2017

Manual

ENGLISH MANUAL

SECURITY

In line with the latest security protocols and our commitment to taking all measures necessary for the safety of the personal information you have chosen to provide us with, we have created three new additional security measures for your account.

In addition to steps taken at developer level, including physical checks, internet firewalls, network control and monitoring for hackers, we have added the following functions.

MFA: Multi-factor authentication is a method for controlling access to a computer, in which the user is granted access only when he has successfully provided enough details to pass an identity check mechanism - usually at least two categories.

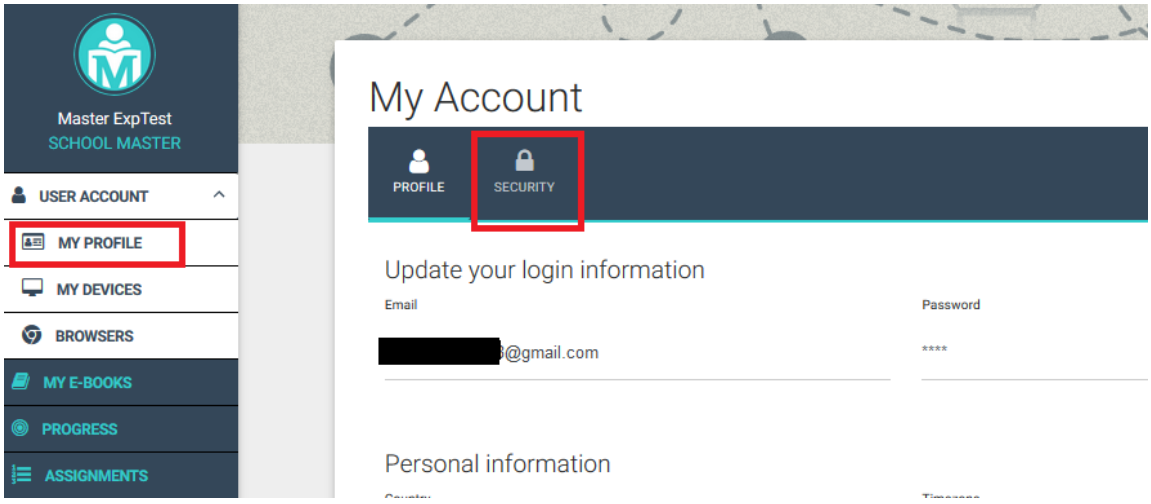
DIR: Dedicated IP restriction is a method by which the School Master/Manager only has access to the dashboard from pre-determined IP addresses.

MWSQ: Multi-weight security questions are a security method which only allows the School Master/Manager access if he correctly answers at least one security question, which he has previously determined and provided the answer for himself.

