Apr 2024

.au member portal

Authentication Guide

.auDA

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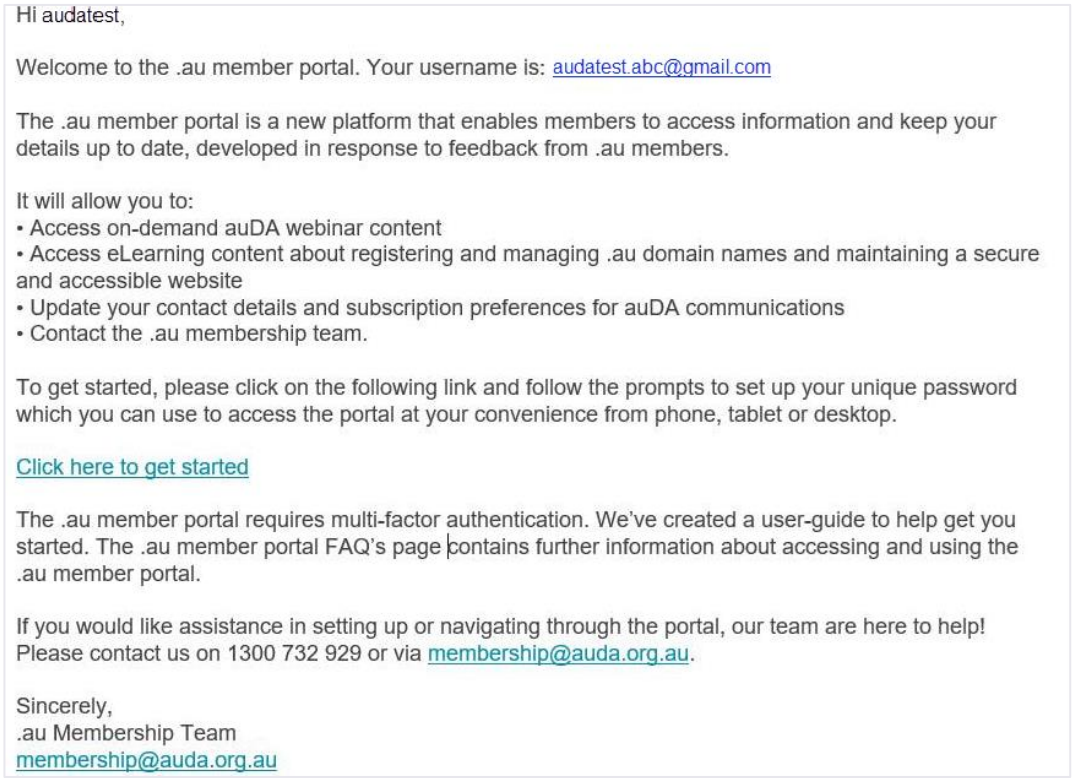
1. .au member portal access

The *.au member portal* offers services related to membership management, communication, resources, and other relevant functions for .au members.

This document will guide you through the different options available to authenticate your login to the .au member portal.

1.1 How to access the .au member portal?

1. Once you complete the sign up form, you will receive a *"Welcome to the .au member portal"* email in your registered email ID (as given below).



Hi audatest,

Welcome to the .au member portal. Your username is: audatest.abc@gmail.com

The .au member portal is a new platform that enables members to access information and keep your details up to date, developed in response to feedback from .au members.

It will allow you to:
• Access on-demand auDA webinar content
• Access eLearning content about registering and managing .au domain names and maintaining a secure and accessible website
• Update your contact details and subscription preferences for auDA communications
• Contact the .au membership team.

To get started, please click on the following link and follow the prompts to set up your unique password which you can use to access the portal at your convenience from phone, tablet or desktop.

