

User Guide

Security (User) v3.0.1



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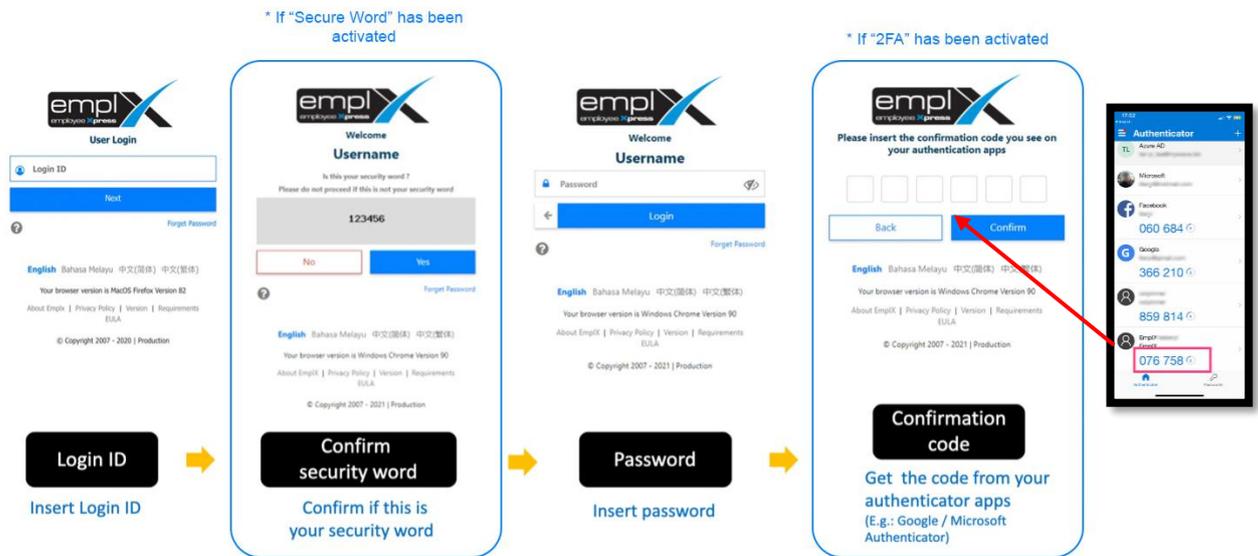
Security (User)

1. HOW TO LOGIN TO EEMPLX

1. Go to <https://mywavesuite1.biz/MYwaveApplication/scrt/login/display/login.php> for the login page as shown below.
2. Please check with your HR if the authentication feature has been activated for your company.

