

ACCESSING STANDARDS AUSTRALIA'S APPS HELP GUIDE

CONTENTS

1	Introduction	1
2	How to log in as a Committee Member	1
3	How to create an account as a Member of the Public	3
3.1	What is Multi-factor Authentication?	5
3.2	What options for MFA do I have?	5
3.2.1	Option 1: Using an Authenticator App.....	5
3.2.2	Option 2: Using Send via SMS	6
3.2.3	Option 3: Skip for now	7

1 Introduction

We have introduced a simpler, more seamless login experience for you to access our apps and to protect your data.

All users of Standards Australia's applications are required to use this log in process to access the following applications:

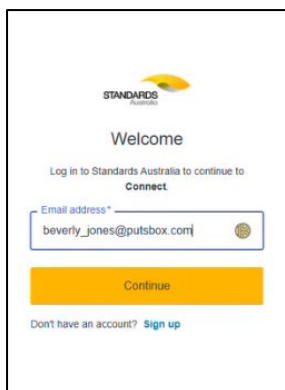
- Connect;
- Public Comment Portal;
- Standards Academy;
- Committee Workspace;
- International Participation Platform; and
- Project Proposal Portal.

NOTE Other applications may be added to this list as they are released for use.

2 How to log in as a Committee Member

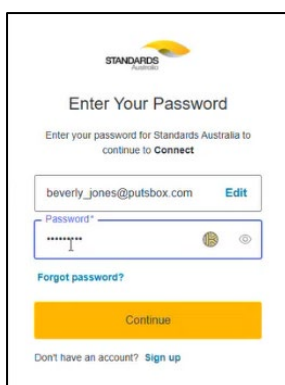
To log as a Committee Member.

1. On the [Standards Australia website](#), click the **Committee Access** button on the top right-hand side.
2. From **Committee Access**, select a Standards Australia application, e.g. Connect.
The **Welcome** login window is displayed.
3. Enter your email address.



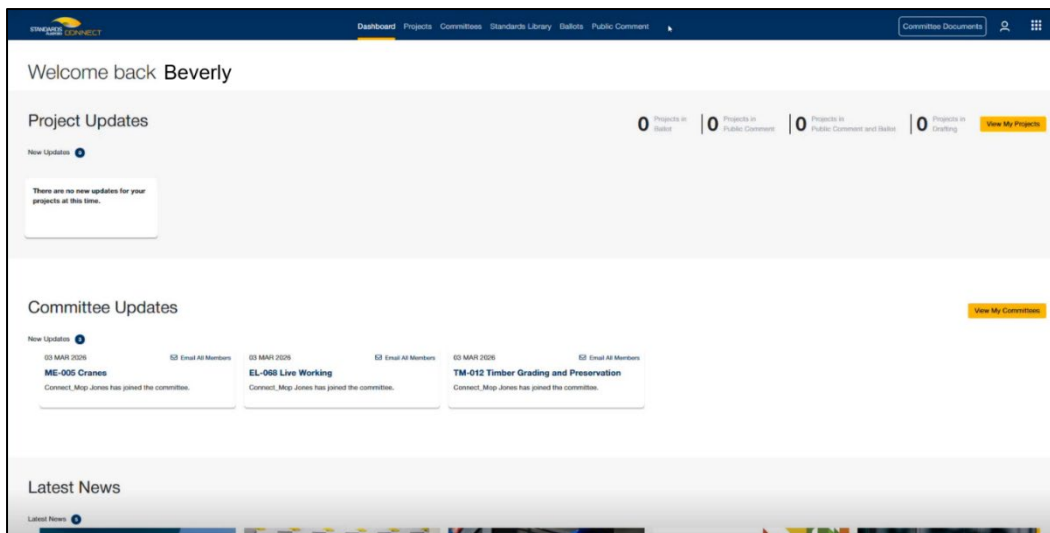
The image shows the Standards Australia Connect login page. At the top is the Standards Australia logo. Below it, the text 'Welcome' is displayed. A message says 'Log in to Standards Australia to continue to Connect.' There is a text input field for 'Email address*' containing 'beverly_jones@putsbox.com'. Below the input field is a yellow 'Continue' button. At the bottom, there is a link that says 'Don't have an account? Sign up'.

4. Click **Continue**.
5. Enter your password.



The image shows the Standards Australia Connect password entry page. At the top is the Standards Australia logo. Below it, the text 'Enter Your Password' is displayed. A message says 'Enter your password for Standards Australia to continue to Connect.' There is a text input field for 'Email address*' containing 'beverly_jones@putsbox.com' with an 'Edit' link. Below it is a 'Password*' input field with masked characters. There is a 'Forgot password?' link. Below the password field is a yellow 'Continue' button. At the bottom, there is a link that says 'Don't have an account? Sign up'.

