

Getting started with the EFS - myID

User Guide for all EFS users

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Introduction

Overview of Digital ID

All users will require a Digital ID to access the EFS through EducationHUB.

Digital ID is the overarching framework that allows people to prove who they are online. myID is the Australian Government's app that lets you create and manage your Digital ID.

- Digital ID helps protect you against identity theft and online threats.
- Digital ID ensures that only authorised users can access sensitive information, safeguarding personal and organisational data.
- Digital ID provides a streamlined login process, eliminating the need for multiple passwords and repeated identity verification.

Overview of myID

To set up your myID, you need:

- a smart device – the myID app is compatible with most smart devices, such as smart phones, and is only available from the Apple App Store or Google Play
- a personal email address – it is your personal Digital ID, your ID documents will be linked to the email you choose. It should not be a shared or work email address. It should be one you have continuous access to, no matter where you work

If you have any questions about the myID installation process, go to [myID](#)

Get started with the EFS

The steps for all users are:

1. In myID – set up myID with a standard or strong security strength
2. In RAM – link ABN or accept role
3. In EFS – sign in or accept role

Before you start

Visit the myID website and review the [types of Australian documents you can use](#). Gather your identity documents to make it easier as you go through the process.

I already have myID

If myID is already installed on your mobile device, check that you have the required identity strength. You will need Strong if you are to be your organisation's principal authority in Relationship Authorisation Manager (RAM) and Standard for all other users.

If you have myID installed at the required identity strength you may skip this user guide.

If you have myID installed but your identity strength is not strong enough, login to myID and skip to [increase your security profile](#).

Information and support

This guide is intended to assist users getting started with the EFS.

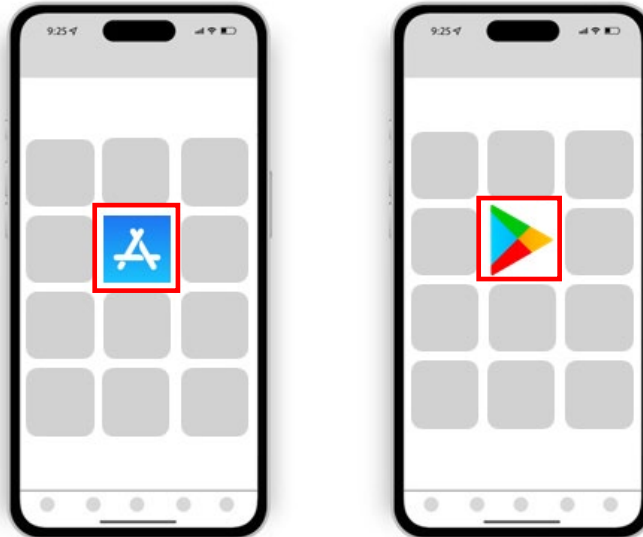
The Department of Education cannot provide detailed support for myID. Further information and support may be found on the [myID website](#).

Set up myID

If you have myID installed to Standard or Strong, you should skip this section.

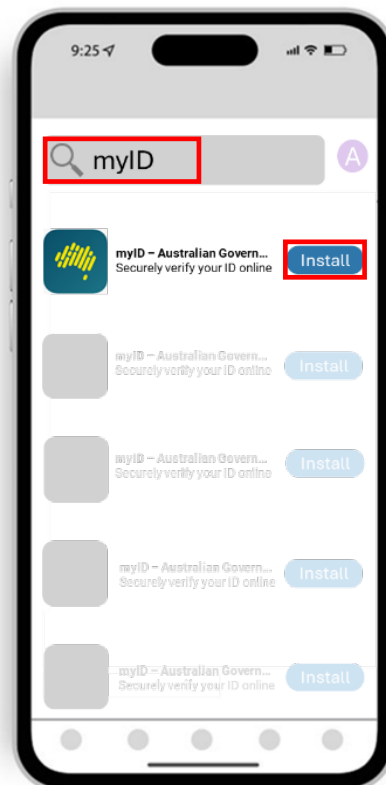
Install myID app

1. On your mobile device open App Store or Google Play



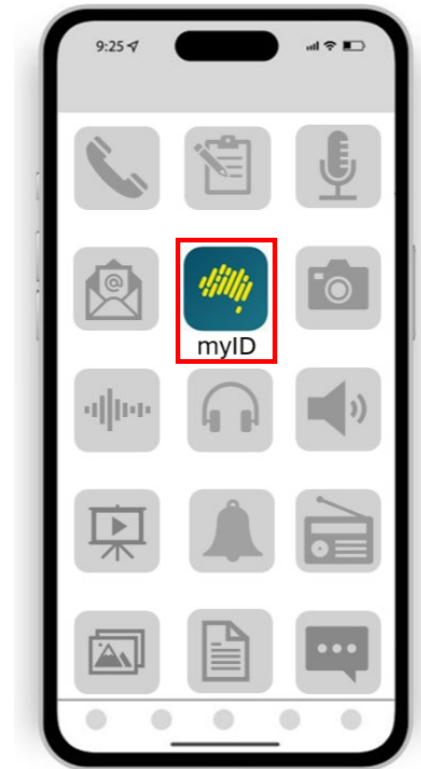
Search for the myID app

2. In the search field, enter *myID*.
3. Select search 🔍.
4. Find the Australian Government myID app.
5. Select **Install**.
6. Follow the on-screen instructions to install myID.



