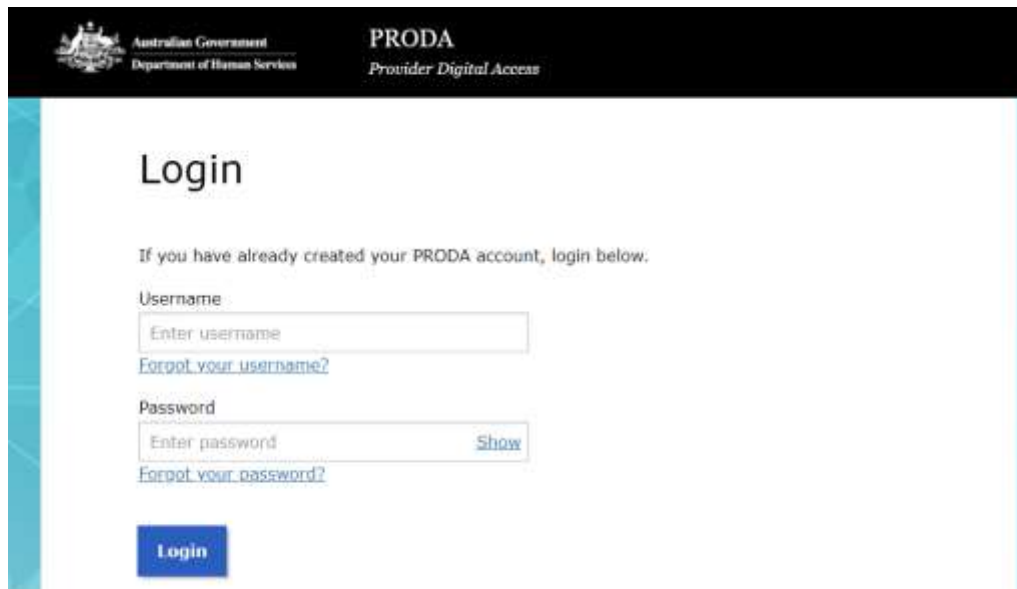


How to Create a New Activation Code for an Existing Device

Step 1. Login

<https://proda.humanservices.gov.au>



The screenshot shows the PRODA login page. At the top, there is a black header with the Australian Government logo and the text 'Australian Government Department of Human Services' on the left, and 'PRODA Provider Digital Access' on the right. Below the header, the word 'Login' is displayed in a large font. A message states: 'If you have already created your PRODA account, login below.' There are two input fields: 'Username' with a placeholder 'Enter username' and a link 'Forgot your username?'; and 'Password' with a placeholder 'Enter password' and a 'Show' link. Below the password field is a link 'Forgot your password?'. At the bottom of the form is a blue 'Login' button.

Step 2. Verify

2-step verification

Enter the passcode from your SMS below.

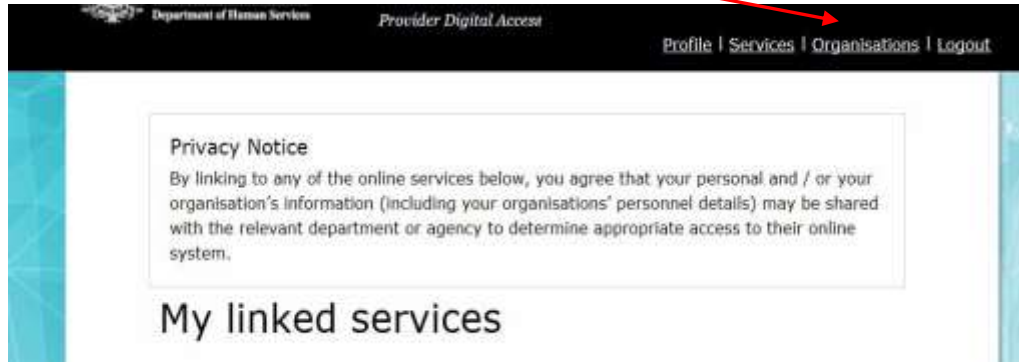
If you cannot access your SMS at this time we can [send a code to a backup channel](#).

Enter Code

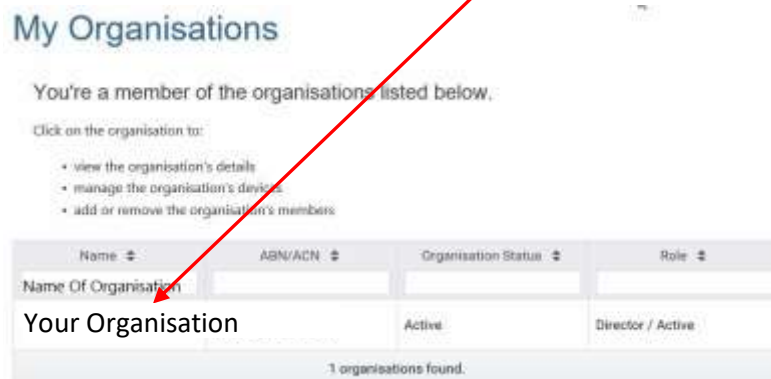
[Show](#)

[Didn't receive your code?](#)

