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### IMPORTANT: Please read through before proceeding to login instructions

### Mandatory Login Via Google Authenticator (GA) 2FA

Two-Factor Authentication (2FA) login to Singapore Nursing Board (SNB) account has been made mandatory.

- 1. Registered nurses/midwives who are practising as a nurse/midwife in Singapore will need to login to their SNB account using SingPass.
- 2. Registered nurses/midwives who are not practising as a nurse/midwife in Singapore will not be able to access their SNB online account.
- 3. This user guide is meant for these SNB Registered Nurses and Midwives (who are no longer practising in Singapore) to be allowed to login to SNB's account (PRS) using 2FA to apply for verification of registration/ enrolment/ certificate of good standing (CGS) to be sent to another nursing regulatory body/ registering authority.
- 4. Applicants will be required to install the Google Authenticator app into their mobile before they can access your SNB account. A GA authentication code is required for every login once GA is linked to PRS.

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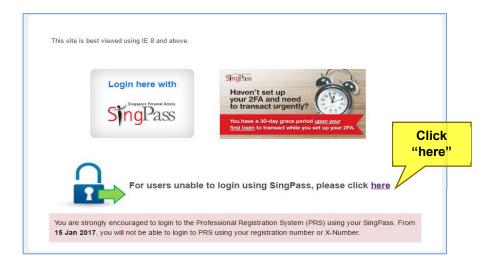
## 1) Application for Google Authenticator (GA) 2FA using your SNB account

### Step 1:

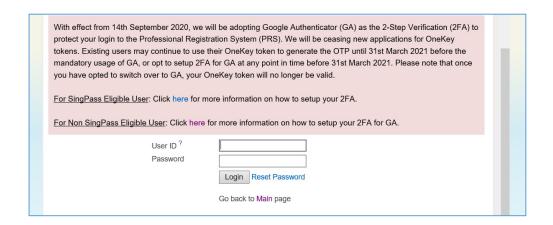
- a) Please email to SNB (SNB@spb.gov.sg) to inform your intention to submit your application for verification of registration/enrolment /certificate of good standing (CGS) with the subject "Request for login details to submit verification of registration/enrolment". Do provide a Certified true copy of your Passport (biometric page) together with the email.
- b) If you are eligible for GA, SNB will email you with the login details.
- c) Go to SNB's webpage at https://www.snb.gov.sg and click on *Login for Nurses/Registered Users*.



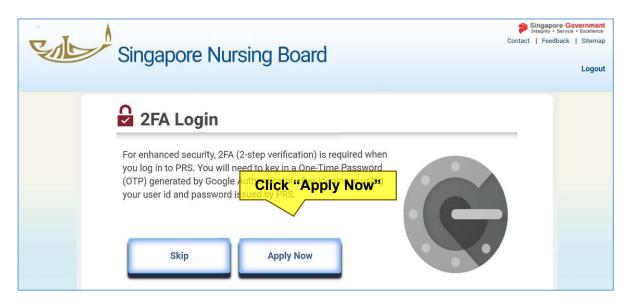
## Step 2: Click "here" to login to your SNB account



<u>Step 3</u>: Enter your User ID (SNB Registration number) and Password (refer to the details provided in email provided by SNB in Step 1(b) above).



<u>Step 4</u>: Upon successful login to your SNB account, you will be prompted to request for Google Authenticator to complete the 2FA login. Click "Apply Now" to submit an application for Google Authenticator Application.



<u>Step 5</u>: An acknowledgement page for the Google Authenticator Application will be shown, including the application number.



Step 6: Your application will be approved within 10 working days from the date of submission.

