

USER GUIDE

Australian Stroke Data Tool (AuSDaT) multi-factor authentication (MFA)

When a user logs into the AuSDaT for the first time, and after they have confirmed their password, they will be required to set up their multi factor authentication.

1. Open or download an authenticator application on your smart phone. Authenticator applications include Okta verify, Microsoft authenticator and Google authenticator.



Okta

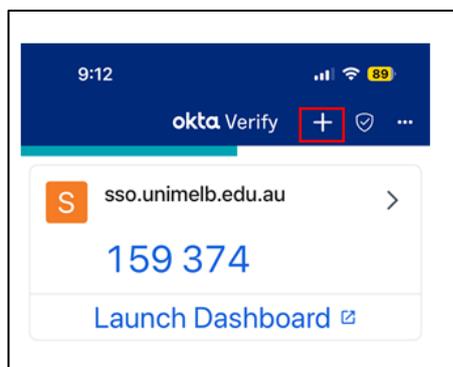


Microsoft authenticator

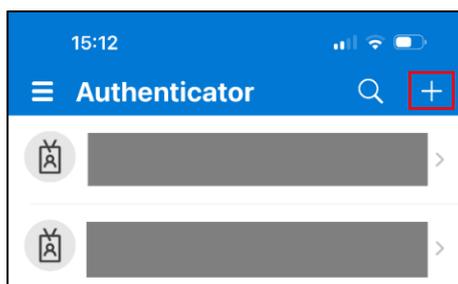


Google authenticator

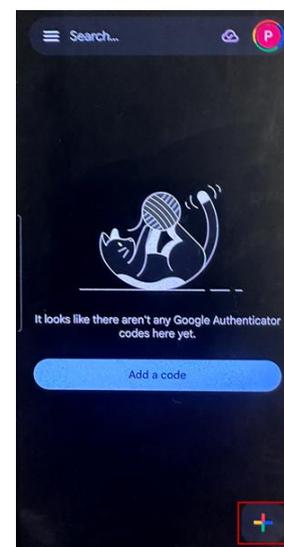
2. Whichever authentication app you use: tap on the + icon.