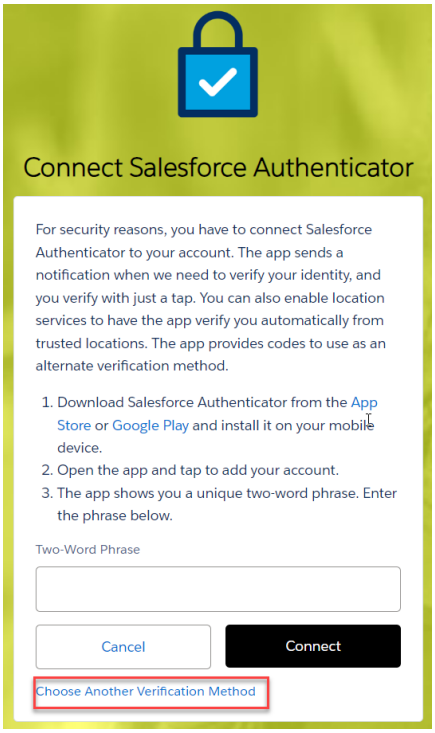
Click here to get started

The .au member portal requires multi-factor authentication. We've created a user-guide to help get you started. The .au member portal FAQ's page contains further information about accessing and using the .au member portal.

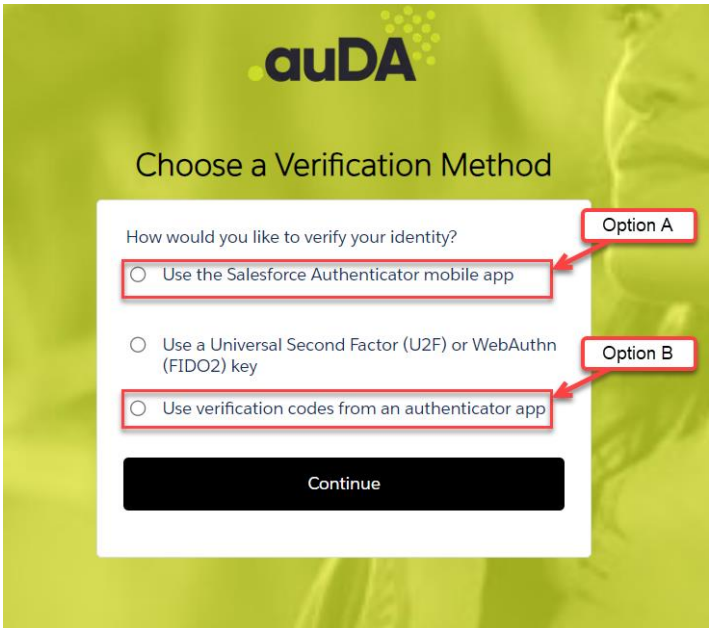
If you would like assistance in setting up or navigating through the portal, our team are here to help! Please contact us on 1300 732 929 or via membership@auda.org.au.

Sincerely,
.au Membership Team
membership@auda.org.au

2. Use the 'Click here to get started' link provided in the email, which will open the Connect Salesforce Authenticator window in your web browser, and then select 'Choose Another Verification Method' as shown below.

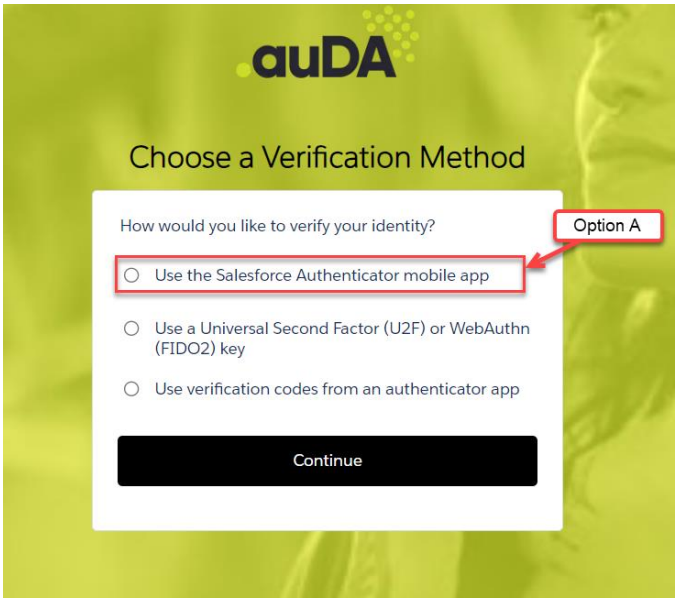


3. You can then choose either Option A (using) or Option B (using [Microsoft Authenticator](#)) to authenticate and log into the .au member portal, as shown below.



