

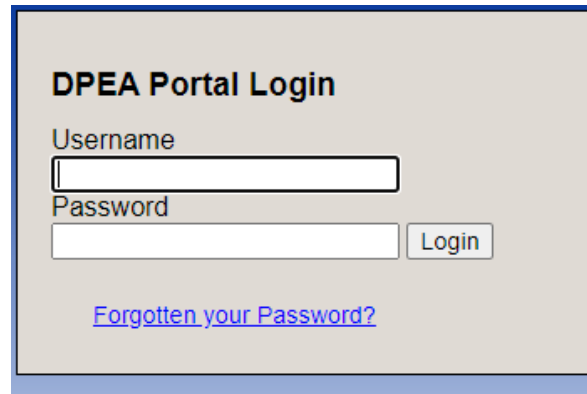
DPEA Case Portal Account Management Guide

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Login Process with Multi-Factor Authentication

1. Access the login page - [Login \(scotland.gov.uk\)](#),
2. Enter your username and password, Select “Login”



DPEA Portal Login

Username

Password

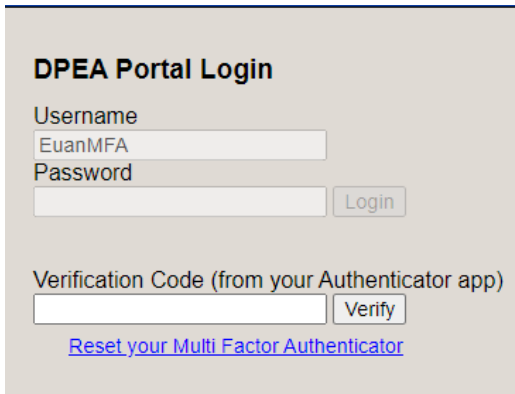
[Forgotten your Password?](#)

3. Access the authenticator app on your device
4. Access the DPEA entry
5. Enter the 6 digit code in the “Verification Code” field within 30 seconds
6. Select Verify
7. If entered correctly and in time, you will now be logged in
 - Please note you will be required to enter a verification code each time you login
 - If incorrectly entered the MFA or password or combination of both 3 times, your DPEA account will be locked. You will be required to reset your password in order for you to unlock your account using the [“Forgotten Password”](#) function.

Multifactor Authentication Reset

You can reset your Multifactor Authentication, for example if you have changed authenticator app.

1. Enter Username and password and select Login
2. Select Reset your Multi Factor Authenticator



DPEA Portal Login

Username
EuanMFA

Password
 Login

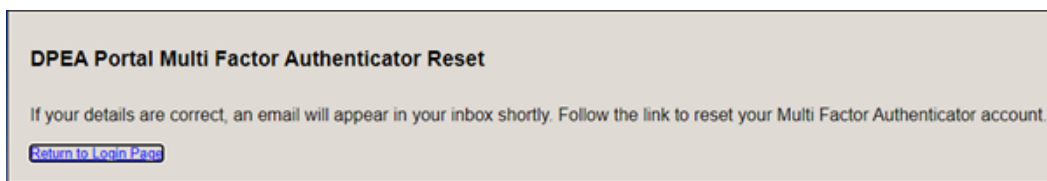
Verification Code (from your Authenticator app)
 Verify

[Reset your Multi Factor Authenticator](#)

3. You will be presented with a page that says,

“If you have a valid registered email address, a link will be sent to you allowing you to reset your MFA key.

If you do not receive the email, please contact your system administrator.”



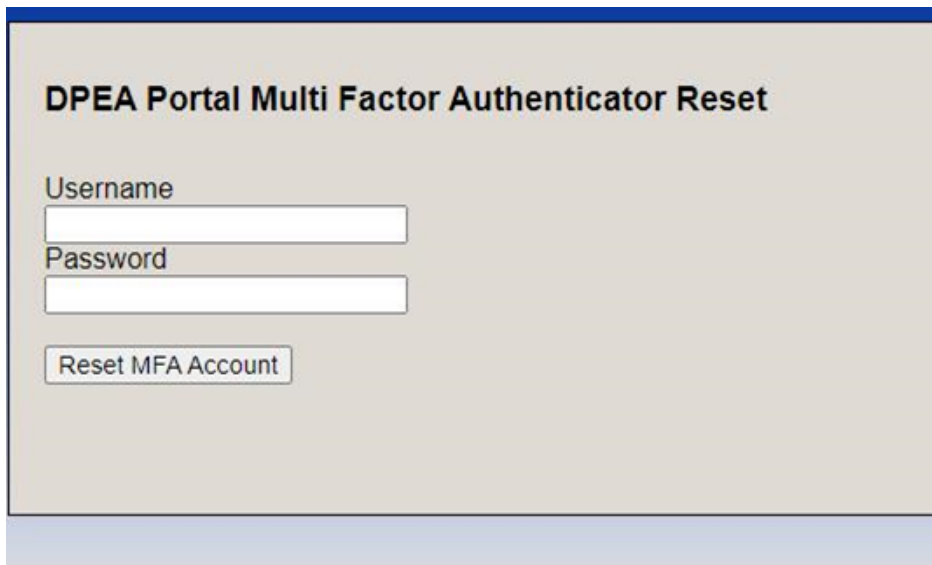
DPEA Portal Multi Factor Authenticator Reset