# 2) Set Up 2-Step Verification (2FA) for your SNB account

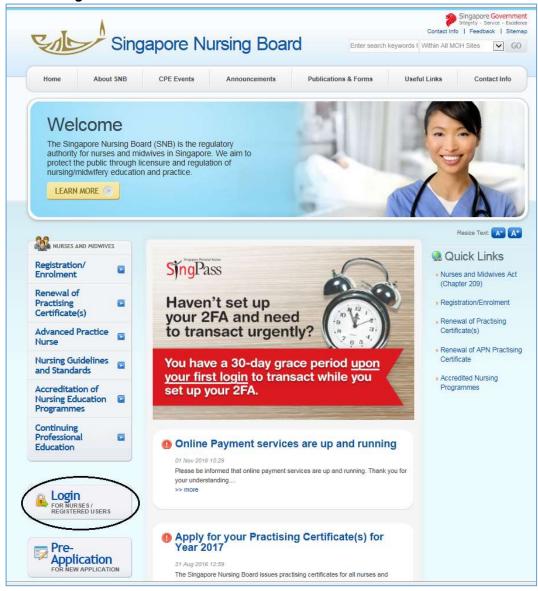
Before you proceed further, please ensure that you have installed the Google Authenticator\* app on your mobile.

\*Google Authenticator can be downloaded from 'App Store' for Apple devices or 'Google Play Store' for Android devices.

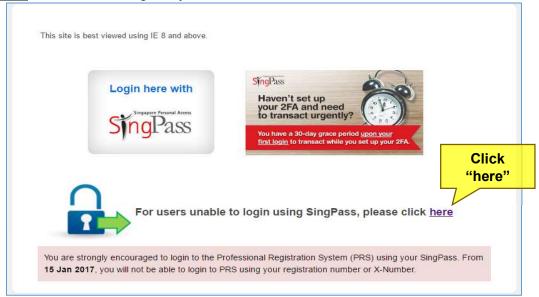


Please follow the following steps to set up your 2-Step Verification (2FA):

<u>Step 1</u>: Go to SNB's webpage at https://www.snb.gov.sg and click on **Login for Nurses/Registered Users**.



## Step 2: Click "here" to login to your SNB account.



## Step 3: Enter your User ID (SNB Registration number) and Password.

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With effect from 14th September 2020, we will be adopting Google Authenticator (GA) as the 2-Step Verification (2FA) to protect your login to the Professional Registration System (PRS). We will be ceasing new applications for OneKey tokens. Existing users may continue to use their OneKey token to generate the OTP until 31st March 2021 before the mandatory usage of GA, or opt to setup 2FA for GA at any point in time before 31st March 2021. Please note that once you have opted to switch over to GA, your OneKey token will no longer be valid.  For SingPass Eligible User: Click here for more information on how to setup your 2FA.		
	For Non SingPass Eligible User: Click here for more information on how to setup your 2FA for GA.	
	User ID ? Password Login Reset Password	
	Go back to Main page	

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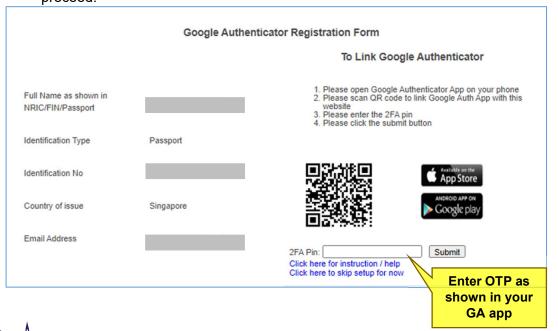
<u>Step 4</u>: After successful login using your SNB account User ID and Password, you will be prompted to set up your Google Authenticator 2FA.

Click "Click here to setup Google Authenticator 2FA" to proceed.



Step 5: Follow the following step to set up your Google Authenticator (GA) 2FA:

- (i) Launch the GA app and click the plus symbol (+) found at the upper-right corner of the mobile screen.
- (ii) Scan the barcode found in GA Registration Form.
- (iii) Key-in the generated 6-digit OTP to link the device. Then click 'Submit' button to proceed.



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<u>Step 6</u>: Once the GA is successfully linked to PRS, the following acknowledgement message will be displayed.

## Acknowledgement for Linking Google Authenticator with PRS

You have successfully linked your Google Authenticator with PRS

Click here to return to the homepage

Note: A GA authentication code is required for every login once your GA is linked to PRS.