

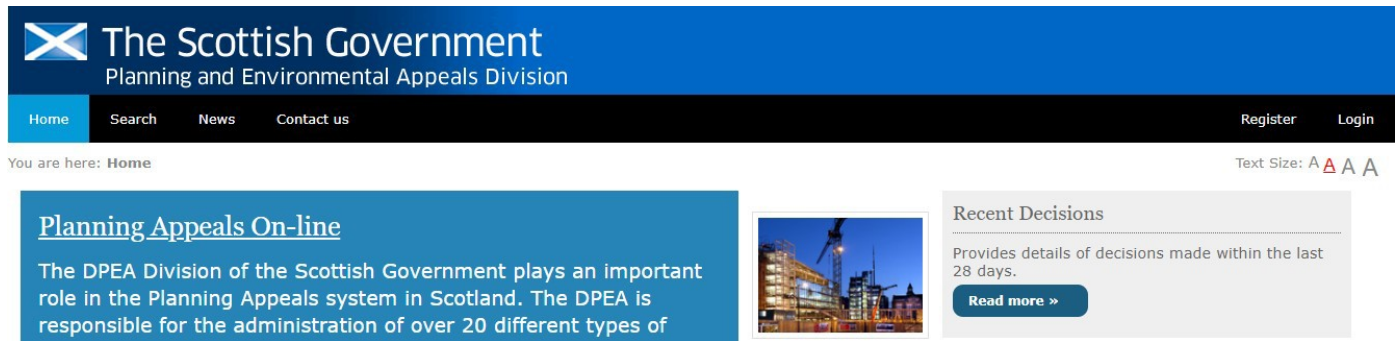
DPEA Case Portal Registration Guidance



Scottish Government
Riaghaltas na h-Alba
gov.scot

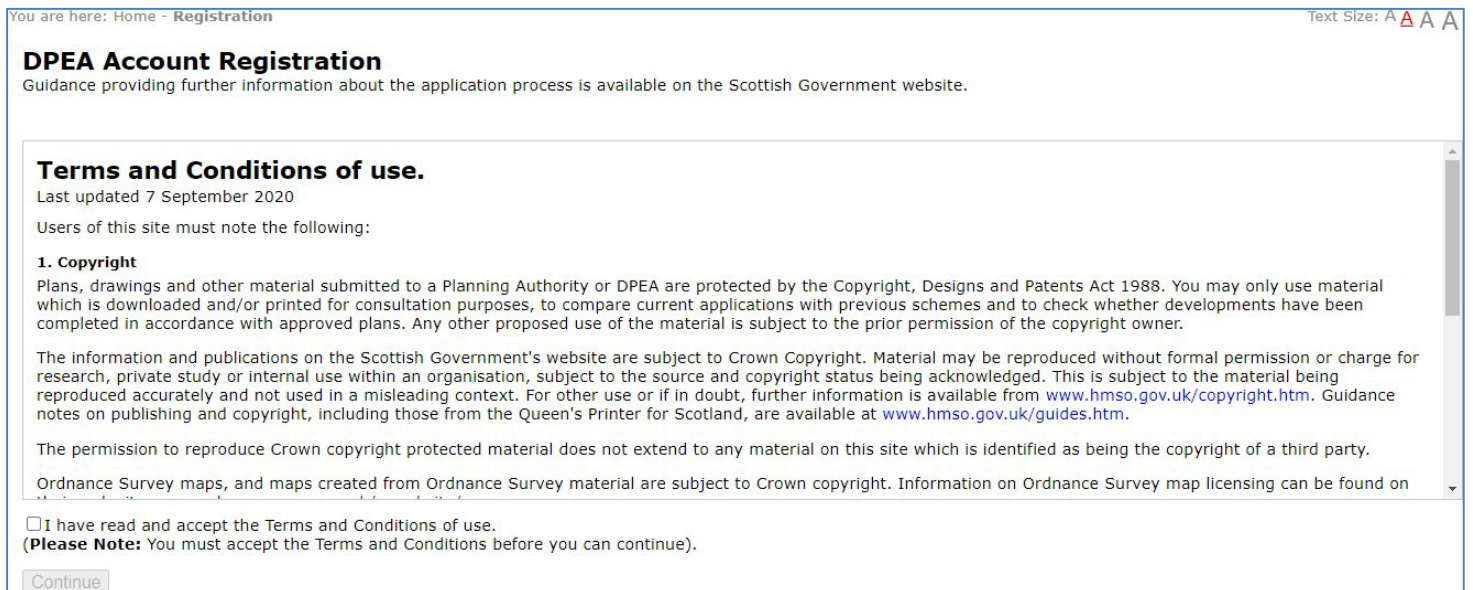
Registering

- Select Register in the top right corner of the DPEA public website home page

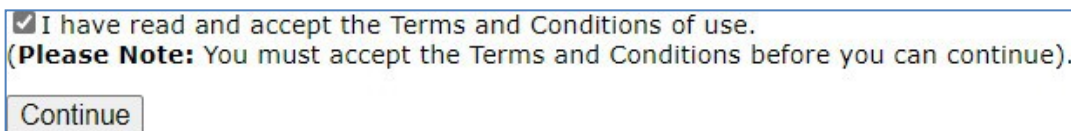


The screenshot shows the top navigation bar of the Scottish Government website. The header includes the Scottish Government logo and the text 'The Scottish Government Planning and Environmental Appeals Division'. Below this is a dark navigation bar with links for 'Home', 'Search', 'News', 'Contact us', 'Register', and 'Login'. A breadcrumb trail indicates 'You are here: Home'. The main content area features a blue box titled 'Planning Appeals On-line' with a brief description of the DPEA's role. To the right, there is a 'Recent Decisions' section with a 'Read more >' button.

Read and accept the terms and conditions by ticking the check box and clicking Continue



The screenshot displays the 'DPEA Account Registration' page. The breadcrumb trail shows 'You are here: Home - Registration'. The page title is 'DPEA Account Registration' with a sub-heading 'Guidance providing further information about the application process is available on the Scottish Government website.' The main content is a scrollable box titled 'Terms and Conditions of use.' with a sub-heading 'Last updated 7 September 2020'. The text states: 'Users of this site must note the following: 1. Copyright Plans, drawings and other material submitted to a Planning Authority or DPEA are protected by the Copyright, Designs and Patents Act 1988. You may only use material which is downloaded and/or printed for consultation purposes, to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Any other proposed use of the material is subject to the prior permission of the copyright owner. The information and publications on the Scottish Government's website are subject to Crown Copyright. Material may be reproduced without formal permission or charge for research, private study or internal use within an organisation, subject to the source and copyright status being acknowledged. This is subject to the material being reproduced accurately and not used in a misleading context. For other use or if in doubt, further information is available from www.hmso.gov.uk/copyright.htm. Guidance notes on publishing and copyright, including those from the Queen's Printer for Scotland, are available at www.hmso.gov.uk/guides.htm. The permission to reproduce Crown copyright protected material does not extend to any material on this site which is identified as being the copyright of a third party. Ordnance Survey maps, and maps created from Ordnance Survey material are subject to Crown copyright. Information on Ordnance Survey map licensing can be found on'. Below the text is a checkbox: ' I have read and accept the Terms and Conditions of use. (Please Note: You must accept the Terms and Conditions before you can continue).' and a 'Continue' button.



