

2017



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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.

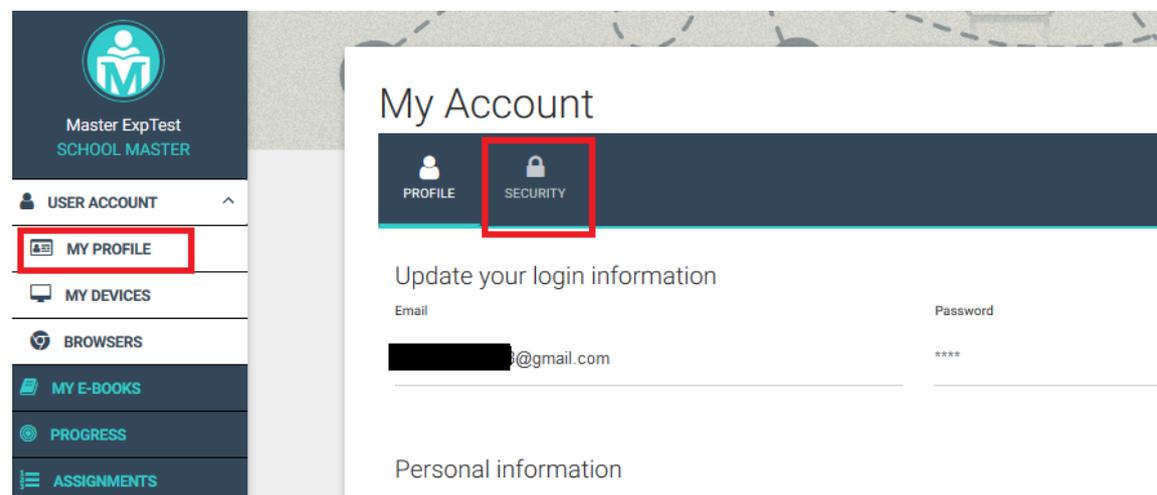
DIR: Dedicated IP restriction is a method by which the School Master/Manager only has access to the dashboard from pre-determined IP addresses.

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

My Account

PROFILE SECURITY

Multi-Factor Authentication (MFA)

MFA can be used to secure your account by requiring an extra level of authentication in the form of an always changing code.

This security option requires an authenticator app that you can install on your phone. There are many authenticators available in the market, but we recommend the Google Authenticator  and the Microsoft Authenticator .

MFA is not active for your account. To activate it, scan the QR-code below with the authenticator app or enter the secret key manually and then submit the authentication code.



Secret Key: ZG7Q43YKLLKHM6B7R

Authentication Code

[ACTIVATE](#)

Multi-Weighted Security Questions (MWSQ)

MWSQ can be used to secure your account by requiring an extra level of authentication in the form of personal security questions.

MWSQ is not active for your account. To activate it, you will need to answer 3 or more of the questions provided below.

Question

What is the name of your first pet?

Answer

[ADD](#)

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.

MFA can be used to secure your account by requiring an extra level of authentication in the form of an always changing

This security option requires an authenticator app that you can install on your phone. There are many authenticators available but we recommend the Google Authenticator  and the Microsoft Authenticator .

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.

For your account. To activate it, scan the QR-code below with the authenticator app or enter the authentication code.

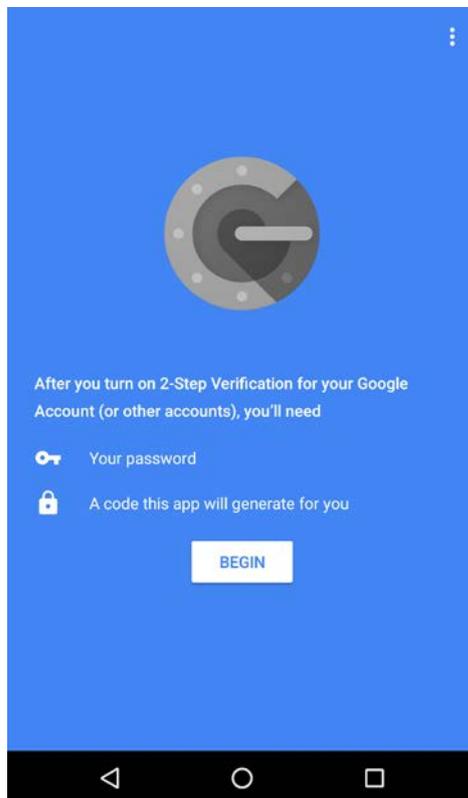


Here, we will demonstrate using Google Authenticator on an Android device.

