

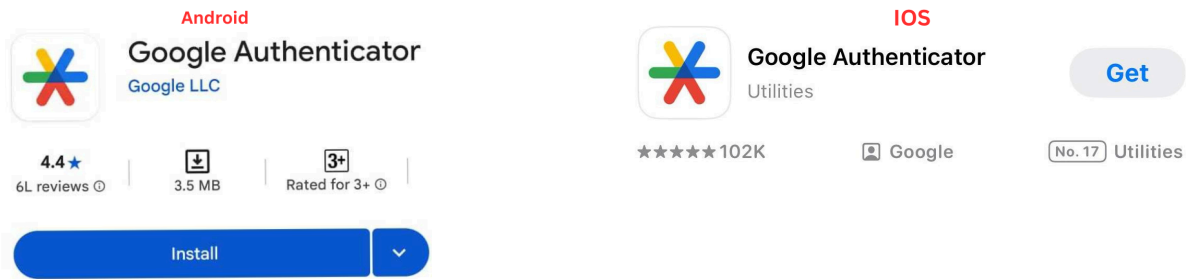
Court Staff Portal

- 1) [Google Authenticator Guide](#)
- 2) [Remember me Guide](#)

Google Authenticator User Guide

Step 1: Install the Google Authenticator App

1. Open the **Play Store (Android)** or **App Store (iPhone)** on your mobile.
2. Search for “**Google Authenticator**”.
3. Tap **Install**.



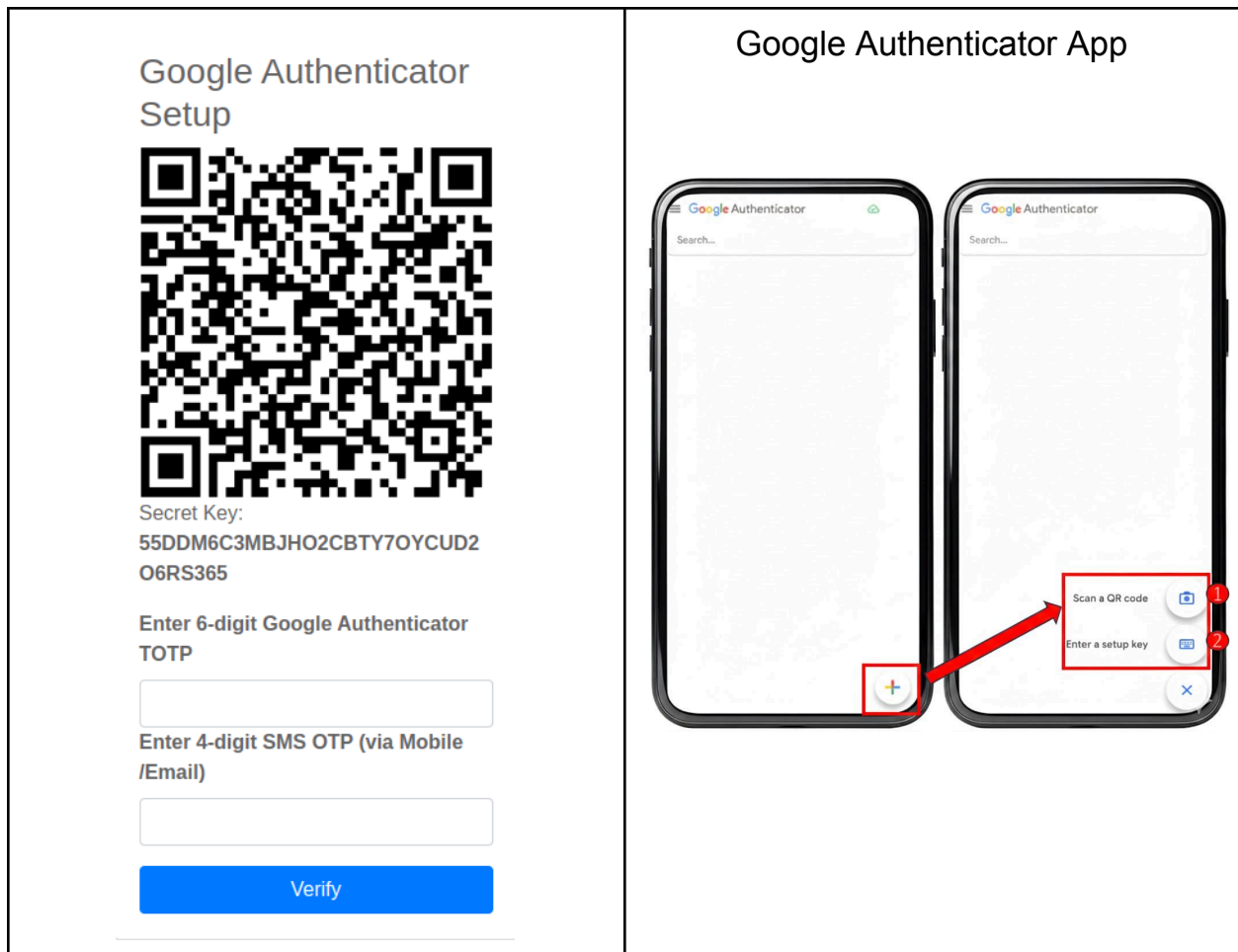
Step 2: Log in to the Court Staff Portal