This screenshot shows the same 'Terms and Conditions of use' page as above, but with the checkbox checked: ' I have read and accept the Terms and Conditions of use. (Please Note: You must accept the Terms and Conditions before you can continue).' and the 'Continue' button is highlighted.

- Complete the details section and select Submit Application. Please note that the password must be a minimum of 12 characters with at least 1 number, 1 symbol, 1 capital letter and 1 lowercase letter.

The screenshot shows the registration form for the Scottish Government Planning and Environmental Appeals Division. The header includes the logo and navigation links (Home, Search, News, Contact us, Register, Login). The breadcrumb trail indicates the user is on the Registration page. The main heading is "DPEA Account Registration" with a sub-heading "User Account Details". A note states "Fields marked with an * are mandatory". The form fields are: First Name * (Joe), Last Name * (Bloggs), Telephone Number * (01234 56789), Email Address * (joe.bloggs@dpea.com), Confirm Email Address* (joe.bloggs@dpea.com), Password* (masked with dots), and Confirm Password* (masked with dots). A "Submit Application" button is located below the form. At the bottom, there are three columns of links: "DPEA Publications Protocol", "Appeals Guide", and "Support pages", each with a "Read more" link.

- A confirmation screen appears and you will receive an email with a link to confirm registration.

The screenshot shows the confirmation screen for the Scottish Government Planning and Environmental Appeals Division. The header is identical to the registration form. The breadcrumb trail is the same. The main heading is "Thank you for logging your details....". A sub-heading reads "The Scottish Government". A note states "This initial stage of your application will be reviewed to verify the details presented. Once this is complete you will receive an email inviting you to progress onto the next phase of the registration process." Below this, there are three columns of links: "DPEA Publications Protocol", "Appeals Guide", and "Support pages", each with a "Read more" link.

- If you do not receive the email, please contact DPEA – dpeaitfinance@gov.scot
- Selecting the link in your confirmation email will launch the log in screen.

- Enter your Username (your email address) & Password and select Login

DPEA Portal Login

Username

Password

Login

[Forgotten your Password?](#)

- You now need to complete multifactor authentication set up

cmsadmin
Password
Login

Enable authenticator
You must use an authenticator application on your mobile device to continue the login process. Please complete the following steps:-

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.