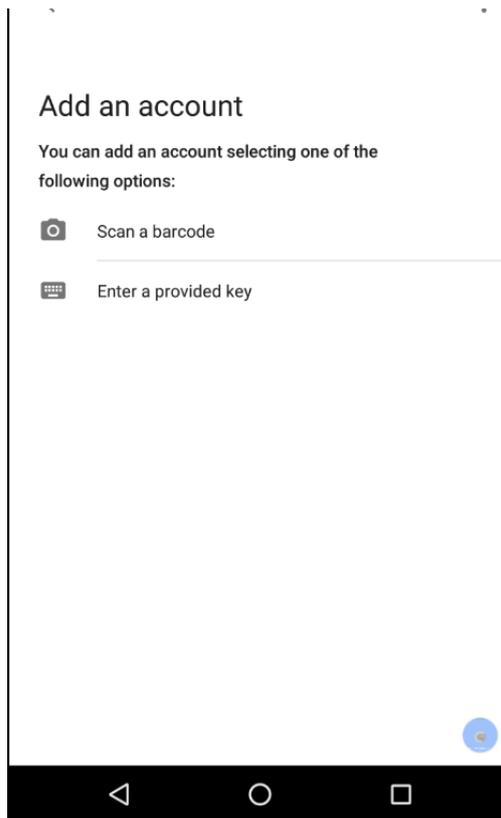
This is the application icon.



It takes you to the home page



Click on 'START'

