New Course System

User Guide

2025

Contents

Introduction

The new Courses System, developed by NIU Ltd and integrated within the FIAU website, is designed to streamline the management and registration of training courses offered by the FIAU.

This system provides users with an improved and more efficient way to view available courses, register for upcoming sessions, and manage their training participation directly through the FIAU website. The platform is best accessed using a desktop workstation for optimal usability.

1. Account Registration

Automatic Account Registration

Sometimes, your organisation or team leader may purchase a course on behalf of multiple participants.

If you are included in this group, the FIAU Training Portal will automatically create an account for you using your email address as the username along with a randomly generated password which is sent to you via email.

You will receive two separate emails:

1. Account Details Email – This email will include:

   o Your **username** (email address)

   o Your **temporary** password

   o A link to **log in** to the FIAU Training **Portal**

2. QR Code Email:

   o The **QR code** for your course, which you will need to present on the **day of the event**

Completing Your Registration

1. Open the email from **FIAU Malta** (notifications@noreply.fiaumalta.org).

2. Use the credentials provided to **log in** to the FIAU Training Portal.

3. Upon your first login, navigate **to My Profile** 👤 **→ Account Information** to review and update all required personal details.

4. Once your account is updated, your course enrolment will already be confirmed automatically.

⚠️ **Important:** After logging in for the first time, make sure to **change your password** and **update your ID card number and profession** in your profile.

This information is essential for verification purposes and will be required for the issuance of certificates for future courses.

🔒 What Happens Next

After logging in for the first time, you'll be prompted to set up **Two-Factor Authentication (2FA)** for added security.

(See the next section, *Account Security*, for setup instructions.)

2. Account Security

Two-Factor Authentication (2FA)

For enhanced security, two-factor authentication (2FA) is required.

Setup & Use

Upon your first login, you will be prompted to complete a second layer of authentication when logging in.

For enhanced security, two-factor authentication (2FA) will primarily be set up using an authentication app *(such as Google Authenticator or Microsoft Authenticator.)*
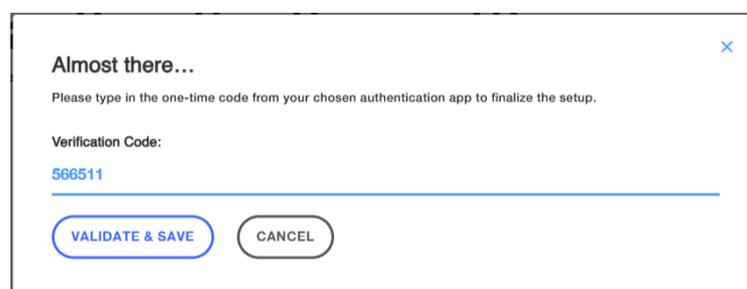
Step 1: Scan the QR Code

- Open your preferred authentication app (e.g., Google Authenticator, Microsoft Authenticator).
- Use the app to **scan the QR code** displayed on screen.
- The app will generate a **6-digit code**.
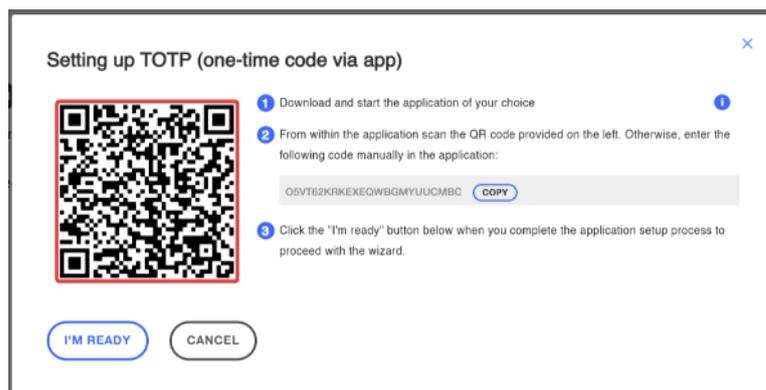
Step 2: Enter Verification Code

- **Enter the 6-digit code from your app into the *Verification Code* field.**
- **Click Submit to confirm.**

