



How to set a Quick-Access PIN

When you log into SafeScript NSW on a device, SafeScript NSW will ask you to set a quick-access PIN.

This will expedite your login to SafeScript NSW for the rest of the day.

For increased security, you can optionally log out after using SafeScript NSW.

SafeScript NSW and set a PIN

1. Enter your **Username**, then click **Next**.
2. Approve the login by entering the code from your chosen authentication method – examples include:
 - Authenticator App code
 - SMS

Once your login is approved, you will be prompted to create a PIN.

- Your PIN can be any six letters or numbers
 - Your PIN expires after 12 hours
 - Each day, the first time you login to SafeScript NSW on a new device, you must log in, authenticate, and set a PIN. For the next 12 hours, you can use the PIN to access SafeScript NSW on this device.
3. Enter a PIN, then click **OK**. Your PIN is saved, and you are logged into SafeScript NSW.

SafeScript NSW



Access SafeScript NSW with your PIN

Once you have set up a PIN on a device, you can quickly access SafeScript NSW on that device for the next 12 hours.

1. Select your user account and re-enter your password if prompted.
2. Enter your **PIN**

You are logged into SafeScript NSW.

A screenshot of the SafeScript NSW PIN entry screen. At the top left is the NSW Government logo. Below it, the text reads "Enter your PIN". A red box highlights the main content area. Below the heading, it says "Jane Overland: Please enter your quick-access PIN to log into SafeScript NSW." There is a text input field labeled "Enter PIN" with a red underline. To the right of the input field is a blue "Submit" button. Below the input field, there are two links: "Forgot your PIN? Click here to log in again" and "Log in as a different user". At the bottom, a grey footer contains the text: "If you have any questions or issues please contact the Help team at nswrtpm@fred.com.au".

Reset a forgotten PIN

If you forget your PIN during the 12-hour period, you can reset it.

1. From the PIN entry screen, select **Forgot My PIN**.

You are returned to the **Login** screen.

2. Log in as normal, then create a new PIN for this device.

A screenshot of the SafeScript NSW PIN entry screen, similar to the one above. The "Forgot your PIN? Click here to log in again" link is highlighted with a red box. The rest of the screen, including the NSW Government logo, the heading "Enter your PIN", the user name "Jane Overland", the input field, the "Submit" button, and the footer, is identical to the previous screenshot.