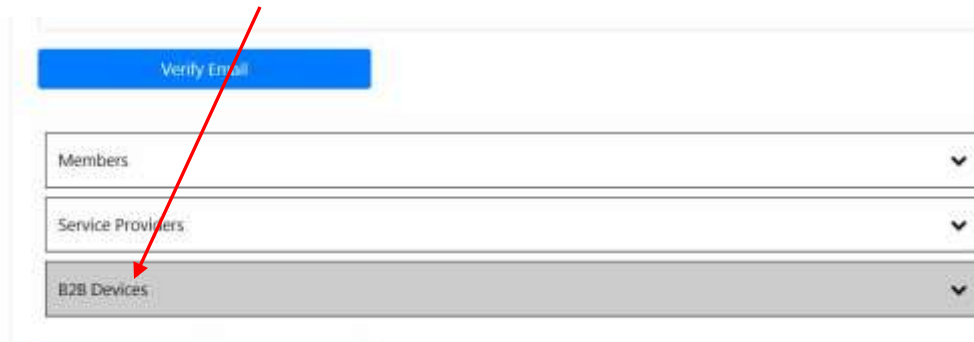
Step 3. Select Organisations



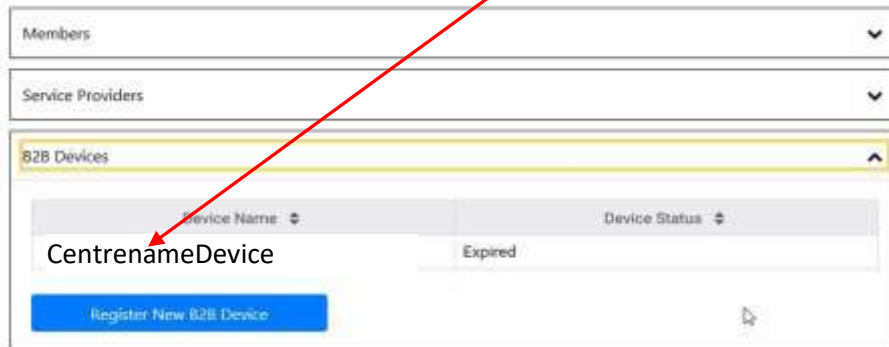
Select 4. The Name of your Organisation. (Double Click)



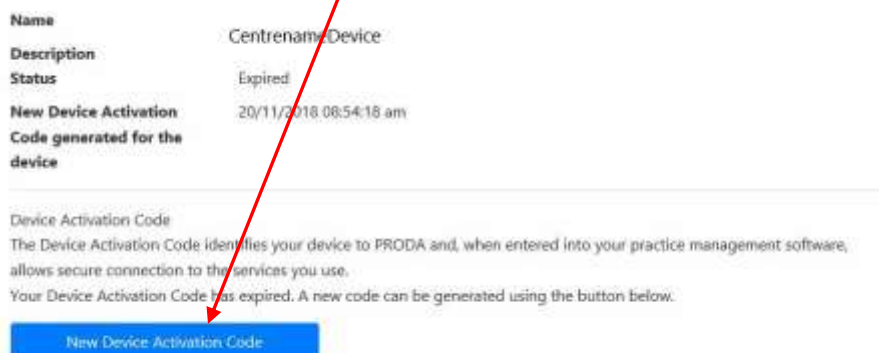
Step 5. Select B2B Devices (Business to Business)



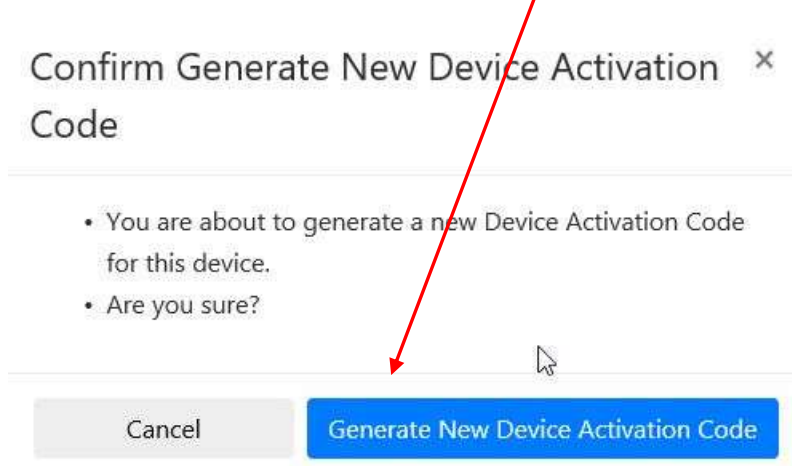
Step 6. Double click onto the name of your Device.



Step 7. Click New Device Activation Code



Step 8. Click Generate New Device Activation Code



Step 9. Highlight and copy the new code.

Device Activation Code
The Device Activation Code identifies your device to PRODA and, when entered into your practice management software, allows secure connection to the services you use.
Your Device Activation Code is: **AbC\$&CbA**
For Device name:
And Org ID:

This Device Activation Code is valid from now until 27/11/2018 09:55:18 am

Step 10. Return to Kindy Manager (Settings -> Centre Details -> CCS)

Paste the new code into the Activation Code Field.

Click Register Device

The screenshot shows the 'Centre Details' window with the 'CCS' tab selected. The 'Device Registration' section contains the following fields and buttons:

- Activation Code: [Text Field]
- Device Name: [Text Field]
- PRODA Org ID: [Text Field]
- Register Device: [Button, circled in red]
- Registration Status: **Activated**
- Key Expiry On: [Text Field]
- Current Device Name: [Text Field]
- Current Org ID: [Text Field]
- Refresh Device Keys: [Button]

At the bottom of the window, the 'Save' button is circled in red.