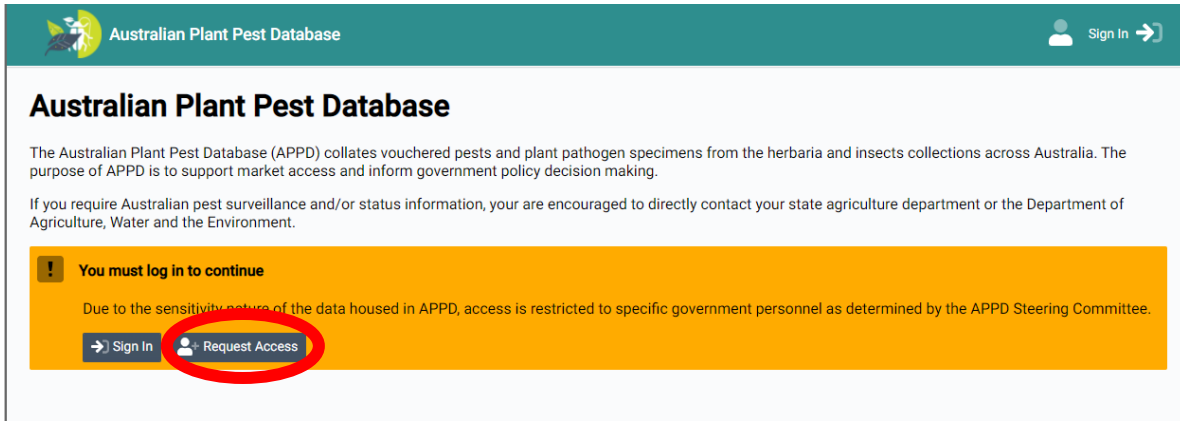


# Requesting access to APPD

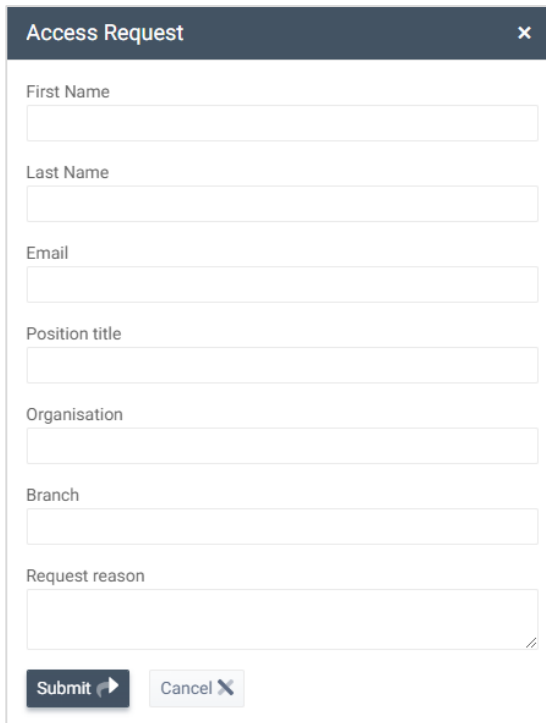
APPD access is at the discretion of the APPD Steering Committee. To request access, follow the steps below.