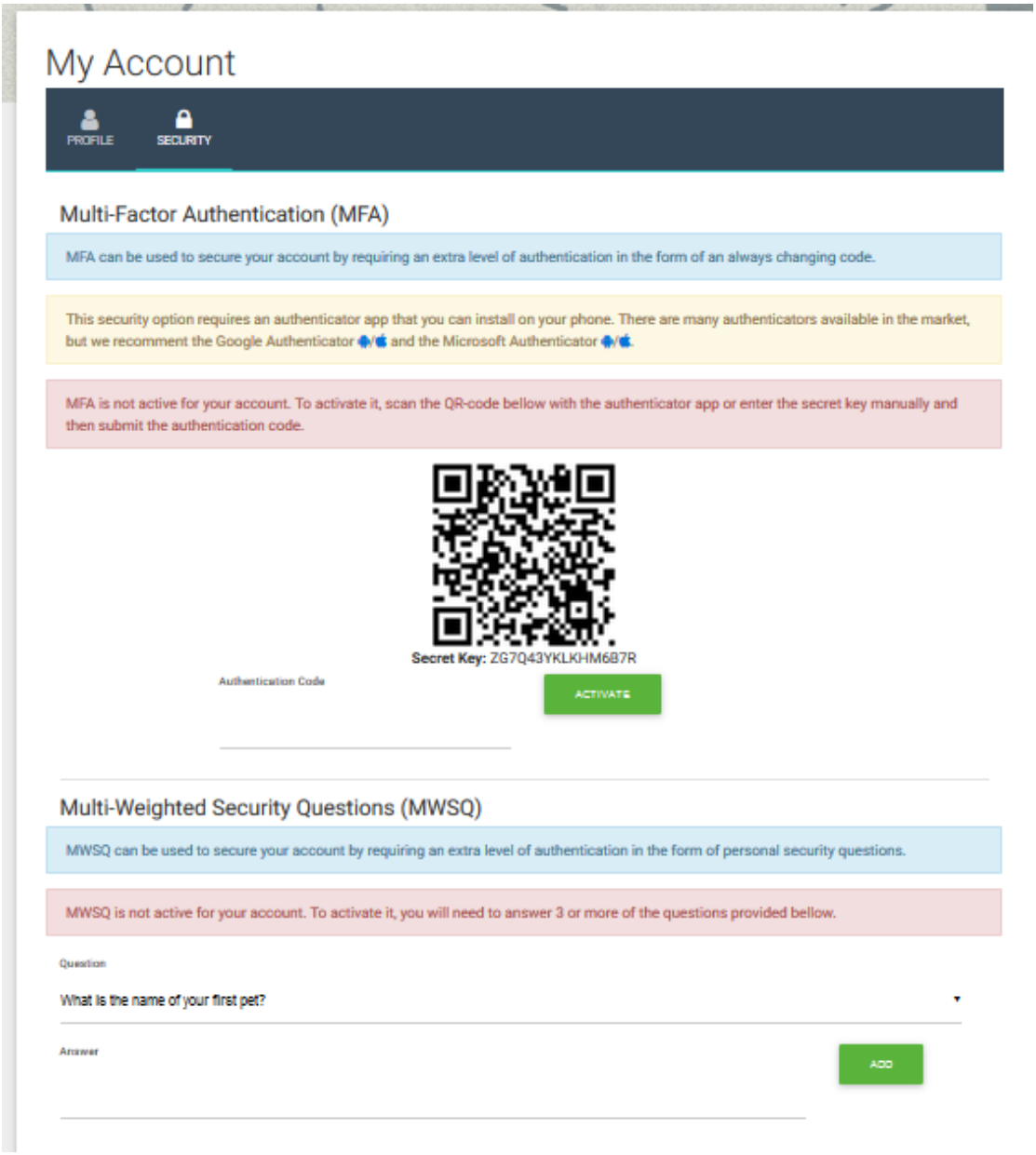
Note: It is not compulsory to activate all 3. You can activate one of the following.

Activating MFA

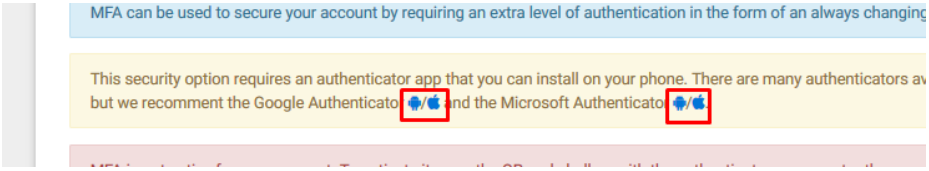
To activate MFA go to Dashboard → User Account → My Profile and then select the second tab, 'Security'.



