

Welcome to Cubiko!

In this guide, we will show you how to log in to Cubiko

Our team have sent you an invitation via email, so you can set up your secure password to Cubiko.

Please note that for security reasons this link only lasts for five days.

If five days has passed since you received this email, let us know so that we can re-send it to you.

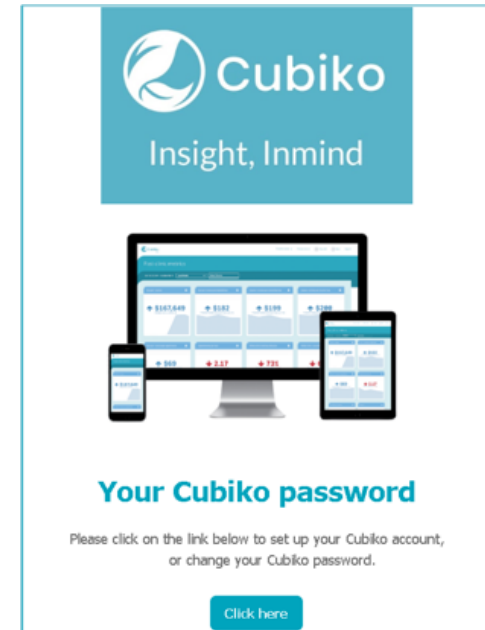
You can contact us via the information below.

Your username is the email address that you supplied to Cubiko during the setup phase.

Click the link in your email or go to "app.cubiko.com.au" in your web browser - we recommend using Chrome.

Now it is time to set up your password!

Your password must then contain one Capital letter, one Number (0-9), and one extra symbol (!,@,#,\$,%,&,*).

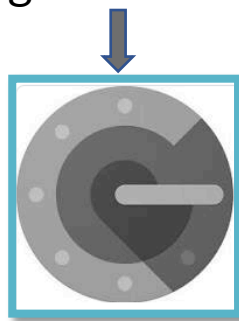


Once you have successfully created a password, you will need to use a two-step authentication to log into Cubiko.

You may not currently have a two-step authentication app, so you will need to download one before you can log in.

A two-step authentication (2FA) app is a secure, time-based, one-time password authentication app on your mobile phone or desktop.

We recommend using either Google Authenticator or LastPass Authenticator.



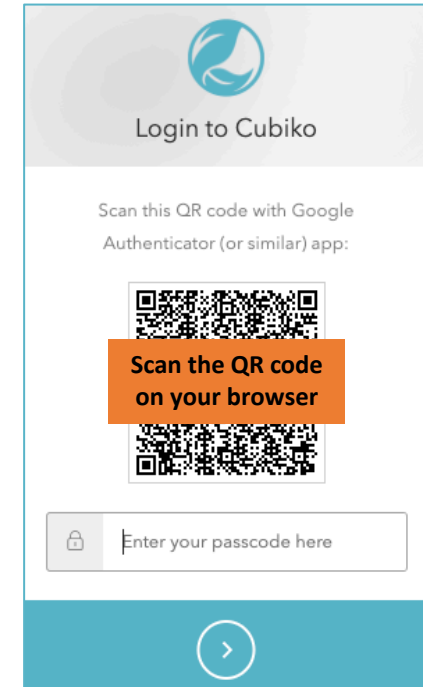
These apps are available to download via Apple, Windows Store or Google Play.

Once you download, you will be prompted to 'Scan this QR code with Google Authenticator (or similar) app'.

Open you 2FA app you downloaded earlier.

There will be a square capture area.

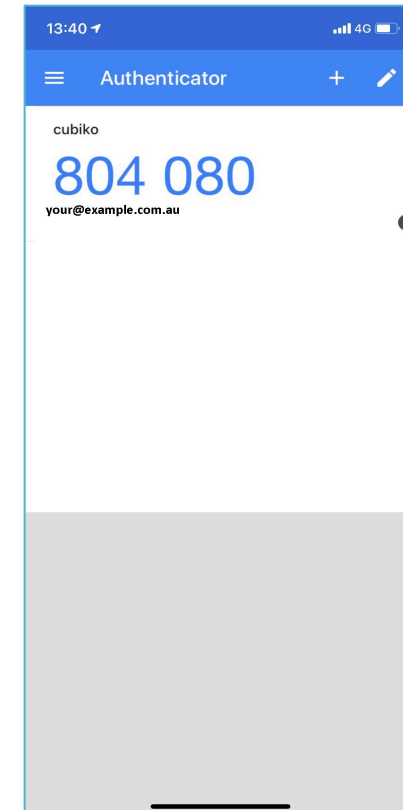
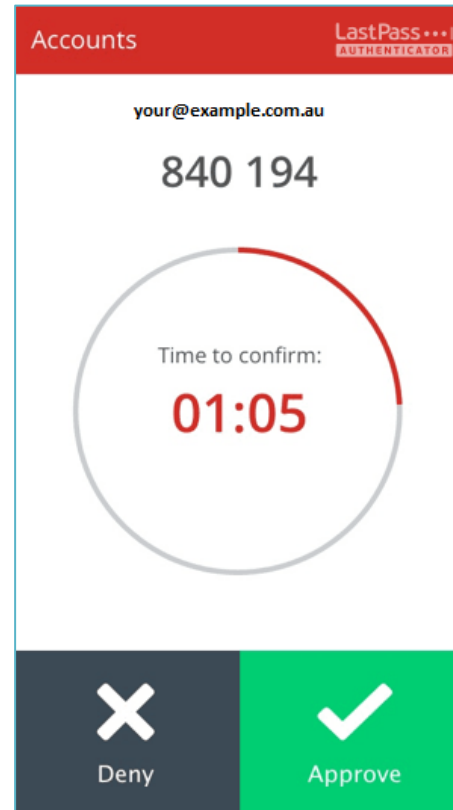
Hold that up so you are scanning the code on your browser (not the code we are showing you here).



