



myDATA

Registration and Authentication Guide



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19. Enter the code from your authentication APP into the browser and select 'Verify'
20. 'Your account is almost ready!' message is displayed
21. Refresh browser after a minute or two
22. Your account is now active

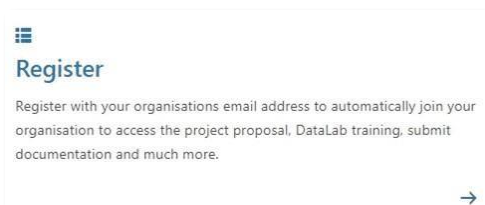
REGISTRATION

1. Open your preferred browser and navigate to URL: <https://mydataportal.abs.gov.au>

The myDATA home page will appear.



2. Select the 'Register' tile.



3. Complete the user registration form



The screenshot shows the myDATA user registration page. At the top left is the Australian Bureau of Statistics logo. To its right is the myDATA logo with a person icon. On the far right are 'Register' and 'Log in' links. Below the navigation bar is a breadcrumb trail: 'Home / User registration'. The main heading is 'User registration'. Below this is a short instruction: 'Register with your Registration Centre user ID and organisation email address to automatically join your organisation.' A 'Privacy policy' link is provided, with a note that the ABS privacy policy and DataLab privacy notice outline how the ABS handles personal information. The registration form itself contains the following fields:

- Registration Centre User ID**: Do you have an ABS Registration Centre ID? If so, provide in the field below. (Text input)
- Work details** section:
 - Work email ***: (Text input)
 - Confirm work email ***: (Text input)
 - Organisation name**: (Text input)
 - Job title**: (Text input)
 - Branch / Section / Team**: (Text input)
 - Primary Country Dial Code ***: (Dropdown menu with 'Select Country' option)
 - Secondary Country Dial Code**: (Dropdown menu with 'Select Country' option)
 - Primary phone ***: Provide a telephone number (Text input)
 - Secondary phone**: Provide a telephone number (Text input)

Note 1: Register using your organisation email address to automatically join to your organisation in myDATA. Registering with your personal email address will not allow you to complete your registration as the system cannot link you to your organisation.

Note 2: Registration Centre User ID is a SEPARATE system to the myDATA and DataLab systems. While not mandatory for myDATA, the Registration Centre User ID allows you to access Tablebuilder and other microdata products.

Note 3: Your DataLab account will be created by the ABS once you are approved to join a project.

- If you have successfully completed registration, you will see the below message:

Home / **Registration completed successfully**

Registration completed successfully

Activation email will be sent to your nominated address.

- You will receive the following activation emails to the email address you used to register:
 - ABS welcome
 - Okta authentication

AUTHENTICATION

- Open the Okta Activation email
- Select 'Activate ABS Account' button from Okta email. The link will open in your default browser.



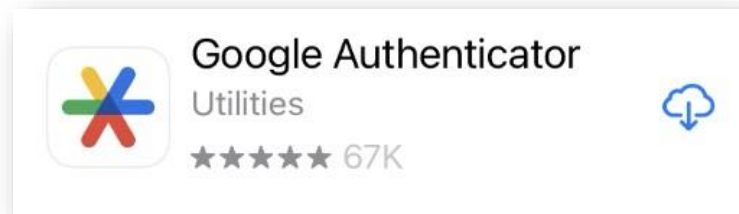
- Select 'Password set up'.
- Create a password that meets the following requirements and select 'Next'.



The following step needs to be completed from your mobile device

10. Download Google Authenticator APP from your mobile APP store. The APP Developer is Google LLC.

This is a free APP that **does not have in APP Purchases.** Credit card details are not required.