Manual Key: 042DOMZZME2DKM3E

Verification Code (from your Authenticator app)
Verify

Multifactor Authentication Registration

- We recommend using a smart phone application based authentication system such as Microsoft Authenticator or Google Authenticator. Both are available in the Google play Store on Android devices or the Apple Store on Apple devices (or your device specific app store). However most authenticator apps will work on the site. Browser based Authenticators are also available.

Smart Phone Apps

- Microsoft Authenticator and QR Code
- Microsoft Authenticator and Manual Code
- Google Authenticator and QR Code
- Google Authenticator and Manual Code

Desktop and Browser based Authenticators

- Google Chrome Extension and QR Code
- Google Chrome Extension and Manual Code
- Win Authenticator and Manual Code

Microsoft Authenticator and QR Code

- 1 Open your authentication app, if this is your first time using the app, you will be asked to “Agree” to the Privacy Statement, then on the following screen you can login to a Microsoft Account or Select “Skip” on the top right
- 2 If this is the first time you have used the authenticator Select “Add Account”.
- 3 If you use this authenticator for other systems or accounts, Select the 3 dots on the top right of the screen, then Select “Add New Account,
- 4 Select Other Account (Google, Facebook etc.)
- 5 Select “Scan a QR Code”
- 6 The app will use your devices camera to take a picture of the QR code. Put the square box on your device over the QR code presented on the DPEA website
- 7 The account will appear on the Authenticator list. It will show SCOT GOV DPEA:”Your Username”
- 8 Select 3 dots on the top right, then Select “Show Codes”. This will show the codes in the list on this screen, alternatively Select into the appropriate account
- 9 The number will refresh every 30 seconds, the countdown will show how long is left on that code. If the code flashes or changes colour it is indicating that the code is about to change.
- 10 Enter the 6 digit code from your Authenticator app into the “Verification Code” field
- 11 Select Verify
- 12 Your initial MFA setup is complete - to complete registration follow this last step

[Further instruction on the app can be found on the Microsoft Website](#)

Microsoft Authenticator using Manual Code

1. Open your authentication app, if this is your first time using the app, you will be asked to “Agree” to the Privacy Statement, then on the following screen you can login to a Microsoft Account or Select “Skip” on the top right
2. If this is the first time you have used the authenticator Select “Add Account.”
3. If you use this authenticator for other systems or accounts, Select the 3 dots on the top right of the screen, then Select “Add New Account.”
4. Select Other Account (Google, Facebook etc)
5. On the camera screen at the bottom Select “OR ENTER CODE MANUALLY”
6. In the “Account Name field, enter a username or use your email as your username for your account (e.g. joe.bloggs@email.com)
7. In the “Secret Key” field, enter the manual key shown below the QRcode picture
8. Select Finish
9. The account will appear on the Authenticator list and displayshow Scottish Government: DPEA (username)
10. Select 3 dots on the top right, then Select “Show Codes”. This will show the codes in the list on this screen, alternatively Select into the appropriate account
11. The number will refresh every 30 seconds, the countdown will show how long is left on that code
12. Enter the 6 digit code from your Authenticator app into the “Verification Code” field
13. Select Verify
14. Your initial MFA setup is complete – to complete registration follow this last step

[Further information on the app can be found on the Microsoft website](#)

