

# Accessing ESS off Campus

## Introduction

This is to show how to setup ESS with your mobile phone number so that you can receive a 6 digit code to access ESS of Campus.

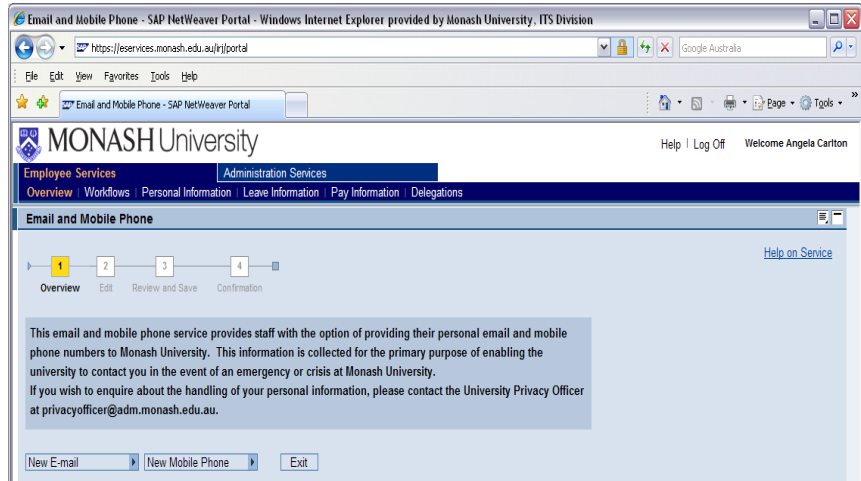
## Access ESS off Campus

Follow these 8 steps to add your mobile phone number to ESS.

Step	Action
1	<p>Login to ESS whilst on campus at the following link using your authcate username and password  <a href="https://eservices.monash.edu.au/iri/portal">https://eservices.monash.edu.au/iri/portal</a></p>
2	<p>Click on <b>Email and Mobile Phone</b> under the <b>Personal Information</b> heading</p>

3

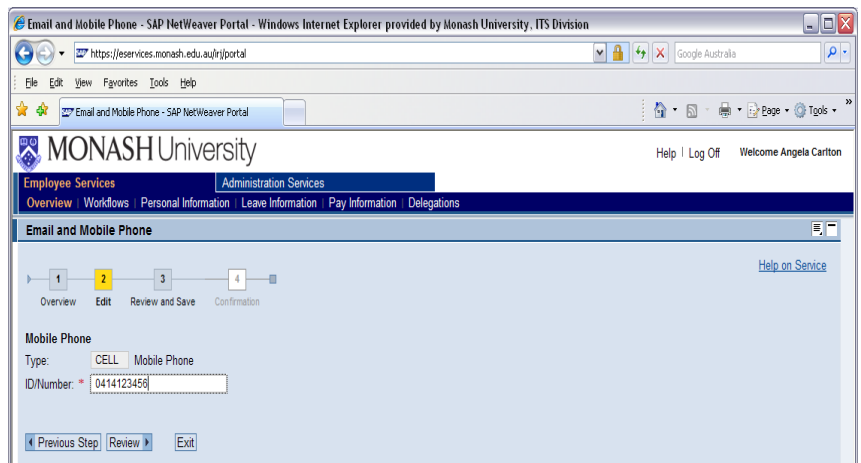
### Click on **New Mobile Phone**



**Note:** If your Mobile number already appears go to step 8.

4

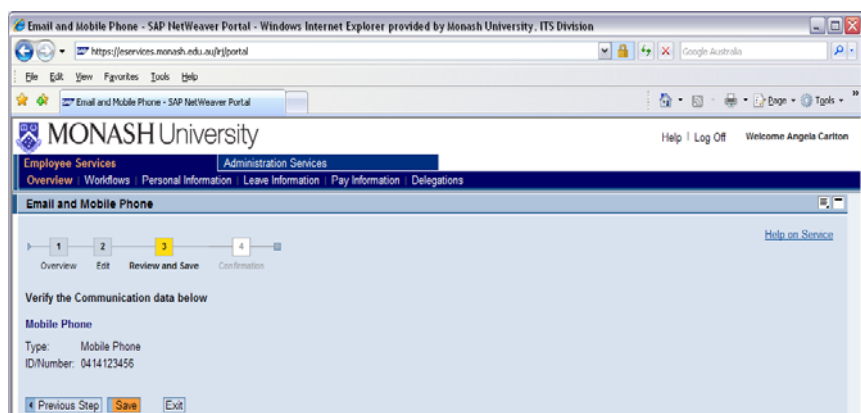
### Type your Mobile Phone number and click **Review**



**Note:** this field only accepts numbers no other characters can be entered.

5

### Click on **Save**



**Note:** If number is incorrect click Previous Step and repeat step 5.

6

When off campus go to

<https://eservices.monash.edu.au/iri/portal>

Tick the check box and click **Send me an SMS token**

my.monash.edu.au

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### ESS token access

ESS users who have registered their mobile phone number in ESS, can now access ESS from a computer external to the Monash network by using a special six digit passcode called a 'token'. The process is very simple.

- When you click the 'Send me an SMS token' button, an SMS message containing a six digit token will be sent to the mobile phone number that you have registered in ESS.
- Once you receive your token, you will be able to submit it by clicking on the 'Go to ESS' button and proceed to the ESS web site.
- **Your token is valid for 24 hours and can only be used once.**
- Please note that due to the uncertainty of SMS messaging, Monash cannot guarantee a timeframe for delivering your token.

I agree to the University accessing and using my mobile telephone number for this purpose before a token can be issued and access to ESS granted.

Send me an SMS token

7

You should now receive an SMS on your mobile phone with a 6 digit code. Enter this code into the field and click **Go to ESS**

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