1. Go to <https://www.appd.net.au/> and click request access

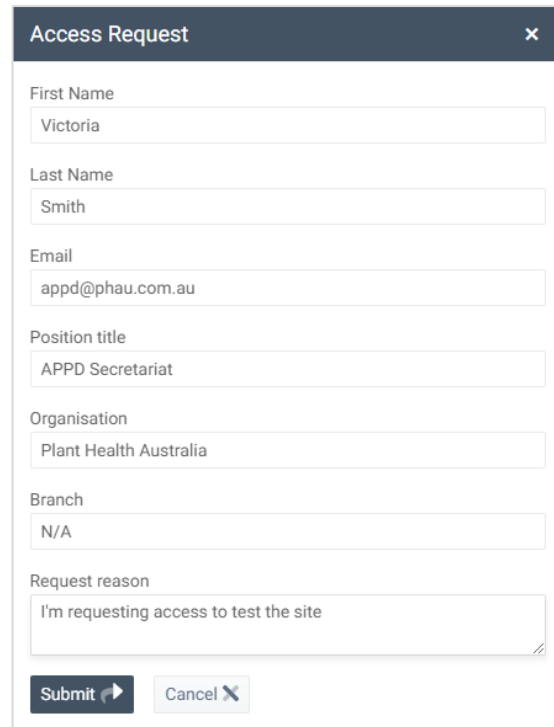


The screenshot shows the top navigation bar of the Australian Plant Pest Database (APPD) website. The header includes the APPD logo and the text 'Australian Plant Pest Database' on the left, and a 'Sign In' button with a user icon on the right. Below the header, the main content area features the title 'Australian Plant Pest Database' and a brief description of the database's purpose. A prominent orange banner contains a warning icon and the text 'You must log in to continue'. Below this banner, there are two buttons: 'Sign In' and 'Request Access'. The 'Request Access' button is circled in red, indicating the next step in the process.

2. When requesting access, you will need to fill in all fields.



This screenshot shows the 'Access Request' form with all input fields empty. The form includes fields for First Name, Last Name, Email, Position title, Organisation, Branch, and Request reason. At the bottom, there are 'Submit' and 'Cancel' buttons.

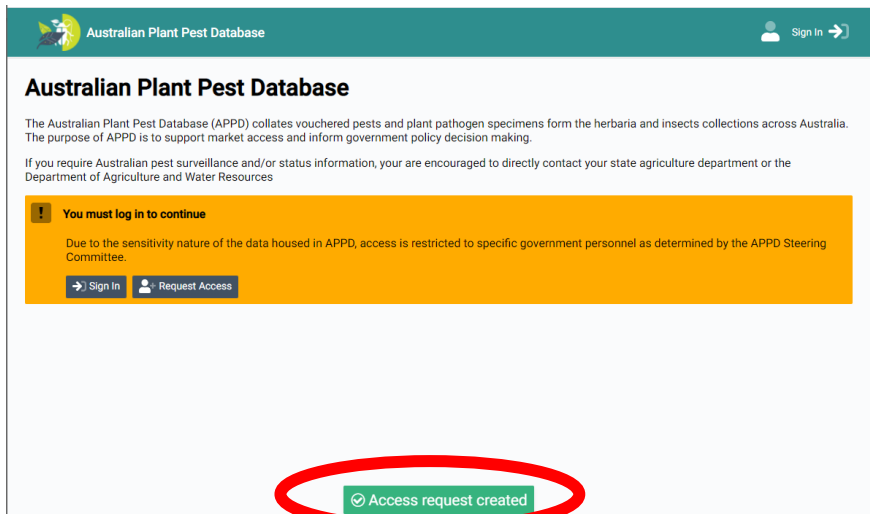


This screenshot shows the 'Access Request' form with the following information filled in:

- First Name: Victoria
- Last Name: Smith
- Email: appd@phau.com.au
- Position title: APPD Secretariat
- Organisation: Plant Health Australia
- Branch: N/A
- Request reason: I'm requesting access to test the site

At the bottom, there are 'Submit' and 'Cancel' buttons.

3. If successful a message will be shown stating "Access Request Created"

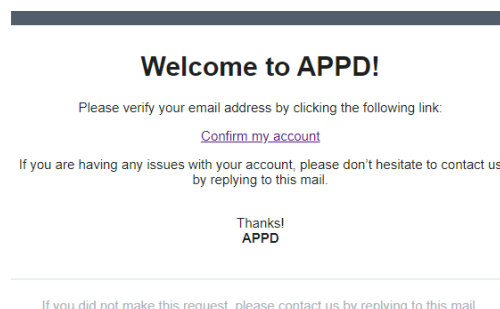


4. You will be notified via email if your access request has been approved or denied.
5. If approved, you will receive an email from [verify@phau.com.au](mailto:verify@phau.com.au) requesting that you verify your email address which you will need to complete before attempting to sign in.
6. You will also receive a separate email from [appd@phau.com.au](mailto:appd@phau.com.au) containing your user-name and a temporary password.
7. Don't forget to check your junk folder for both emails.