6. Click **Continue**.
The **Connect** 'Committee Member view' is displayed.



The image shows the Standards Australia Connect dashboard for a committee member. The top navigation bar includes 'Dashboard', 'Projects', 'Committees', 'Standards Library', 'Ballots', and 'Public Comment'. The main content area is titled 'Welcome back Beverly'. It features a 'Project Updates' section with a 'New Updates' indicator and a message 'There are no new updates for your projects at this time.' Below this is a 'Committee Updates' section with a 'View My Committee' button. It shows three recent updates: 'ME-005 Cranes', 'EL-068 Live Working', and 'TM-012 Timber Grading and Preservation', each with a date and a message 'Connect_Mrp.Jones has joined the committee.' At the bottom is a 'Latest News' section.

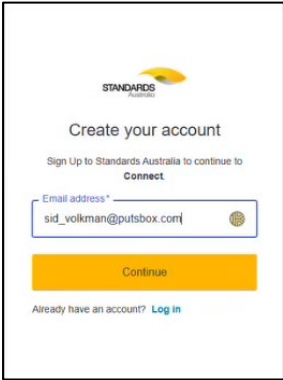
- a. There are no functionality changes within Standards Australia's apps, only the login validation process has been updated.
- b. Access via the App Launcher (), provides all existing functionality, with no changes.

3 How to create an account as a Member of the Public

To create an account as a member of the public to access Standards Australia's apps:

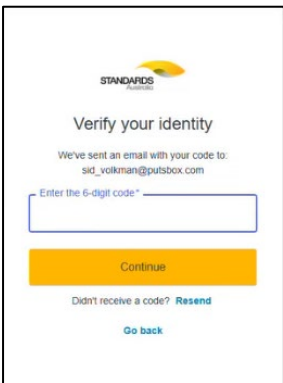
 There are no functionality changes within Standards Australia's apps for members of the public.

1. On the [Standards Australia website](#), click the 'Committee Access' button on the top right-hand side.
2. From **Committee Access**, select a Standards Australia application, e.g. Public Comment Portal. The **Create your account** window is displayed.
3. Enter your email address.

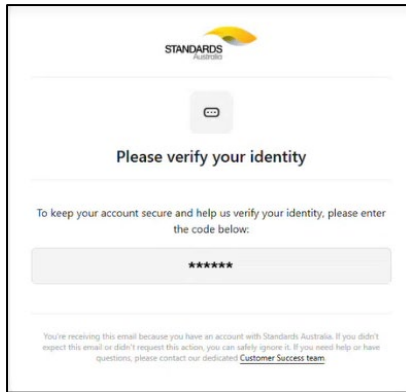


4. Click **Continue**.
The **Verify your identity** window is displayed.

 To increase security, a verification step has been added.



5. Check your email.
You will receive an email with the **6-digit verification code**.



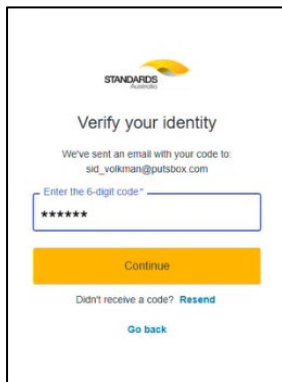
STANDARDS Australia

Please verify your identity

To keep your account secure and help us verify your identity, please enter the code below:

You're receiving this email because you have an account with Standards Australia. If you didn't expect this email or didn't request this action, you can safely ignore it. If you need help or have questions, please contact our dedicated [Customer Success team](#).

6. **Copy and paste** the code to verify your identity.



STANDARDS Australia

Verify your identity

We've sent an email with your code to:
sid_volkman@putsbox.com

Enter the 6-digit code*

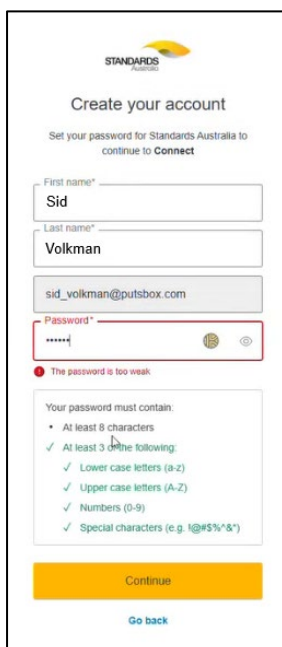
Continue

Didn't receive a code? [Resend](#)

[Go back](#)

7. Click **Continue**.

8. Enter your **details** and create a **password** using the password requirements.



STANDARDS Australia

Create your account

Set your password for Standards Australia to continue to **Connect**

First name*

Sid

Last name*

Volkman

sid_volkman@putsbox.com

Password*

The password is too weak.