If your details are correct, an email will appear in your inbox shortly. Follow the link to reset your Multi Factor Authenticator account.

[Return to Login Page](#)

4. An email will then be sent with a link that must be activated within 5 minutes.

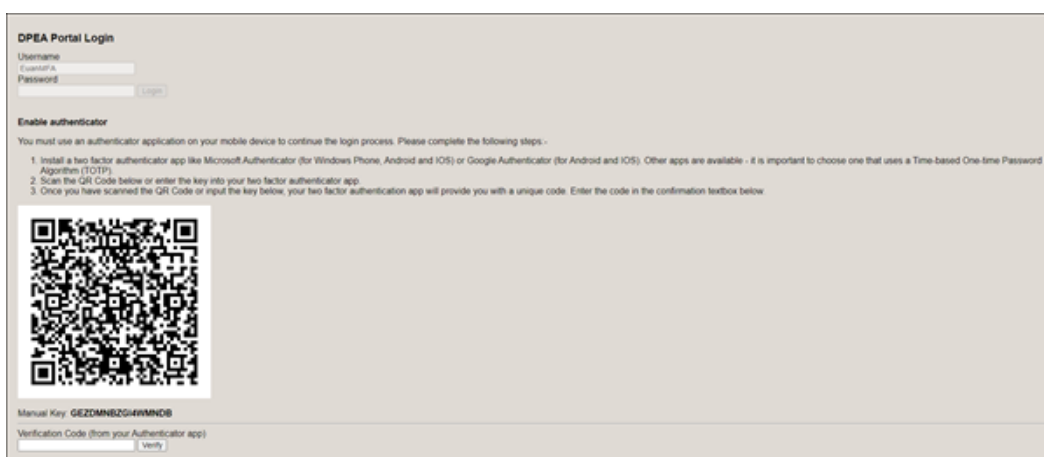
5. Activating the link within the timeframe will present the user with a page that will ask them to confirm their username and password then click the reset 'MFA Key' button.



The screenshot shows a web page titled "DPEA Portal Multi Factor Authenticator Reset". It features a light gray background with a dark blue header bar. Below the title, there are two input fields: "Username" and "Password". Below these fields is a button labeled "Reset MFA Account".

6. If the username and password is valid, the user's MFA key will be reset and they will then be asked to follow the current login procedure again.

7. The portal will then allow the user to re-scan a new QR code or set up an account using the manual Key.



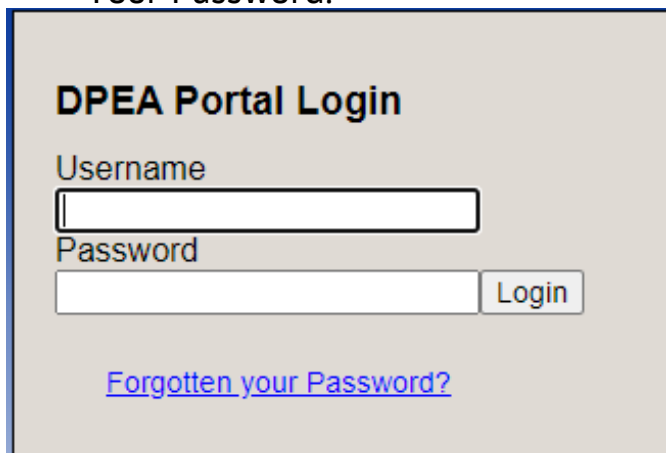
The screenshot shows a web page titled "DPEA Portal Login". It features a light gray background. At the top, there are input fields for "Username" and "Password", followed by a "Login" button. Below this, there is a section titled "Enable authenticator" with instructions: "You must use an authenticator application on your mobile device to continue the login process. Please complete the following steps -". The steps are: 1. Install a two factor authenticator app like Microsoft Authenticator (for Windows Phone, Android and IOS) or Google Authenticator (for Android and IOS). Other apps are available - it is important to choose one that uses a Time-based One-time Password Algorithm (TOTP). 2. Scan the QR Code below or enter the key into your two factor authenticator app. 3. Once you have scanned the QR Code or input the key below, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation textbox below. Below the instructions is a large QR code. Below the QR code, there is a "Manual Key" field containing the text "GEZDMNBZGHWVND8". At the bottom, there is a "Verification Code (from your Authenticator app)" field and a "Verify" button.