Okta

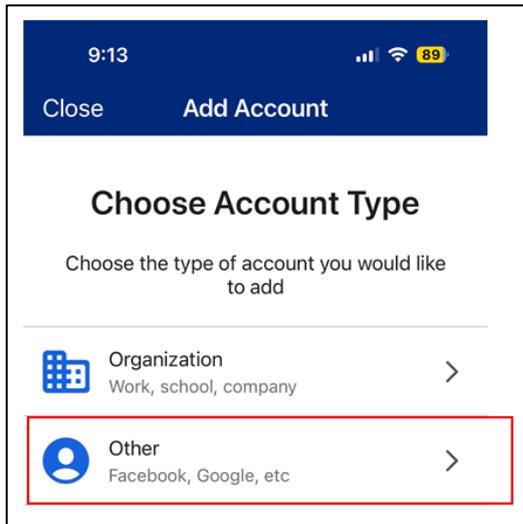


Microsoft authenticator

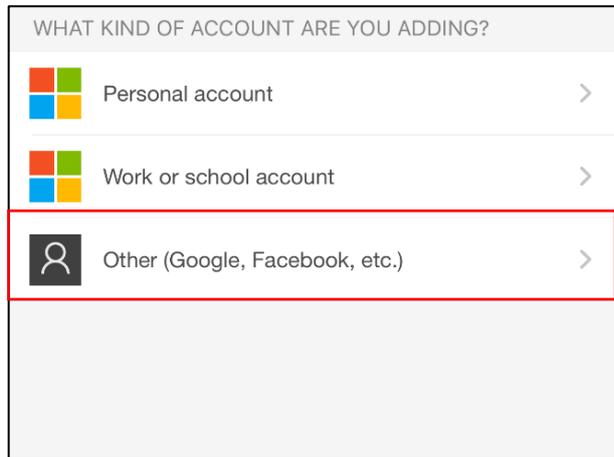


Google authenticator

3. Okta and Microsoft authenticator: select "Other" account type. Go to step 4 for Google authenticator.

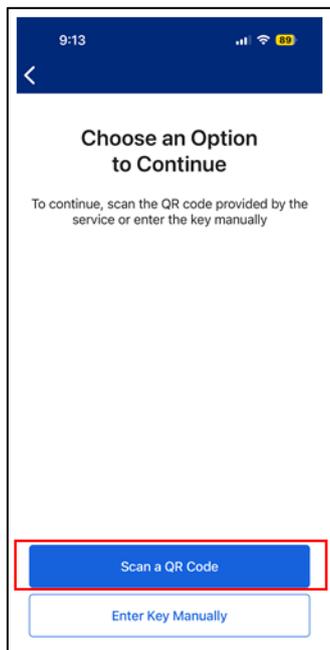


Okta

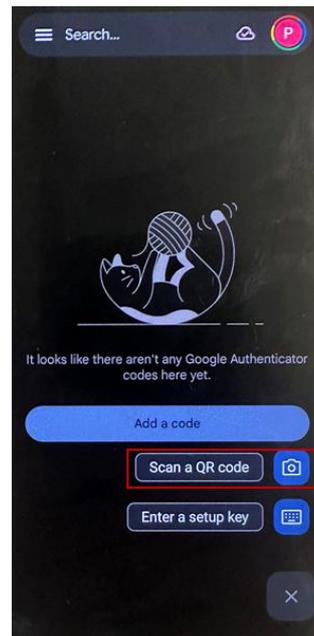


Microsoft authenticator

4. Okta and Google authenticator: select "Scan the QR code". Go to step 5 for Microsoft authenticator.



Okta



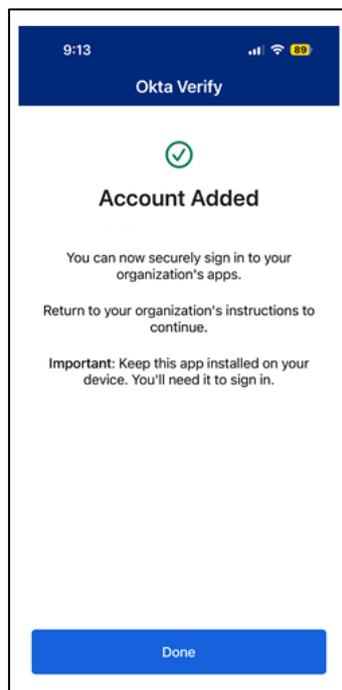
Google authenticator



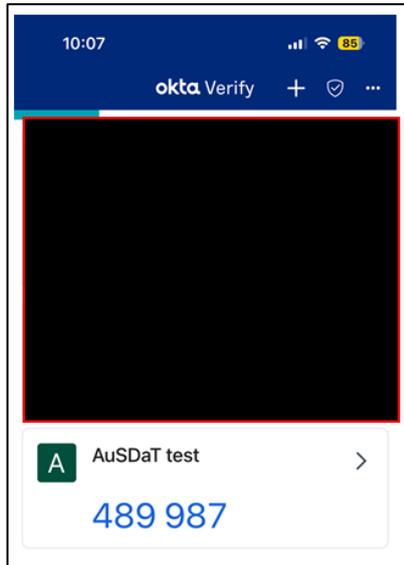
- For all authentication apps: Go to "My Profile" in AuSDAT and click "enable" MFA. The following screen appears so scan the QR code



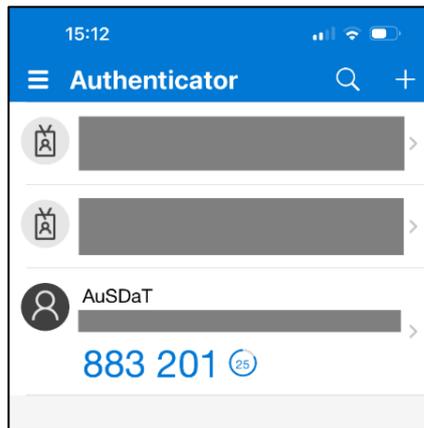
- Okta: the app will then confirm multifactor authentication (MFA) has been enabled. Click "Done". Go to step 7 for Microsoft authenticator and Google authenticator.