1. Enter your **username and password** as usual.
2. On the next screen, select **Google Authenticator (TOTP)** → **Continue**.

The screenshot shows a login screen for a user named 'Super User'. Below the username field, there is a section titled 'Choose your preferred 2FA method'. Two options are listed: 'SMS OTP (via Mobile/Email)' and 'Google Authenticator (TOTP)'. The 'Google Authenticator (TOTP)' option is selected with a blue radio button. A blue 'Continue' button is positioned below the options. At the bottom left, there is a blue 'Back' link.

First-time users will automatically reach the Google Authenticator setup screen. Here, you will see a QR code and a Secret Key.

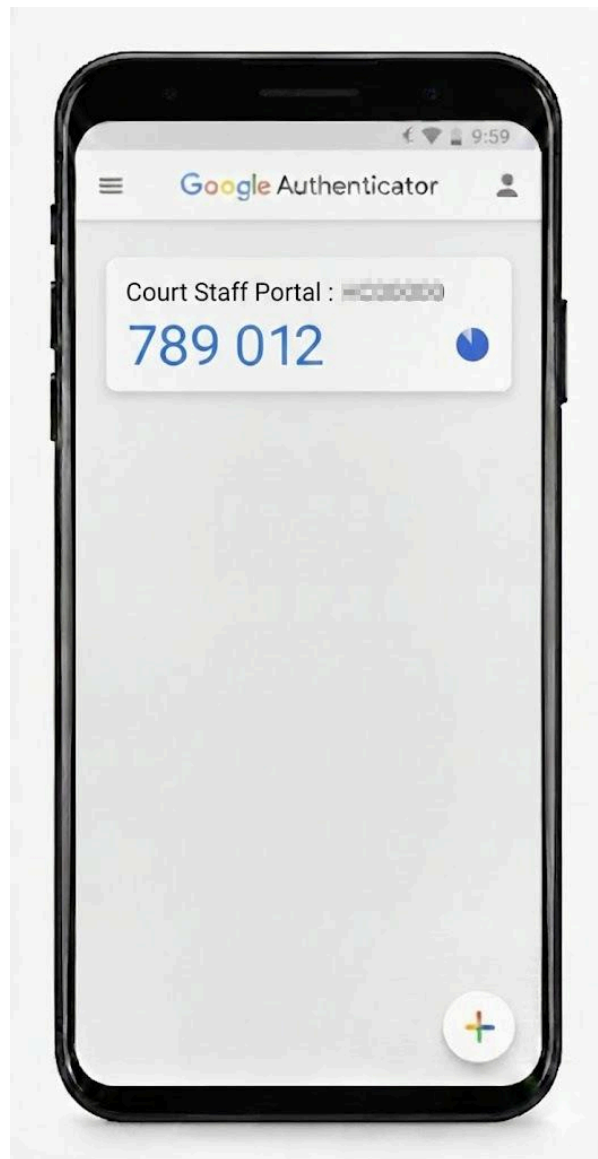
-> Open Google Authenticator App in mobile and scan the QR Code



Step 3: Get Your 6-Digit Code

After setup, the app will show a 6-digit code for Court Staff Portal that refreshes every 30 seconds.

This code is called a TOTP (Time-based One-Time Password).