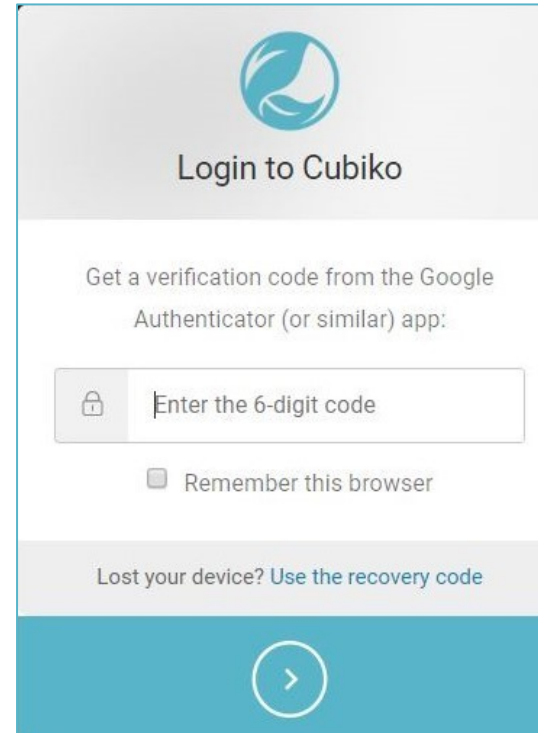
Once you have scanned in the QR code, your app should take you to a screen which shows you a six-digit code.

They will look something like this.

The code which is shown in the app is time-based, which means it expires and renews regularly.



Now enter your six-digit code into the Cubiko log in screen.



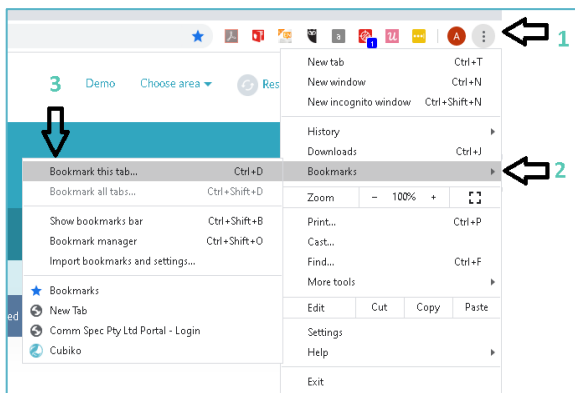
The screenshot shows the Cubiko login interface. At the top, there is the Cubiko logo and the text "Login to Cubiko". Below this, a message reads "Get a verification code from the Google Authenticator (or similar) app:". A text input field with a lock icon on the left contains the placeholder text "Enter the 6-digit code". Below the input field is a checkbox labeled "Remember this browser". At the bottom of the form area, there is a link that says "Lost your device? Use the recovery code". The entire form is set against a light grey background with a teal footer bar containing a white right-pointing arrow icon.

If you experience any technical issues, please do not hesitate to contact us via email support@cubiko.com.au or via telephone on 1300 CUBIKO (8:30 am - 5:00 pm AEST).

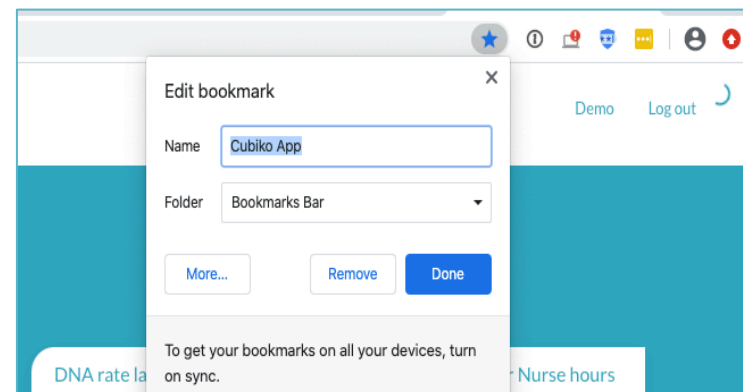
Congratulations! You should have now successfully logged into Cubiko.

To make future log ins even easier, we can show you how to 'Bookmark' the Cubiko webpage.

If you have a **Microsoft PC**, you can click on the three dots located to the top right-hand side of your browser, then select 'Bookmarks' and then 'Bookmark this tab'. Save as 'Cubiko'.



If you have a **Mac(Book)**, you can click on the star located in the browser address tab. Save as 'Cubiko'.



If you experience any technical issues, please do not hesitate to contact us via email support@cubiko.com.au or via telephone on 1300 CUBIKO (8:30 am - 5:00 pm AEST).

You are now able to explore your practice data using Cubiko!

If you require a refresher or onboarding session, please email the team or by calling 1800 CUBIKO.