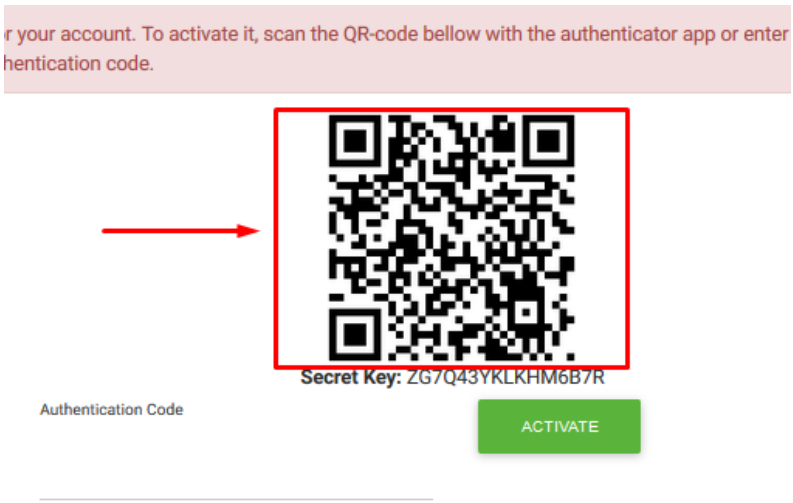
You will be taken to the following page



In the next step, you will have to download an authenticator application. We recommend Google Authenticator and Microsoft Authenticator. Both can be downloaded by clicking on the buttons we provide on the page or by searching the store from your mobile.



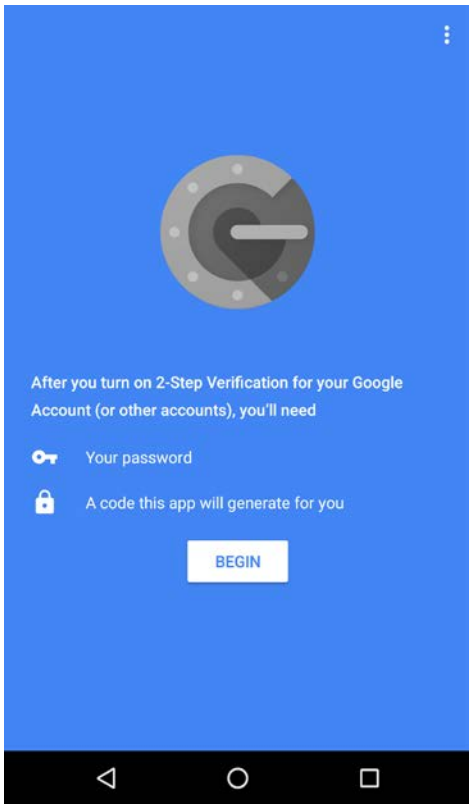
When you have installed the application, you will be requested to open the application on your mobile and to scan the QR code, which we provide in the centre of the page.



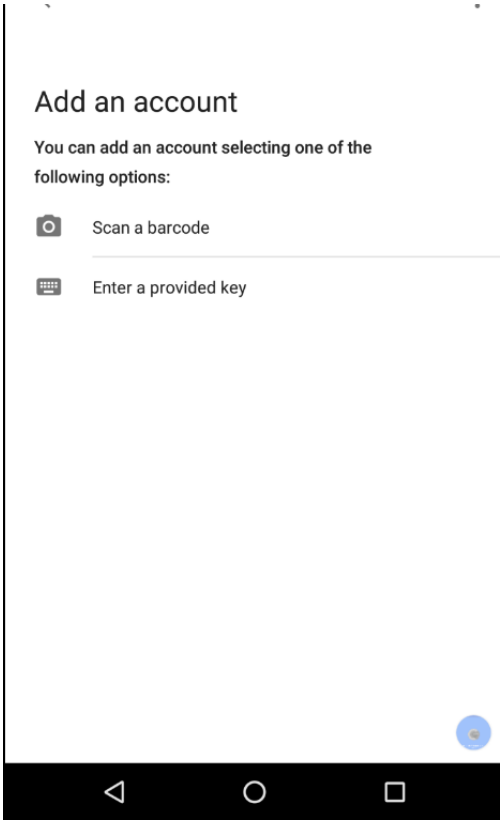
Here, we will demonstrate using Google Authenticator on an Android device.

This is the application icon.