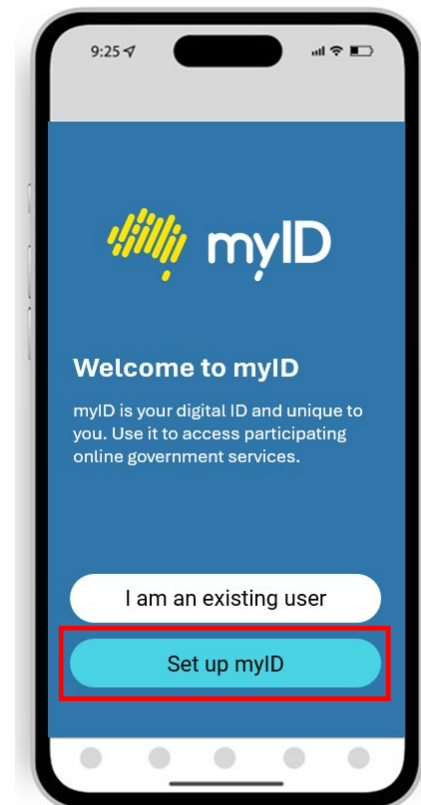
Open myID

7. Once myID has been installed on your device, select **myID** from your mobile device apps.



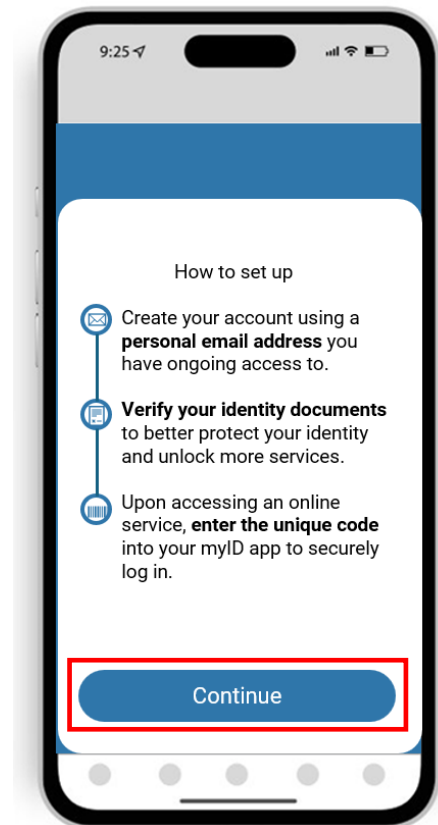
Start the installation process

8. Select **Set up myID**.



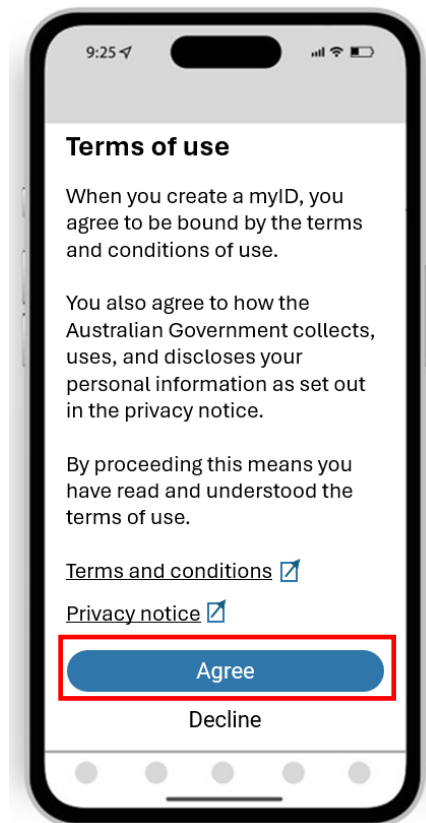
Read instructions

9. Read the instructions on how to set up myID.
10. Select **Continue**.



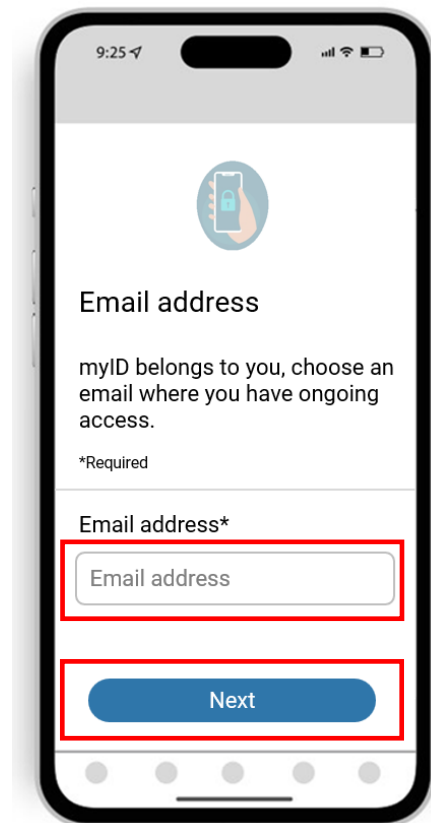
Read terms of use

11. Read the **Terms of use** information
12. Select **Terms and conditions** to read. This will open a browser window with myID.gov.au.
13. Once you have read the terms return to the **myID** app installation.
14. Select the **Privacy Notice** link to read the information.
15. Once you have read the notice, return to the myID app installation.
16. If you accept, select **Agree**