## Verifying your account

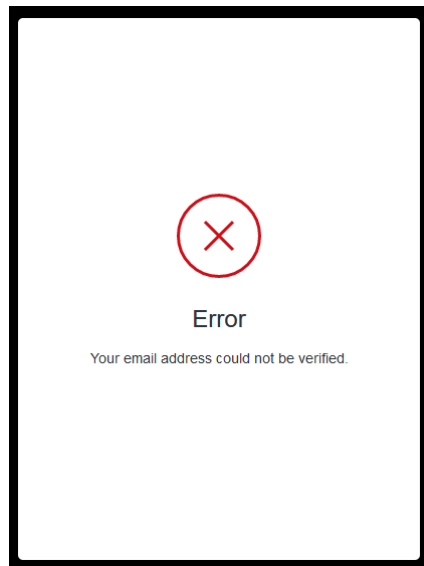
You'll need to verify your email address before you can login.

8. You'll receive an email from [verify@phau.com.au](mailto:verify@phau.com.au) that looks like this.



9. Click on confirm my account. You'll need to do this within 5 days of receiving the email.

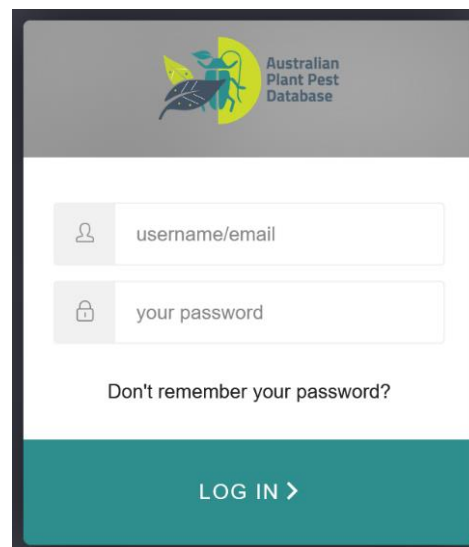
Please note that the IT security systems in some organisations automatically check links within emails and as such you may get the below error message when you click the "Confirm my account" link. If you get the below error message, please try moving on to step 10 below. If you still have issues, please contact [appd@phau.com.au](mailto:appd@phau.com.au).



## Logging in for the first time

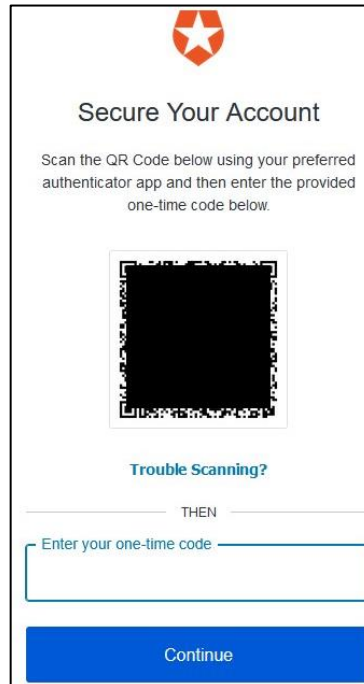
Once you've verified your email account, login using your temporary login details provided in the email from [appd@phau.com.au](mailto:appd@phau.com.au).

10. Go to <https://www.appd.net.au/> and click log in. Enter your username/email address and the temporary password provided in the email.

A screenshot of the login page for the Australian Plant Pest Database. The page has a grey header with the logo (a green leaf and a yellow insect) and the text "Australian Plant Pest Database". Below the header are two input fields: the first is labeled "username/email" and the second is labeled "your password". Below the password field is a link that says "Don't remember your password?". At the bottom of the page is a teal button with the text "LOG IN >".

11. Once you have entered your log in details you will be prompted to secure your account. You will need to set up two-factor authentication (2FA), using an authenticator app. To do this you'll need to open an Authenticator app on your phone (e.g. Google authenticator, Microsoft Authenticator, etc). Please note you'll need an Authenticator app as QR code scanning apps will not work. See [How to use an Authenticator app](#) for more assistance with Authenticator apps.

Scan the QR code in the Authenticator app. Enter the number from the app into the "Enter your one-time code box". Click continue.



Secure Your Account

Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.

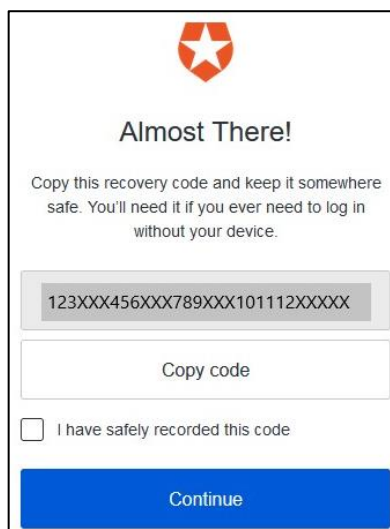
[Trouble Scanning?](#)

THEN

Enter your one-time code

Continue

If you are having trouble scanning the QR code, click on trouble scanning and manually enter the code provided into your Authenticator app. The Authenticator app will then give you a 6-digit code to enter into the one-time code box. Click continue.