It takes you to the home page



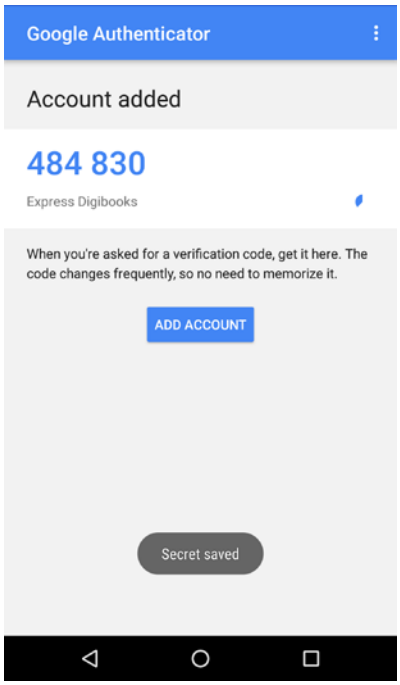
Click on 'START'

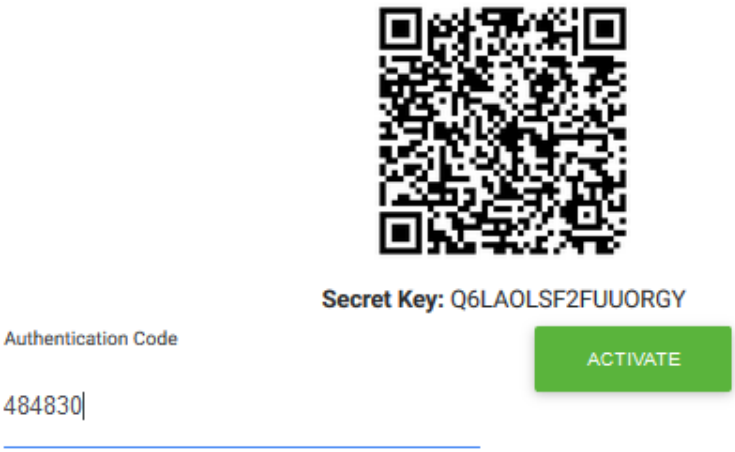


You are asked to scan the QR code or enter a password you will be provided with.

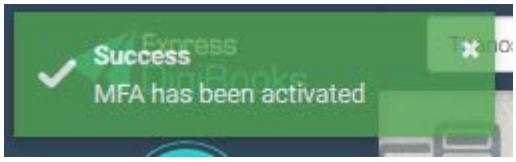
Select one of the two methods.

The device will produce a one-time password which you need to enter into the box marked 'Authentication Code' and click on 'Activate'.

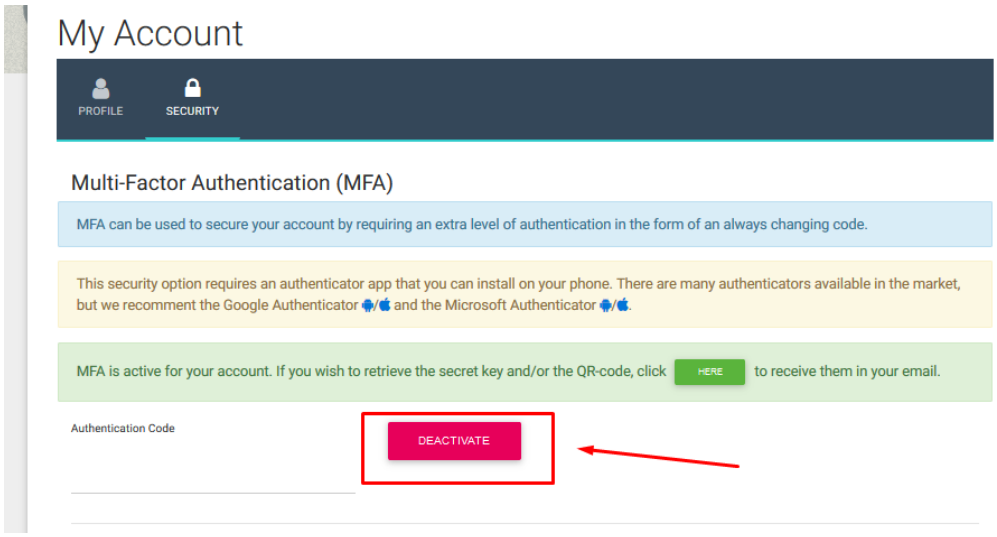




A message will appear confirming that the MFA function has been activated.

