

## Logging in to GOView

Access will only be granted to individuals with a current **NSW Government email** account.

In order to log in to the GOView system, you will need:

- a username
- a password
- a verification code, generated by your authenticator app.

If you **have a GOVConnect account**, you can log in immediately using your GOVConnect username, password and verification code.

If you **do not have a GOVConnect account**:

- select the 'Request Access' button on the GOView [homepage](#); and
- enter your details and click 'Request Access' to submit your request for access.


Please allow 48 hours for your access request to be granted.

Once your account has been approved by our team, you will receive an auto-generated email to set your password. Once your password is set, you can log in to the system using your email address, password and verification code.

To **reset your password**:

- select the 'Forgotten Password' tab.

If there is an error when requesting access, please [email us](#) a screenshot of the error.



The screenshot shows the 'User Access' window with a 'Log in' section containing 'Username' and 'Password' fields and a 'Login' button. Below this is a link to a user guide. At the bottom, there are two buttons: 'Request Access' (highlighted with a red box) and 'Forgotten Password' (highlighted with a blue box).



This is an identical screenshot to the one above, showing the 'Request Access' button highlighted with a red box and the 'Forgotten Password' button highlighted with a blue box.

\* To access the list of **prequalified Audit and Risk independent members and chairs**, please contact [Treasury](#) - see [buy.nsw](#) under 'List of Suppliers' tab.

## User access rights (Basic User or Portfolio Board and Committee Administrator)

All GOView account holders have Basic User rights.

A **Basic User** can view all:

- Government entities (including entity details, positions and appointments)
- people (position and name)
- ministers, portfolios and clusters and their relationships.

You can also request changes to entities and people: refer to the '[Request a change to GOView data](#)' guide under the '[Help/Support](#)' tab.

You will require **Portfolio Board and Committee Administrator** rights in order to:

- create appointment nominations; and
- edit board information.

If you require Portfolio Board and Committee Administrator rights:

- complete and [return](#) a GOView Administrator Authorisation [form](#) signed by your manager\*\*

\*\*Must be a senior executive

# Factsheet: Logging into GOView - Multi-factor authentication

## Overview

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Every GOView user will be required to complete multi-factor authentication (entering a six-digit verification code) in addition to their username and password each time they log in to GOView.

**New and existing GOView users** will be asked to set up multi-factor authentication by scanning a QR code with a mobile or tablet the first time they log in from **Friday, 16 April 2021**.

## Setting up multi-factor authentication on GOView

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1. Download an authenticator app via the app store on your preferred mobile or tablet device. **Microsoft Authenticator** or **Google Authenticator** are recommended.



2. **Log in** to GOView on your work computer or laptop using your username (work email address) and password.



3. **Scan the QR code** that appears on your work computer or laptop using your authenticator app. Enter the **6-digit numerical code** in the **Verification Code** field on GOView and click **Validate**. Multi-factor authentication will now be set



4. **Each time you need to login to GOView**, open the authenticator app on your mobile or tablet device to generate the 6-digit verification code. Enter the code in addition to your username and password to login to GOView.



5. **Any questions?** A **detailed step-by-step guide** on how to download an app and complete the setup is detailed below for both iOS and Android devices. For any other questions, please contact the [Appointments, Boards and Committees Team](#).

# Factsheet: Logging into GOView - Multi-factor authentication

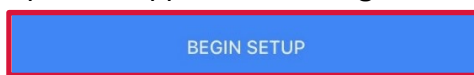
## Setting up multi-factor authentication on an iOS device

1. On your iOS device, search for and open the 'App Store' app and search 'Authenticator'.
2. Download **Google Authenticator** or **Microsoft Authenticator**.

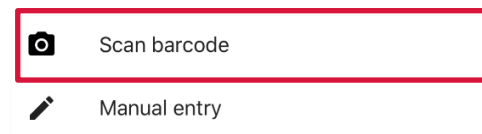


### For Google Authenticator:

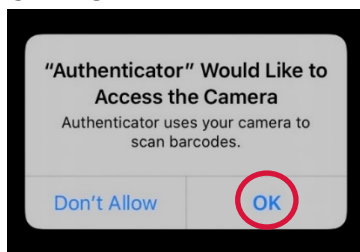
1. Open the app and click 'Begin Setup'.



2. Click 'Scan barcode'



3. Click 'OK'.



4. **Scan the QR code** on GOView - multi-factor authentication will now be set up. The unique 6-digit verification code will **refresh every 30 seconds**.