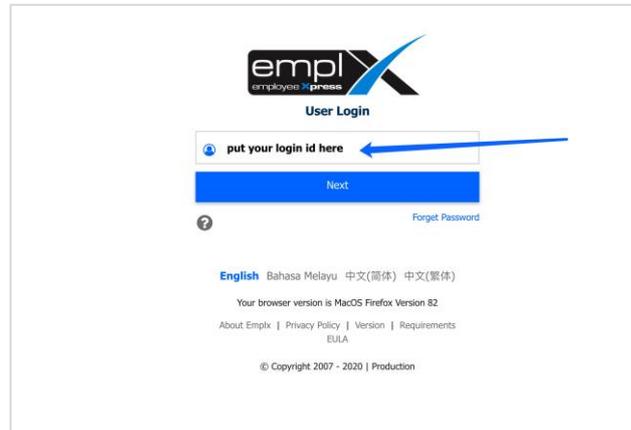


2. LOGIN FLOW

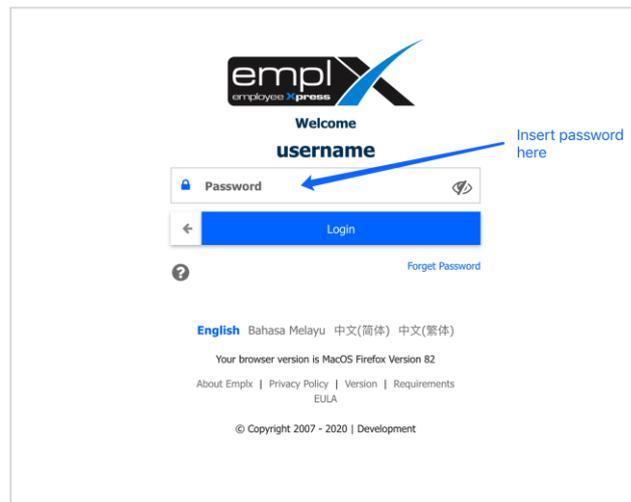


A. AUTHENTICATION TYPE – PASSWORD

1. Insert your login ID into the input box then click “Next” to proceed to the next step.



2. Insert your password and click “Login” to proceed to the next step.



B. AUTHENTICATION TYPE – SECURE WORD

“Secure Word” is an additional security layer to verify the authenticity of the EmplX login page. Once it is activated, users must enter their preferred Secure Word during their first-time login to EmplX. You will be shown the Secure Word for confirmation each time when you log in to EmplX. The activation of Secure Word is at a companywide level only, the user is not allowed to turn on/off individually.

1. The first-time setup for the Secure Word is shown below. Do not use Secure Word which may give hints to your Password.

emplX
employee Xpress

First-Time Secure Word Setup

Before you setup secure word, you must read the following conditions :

- Secure Word is an additional security layer to verify the authenticity of EmplX login page.
- After you have created the new Secure Word, you will be shown the Secure Word for confirmation each time when you login with your ID.
- After your confirmation, you will be prompted to insert your password.
- Do not use the Secure Word which may give hints to your Password.

Insert new secure word

Avoid using secure words that might hints your password.

[Back](#) [Confirm](#)

[Forget Password](#)

2. The Secure Word will be shown for confirmation for all the subsequent logins with ID. Please ensure that the displayed Secure Word is the same as what you have set before. Do not proceed if the Secure Word is different. You can change the Secure Word in the “Change Password” module after the successful login.

emplX
employee Xpress

Welcome
Username

Is this your security word ?
Please do not proceed if this is not your security word

123456 ← security word

[No](#) [Yes](#)

[Forget Password](#)

[English](#) [Bahasa Melayu](#) [中文\(简体\)](#) [中文\(繁体\)](#)

Your browser version is MacOS Firefox Version 82

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EUKA

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C. AUTHENTICATION TYPE – 2-FACTOR AUTHENTICATION (2FA) THROUGH AUTHENTICATOR APPS

If the 2FA authentication is activated, users must set up the 2FA during their first-time login to Emplx. You are required to insert the confirmation code from the 2FA Authenticator Apps each time during your login. The activation of the 2FA is at a companywide level only, the user is not allowed to turn on/off individually.

1. The first-time setup for the 2FA is shown below.

emplx
employee Xpress

Follow the instruction to setup two-factor authentication

Step 1 Step 2 Step 3 Step 4

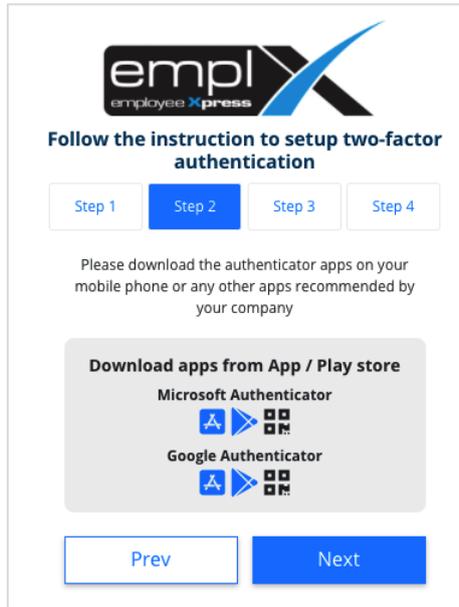
Before you setup two-factor authentication, you must read the following conditions :

- You will always need to insert 6-digit confirmation code from the authenticator apps every time you login after your password.
- You are responsible to store your secret key (time-based) in safe place.
- Only company administrator able to reset the secret key on your behalf if you forget the secret key or lost your trusted devices

By continue setting up, you agree on the condition for the two-factor authentication.