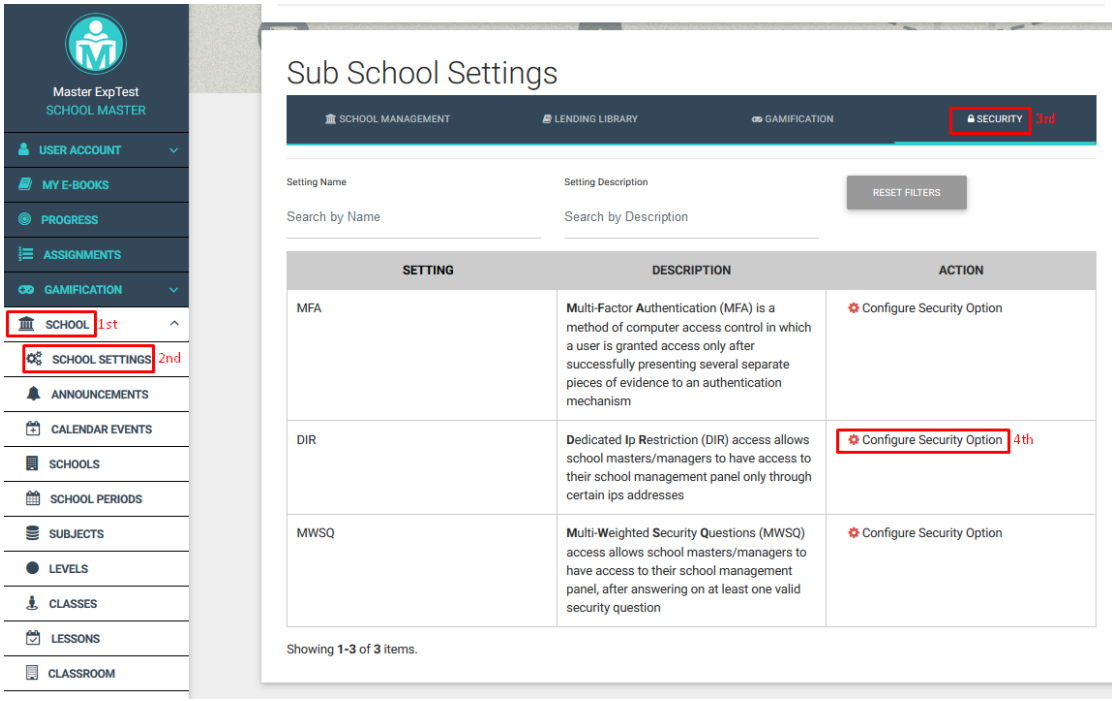


You can deactivate the MFA function by clicking on 'Deactivate', as shown here:

