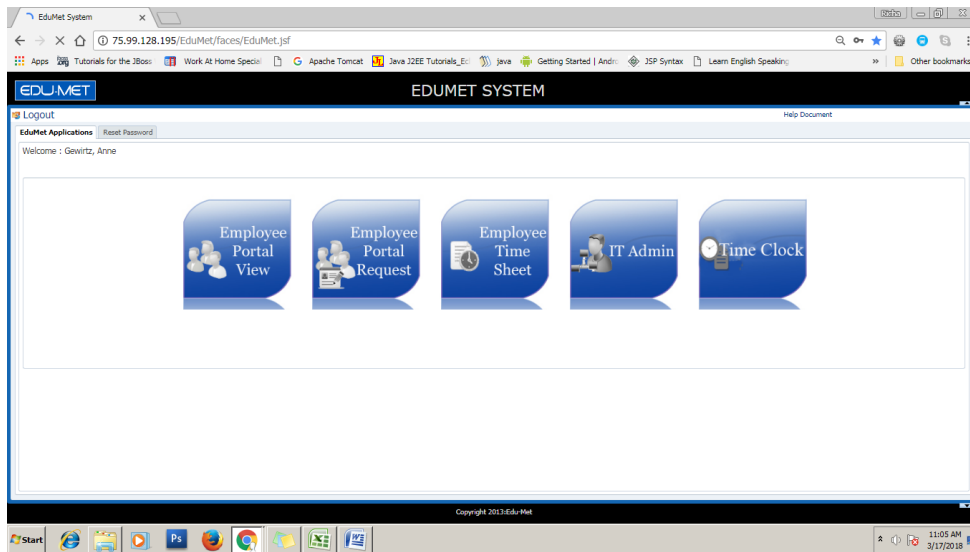


- 2) **Forgot Password** (Only for SHA Encrypted Applications)

This feature will be available only if Application is Set to use SHA Encryption for Database users (Non "Active Directory" users). Employee can enter his/her employee ID and username. And he will receive the link to update password to his/her registered email ID. If details provided are incorrect or email ID is not registered then employee need to contact Administrator.



- 3) After Successful login Employee will be directed to the below screen. Which have icons for Edu-Met Modules available for the employee.

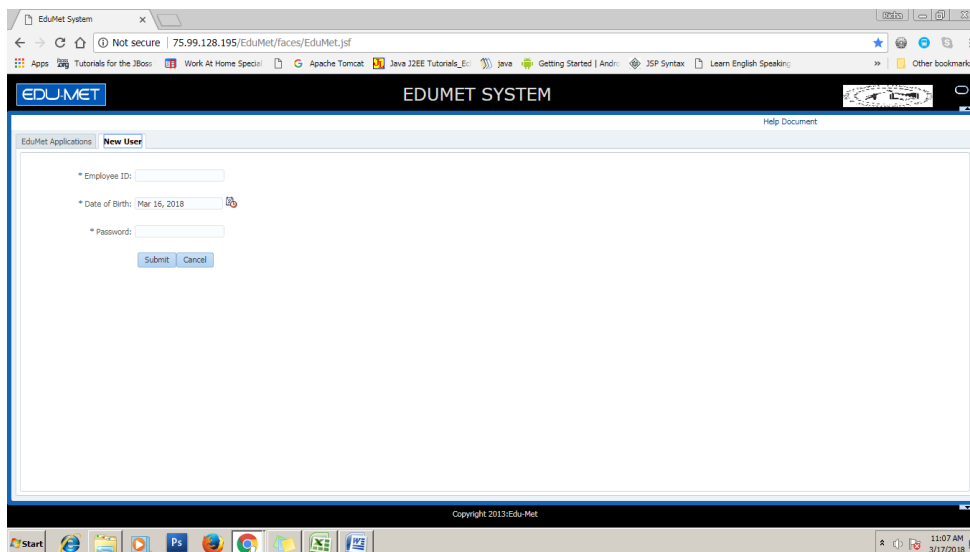


4) New User Registration

Below are the screen for Registering New User. Only employees who are allowed to do self registration can register themselves through these screens. Employees who are not allowed to do self registration have to contact their Employer for username and password specifications.