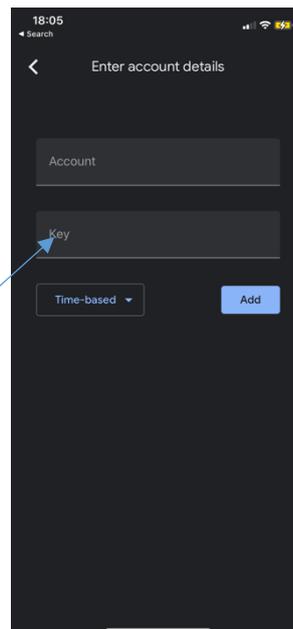
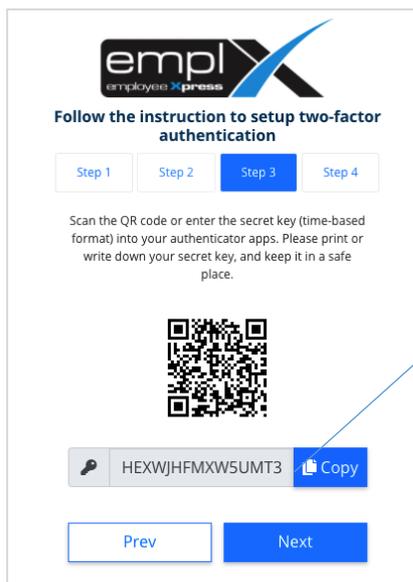
Back to Login Next

- Step 2 - Please download the authenticator apps from Google Play Store or Apps Store. Or you may click on the icons or scan the QR code to go to the apps downloading page. "Microsoft Authenticator" and "Google Authenticator" apps are recommended by Emplx. You can use any other third-party authenticator apps in the market according to your confidence in their security level.

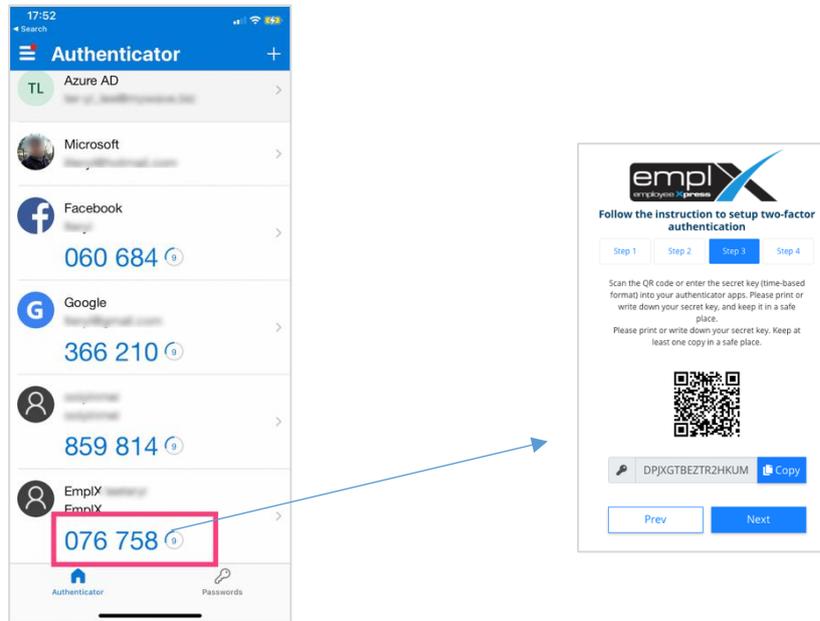


- Step 3 - After downloading the apps, please use the QR code scanner in the authenticator apps to scan the QR code on the screen. You can also insert the secret key with a time-based setting.

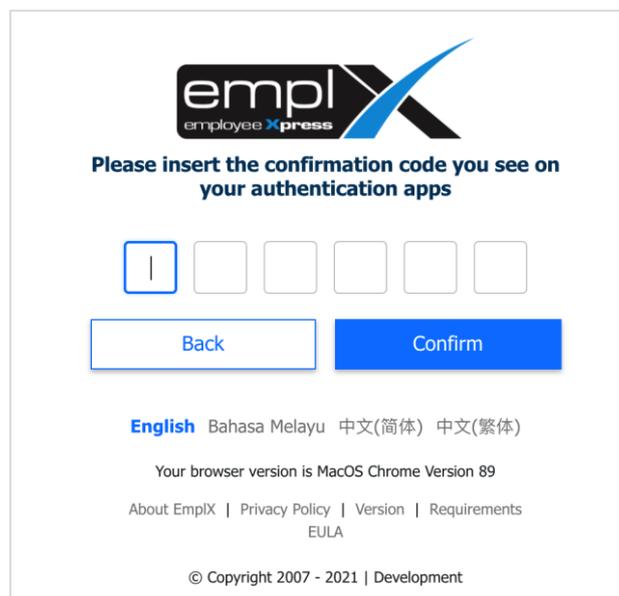
****Note:** Please print or write down your secret key and keep it in a safe place.