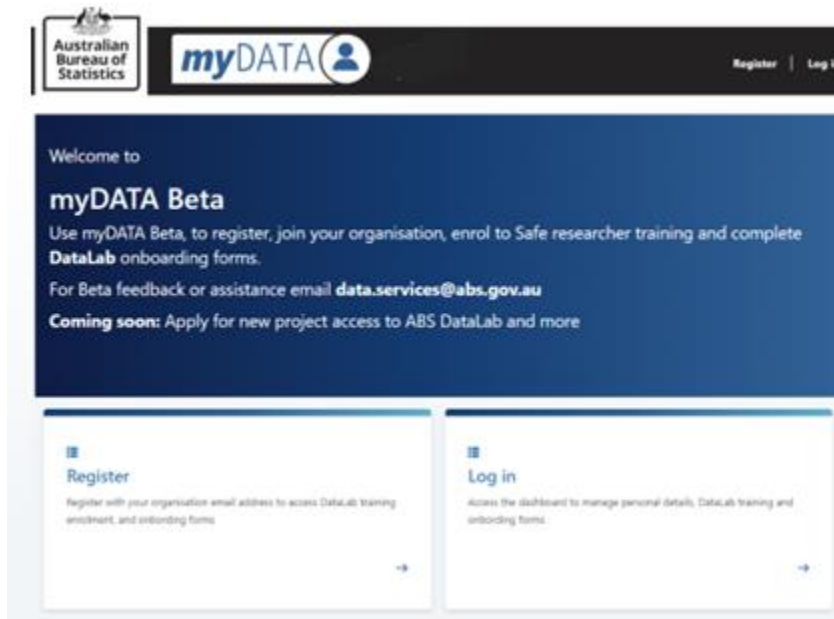


ACTIVATION

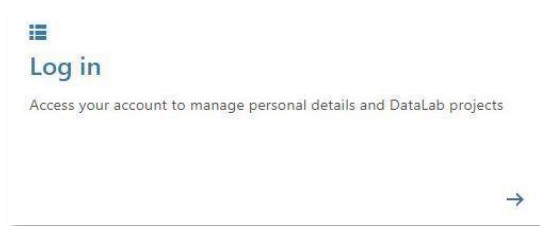
The following step needs to be completed from your computer

11. Open your preferred browser and navigate to URL: <https://mydataportal.abs.gov.au>

The myDATA home page will appear.



12. Select the 'Log in' tile.

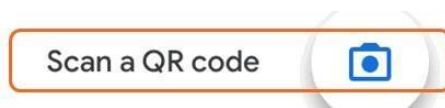
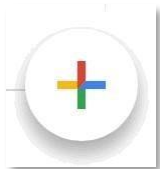


13. Enter your registered email address and select 'Next'.

14. Enter your password and select 'Verify'. This will generate a QR Code that will display in myDATA which you scan with your mobile phone on the APP to create your Authenticator account.

The following step needs to be completed from your mobile device

15. Open your Google Authentication APP and select the plus symbol in the bottom right corner to add a new account.

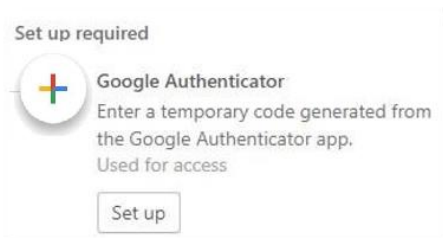


16. Select 'Scan a QR code'.

Take your mobile device and scan the QR code on your computer screen

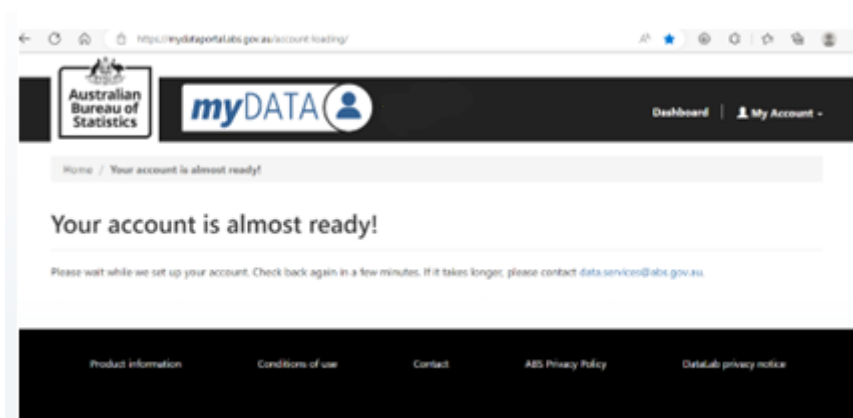
- The Authentication APP will create a profile with a unique code
- This code stays active for **30 seconds**. When the code turns from **blue** to **red**, the time is about to run out

17. Select 'Google Authenticator Set up' button.



Enter the code from your authentication APP into the browser and select 'Verify'.

18. Once your account has been verified, you will see the below message from the myDATA portal:



This is a one-time message while the system prepares your access. This takes a minute or two.

Refresh the browser by either selecting the myDATA logo or refresh function button (F5).

19. Your account is now active! You can now:

- edit your profile
- enrol in DataLab training
- download the forms and quiz (available upon completion of training)
- be added to DataLab projects
- create a DataLab project proposal