



THE UNIVERSITY OF
MELBOURNE

First-Time Login with MFA

Quick Reference Instructions for New Hosts

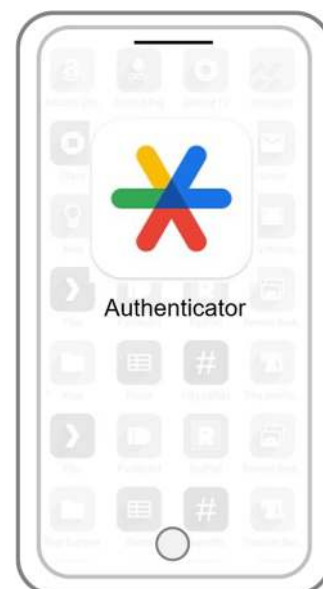
Accessing Placement, Internship and Project System (PIPS) for the first time

When you first access the PIPS Host Portal, you will need to set up your password, confirm your email address, and set up multi-factor authentication (MFA).

Before you start

Make sure you have an authenticator app installed on your phone, such as *Google Authenticator*, *OKTA Verify* or *Microsoft Authenticator*.

You will need your phone when you first set up PIPS, and each time you log in.



Set up your PIPS account

1. Open the PIPS Host Portal from the link in your **account creation email**.
2. Select **Login**, click the **Forgot your Password** link, then enter your email address.
3. Check your email for a **Password Reset email** and follow the link to create your password.
4. Check your email again for the **Confirm Your Email Address email** and follow the link to confirm your email address.
5. Return to PIPS and **log in using your email address and new password**.

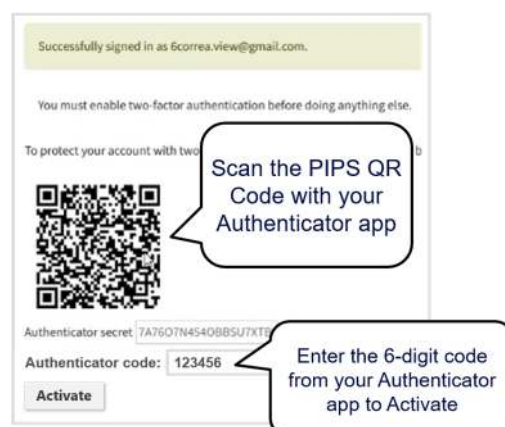
Connect your Authenticator app with PIPS for MFA

The **first time** you log in, PIPS will display a QR code.

1. **Open the authenticator app** on your phone.
2. **Scan the QR code** displayed in PIPS — your authenticator app will now display a **six-digit code**.
3. Enter this code into the **Authenticator code** field in PIPS
4. Select **Activate**.



Your authenticator app is now connected to PIPS.



When you log in next time

You do **not** need to scan another QR code each time you log in, but you **do** need your phone.

For future logins:

1. Enter your PIPS email address and password.
2. When prompted for an authenticator code, open the authenticator app on your phone.
3. Find the PIPS entry and enter the six-digit code currently displayed.

The code changes regularly, so always use the code currently showing in your authenticator app.