Google Authenticator using camera and QR Code

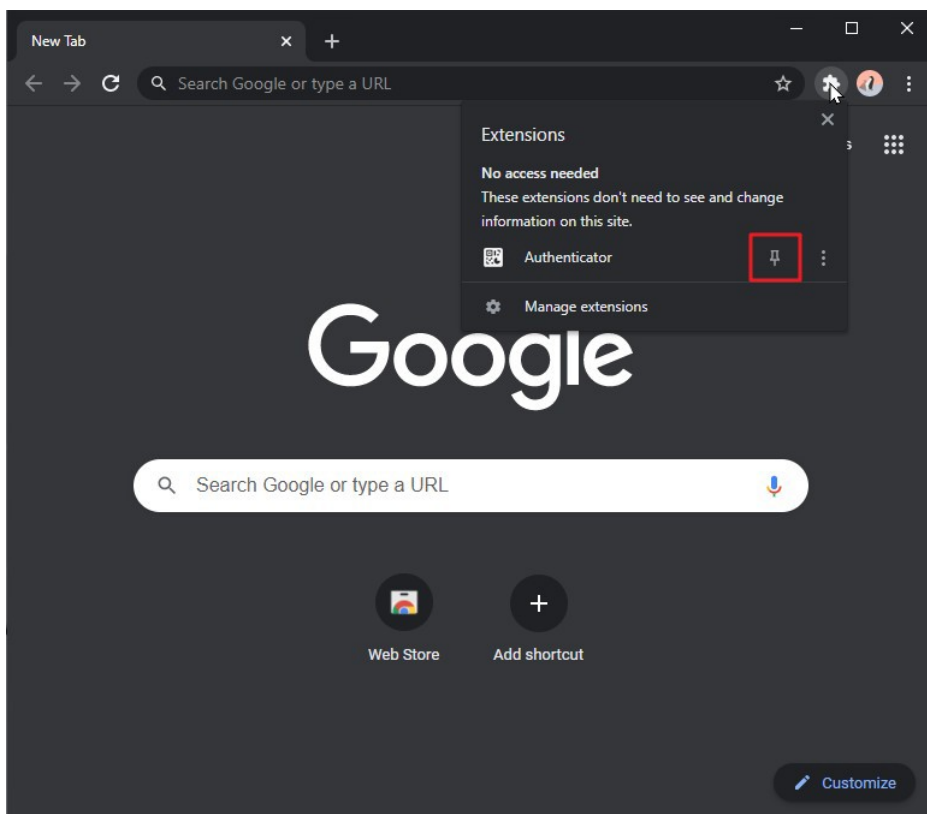
1. Open the App on your device. If this is the first time using the app, select “Get Started”, then select “Scan a QR Code”
2. If you already use this app, Select the “Plus +” in the bottom right corner. Then to use the QR Code select “Scan a QR Code”
3. The app will use your devices camera to take a picture of the QR code. Put the square box on your device over the QR code presented on DPEA website
4. The account will appear on the Authenticator list. It will show as SCOT GOV DPEA:”Your Username”
5. The number will refresh every 30 seconds, the countdown will show how long is left on that code.
6. Enter the 6 digit code from your Authenticator app into the “Verification Code” field
7. Select “Verify”
8. Your initial MFA setup is complete - to complete registration follow this [Final Registration Step](#)

Google Authenticator using Manual Key

1. Enter the App on your device. If this is the first time using the app, Select “Get Started”, the Select “Enter a Set Up Key”
2. If you already use this app, select the “Plus +” icon at the bottom right corner. Then to select Enter a Set Up Key”
3. In the “Account Name” field, enter a user name or use your email username for your account (eg joe.bloggs@email.com) followed by DPEA
4. In the “Your Key” field, enter the manual key shown below the QRcode picture on the DPEA Website
5. In “Type of Key” select Time Based
6. Select Add
7. The account will appear on the Authenticator list and display show Scottish Government: DPEA (username)
8. The number will refresh every 30 seconds, the countdown will show how long is left on that code.
9. Enter the 6 digit code from your Authenticator app into the “Verification Code” field
10. Select “Verify”
11. Your initial MFA setup is complete - to complete registration follow the [Final Registration Step](#)

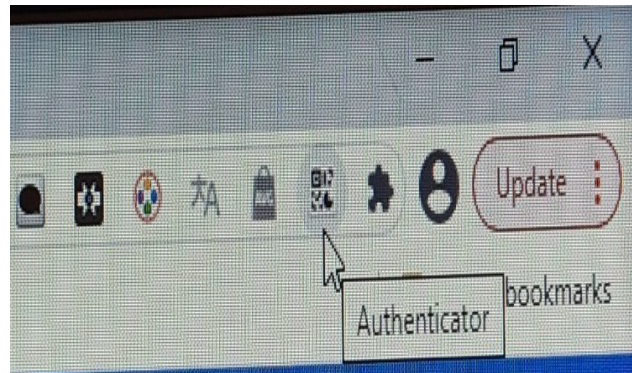
Google Chrome Browser Authenticator with QR code

1. Install Google Chrome Browser, if not already installed
2. Open the chrome web store www.chrome.google.com/webstore
3. Search for Authenticator
4. Select “Authenticator” offered by “authenticator.cc”
5. Select Add to Chrome
6. Select Add Extension
7. After a successful installation, pin the extension to the toolbar.

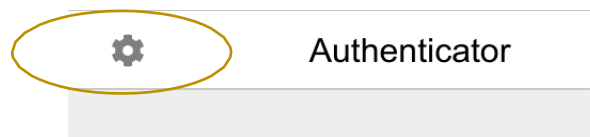


8. To ensure this authenticator works, it must be synced with the google clock, to do this, complete the following steps:

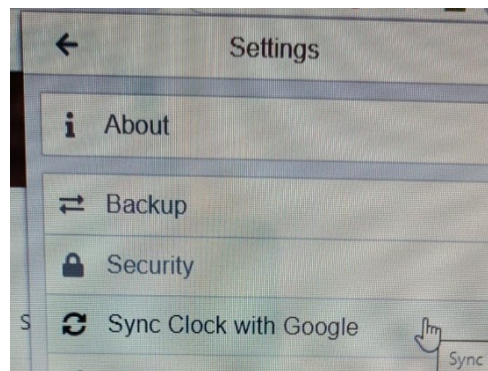
9. Select on the authenticator extension