Your password must contain:

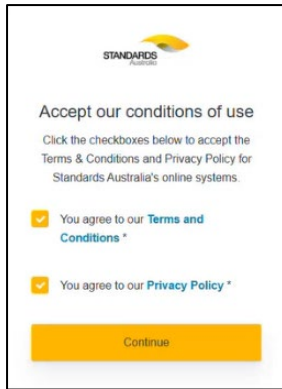
- At least 8 characters
- At least 3 of the following:
 - ✓ Lower case letters (a-z)
 - ✓ Upper case letters (A-Z)
 - ✓ Numbers (0-9)
 - ✓ Special characters (e.g. !@#%*^&*)

Continue

[Go back](#)

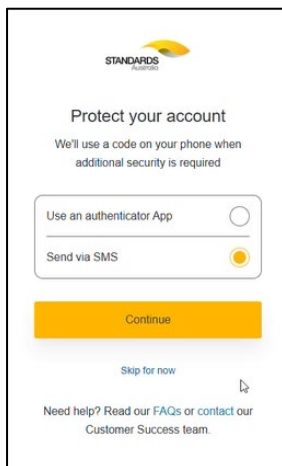
9. Click **Continue**.

10. Read the **conditions of use** and then check the boxes to accept.



11. Click **Continue**.

The **Protect your account** window is displayed. This window initiates the **Multi-factor Authentication (MFA)** security step.



3.1 What is Multi-factor Authentication?

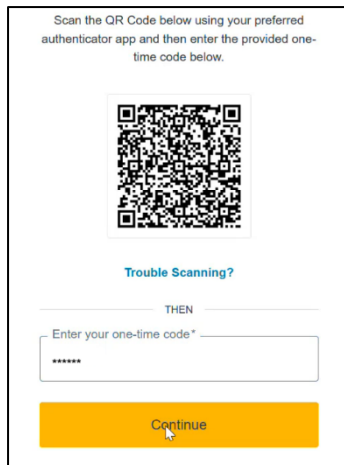
Multi-factor authentication is a security measure that requires two or more validations of identity to grant access (e.g., a password and a code via an authentication app). It is an effective way to increase protection for user accounts against common threats like phishing attacks, credential stuffing and account takeovers. MFA offers a significantly higher level of security and protection against criminals.

3.2 What options for MFA do I have?

3.2.1 Option 1: Using an Authenticator App

To use an Authenticator App:

1. On the **Protect your account** window, select **Use an Authenticator App**.
2. Click **Continue**.
3. Scan the **QR** code with the **Authenticator App** to receive a **one-time passcode (OTP)**.
4. Enter the **one-time code**.



5. Click **Continue**.

The **Public Comment Portal** is displayed.

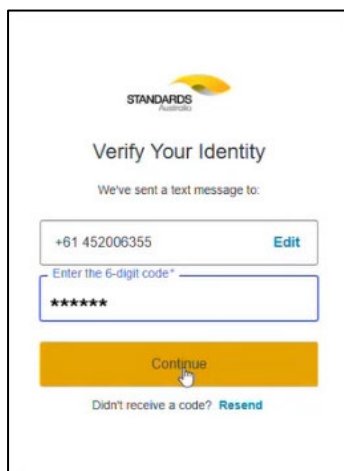
3.2.2 Option 2: Using Send via SMS

To use the code sent via SMS:

1. On the **Protect your account** window, the default option that is preselected is **Send via SMS**.
2. Click **Continue**.
3. On the **Verify your Identity** window, enter your phone number.
4. Click **Continue**.

The code is sent to your mobile device.

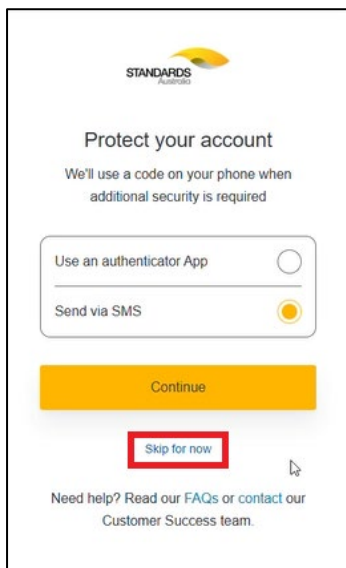
5. Enter the **6-digit code**.



6. Click **Continue**.
7. The **MFA verification process** is complete.
The **Public Comment Portal** is displayed.

3.2.3 Option 3: Skip for now

1. Select **Skip for now**, to bypass the MFA security level.

A screenshot of a web interface titled "Protect your account" with the "STANDARDS Australia" logo at the top. Below the title, it says "We'll use a code on your phone when additional security is required". There are two radio button options: "Use an authenticator App" (which is currently selected) and "Send via SMS". Below these options is a large orange "Continue" button. Underneath the "Continue" button, the "Skip for now" button is highlighted with a red rectangular box. At the bottom, there is a link that says "Need help? Read our FAQs or contact our Customer Success team."

- ❏ MFA users are not prompted for their MFA credentials each time they log in. After the first login, they are only prompted when the system identifies something unusual; e.g., using a new device, logging in from a new location (impossible travel) or if it detects a potential risk.

DOCUMENT HISTORY

Date	Author	Version and Amendment Details
14/05/2026	Policy Team/GPMO	v1.0 – New document developed.