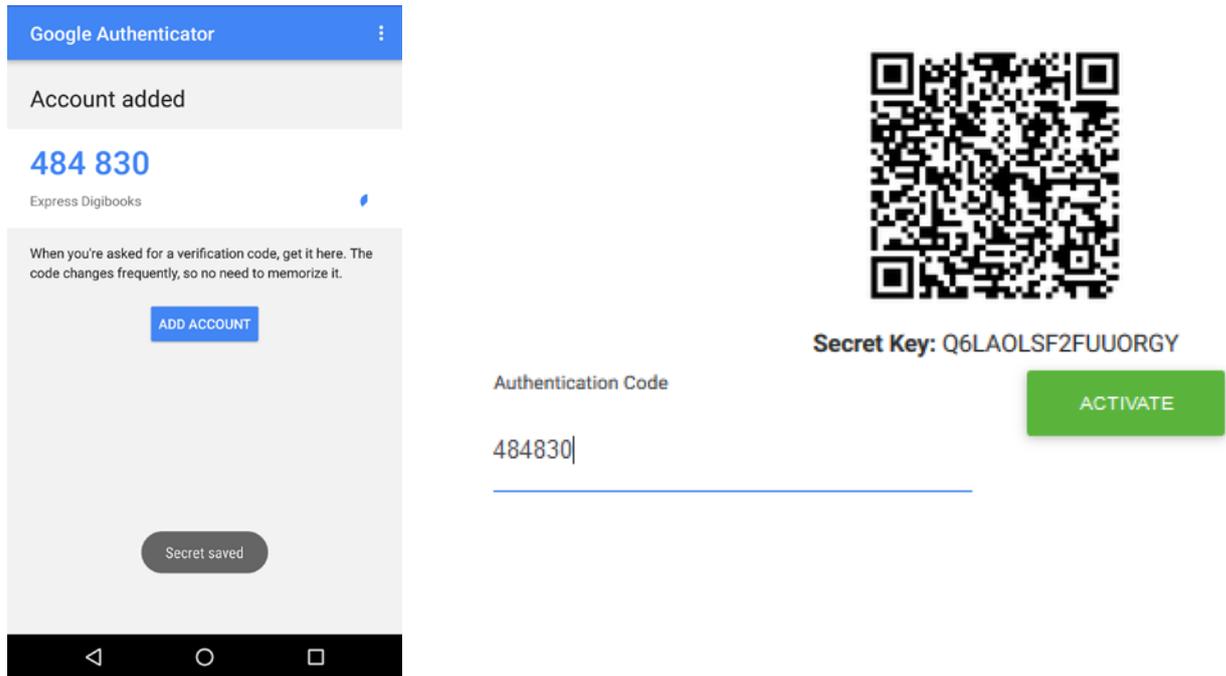


You are asked to scan the QR code or enter a password you will be provided with.



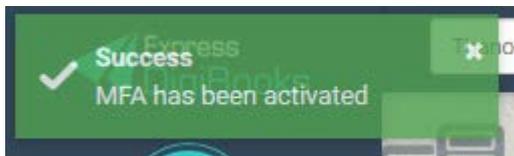
Select one of the two methods.

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

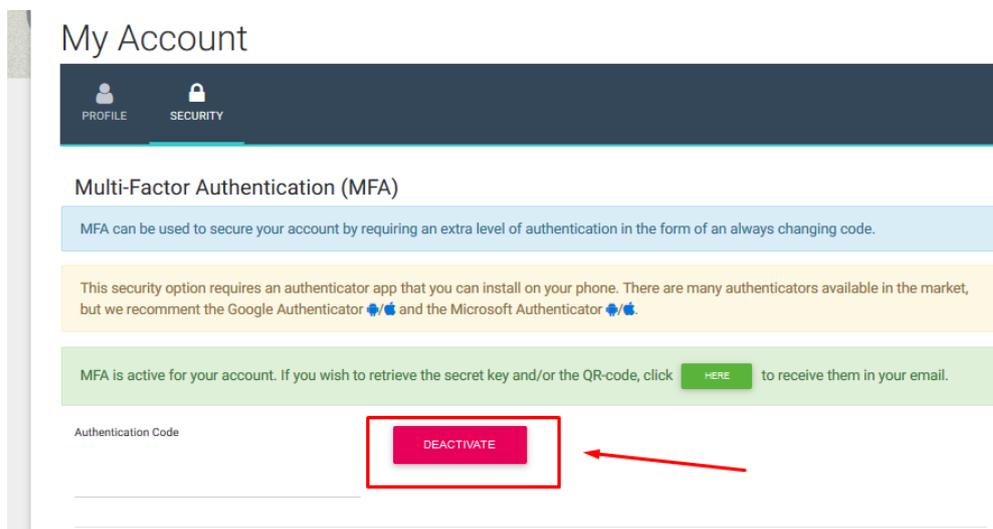


The image shows two parts of the MFA activation process. On the left is a screenshot of the Google Authenticator app. The app interface includes a blue header with 'Google Authenticator', a grey box stating 'Account added', a large blue number '484 830', the text 'Express Digibooks', and a blue 'ADD ACCOUNT' button. Below this is a grey box with instructions: 'When you're asked for a verification code, get it here. The code changes frequently, so no need to memorize it.' At the bottom of the app screen is a grey button that says 'Secret saved'. On the right is a web-based activation form. It features a large QR code at the top right. Below the QR code is the text 'Secret Key: Q6LAOLSF2FUUORGY'. In the center, there is a label 'Authentication Code' above a text input field containing '484830|'. To the right of the input field is a green 'ACTIVATE' button.

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:



The image shows a screenshot of a web page titled 'My Account'. At the top, there is a dark blue navigation bar with two tabs: 'PROFILE' and 'SECURITY', with 'SECURITY' being the active tab. Below the navigation bar is a section titled 'Multi-Factor Authentication (MFA)'. This section contains three informational boxes: a light blue box explaining that MFA requires an extra level of authentication, a yellow box recommending authenticator apps like Google Authenticator and Microsoft Authenticator, and a green box stating that MFA is active for the account and providing a 'HERE' link to retrieve the secret key and QR-code. At the bottom of the MFA section, there is a label 'Authentication Code' above a text input field. A red rectangular box highlights a pink 'DEACTIVATE' button located below the input field, with a red arrow pointing to it from the right.