Step 4: Complete Verification

Enter the following on the court staff portal:

- The **6-digit code from Google Authenticator**, and
- The **4-digit SMS OTP** you receive on your mobile / email.

Click **Verify**.

Google Authenticator Setup



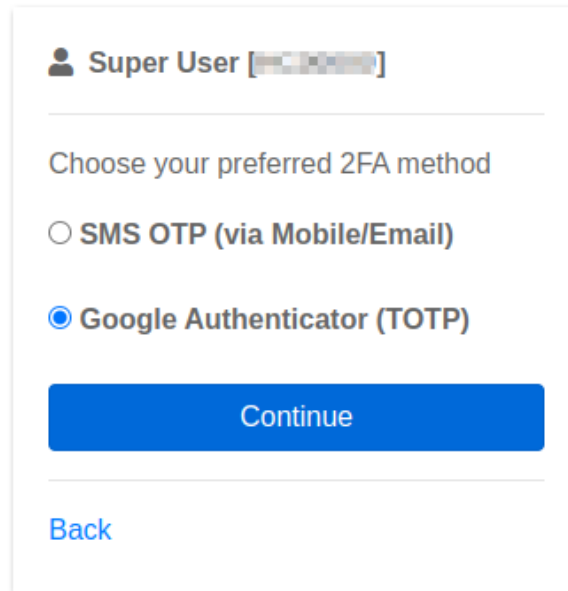
Secret Key:
**BADR2Y4OBBO5WXUODUUDTY4CF
BWEM32I**


Enter 6-digit Google Authenticator TOTP

Enter 4-digit SMS OTP (via Mobile /Email)

[Verify](#)

Step 5: After successful setup/verification you will be redirected to this page.



 Super User [REDACTED]

Choose your preferred 2FA method

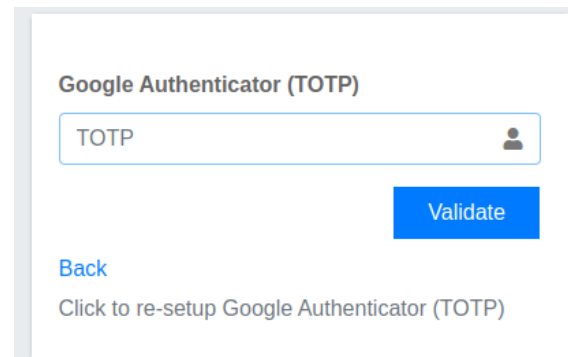
SMS OTP (via Mobile/Email)

Google Authenticator (TOTP)


[Continue](#)

[Back](#)

Step 6: Now select Google Authenticator (TOTP) and continue. Enter 6 digit TOTP from Google Authenticator app.



Google Authenticator (TOTP)

TOTP 

[Validate](#)

[Back](#)

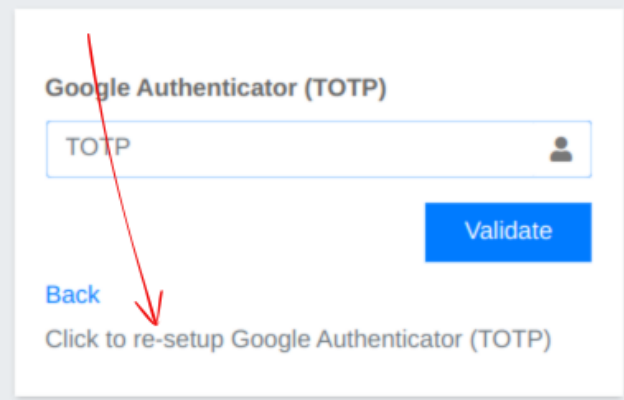
[Click to re-setup Google Authenticator \(TOTP\)](#)

Step 7: Login Next Time


1. Select **Google Authenticator (TOTP)**.
2. Open the Google Authenticator app.
3. Enter the **6-digit code** shown there.

Note: You can set up Google Authenticator only on one device at a time.