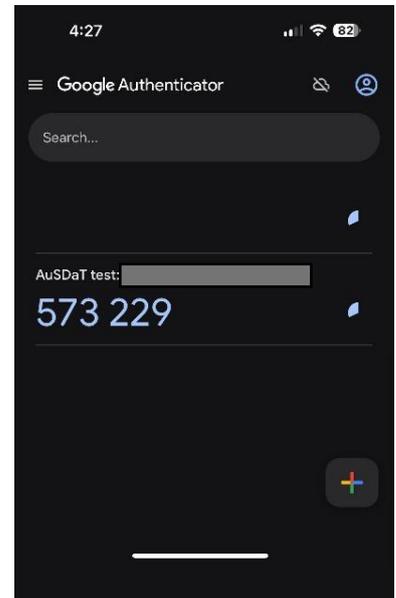
7. For all authentication apps: the app will automatically take you to the screen with all your accounts.



Okta



Microsoft authenticator



Google authenticator

8. Enter the 6 digit number that is displayed on the screen for your AuSDaT account and click "Confirm".

My user profile
Activate Multi-factor authentication

Email

Instructions Scan the QR code with your authenticator app and confirm the code from the app and enable MFA.

QR image



Confirm code



9. Accept the AuSDaT Terms and Conditions (if you have not already done this).

The screenshot shows the 'Terms and Conditions' page of the Australian Stroke Data Tool (AuSDaT). The page header includes the AuSDaT logo and the text 'Welcome, SUSAN SMITH', 'Last Login: 12/05/2025 03:32', and 'Current Hospital: AUSCR-HOSPITAL'. The main heading is 'Terms and Conditions' with a sub-heading 'You must accept the AuSDaT terms and conditions before proceeding.' Below this, there is a section for 'Australian Stroke Data Tool (AuSDaT) Terms and Conditions for Users' and a 'Background' section. A 'Glossary' overlay is visible on the right side of the page, listing terms such as 'Agreed Purpose', 'AuSDaT', 'AuSDaT Collaboration', 'AuSDaT Organisational Agreement', 'Participating Organisation', 'Program', 'Project', 'NSDD', and 'User'. At the bottom of the glossary, there is a checkbox that is checked, with the text 'I accept the terms and conditions of the AuSDaT application and wish to proceed.' Below the checkbox are two buttons: 'Proceed' and 'Cancel'.

10. Confirmation that MFA has been enabled will be displayed.

The screenshot shows the 'My user profile' page of the Australian Stroke Data Tool (AuSDaT). The page header includes the AuSDaT logo and the text 'AUSTRALIAN STROKE DATA TOOL'. The navigation menu includes 'Dashboard', 'Administration', and 'Data collection'. The user's account information is displayed as 'Account / Profile /'. The main heading is 'My user profile' with a sub-heading 'Activate Multi-factor authentication'. Below this, there is a section for 'Email'. A green banner at the bottom of the page displays the message: 'Multi-factor authentication has successfully been enabled on your account.'

Each time you log into the AuSDaT, you will be required to open your authenticator app and enter the number that is displayed in the AuSDaT section.

Frequently Asked Questions (FAQs)

Q: I scanned the QR code before downloading an authenticator application on my phone, what do I do?

A: Please contact your AuSCR data manager or ausdat@florey.edu.au to reset your MFA access. Include a contact phone number and preferred time for the AuSCR team member to call you. They will go through the steps with you over the phone.

Q: How can I set up MFA on my new phone?

A: Please contact your AuSCR data manager or ausdat@florey.edu.au to reset your MFA access and allow you to set this up on your new phone. Include a contact phone number and preferred time for the AuSCR team member to call you. They will go through the steps with you over the phone.

Q: I have forgotten to bring my phone to work, how can I access the AuSDaT?

A: Unfortunately, MFA cannot be disabled, so you will not be able to access the AuSDaT if you forget your phone.

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AUSTRALIAN STROKE
CLINICAL REGISTRY
FACILITATING QUALITY