1.11 Verify identity using Salesforce Authenticator

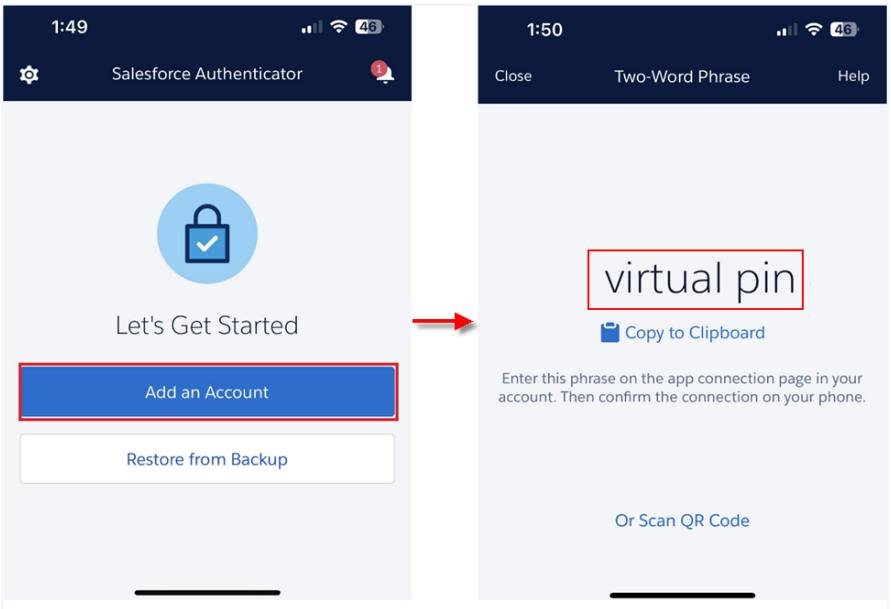
If you choose **Option A** (Use the Salesforce Authenticator mobile app), follow the below steps to verify your identity using the Salesforce Authenticator mobile application.



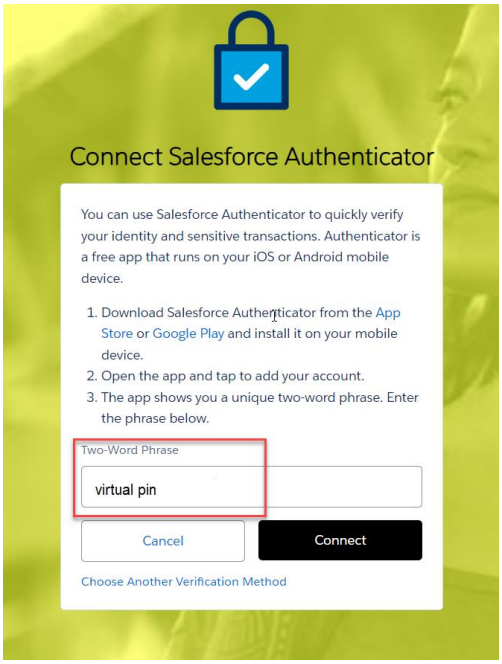
1. Launch the *Salesforce Authenticator* app on your mobile device.

   If you haven't already, download the Salesforce Authenticator app from the App Store (iOS) or Google Play Store (Android) and install it on your mobile device.