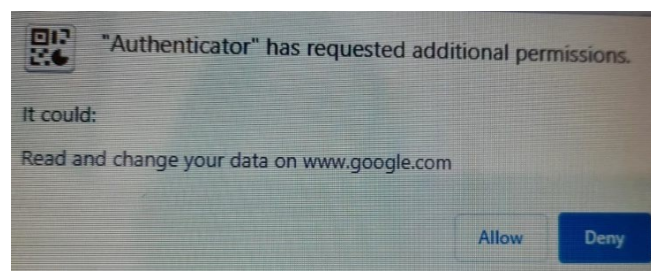
10. Select the settings cog



11. Select Sync Clock with Google



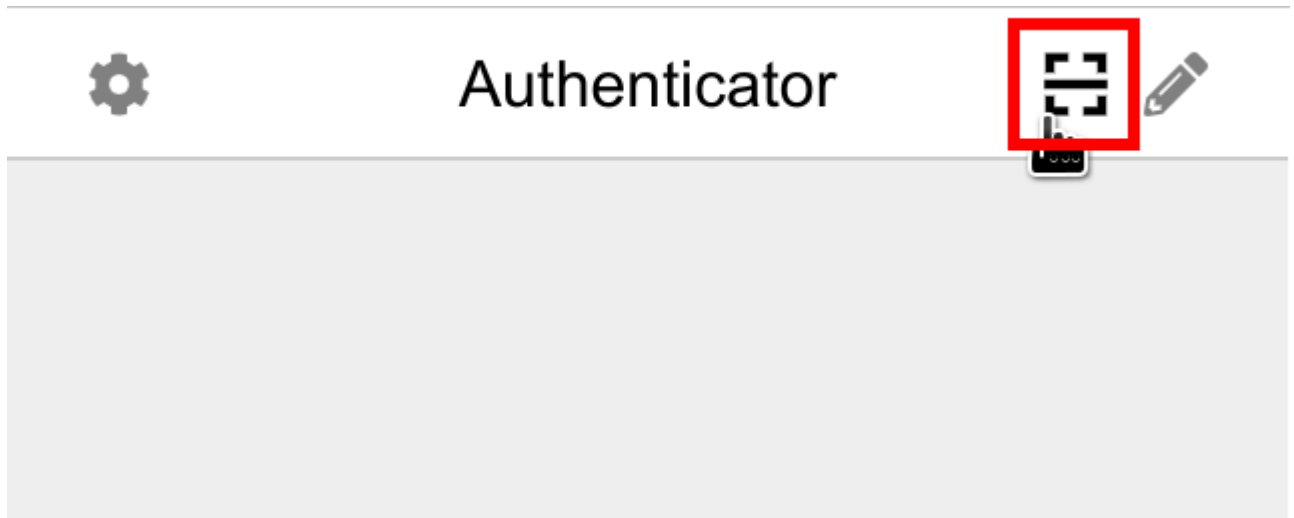
12. Select "Allow"