Almost There!

Copy this recovery code and keep it somewhere safe. You'll need it if you ever need to log in without your device.

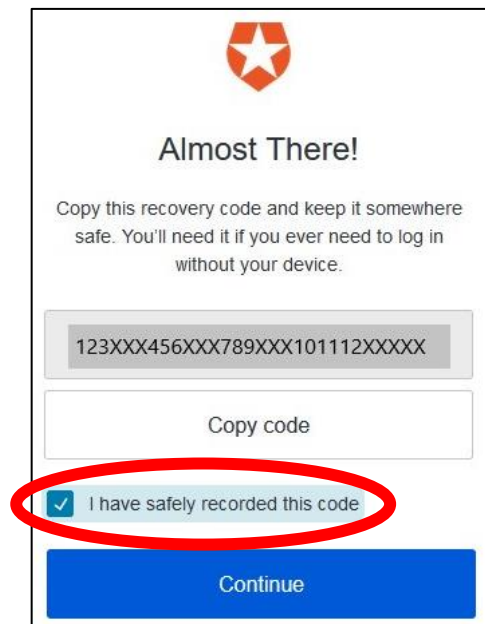
123XXX456XXX789XXX101112XXXX


Copy code

I have safely recorded this code

Continue

12. Once you have clicked continue, you will be provided with a recovery code. Save this code somewhere safe as this can be used to verify your identity when logging into your account in the future. Click "I have safely recorded this code" and then click continue.





### Almost There!

Copy this recovery code and keep it somewhere safe. You'll need it if you ever need to log in without your device.