4. Once the QR code or secret key has been inserted successfully in the authenticator apps, the apps will show a 6-digit confirmation code, as shown below. The 6-digit confirmation code will regenerate every 30 seconds. The user is required to input the 6-digit confirmation code within the timeframe to complete the login processes.

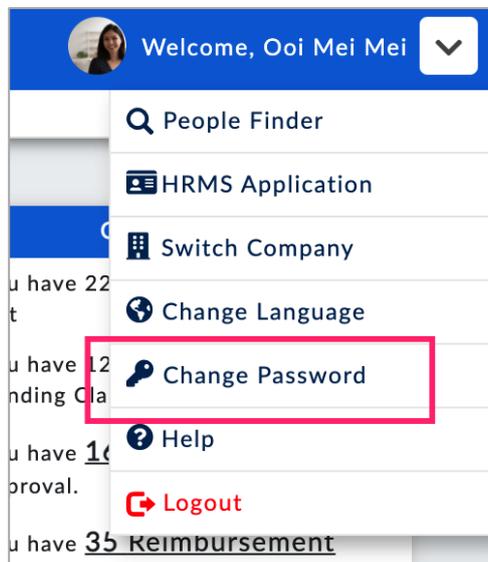


5. In all the subsequent login sessions, users are required to refer and input the 6-digit confirmation code generated in the Authenticator Apps. Please contact your HR to reset your secret key if you lost your device or accidentally deleted the authenticator apps.

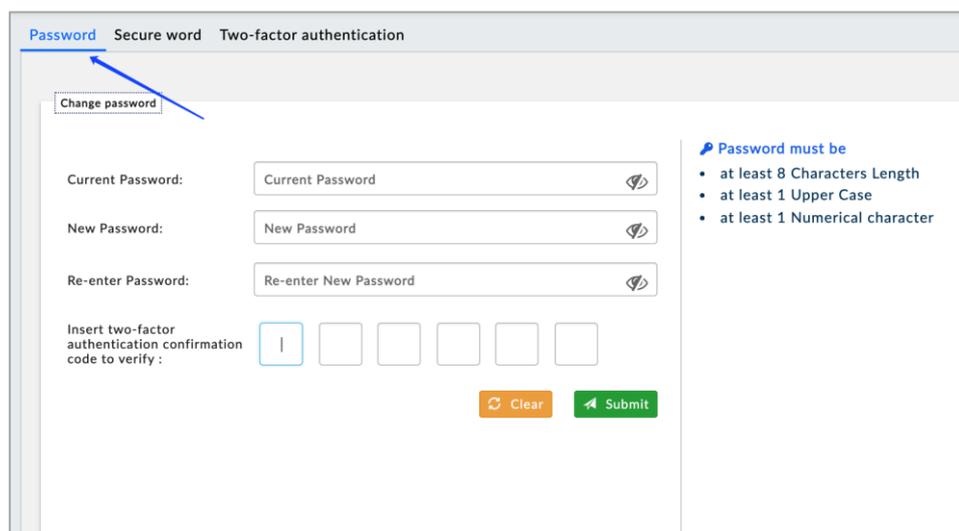


3. HOW TO CHANGE PASSWORD

1. After login successfully, click the top right arrow and click "Change Password".

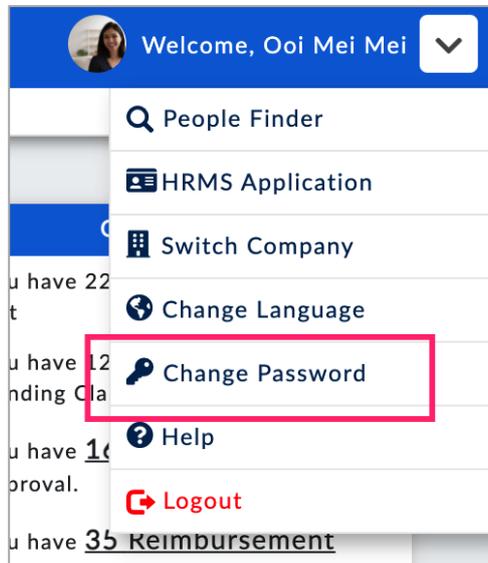


2. Click the "Password" tab and change your password. The requirements of the account password as follow:
 - at least 8 Characters Length
 - at least 1 Upper Case
 - at least 1 Numerical Character