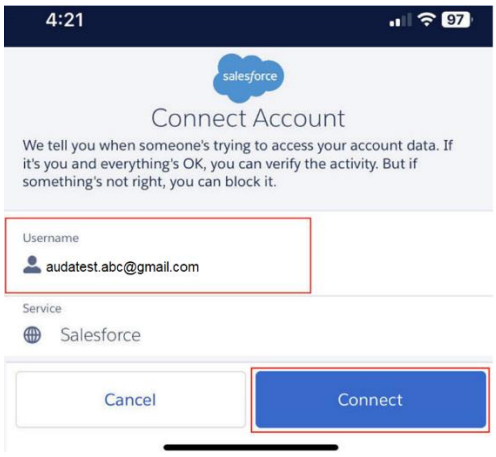
   In the Salesforce app, select **Add an Account** . The app generates a unique two-word phrase as shown below.



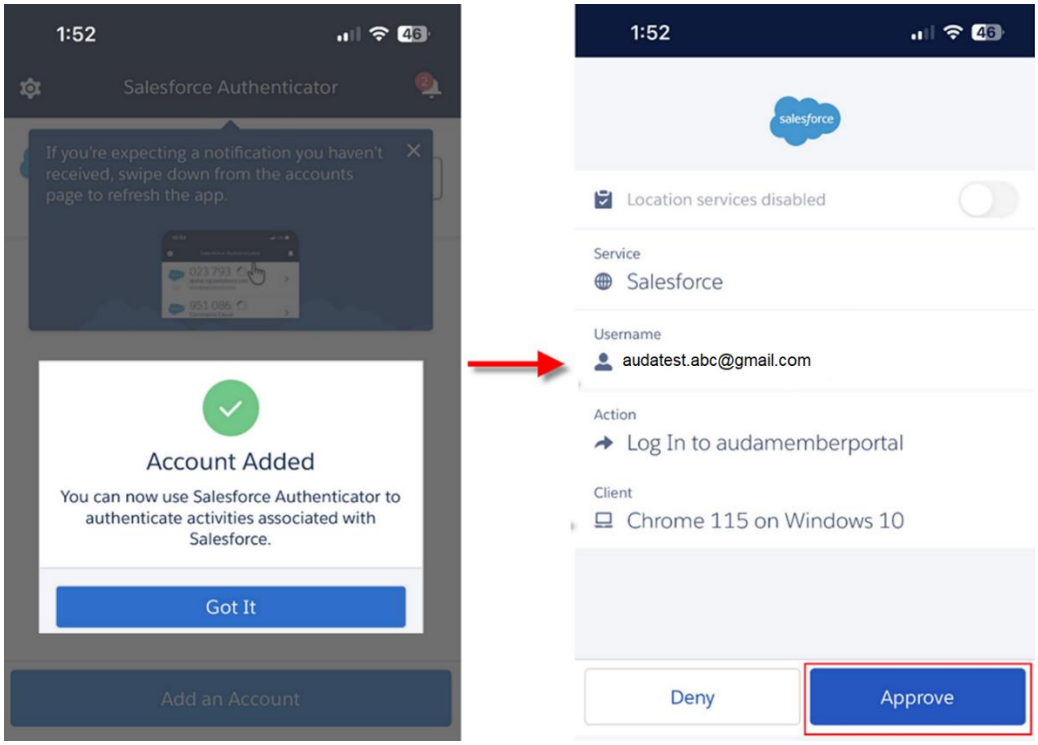
2. In your Salesforce authenticator window on the web browser, enter the phrase in *the Two-Word Phrase* field and click **Connect.**