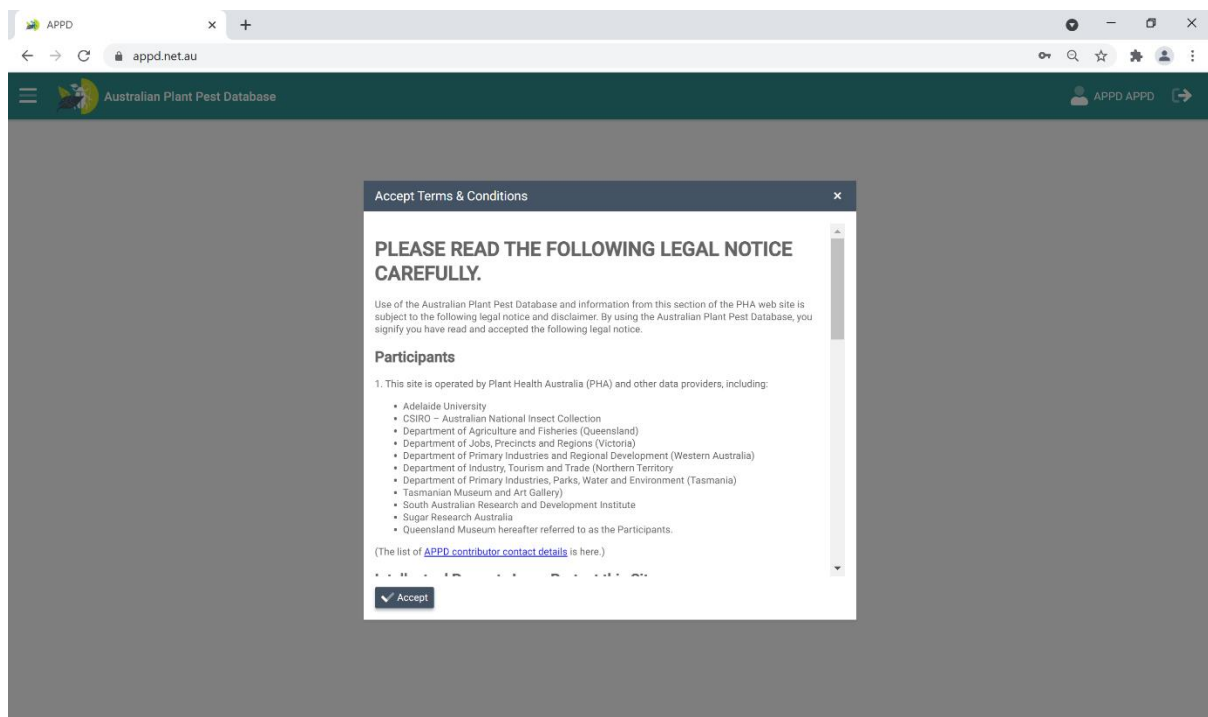
123XXX456XXX789XXX10112XXXXX

Copy code

I have safely recorded this code

Continue

13. Read and accept the Terms and Conditions.



APPD

appd.net.au

Australian Plant Pest Database

APPD APPD

#### Accept Terms & Conditions

**PLEASE READ THE FOLLOWING LEGAL NOTICE CAREFULLY.**

Use of the Australian Plant Pest Database and information from this section of the PHA web site is subject to the following legal notice and disclaimer. By using the Australian Plant Pest Database, you signify you have read and accepted the following legal notice.

**Participants**

1. This site is operated by Plant Health Australia (PHA) and other data providers, including:

- Adelaide University
- CSIRO – Australian National Insect Collection
- Department of Agriculture and Fisheries (Queensland)
- Department of Jobs, Precincts and Regions (Victoria)
- Department of Primary Industries and Regional Development (Western Australia)
- Department of Industry, Tourism and Trade (Northern Territory)
- Department of Primary Industries, Parks, Water and Environment (Tasmania)
- Tasmanian Museum and Art Gallery
- South Australian Research and Development Institute
- Sugar Research Australia
- Queensland Museum hereafter referred to as the Participants.

(The list of [APPD contributor contact details](#) is here.)

Accept

14. You will be prompted to reset your password.

Reset password
✕

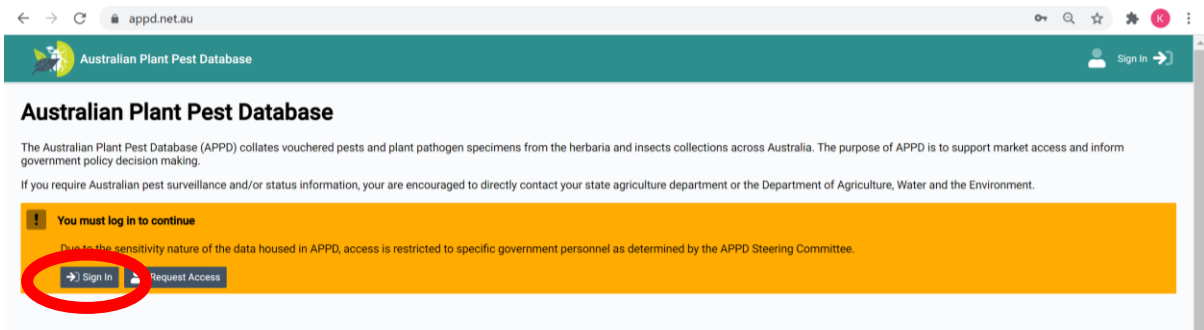
8-16 characters, containing the following: Lowercase characters, uppercase characters, digits (0-9), and special characters