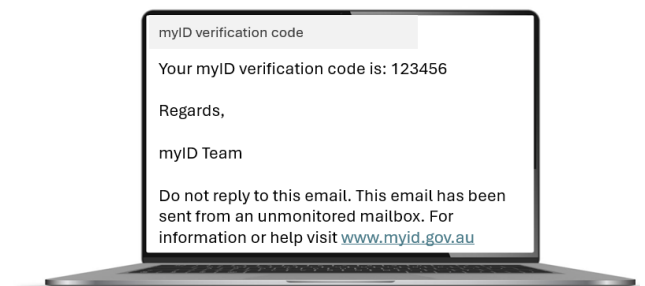
Provide your email address

17. Select the **Email address** field and enter your personal email address. *For example: joe@citizen.com.*
18. Select **Next**.



Open email app to view

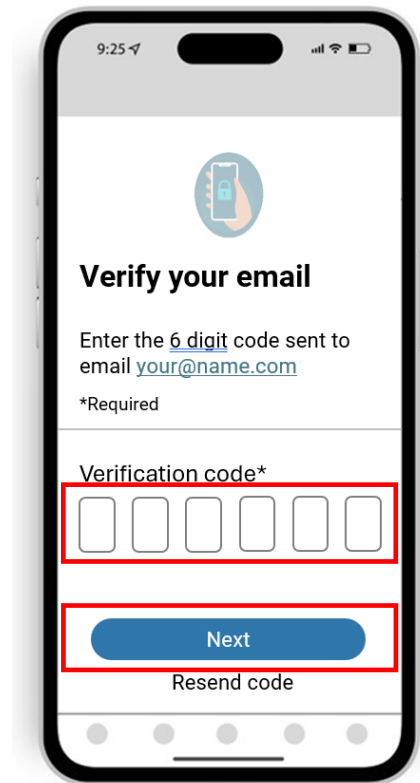
19. Open your **personal email** account on any device.
20. Locate and open your email from the myID team.
21. Note your verification code
For example: 123456



Provide verification code

22. Return to your myID app installation.
23. Type your 6-digit verification code into the area provided.
For example: 123456.
24. Select **Next**.

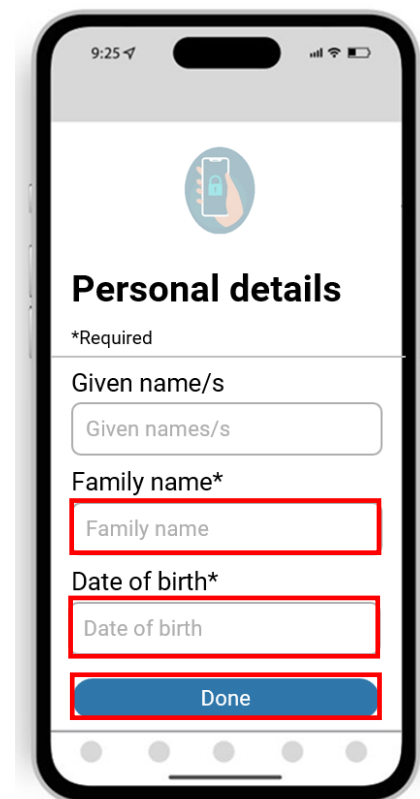
Note: If you have not received your email after a few minutes, you can use **Resend code** to send you another email. If you receive more than one email, use the most recent code.