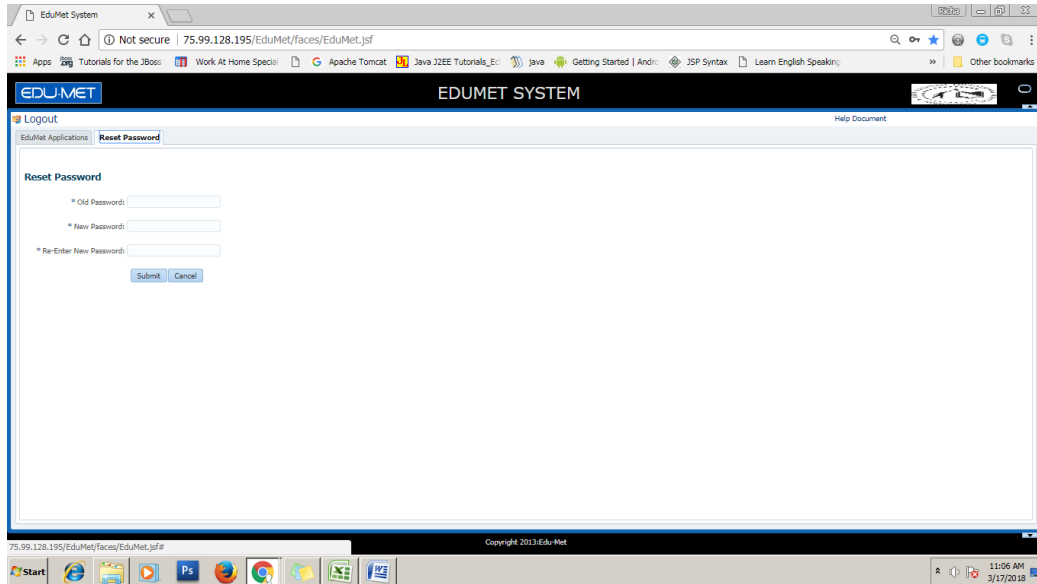
This shows up only if control parameter for allowing user registration is set to yes by IT Admin.

Enter your Employee ID, Date of Birth, enter Password and press submit button. Employee's unique username will be generated and appear on screen. And an email will be received by Employee.



5) **Resetting Password:**

Please click on the Reset Password Tab. Enter old password and new password. This is applicable for DB users only.



Note for date format and password:

- Date must be entered in the specified format. (e.g. Oct 13, 2014)
- Enter the new password, minimum length should be 8 characters and maximum should not exceed 20 characters.

Password can contain:

- Lower/Upper case characters
- Numbers
- No special characters allowed except !@#\$\$%

Two Factor Authentication

Add on security feature to provide two way securities to login to EduMet Portal Application.

What is Two Factor Authentication?

We use Time based OTP generated for unique key given to the employee to scan using Authenticator App like AUTHY for providing extra security for the login process.

Follow Below steps for enabling the Two Factor Authentication:

Step 1:

Download Two Factor Authenticator app **AUTHY** on you mobile phone



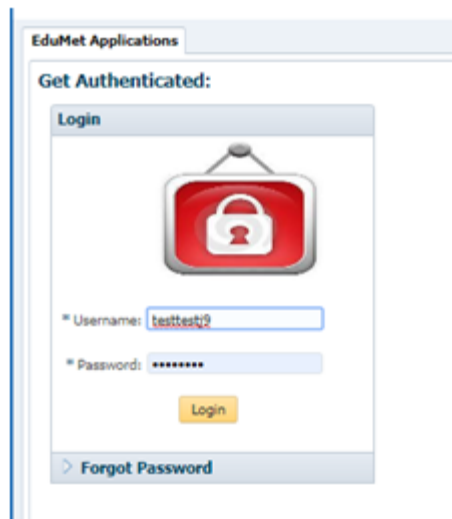
Sign up for AUTHY Application in your mobile phone.

Use below link for Authy related queries:

<https://authy.com/help/>

Step 2:

Open EduMet Portal on your browser and login with your credentials.



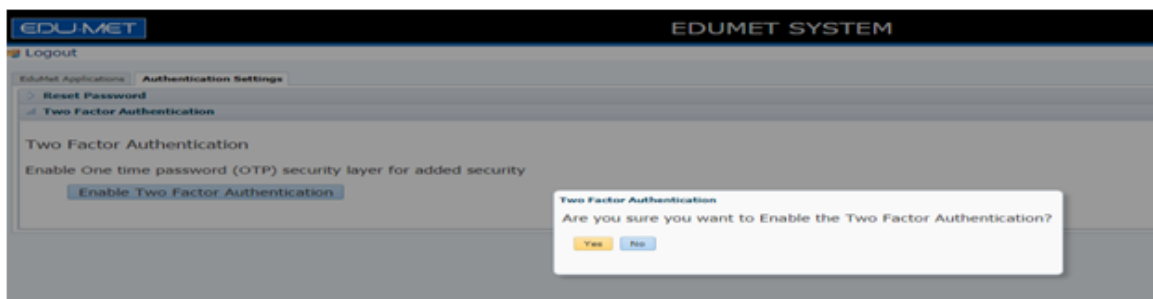
Step 3:

Go to **Authentication Settings** Tab and select **Two Factor Authentication**



Step 4:

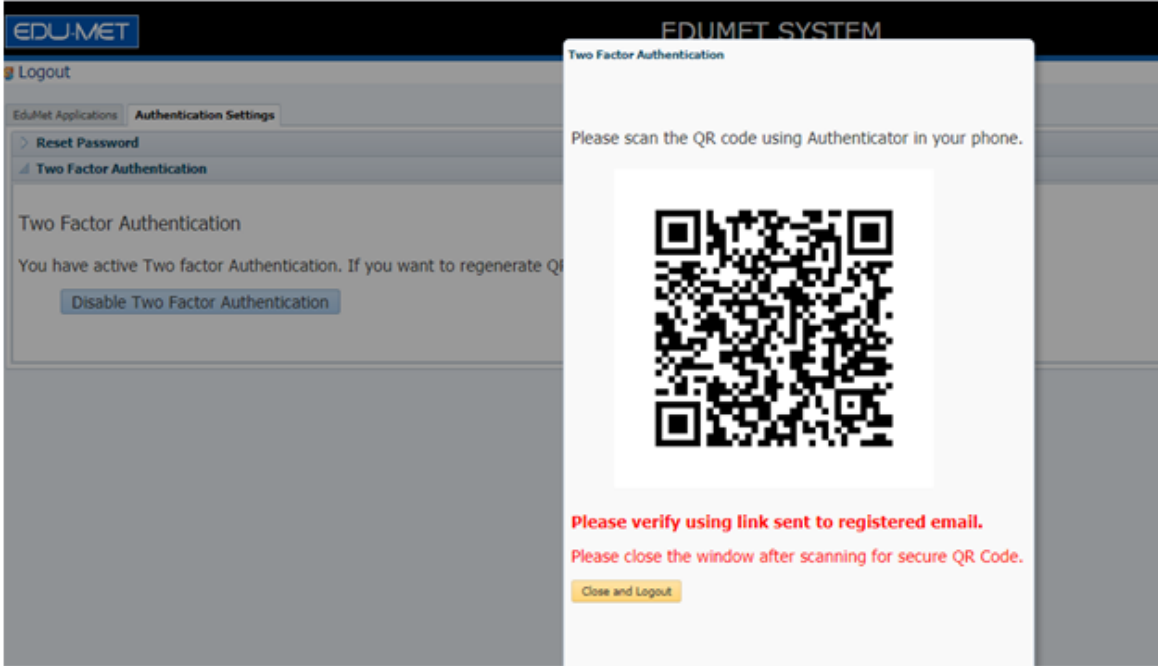
Click on Enable **Two Factor Authentication** Button and Click on **Yes** for Confirmation.



Step 5:

New QR Code will be generated and an email will be sent to your registered email ID to activate the Two Factor Authentication.

- Open Authy Application on your mobile.
- **Add new Account** to Authy Application.
- Open the scanner to **scan the QR Code**.
- You can rename or select logo for your scanned account and Save it.
- Confirm your QR is successfully scanned and account is saved in Authy.
- Close and Logout EduMet Portal Application on computer browser.

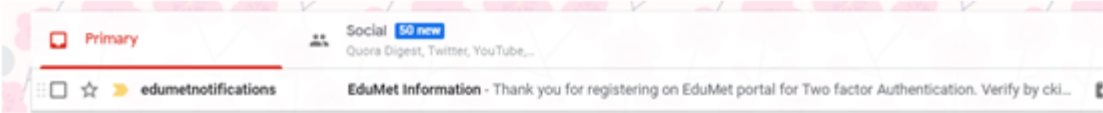


Important Note: New QR Code is generated every time you enable Two Factor Authentication. Thus it is important to scan the QR code as soon as you enable Two Factor Authentication.