Password \*

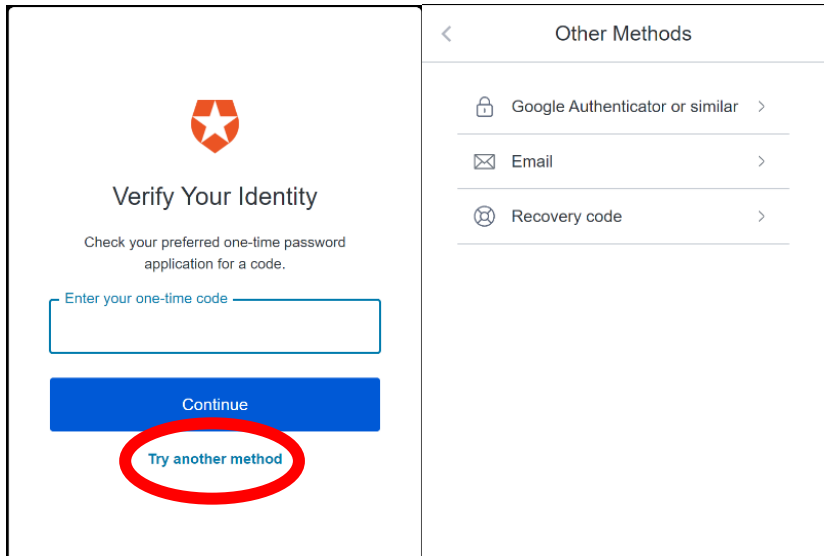
Re-enter password \*

✓ Submit

15. Sign in to the site with your new password



16. Each time you login to the site you will be asked to verify your identity. A new code will be sent to the Authenticator app used in step 11. If this does not work, select "Try another method." If you select email – a verification code will be sent to your email address. You can also use the recovery code from step 12.



# How to use an Authenticator app

Two-factor authentication (2FA) is required each time a user accesses APPD. This ensures your account and data are secure. To do this you will need to use an Authenticator App.

We recommend using Google Authenticator or Microsoft Authenticator. We have provided instructions below on how to use each of these Apps.

## Download for iPhone:

<https://apps.apple.com/au/app/google-authenticator/id388497605>

<https://apps.apple.com/au/app/microsoft-authenticator/id983156458>

## Download for Android

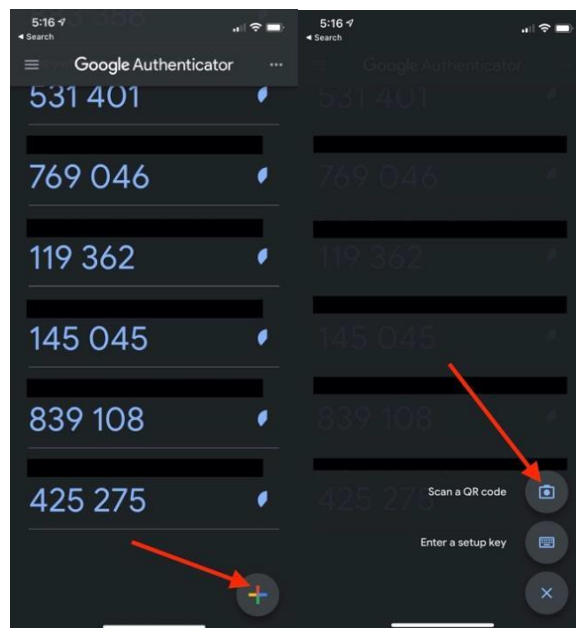
[https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en\\_AU&gl=US](https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en_AU&gl=US)

[https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en\\_AU&gl=US](https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en_AU&gl=US)

Create a new account in your Authenticator app

## If using the Google Authenticator:

1. Open the app on your phone
2. Click the + button on your app to add an account then choose Scan QR code



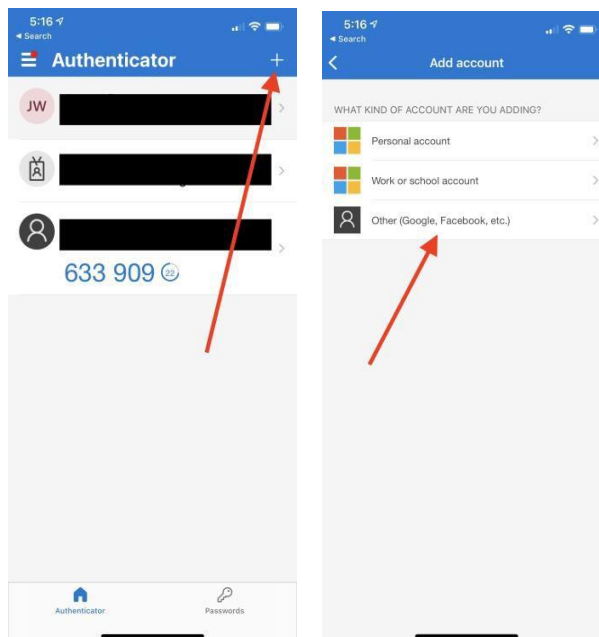
3. The app will open your phone's camera to scan the QR code on your computer





## If using the Microsoft Authenticator:

1. Open the app on your phone
2. Click the + button on your app to add an account and then choose **Other** account



3. The app will open your phone's camera to scan the QR code on your computer