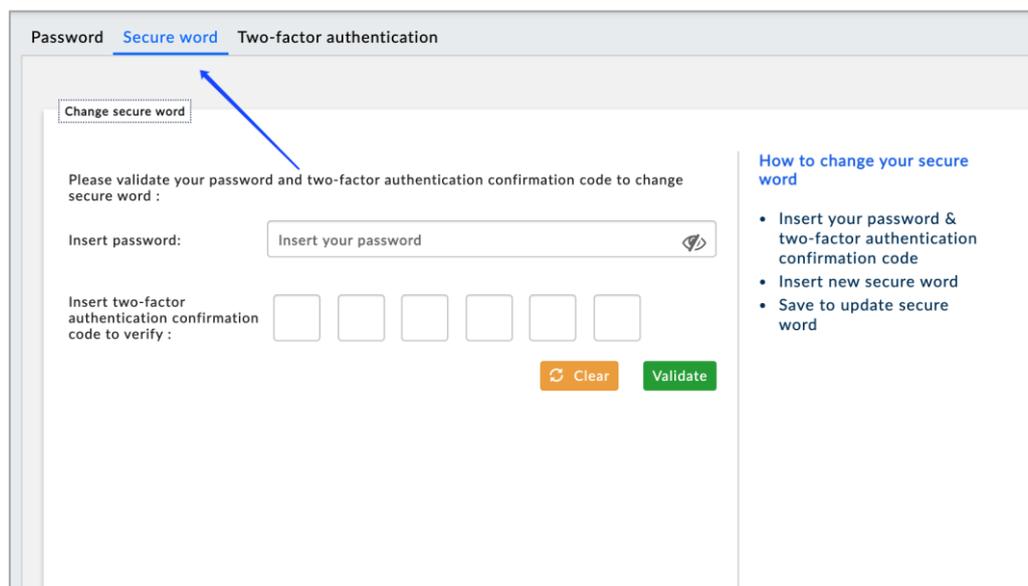
A screenshot of a web form titled "Change password". At the top, there are three tabs: "Password" (selected and highlighted with a blue arrow), "Secure word", and "Two-factor authentication". The form contains three input fields: "Current Password", "New Password", and "Re-enter Password", each with a toggle icon for visibility. Below these is a section for "Insert two-factor authentication confirmation code to verify" with six input boxes. At the bottom right, there are "Clear" and "Submit" buttons. On the right side of the form, there are password requirements: "Password must be" followed by a list: "at least 8 Characters Length", "at least 1 Upper Case", and "at least 1 Numerical character".

4. HOW TO CHANGE THE SECURE WORD

1. After login successfully, click the top right arrow and click "Change Password".



2. Click the "Secure Word" tab to change the Secure Word. Before changing the Secure Word, you are required to verify your identity by inserting the password and the 2FA confirmation code (if the 2FA authentication level is activated by the company).
3. Click "Validate" after filling in the required information.

A screenshot of a web form titled "Change secure word". At the top, there are three tabs: "Password", "Secure word" (which is selected and underlined), and "Two-factor authentication". A blue arrow points from the "Secure word" tab to the "Change secure word" section. The form contains the following elements:

- A heading "Change secure word" in a dashed box.
- Text: "Please validate your password and two-factor authentication confirmation code to change secure word :"
- Label "Insert password:" followed by a text input field containing "Insert your password" and a clear icon.
- Label "Insert two-factor authentication confirmation code to verify :" followed by six empty input boxes.
- Two buttons at the bottom: "Clear" (orange) and "Validate" (green).
- On the right side, a section titled "How to change your secure word" with a blue link, containing a bulleted list:
 - Insert your password & two-factor authentication confirmation code
 - Insert new secure word
 - Save to update secure word

4. Insert your new Secure Word in the input box and click "Submit" to change the Secure Word.

The screenshot shows a web interface with a navigation bar at the top containing three tabs: "Password", "Secure word" (which is selected and underlined in blue), and "Two-factor authentication". Below the navigation bar is a header for the current page, "Change secure word".