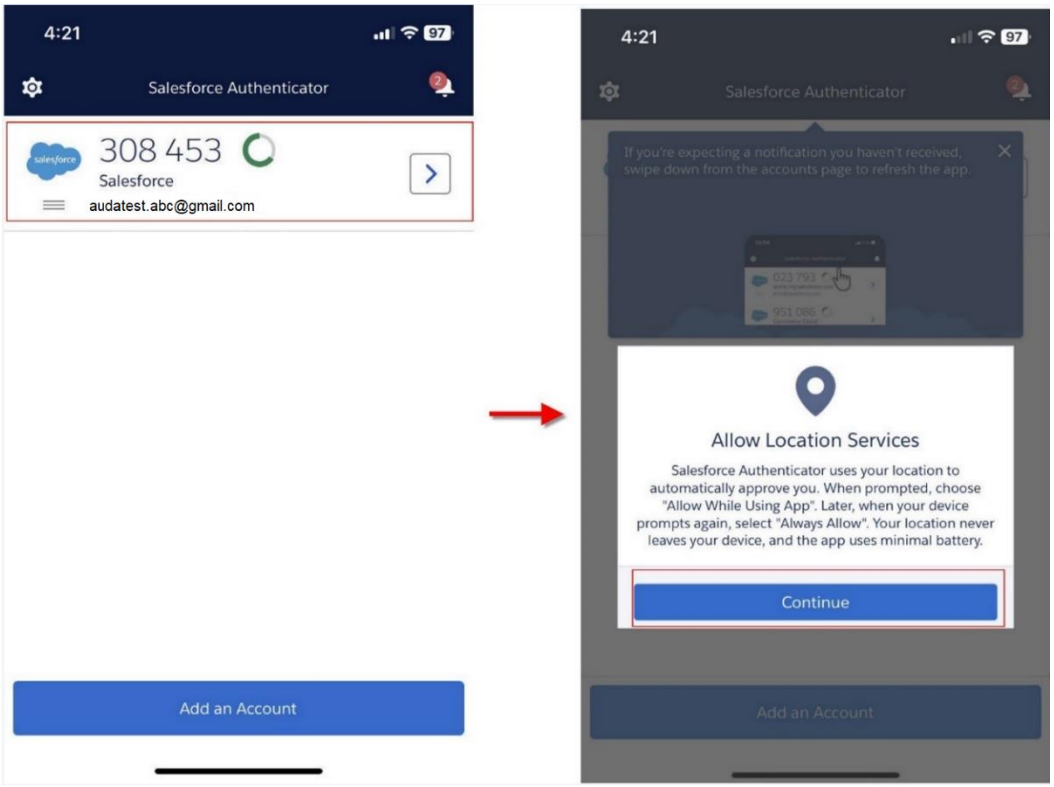
3. You will now see the account you're connecting in the Salesforce Authenticator app on your mobile device. To complete the account connection, click **Connect.**



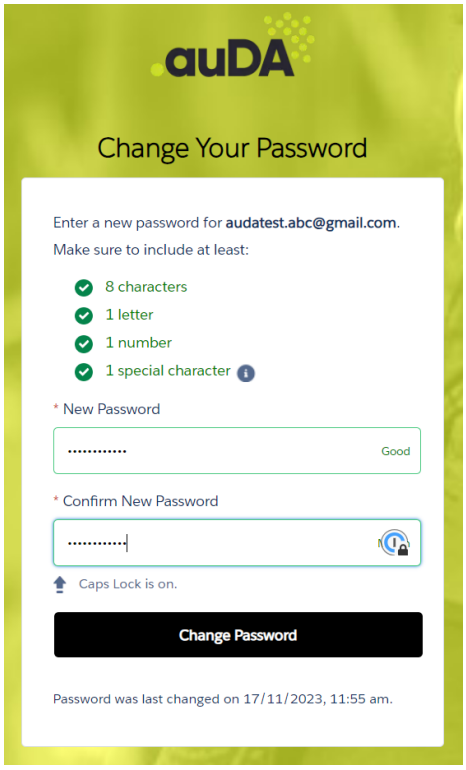
4. Next, you will confirm your account has been added by selecting ‘Got It’, and then ‘Approve’ on the following screen, as seen below.