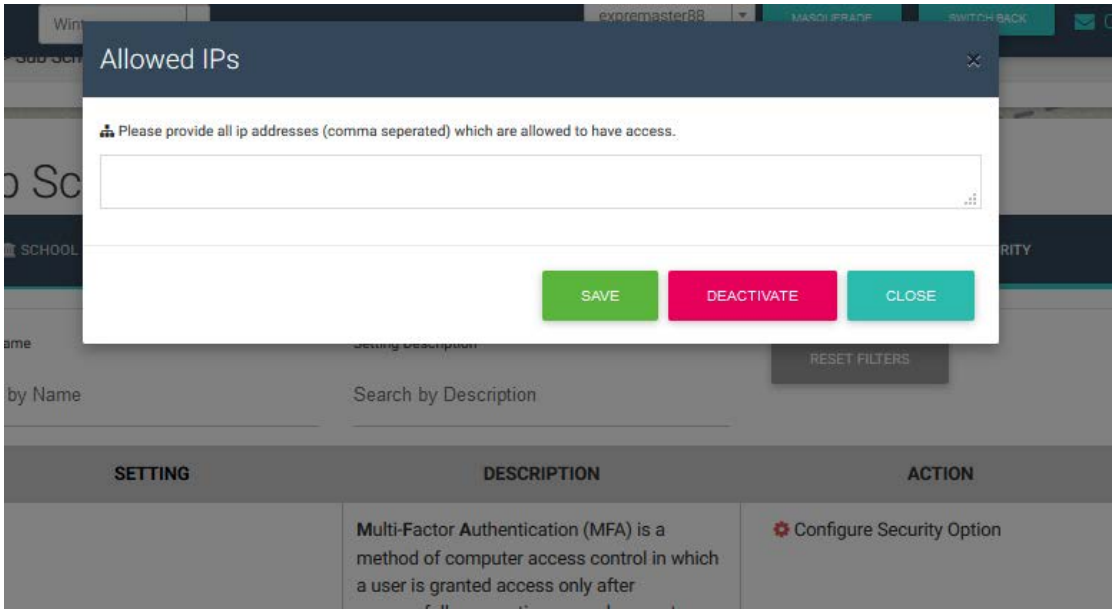


Activating DIR

To activate the DIR function (dedicated IP restriction), go to Dashboard → School (1st) → School Settings (2nd) → Security (3rd) → Configure Security Option (4th)