Provide personal details

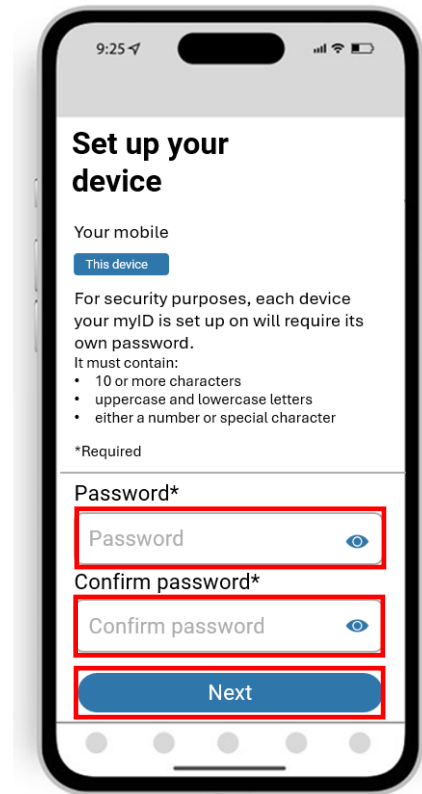
25. Select the **Given name/s** field and enter your given names (optional).
26. Select the **Family name** field and enter your family name (mandatory).
27. Select the **Date of birth** field and enter your date of birth (mandatory).
28. Select **Done**.

Note: Remember your exact spelling as this will need to be reflected in your personal documents and will need to be the same for RAM. For example, if you choose to use a second given name here, you will also need to use it in RAM.



Provide a password

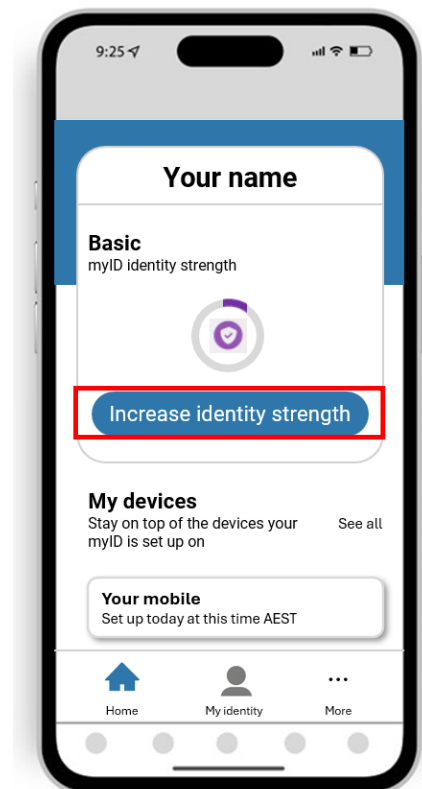
29. Read the password rules on the screen.
30. Select the **Password** field and enter a unique password.
31. Select the **Confirm password** field and enter the same password.
32. Select **Next**.



Increase your security profile

You will start with a Basic identity strength and will need to provide further details to progress this to a Standard or Strong identity strength. You will need a Strong identity strength as the principal authority for your business. All other users may maintain Standard identity for EFS, but Strong is recommended to give access to all possible government services.

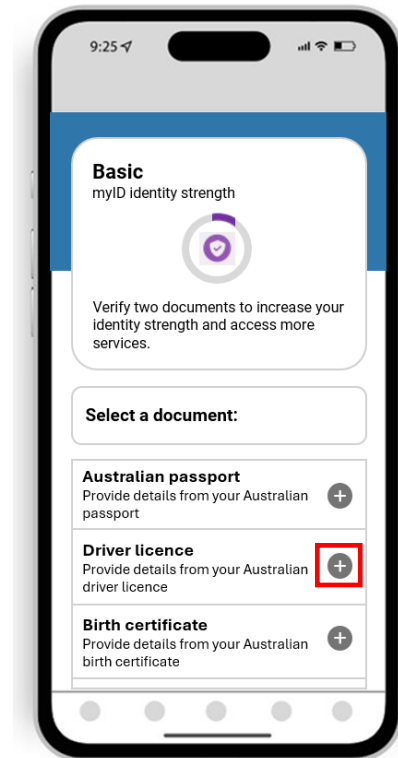
33. Select **Increase identity strength**.



Provide document details

34. Select the plus sign **+** next to the document details you will provide.
For example: if you are entering your driver licence details select the plus sign next to Driver licence.
35. Complete the fields provided.
36. Select **Submit**.
37. Repeat for each document until your identity strength goes from basic to Standard or Strong.

Note: You will need Strong for the principal authority and Standard or Strong for each other user.



Install successful

You have successfully installed myID with a Standard or Strong identity strength.