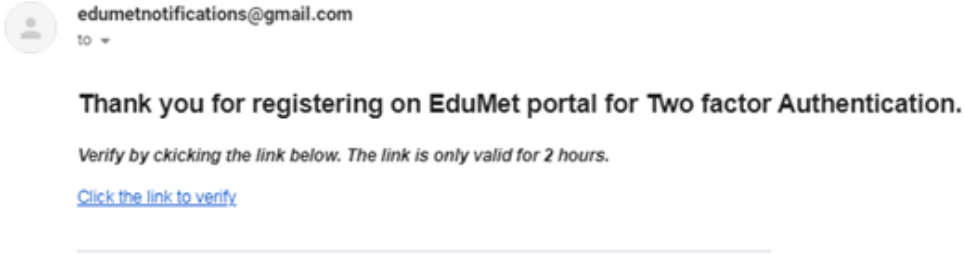
Step 6:

Two Factor Authentication will be Activated by the link in registered Email.

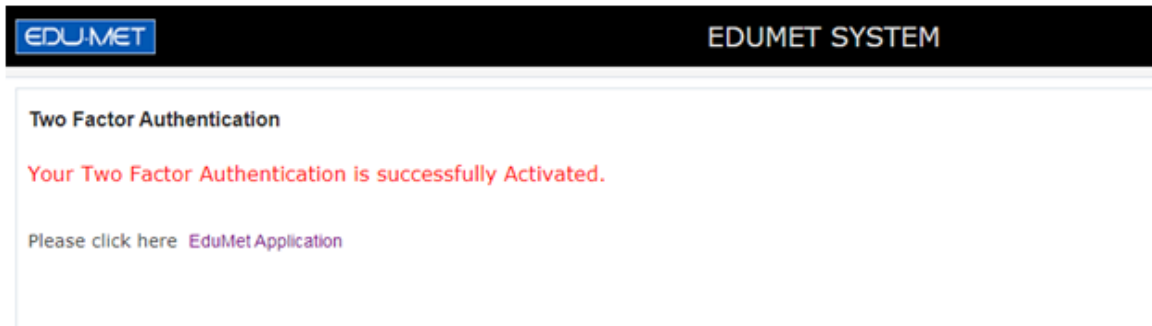
Open the Mail for Two factor Authentication Activation



And Click on the Link to verify the Two Factor Authentication.



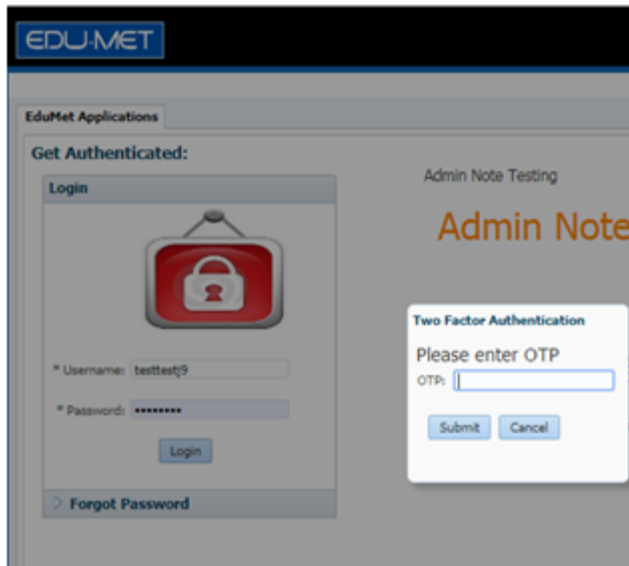
On click of Activation Link you will get below message for Successful Activation.



Step 7:

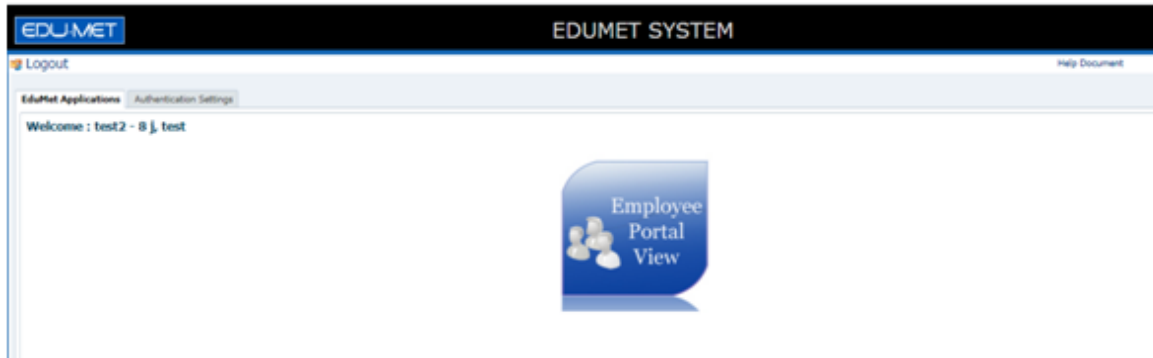
- Go to **EduMet Portal Application** on Computer Browser.
- Enter your credentials and press login. Popup for OTP will appear.
- Open your Authy app and select the EduMet Account.
- Copy the OTP from Authy App to EduMet Portal Application and Submit to login successfully.

