

E-Tawtheeq – EPRO's

User Manual

Transition to the new E-Tawtheeq System

Set username and password for the new E-Tawtheeq System

A one-time password must be set to login to the new system:

- 1- Login to the old E-Tawtheeq System.
- 2- A window will appear informing the user that the system has been launched in this country.
- 3- An email message will be sent automatically to the office main user only.

The Countries: Cambodia, Somalia, Sir Lanka and Vietnam has transferred to the new System, an invitation email will be sent to the admin user's email

- 1- When receiving the sent e-mail, please click on the link. [Complete the registration](#), you will be transferred to Whaid page.
- 2- Fill out the required fields to set the password and username, then click on "Save".
- 3- You will be transferred to the new system, you can login using the new password.

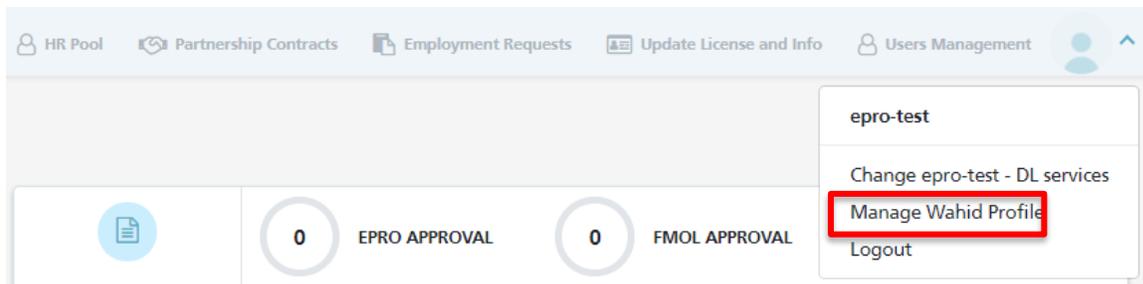
Important Notes:

- The username and password are set once, and there is no need to repeat the steps.
- The main User of the office will be transferred to the new system without the sub-users, as the main user can re-create the sub-users in the new system.
- If the message from the new System dose not reach your e-mail, please re-try and verify you e-mail.



• **Activate Two-factor authenticator for the first time:**

Click on Manage Wahid profile to go to Wahid profile



Click on authenticator and follow the steps below:

Account
Password
National ID
Authenticator
Federated Identity
Sessions
Applications

Authenticator * Required fields

1. Install one of the following applications on your mobile:

- FreeOTP
- Google Authenticator

2. Open the application and scan the barcode:



Unable to scan?

3. Enter the one-time code provided by the application and click Save to finish the setup.
Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

• Activate Two-factor authenticator for the first time:

Authenticator

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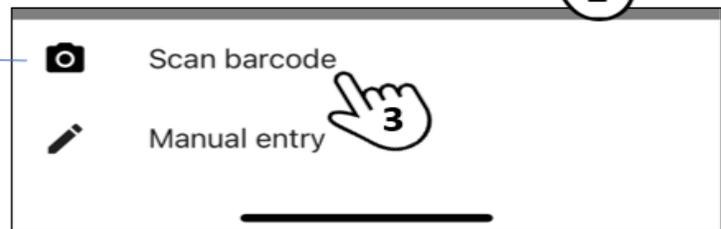
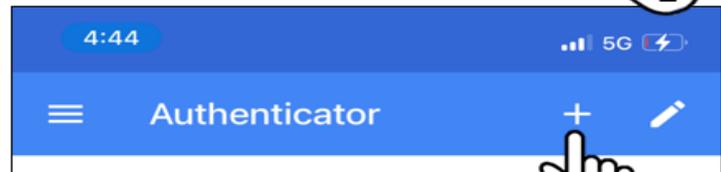
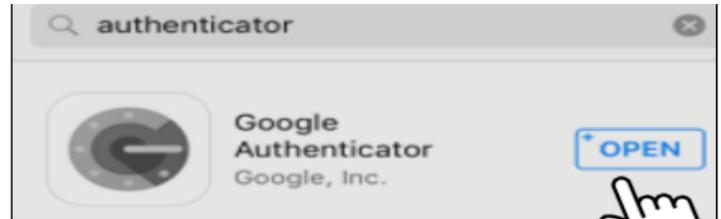
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Provide a Device Name to help you manage your OTP devices.