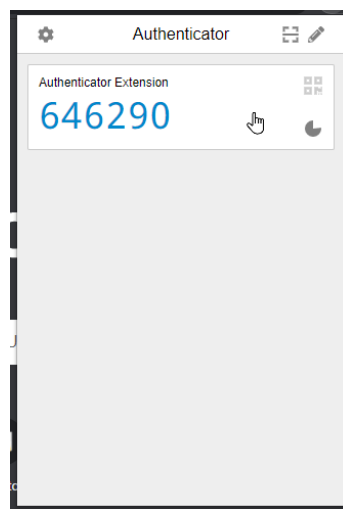
13. Select Scan a QR code

14. Select Authenticator Extension's icon in your browser

15. Select the scan icon at the top right corner of the window.



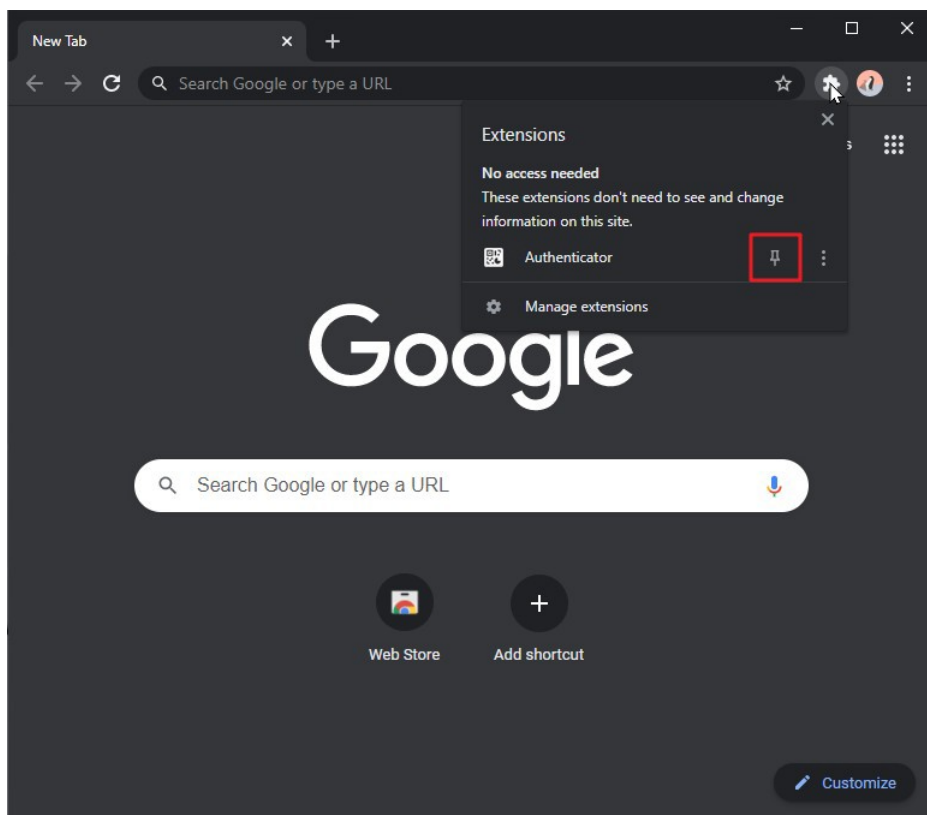
16. Select and drag to draw a square that completely covers the QR code
17. After the new account is added, you will see a new entry in the window.



18. The number will refresh every 30 seconds, the countdown will show how long is left on that code.
19. Enter the 6 digit code into the “Verification Code” field (from your Authenticator app)”
20. Select “Verify”
21. Your initial MFA setup is complete – to complete registration follow this [Final Registration Step](#)

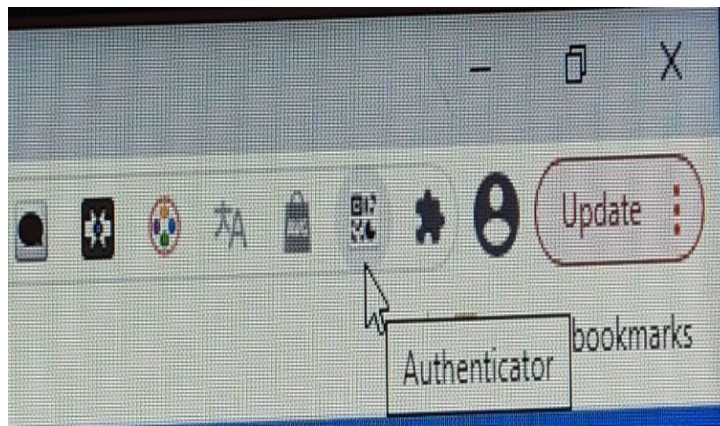
Google Chrome Browser Authenticator with Manual Code

1. Install Google Chrome Browser, if not already installed
2. Open the chrome web store www.chrome.google.com/webstore
3. Search for Authenticator
4. Select “Authenticator” offered by “authenticator.cc”
5. Select Add to Chrome
6. Select Add Extension
7. After a successful installation, user should pin its icon to the toolbar.

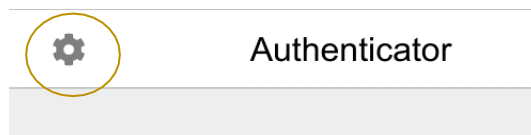


8. To ensure this authenticator works, it must be synced with the google clock, to do this, complete the following steps:

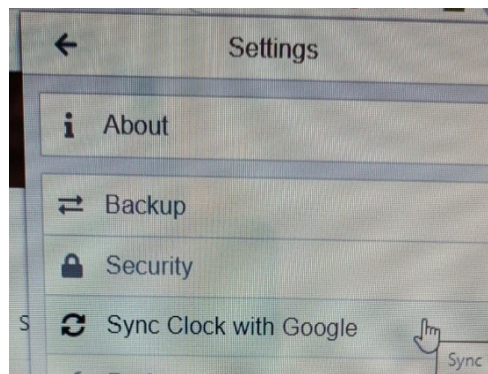
9. Select the authenticator extension



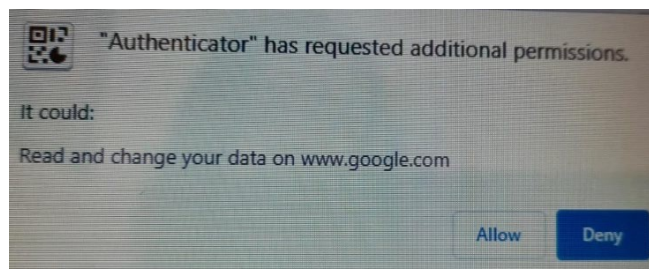
10. Select the settings cog



11. Select Sync Clock with Google

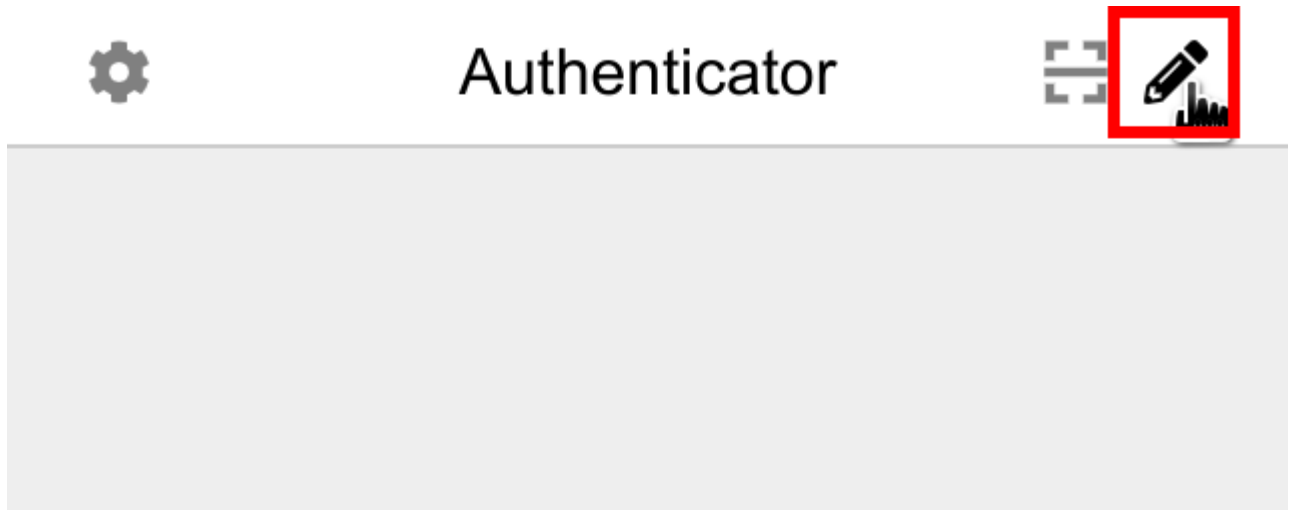


12. Select "Allow"

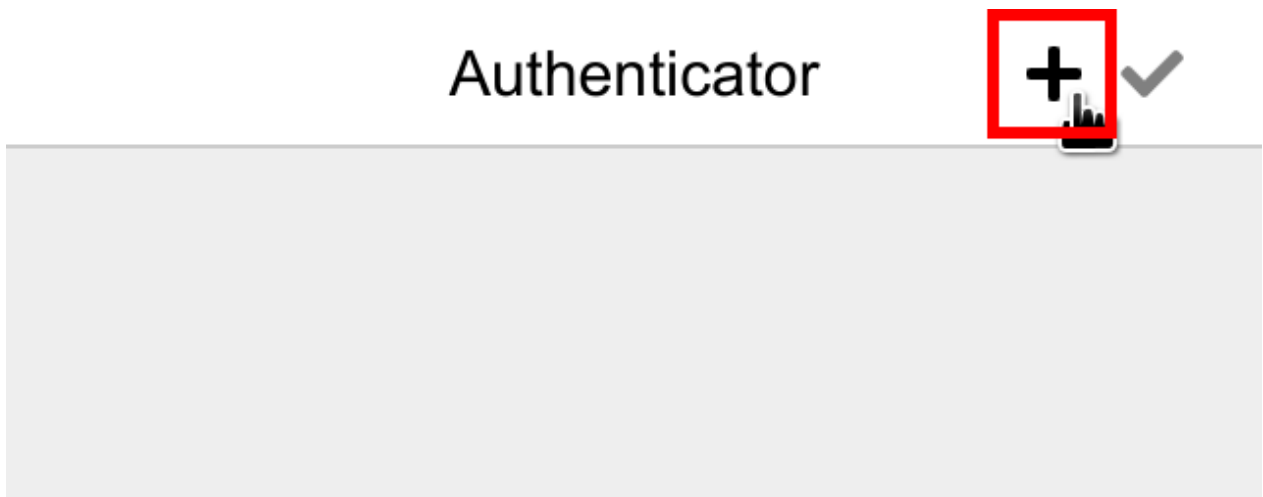


13. Select Authenticator Extension's icon in your browser

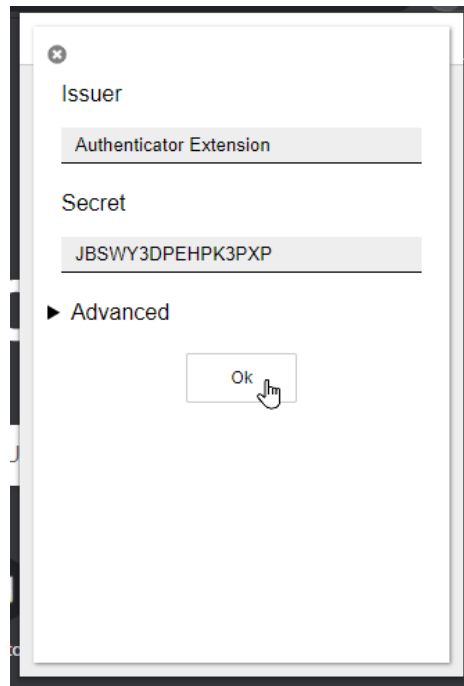
14. Select the pencil icon at the top right corner of the window.



15. Select the plus button at the top right corner of the window. Select Manual Entry.

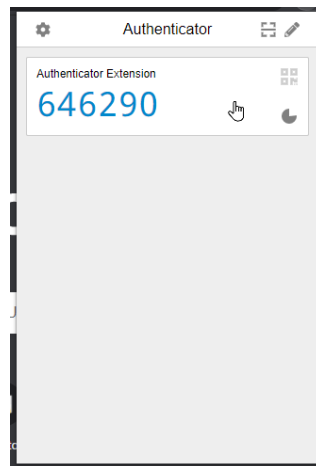


16. Enter the "DPEA" in Issuer field, the verification code in the Secret field, and Select Ok.



17. After the new account is added, you will see a new entry in the window.

18. The 6-digit number is the current one-time password, circle at bottom right corner indicates how much time left for the current password. If you want to add this account into a mobile app, you can select the QR icon at top right corner of the entry to show the QR code for this account.



19. Your initial MFA setup is complete – to complete the registration follow this [Final Registration Step](#)

WinAuth and Manual Code

1. Access [Download - WinAuth](#)
2. Download the latest stable version
3. Download the zip file and extract its contents. There is nothing to install and only one file that you can run immediately.
4. Double-select the WinAuth.exe file.
5. If you get an error about missing .NET, please make sure you have installed Microsoft's .NET Framework file from above.
6. Open WinAuth and Select Add
7. Select "Authenticator"
8. Enter Name "DPEA"
9. Enter the code provided by the CMS underneath the QR Code:
10. Copy and Paste the code into the Secret Code box and Select "Decode"
11. Select "Time Based"
12. Select Verify Authenticator
13. Enter the 6 digit One -Time Password into the CMS and Select Verify
14. You will be taken to the [Final Registration Step](#)
15. Select OK in Win Auth to complete the addition of the account
16. Create a Password to access WinAuth, do not select any of the other additional options
