

eTG complete app access instructions

The process for registering, receiving and entering a token to access the *eTG complete* app is set out below. A user **must** register for a token from within their institutions authentication system.

1. Registering for a token/receiving a token

- a) To request a token, go to the 'Request a token' page via this link: <https://tgidcdp.tg.org.au/tokenUserDetails> (can be amended to support proxies).
- b) Complete each of the fields on this screen (see image below) and select 'Submit' to register for a token.
- c) You will receive a token. A token number should appear on the screen. This token is needed for accessing the app.
- d) You should also receive the token in an email.



Request a token

Token Registration

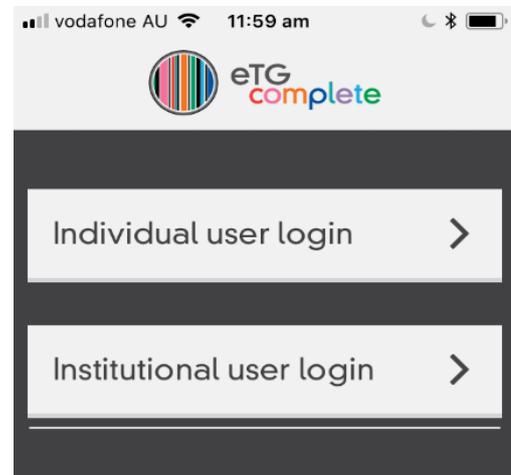
Enter your details

Email:	<input type="text" value="Please enter your email"/>
First Name:	<input type="text" value="Please enter your first name"/>
Last Name:	<input type="text" value="Please enter your last name"/>
State:	<input type="text" value="Please enter your state"/>
Phone Number:	<input type="text" value="Please enter your telephone"/>
Profession:	<input type="text" value="-- Select your profession --"/>

Submit

2. Entering a token to access the eTG complete app

- a) Download the app from the App store or Google Play.
- b) Go through the usual steps to install the app.
- c) Choose 'Institutional user login' from the two options on the screen.
- d) Log in using your email and your token.



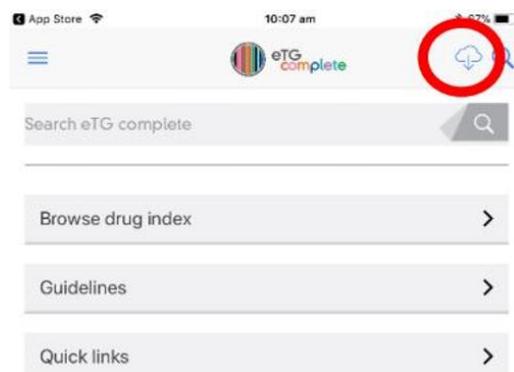
3. Downloading content for offline use

The *eTG complete* app content can be fully downloaded to your device for offline use.

To do this, after installing your app, click on the Cloud icon at the top banner of the app front page.

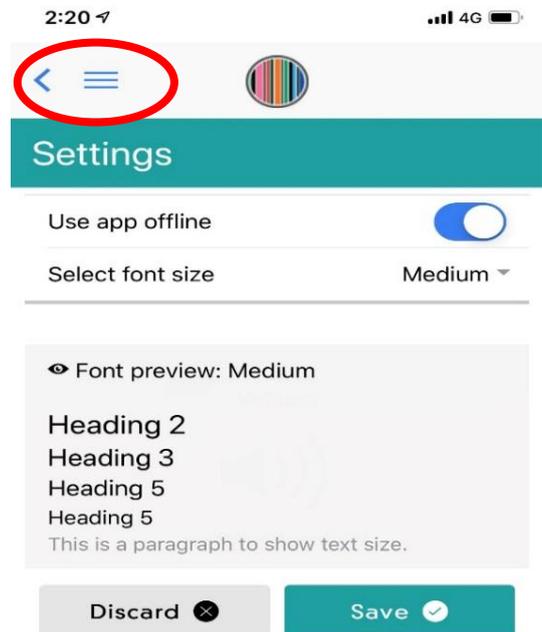
Your app access will need to be renewed annually.

A new token is required at each renewal. You will be sent a reminder email with these instructions when renewal is required.



4. Instructing your device to use offline mode

- a) After downloading the app, click on the hamburger icon on the top left hand banner of the app front page.
- b) Choose settings and click 'Use app offline.'
- c) Click save.



You will then be prompted to download new content when our guidelines are updated.