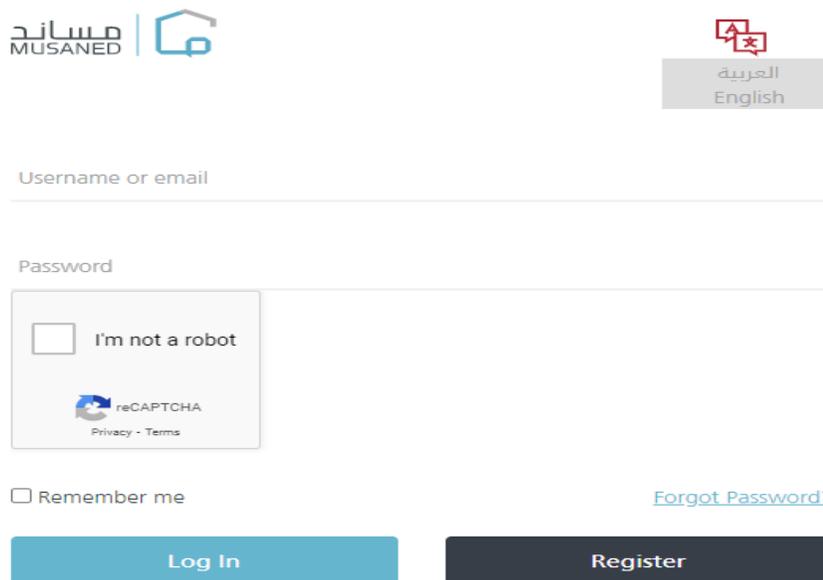
- Factor Authenticator set-up:

- Install one of the following applications on your mobile:
 - FreeOTP
 - Google Authenticator
- Open the application and scan the barcode
 - Enter the one-time code provided by the application and click save to finish.

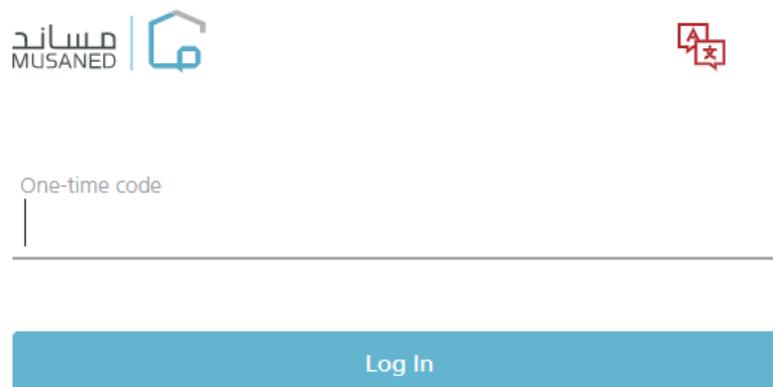


How to use Two-factor authenticator to login the system:

- 1- After filling in the username and password and clicking on login.
- 2- A window appears to add the verification number.
- 3- Open the downloaded application on the mobile and transfer the appearing verification number and click on Login.



The screenshot shows the Musaned login interface. At the top left is the Musaned logo. At the top right, there is a language selector with options for 'العربية' (Arabic) and 'English'. Below the logo, there are two input fields: 'Username or email' and 'Password'. Under the password field is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. Below the reCAPTCHA is a 'Remember me' checkbox and a link for 'Forgot Password?'. At the bottom, there are two buttons: a teal 'Log In' button and a dark grey 'Register' button.



The screenshot shows the Musaned two-factor authentication page. At the top left is the Musaned logo. At the top right, there is a language selector with options for 'العربية' (Arabic) and 'English'. Below the logo, there is a single input field labeled 'One-time code'. At the bottom, there is a teal 'Log In' button.

E-Tawtheeq System – General information

- To Login the new system, the password must be reset for the first time by following the above steps.
- All information (employment contracts, partnership contracts, resumes and the main office user) will be transferred to the new system.



- For any inquiries, please contact us on

Care.p@musaned.gov.sa

Thank you