The following window will appear

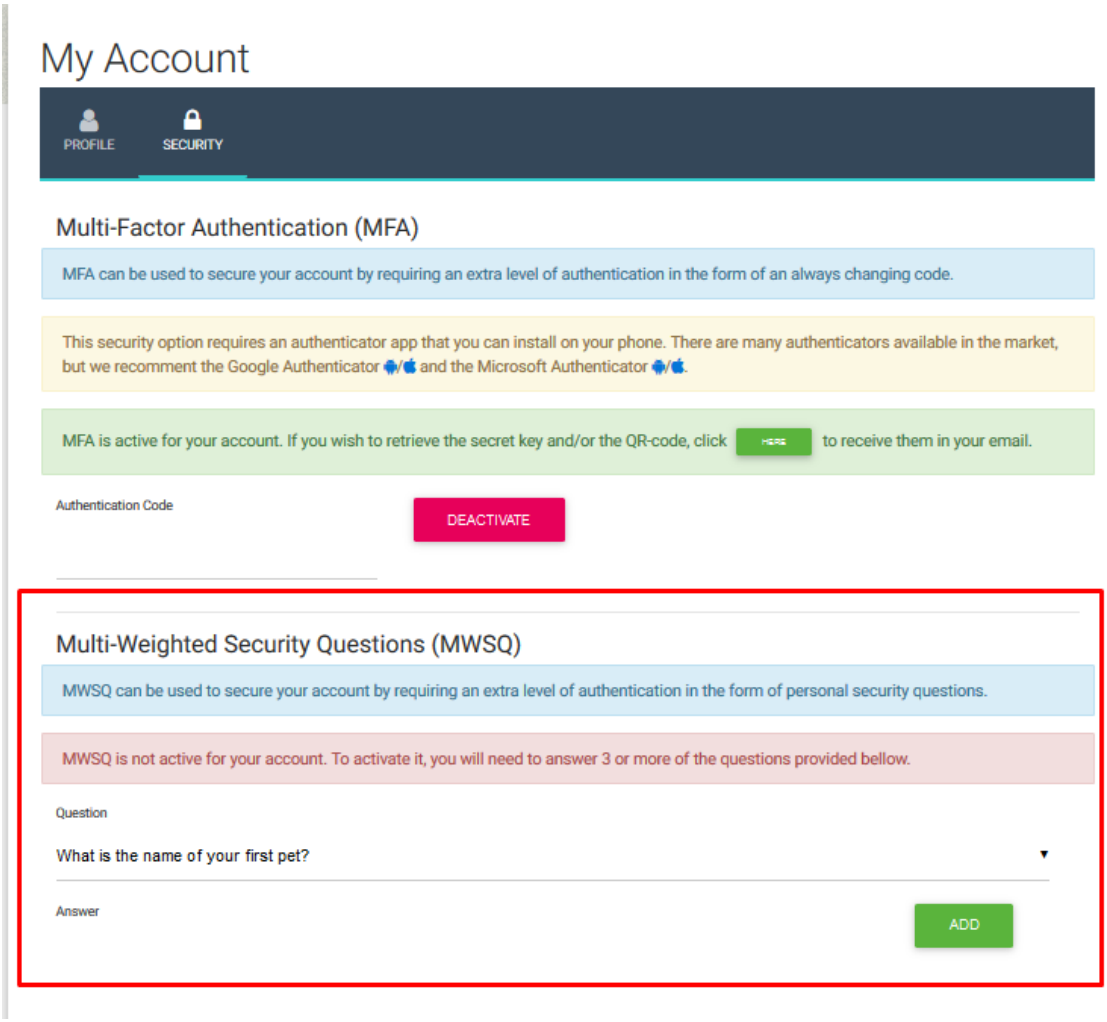


Input the IP address from which you intend to use the School Master/Manager dashboard. You may, of course, enter more than one IP address, e.g. your office and your home. Click on SAVE.

You can deactivate this function by using the DEACTIVATE function.

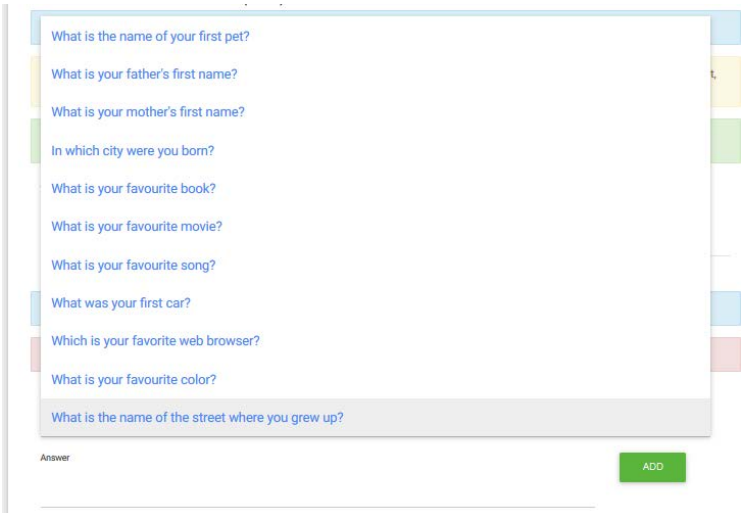
Activating MWSQ

To activate MWSQ (multi-weight security questions) go to Dashboard → User Account → My Profile and then select the second tab, 'Security'.

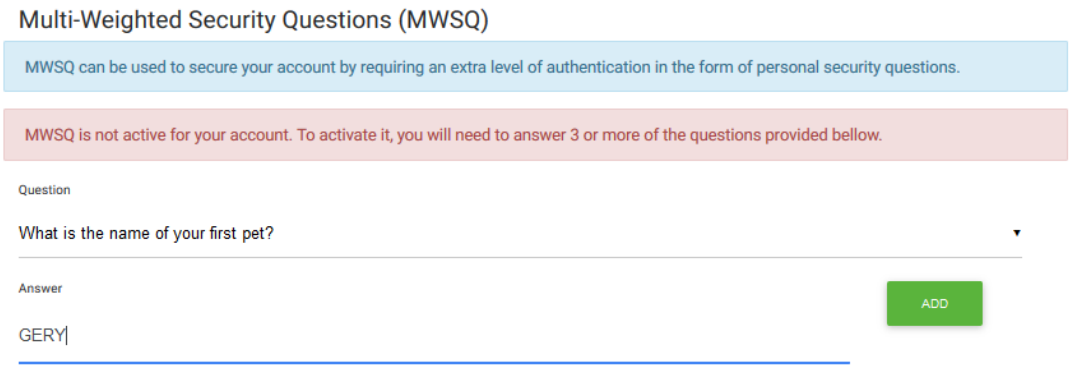


This system is deactivated until you provide the answers to at least 3 questions.