The main content area is divided into two columns. The left column contains the following elements:

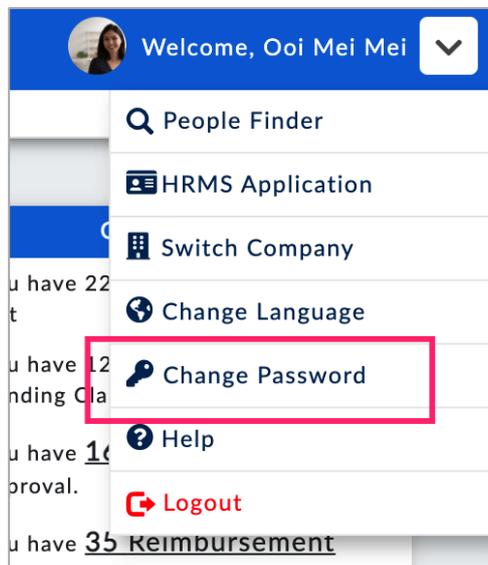
- A label "Current secure word:" followed by a grey rectangular box containing the text "test".
- A label "New secure word:" followed by a text input field containing the placeholder text "New secure word". To the right of the input field is a small grey box containing the number "40", indicating the character limit.
- Below the input field is a small italicized note: "Avoid using secure words that might hints your password."
- At the bottom of the left column are two buttons: a "Back" button with a left-pointing arrow and a "Submit" button with a right-pointing arrow.

The right column contains a section titled "How to change your secure word" in blue text, followed by a bulleted list of instructions:

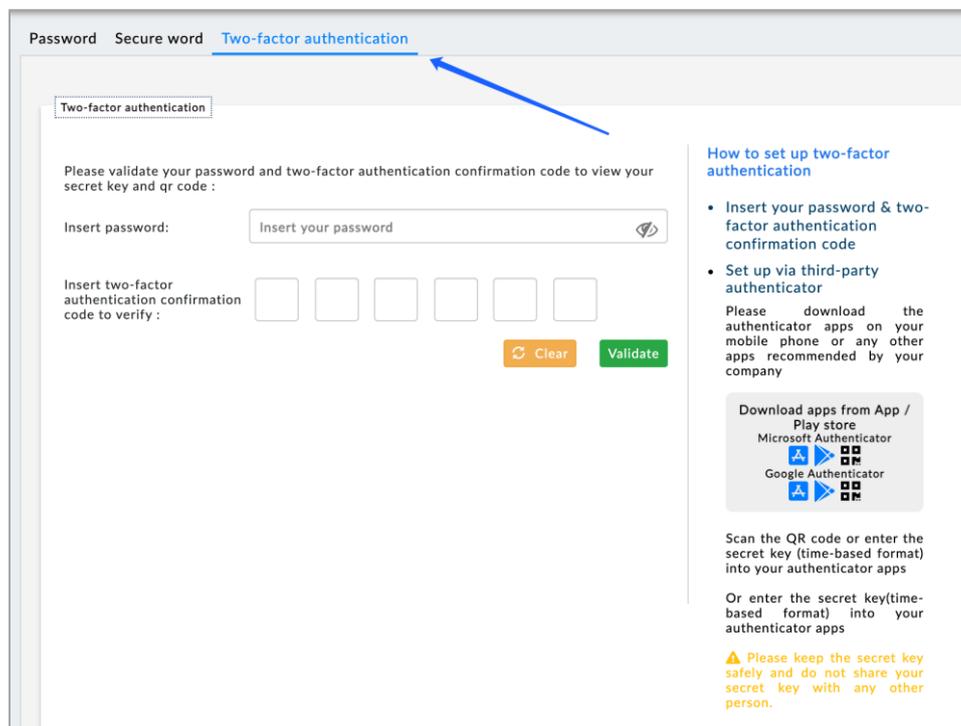
- Insert your password & two-factor authentication confirmation code
- Insert new secure word
- Save to update secure word

5. VIEW 2FA SECRET KEY

6. After login successfully, click the top right arrow and click "Change Password".



7. Click the "Two-factor Authentication" tab. The right panel is the guides to set the 2FA.



8. Please insert your password and 2FA authentication confirmation code to verify your identity.

9. The QR code and secret key will be shown as follow. Now you can set up the 2FA on another device.