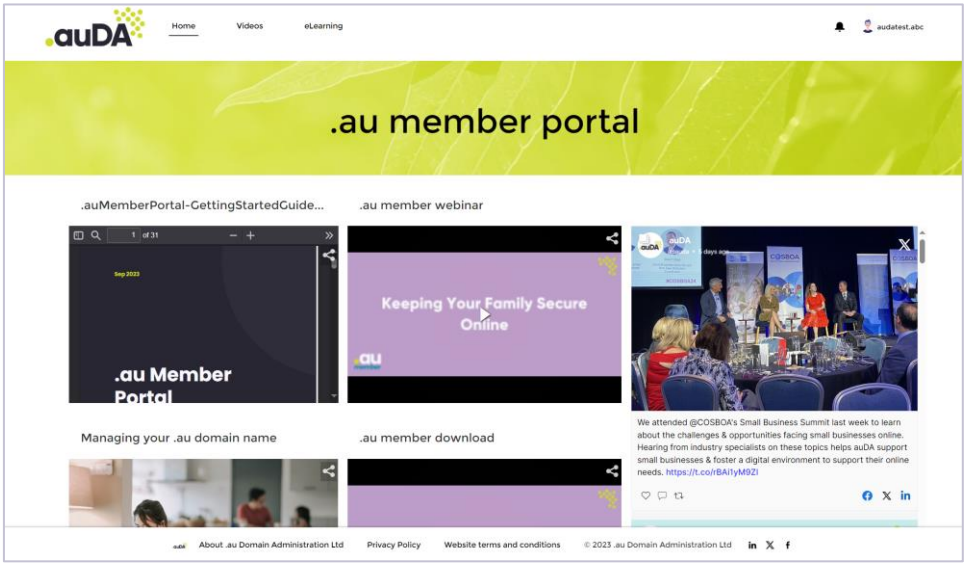
5. You will then see your email address with a six-digit code above it – this code changes every 30 seconds and is used to verify your login. Select the arrow on the right. A prompt will ask you to allow location services, choose ‘Continue’ and then ‘Allow While Using App’, as shown below.



6. On your web browser, the member portal *Change Your Password* screen will appear, where you will be prompted to set your account password for secure account creation.



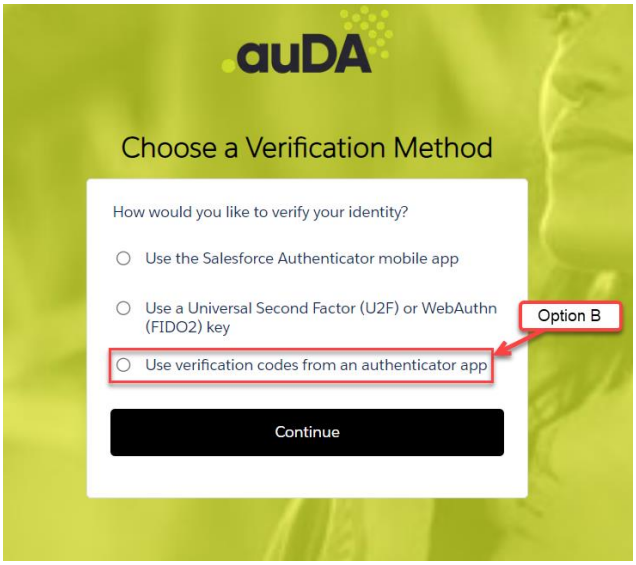
7. Your password has been updated successfully and you will be taken to the .au member portal home page.



The *.au member portal* homepage is frequently updated, so it might look different from the one shown above.