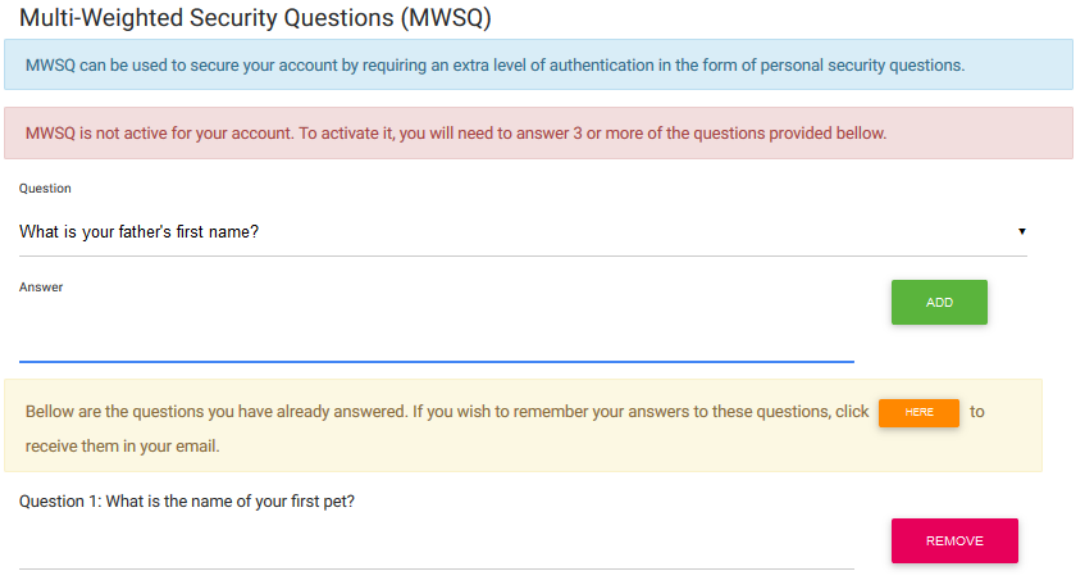
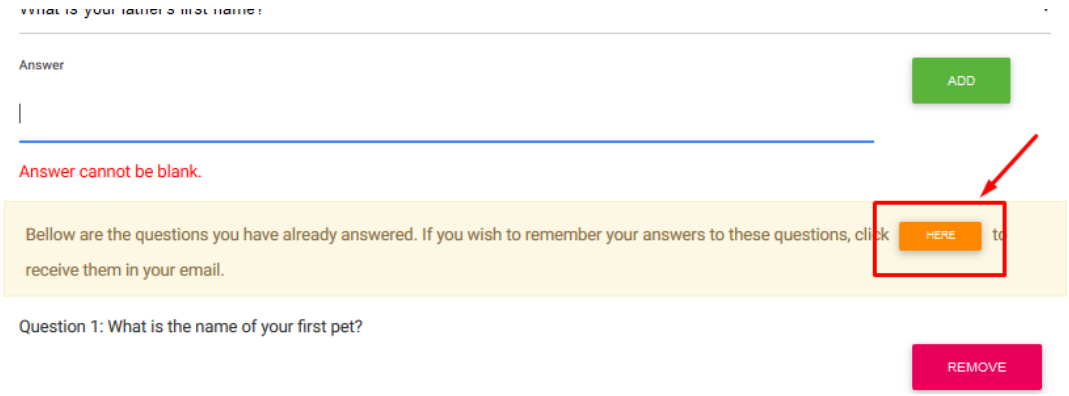
When you click on the question, a list of questions for you to answer appears.



Select one of the questions and enter the answer below, as in the example below. Finally, click on ADD.



As soon as you add the first question, the following picture will appear so that you can add the next.



If you forget the answers that you have given, you can click HERE to receive your answers by your personal email.