Step 3: Save Your Backup Codes

- After verification, the system will generate **backup codes**.
- These act as a fallback in case you lose access to your authentication app.
- Store them securely (e.g., in a password manager).
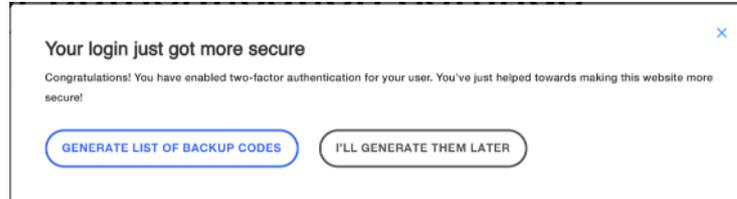
⚠️ **Important**

- Each backup code can only be used once.
- You can regenerate codes anytime from your Profile menu.
- Without your authentication app or backup codes, you may be locked out of your account.
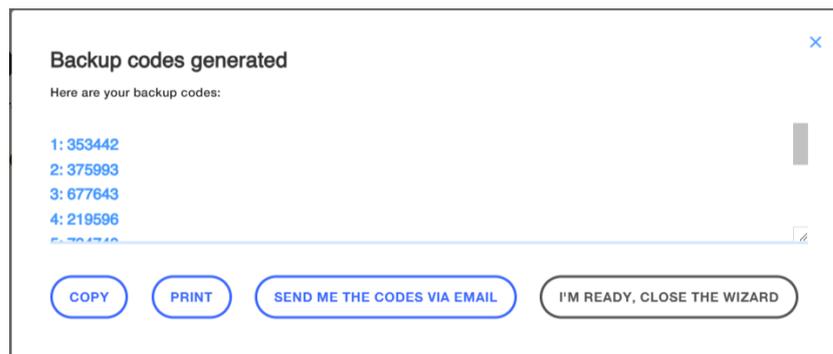
✅ **You're all set!**

Next time you log in; after entering your username and password, you'll be prompted to enter a **fresh 6-digit code** from your authenticator app.
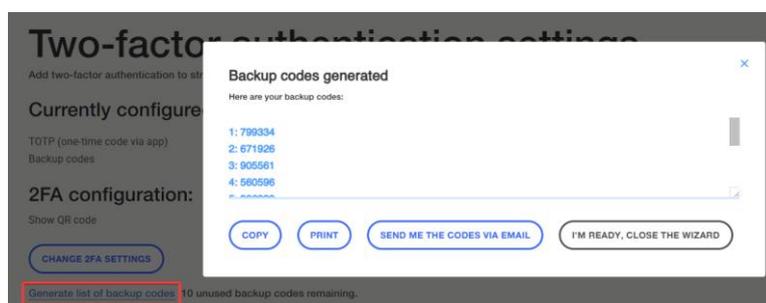
2FA Reset configurations

In the event that you lose access to your authenticator application or backup codes, please follow the relevant procedure below according to your login status.

If you are already logged in:

- You can manage your Two-Factor Authentication (2FA) settings directly from your **Profile** menu.

- Within this section, you can:

  - **Regenerate backup codes** – ensure these are saved and stored securely.

  - **Reset your QR code** to scan again using your authenticator app. This will generate a **new QR code** and refresh your 2FA configuration.
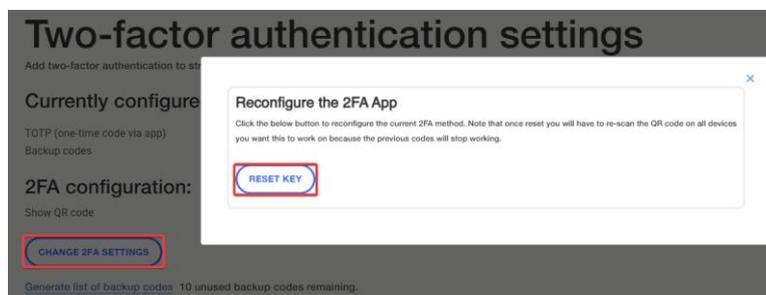
If you are logged out:

- **Contact FIAU Support** – They will reset your 2FA from their side. Once this has been completed, you will be able to log in and will be prompted to configure your 2FA from the beginning, as outlined in Section 2.

Once your 2FA has been reset, the system will automatically prompt you to complete the setup process again (scan the new QR code, enter the verification code, and securely save your new backup codes).

⚠️ **Important:**

Until your 2FA has been reset and reconfigured, you will not be able to log in.