1.12 Verify Identity using Microsoft Authenticator

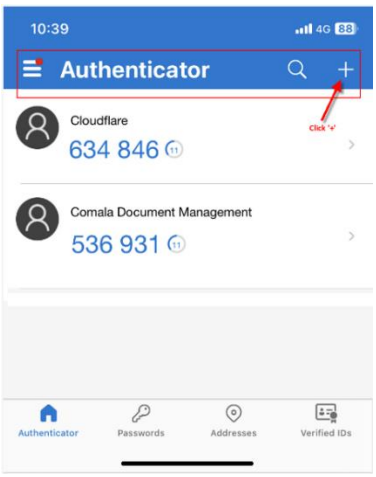
If you choose **Option B** (Use verification codes from an authenticator app), follow the below steps to verify your identity using the Microsoft Authenticator mobile application.



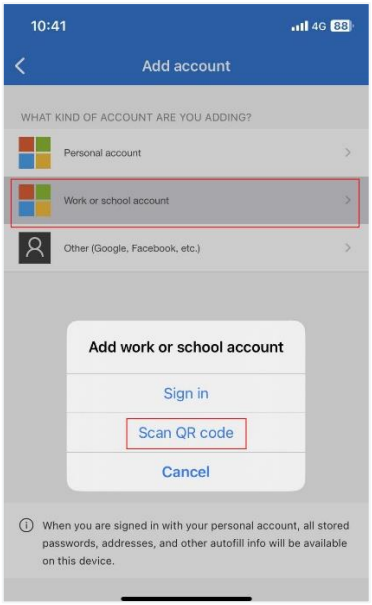
1. Launch the Microsoft Authenticator app on your mobile device.

If you haven't already, download the Microsoft Authenticator app from the App Store (iOS) or Google Play Store (Android) and install it on your mobile device.

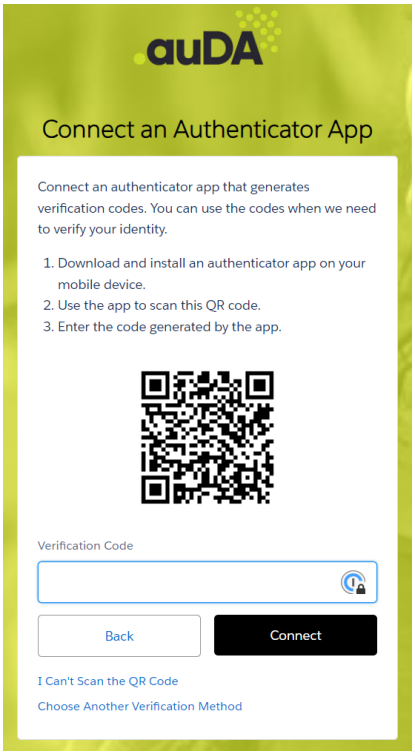
2. Open the Microsoft Authenticator app and click on the "**+**" or "**Add Account**" button to begin adding your Microsoft account.



3. Choose **Work or school account** to set up your work or school Microsoft account.

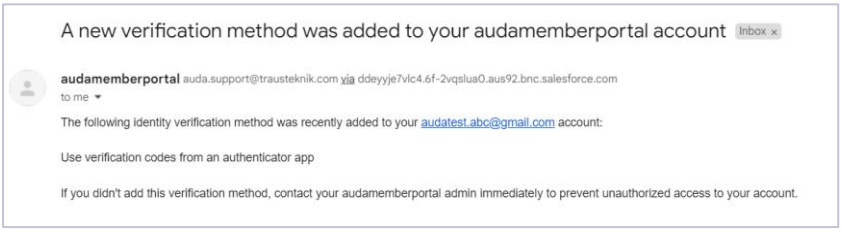


4. Scan the QR code displayed on your computer screen with your mobile device's camera.

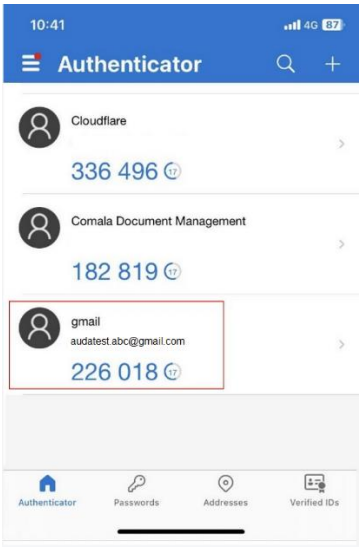


If you don't have a QR code, you can manually enter your Microsoft account details to sign-in.