Note: OTP (One time Password is Time Based i.e. OTP is active for one minute only. After one minute new OTP is generated)





You will be successfully logged in to EduMet portal Application.

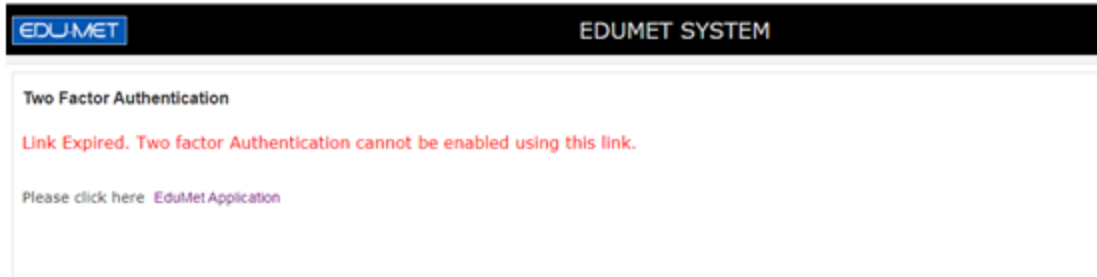


Frequently Asked Questions for Two Factor Authentication:

1) Email not received?

In case of email failures please contact your IT Admin and get your email Id Verified.

2) Email Link Expired?

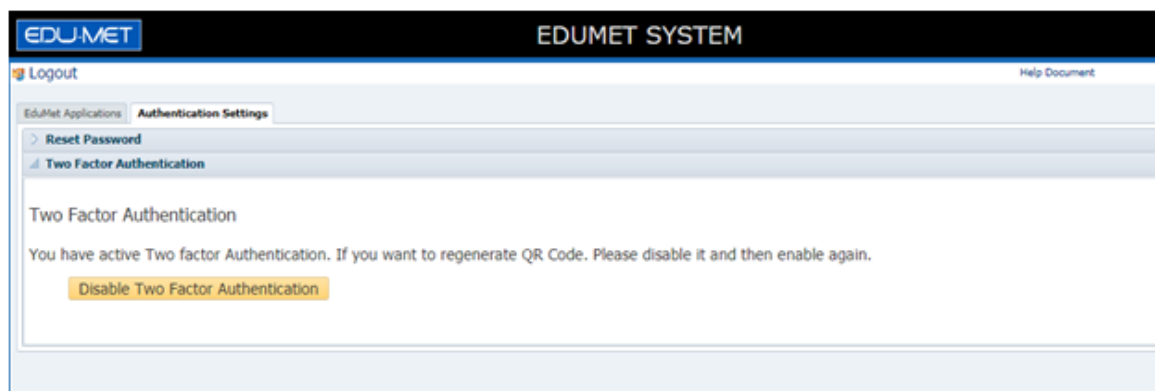


Email Link is active only for 2 hours. If you miss to activate the Two Factor Account then follow the below steps:

- Open Authy Application and remove the EduMet Portal Account.
 - **Android Users:** Tap and hold the desired authenticator account, and then select Remove.
 - **I Phone Users:** Locate the desired authenticator account, and then slide it to the left.
- Login to EduMet Portal Application on Computer browser and login using your credentials.
- Repeat the steps to enable the Two Factor Authentication and re scan the new QR Code.
- Verify and Activate Two factor Authentication from link sent to your registered email ID.
- Try to Login Again.

3) Disable Two Factor Authentication.

- **Login to EduMet Portal Application** using Time Based OTP from Authy App.
- Go to **Authentication Settings** Tab and select **Two Factor Authentication**.
- Click on Disable Two Factor Authentication Button.
- Delete EduMet Account from Authy App.



4) Disable request to IT Admin.

In case you delete EduMet Account in Authy and don't have access to Time Based OTP to Login to EduMet Portal Application. Request IT Admin to Disable Two Factor Authentication explicitly.

5) Tried to enable Account more than once?

New QR Code is generated every time you enable Two Factor Authentication. Thus it is important to scan the QR code as soon as you enable Two Factor Authentication.

If you tried enabling more than once you will receive more than one mails for activation. Link in lasted mail will be active. Rest all links will be expired.