Locked Account

- If you enter an incorrect password 3 times, your account will become locked. Please contact dpeaitfinance@gov.scot to get the account unlocked

Forgotten Password

- If you have forgotten your password, you can reset it by selecting Forgotten Your Password.



The screenshot shows a login form titled "DPEA Portal Login". It contains two input fields: "Username" and "Password". The "Username" field is a single-line text box. The "Password" field is a single-line text box with a "Login" button to its right. Below the password field is a blue hyperlink that reads "Forgotten your Password?".

- Enter your username (your email address) and select Continue. An email will be sent with a link to allow you to reset your password.
- Contact dpeaitfinance@gov.scot with any issues with your account

Maintain Your Details

- To update or delete your account select the Maintain Your Details section

DPEA Portal Session Expires: 35m 31s

hide menu Font Size Contrast Help Contact Us

You are here: [Home](#) Quick Search

External CMS Home

- Home
- Case Alerting Criteria
- Bookmarked Documents
- Document Requests
- Copyright
- Contact Us
- Maintain Your Details**
- Logout

Welcome Euan Test
Thursday 26 August 2021

Items requiring your attention

Cases
Active Cases

First 1 2 3 4 5 6 7 8 9 10 ... Last Go To Page: Go [Search](#) [Excel](#) [Word](#)

Case Reference	Date Case Received	Authority	Authority Reference	Case Status	Main Contact	Site Address	Site Town	Site Postcode	Case Details	Case Characteristics	Case Owner Details	MoD	Division	
LBA-400-2002	02 Mar 2016	West Lothian Council	0933/LBC/15	Report Issued	NHS Lothian	Building 22 (Nurses Block - Eastern Extension), Former Bangour Village Hospital Site, North Of A89 (Nr Dechmont), EH52	North Of A89 (Nr Dechmont)	EH52	Listed Building Consent For Alteration To Listed Building, Comprising Removal Of The Eastern Extension	Demolition	Alex Kerr - Tel: 0131 244 7073 - Email: Alex.kerr@gov.scot	Site Inspection, Hearing	Planning and Architecture	View
PPA-400-2665	02 Mar 2016	West Lothian Council	LIVE/0607/P/15	Report Issued	NHS Lothian	Land At Former Bangour Village Hospital, Dechmont, EH52	Dechmont	EH52	Planning Permission In Principle For A Residential And Mixed	Business, Car park, Housing (10 or more houses) Detail (front)	Alex Kerr - Tel: 0131 244 7073 - Email:	Site Inspection, Further	Planning and Architecture	View

- In this section you can change your password, change the default text size, update your email address and phone number. To update the details, enter the new information and then press SAVE

Change Your Password

The password should be at least 12 characters long and must satisfy ALL of the following rules

- At least one English lowercase character (a-z)
- At least one English uppercase character (A-Z)
- At least one numeral (0-9)
- At least one non-alphanumeric character (i.e. characters other than a-z, A-Z, 0-9), excluding the less than < and more than > characters

Current Password

New Password

Password Confirmation

[Save](#)

Set Your Favoured Screen Text Size

Default Text Size

[Save](#)

Update Your Contact Details

Email

Telephone

[Save](#)

Delete Your Account

Click the "Delete Account" button on the right to delete your account and remove all associated information from the system.

[Delete Account](#)

Delete Account

To delete your account, select “Delete Account” and then “Confirm Delete”. This will permanently delete your account and you will need to register again to use the website.

Delete Your Account

Click the "Delete Account" button on the right to delete your account and remove all associated information from the system.

[Delete Account](#)

Please confirm you want to delete this account and all associated information. [Confirm Delete](#) [Cancel Delete](#)