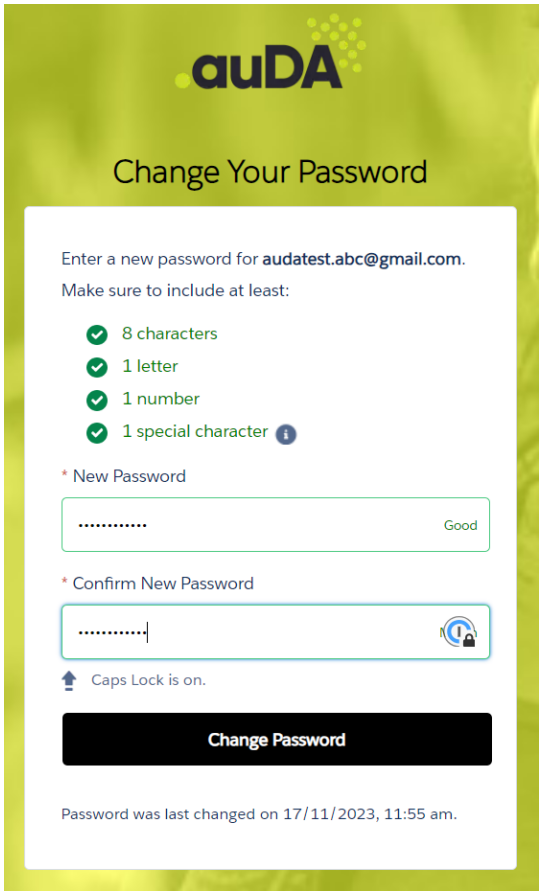
5. You will be notified that a new verification method has been added to your designated email address.



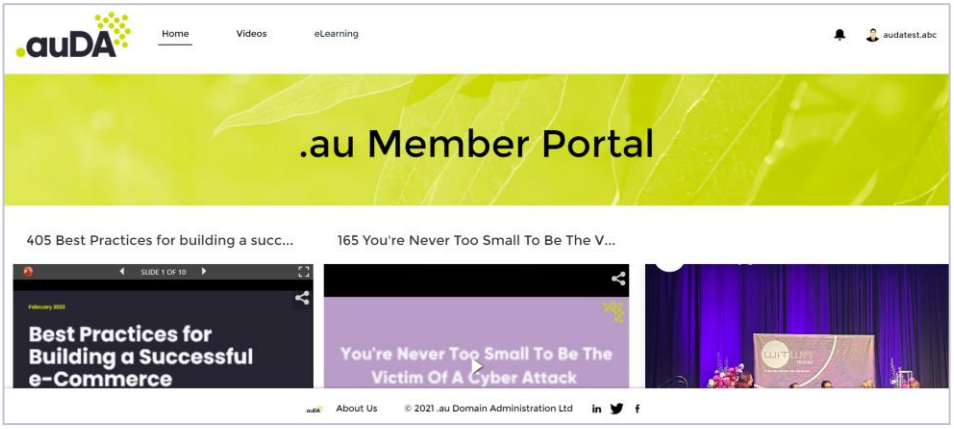
6. This will link the mobile app with your Microsoft account. Now enter the verification code generated by the Microsoft Authenticator app. This code is time-sensitive and changes every 30 seconds. Enter the current code displayed in the app on your device.


10:41
4G 87
Authenticator
Cloudflare
336 496
Comala Document Management
182 819
gmail
audatest.abc@gmail.com
226 018
Authenticator
Passwords
Addresses
Verified IDs

7. The member portal *Change Your Password* screen appears where you will be prompted to change your password for secure account creation.



8. Your password has been updated successfully and you will be logged into the .au member portal home page.



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