❖ Resetup Google Authenticator App



Google Authenticator (TOTP)

TOTP 

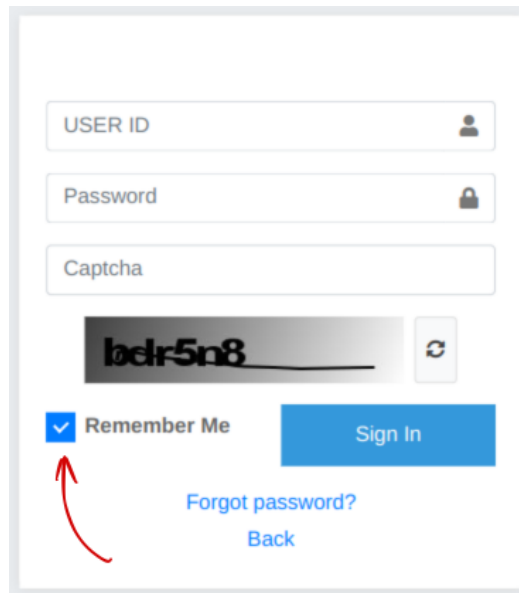
Validate

[Back](#)

Click to re-setup Google Authenticator (TOTP)

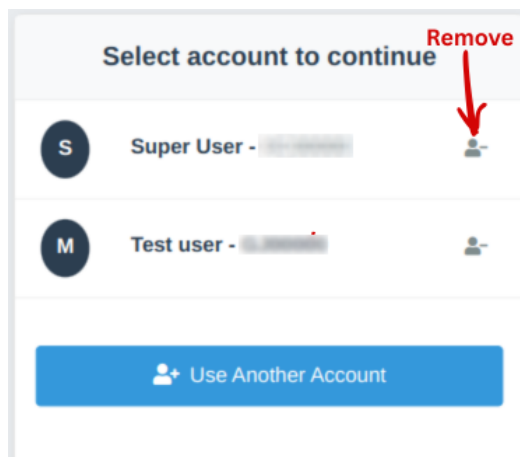
Remember Me User Guide

The '**Remember Me**' option helps you stay logged in without entering your username and password every time. It safely saves your login on the same device so you can access your account faster. Use this option only on your personal or trusted devices.



The image shows a login form with the following elements: a 'USER ID' field with a person icon, a 'Password' field with a lock icon, a 'Captcha' field, a captcha image showing 'bdr5n8' with a refresh button, a checked 'Remember Me' checkbox with a red arrow pointing to it, a blue 'Sign In' button, and links for 'Forgot password?' and 'Back'.

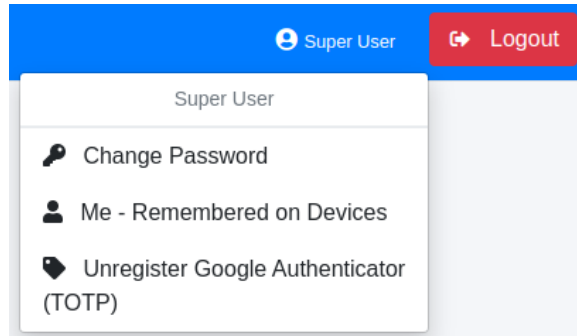
- After selecting the option remember me , login next time will show a selection of accounts remembered on that device.
- click on username to login.
- To Remove a remembered account click on the remove button shown.



The image shows an account selection screen titled 'Select account to continue'. It lists two accounts: 'Super User - [redacted]' and 'Test user - [redacted]'. A red arrow points to a 'Remove' button next to the 'Super User' account. At the bottom, there is a blue button labeled 'Use Another Account' with a person icon.

❖ Options Available Under Your Username




On the home page of the court staff portal, top-right side your username will be shown. Clicking on it, you will see options.



1) Me - Remembered on Devices

- This option shows the list of devices where you chose “Remember me.”
- If you no longer use a device or want to remove it for safety, you can delete it from this list.

To remove remember me from a specific device , click on the delete button shown along with that.

Device / Client	Saved on	Last Used Date	Action
Mozilla/5.0 (X11; Ubuntu; Linux x86_64; rv:145.0) Gecko/20100101 Firefox/145.0	06-12-2025 15:33:45	06-12-2025 16:45:50	 Delete
Mozilla/5.0 (X11; Ubuntu; Linux x86_64; rv:145.0) Gecko/20100101 Firefox/145.0	08-12-2025 10:51:08	08-12-2025 17:17:41	
Mozilla/5.0 (iPhone; CPU iPhone OS 16_6 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) Version/16.6 Mobile/15E148 Safari/604.1	08-12-2025 15:14:26	09-12-2025 11:04:54	 ←

2) Unregister Google Authenticator (TOTP)

- To unregister / remove google authenticator setup (TOTP).