17. Select OK
18. DPEA will now display, it is valid for 30 seconds.
19. To generate a new code after 30 seconds, Select the refresh symbol
20. You will be asked how to protect your WinAuth authenticators. Please enter a password to encrypt and protect them. You can also choose to have Windows encrypt the data with your user account. This prevents the file from being opened on any other computer. Select OK when done.
21. You will now see your authenticator with the current code and a timer showing it counting down. Once the counter has ended the code will disappear.

22. Select the Refresh icon to show the code again. The code changes every 30 seconds so you might see the same number.
23. Right-click your authenticator to change its name, view the secret key, or remove it.
24. Select the cog icon to set any program settings, such as keeping WinAuth on top of other Windows, which is useful when typing in the code to other applications.
25. Next, make a backup of the Authenticator you just made. Right-click the authenticator and choose "Show Secret Key..." then write down the key and keep it somewhere safe.
26. To recover an Authenticator if it is lost from your app for any reason, select Add and choose the appropriate authenticator type, enter the Secret Key into the opened window.

Final Registration Step

- As an additional security precaution, you will be asked to create a new password. Follow the on screen instructions to create the new password and select Update to complete this stage of registration.

DPEA Portal Login

Username
euanmurraygov@gmail.com

Password

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

- 1) At least one English lowercase character (a-z)
- 2) At least one English uppercase character (A-Z)
- 3) At least one numeral (0-9)
- 4) 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

You must change your password before continuing.

Old password

New password

Confirm New Password

[Forgotten your Password?](#)

- You will now be logged into the site. Your password will be valid for 4 weeks.