### For Microsoft Authenticator:

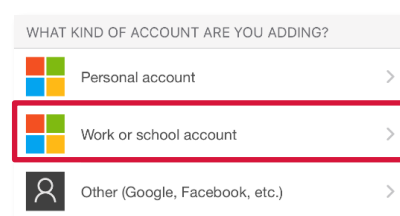
1. Open the app and click 'Skip' on the initial three screens.



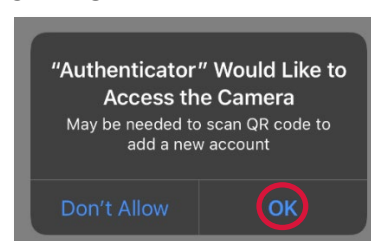
2. Click the '+' icon at the top of your screen.



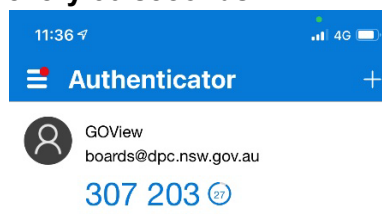
3. Select 'Work or school account'.



4. Click 'OK'.

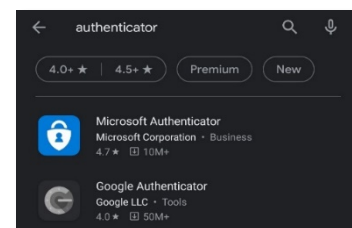


5. **Scan the QR code** on GOView – multi-factor authentication will now be set up. The unique 6-digit verification code will **refresh every 30 seconds**.



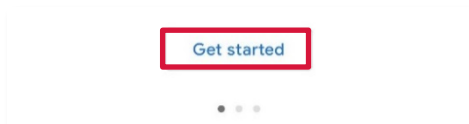
## Setting up multi-factor authentication on an Android device

1. On your android device, search for and open the 'Play Store' app and search 'Authenticator'.
2. Download **Google Authenticator** or **Microsoft Authenticator**.

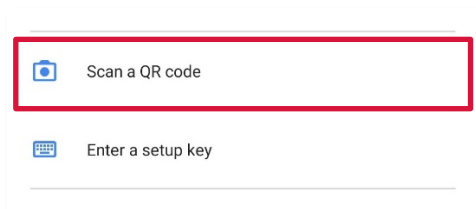


### For Google Authenticator:

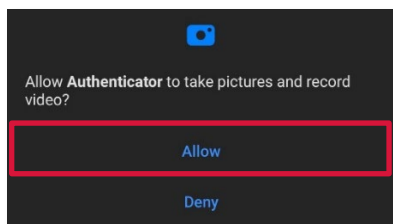
1. Open the app and click 'Get Started'.



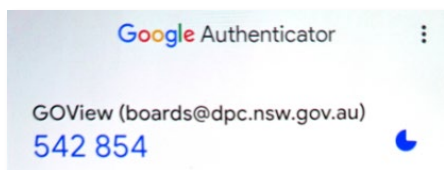
2. Click 'Scan a QR code'.



3. Click 'Allow'.

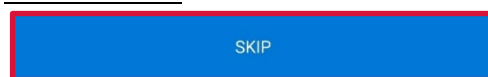


5. **Scan the QR code** on GOView - multi-factor authentication will now be set up. The unique 6-digit verification code will **refresh every 30 seconds**.

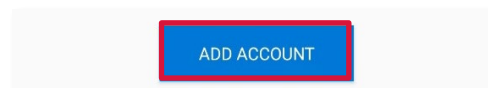


### For Microsoft Authenticator:

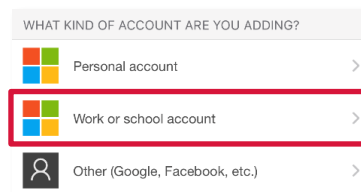
1. Open the app and click 'Skip' on the first three screens.



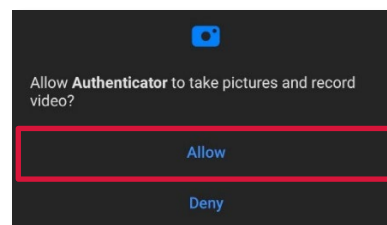
2. Click 'Add Account'.



3. Select 'Work or school account'.



4. Click 'Allow'.



5. **Scan the QR code** on GOView – multi-factor authentication will now be set up. The unique 6-digit verification code will **refresh every 30 seconds**.