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 screenshot shows the Master ExpTest School Master dashboard. The left sidebar contains a navigation menu with the following items: USER ACCOUNT, MY E-BOOKS, PROGRESS, ASSIGNMENTS, GAMIFICATION, SCHOOL (1st), SCHOOL SETTINGS (2nd), ANNOUNCEMENTS, CALENDAR EVENTS, SCHOOLS, SCHOOL PERIODS, SUBJECTS, LEVELS, CLASSES, LESSONS, and CLASSROOM. The main content area is titled 'Sub School Settings' and features a navigation bar with SCHOOL MANAGEMENT, LENDING LIBRARY, GAMIFICATION, and SECURITY (3rd). Below the navigation bar, there are search filters for Setting Name and Setting Description, and a RESET FILTERS button. A table lists three settings:

SETTING	DESCRIPTION	ACTION
MFA	Multi-Factor Authentication (MFA) is a method of computer access control in which a user is granted access only after successfully presenting several separate pieces of evidence to an authentication mechanism	Configure Security Option
DIR	Dedicated Ip Restriction (DIR) access allows school masters/managers to have access to their school management panel only through certain ips addresses	Configure Security Option 4th
MWSQ	Multi-Weighted Security Questions (MWSQ) access allows school masters/managers to have access to their school management panel, after answering on at least one valid security question	Configure Security Option

Showing 1-3 of 3 items.

The following window will appear

The screenshot shows a dialog box titled 'Allowed IPs' with a close button (X) in the top right corner. The dialog contains the following text: 'Please provide all ip addresses (comma seperated) which are allowed to have access.' Below this text is a text input field with a small icon on the right side. At the bottom of the dialog, there are three buttons: SAVE (green), DEACTIVATE (pink), and CLOSE (teal). The background shows a blurred view of the 'Sub School Settings' page.

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'.

My Account

PROFILE SECURITY

Multi-Factor Authentication (MFA)

MFA can be used to secure your account by requiring an extra level of authentication in the form of an always changing code.

This security option requires an authenticator app that you can install on your phone. There are many authenticators available in the market, but we recommend the Google Authenticator and the Microsoft Authenticator.

MFA is active for your account. If you wish to retrieve the secret key and/or the QR-code, click [HERE](#) to receive them in your email.

Authentication Code [DEACTIVATE](#)

Multi-Weighted Security Questions (MWSQ)

MWSQ can be used to secure your account by requiring an extra level of authentication in the form of personal security questions.

MWSQ is not active for your account. To activate it, you will need to answer 3 or more of the questions provided below.

Question

What is the name of your first pet?

Answer [ADD](#)

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.

What is the name of your first pet?

What is your father's first name?

What is your mother's first name?

In which city were you born?

What is your favourite book?

What is your favourite movie?

What is your favourite song?

What was your first car?

Which is your favorite web browser?

What is your favourite color?

What is the name of the street where you grew up?

Answer [ADD](#)

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

Multi-Weighted Security Questions (MWSQ)

MWSQ can be used to secure your account by requiring an extra level of authentication in the form of personal security questions.

MWSQ is not active for your account. To activate it, you will need to answer 3 or more of the questions provided below.

Question

What is the name of your first pet?

Answer

GERY|

ADD

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

Multi-Weighted Security Questions (MWSQ)

MWSQ can be used to secure your account by requiring an extra level of authentication in the form of personal security questions.

MWSQ is not active for your account. To activate it, you will need to answer 3 or more of the questions provided below.

Question

What is your father's first name?

Answer

ADD

Below are the questions you have already answered. If you wish to remember your answers to these questions, click [HERE](#) to receive them in your email.

Question 1: What is the name of your first pet?

REMOVE

If you forget the answers that you have given, you can click [HERE](#) to receive your answers by your personal email.

What is your father's first name?

Answer

|

ADD

Answer cannot be blank.

Below are the questions you have already answered. If you wish to remember your answers to these questions, click [HERE](#) to receive them in your email.

Question 1: What is the name of your first pet?

REMOVE

