



Ealing school vacancies account set up for schools

Your username and password would have been sent to you by email.

To log in to the Ealing school vacancies website go to- <https://jobs.ealing.gov.uk/lbe-user-login> and enter the username and password sent to you by email.

Username or Email Address
username

Password
●●●●●●●●

Remember Me

For security there is a two factor authentication (2FA) to set up.

WP2FA

Welcome to WP 2FA Choose Method Setup the 2FA method Backup Codes

You are required to configure 2FA.

In order to keep this site - and your details secure, this website's administrator requires you to enable 2FA authentication to continue.

Two factor authentication ensures only you have access to your account by creating an added layer of security when logging in - [Learn more](#)

You will need a code access your account. To set this up choose how you want to get your one time code. This could be a mobile app or by email.

WP2FA

Welcome to WP 2FA **Choose Method** Setup the 2FA method Backup Codes

Choose the 2FA authentication method

There are two methods available from which you can choose for 2FA:

- One-time code generated with your app of choice (most reliable and secure)
- One-time code sent to you over email

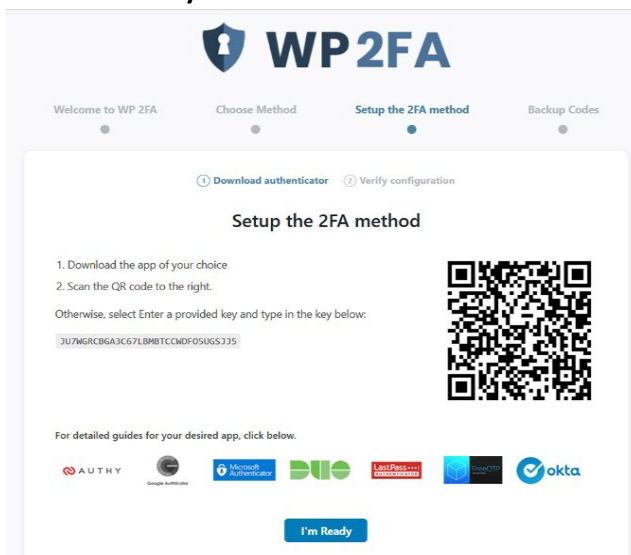
Note: This method requires you to install one of the following 2FA apps: Google Authenticator, FreeOTP, Microsoft Authenticator, Duo Security, Authy, LastPass and Okta Verify. All of these apps are free and can be downloaded from the Google Play and Apple Appstore. Read our guides on [our knowledge base](#) for more information on how to setup these apps.

To set up two factor authentications with a mobile app you must download one of the following apps to your mobile phone:

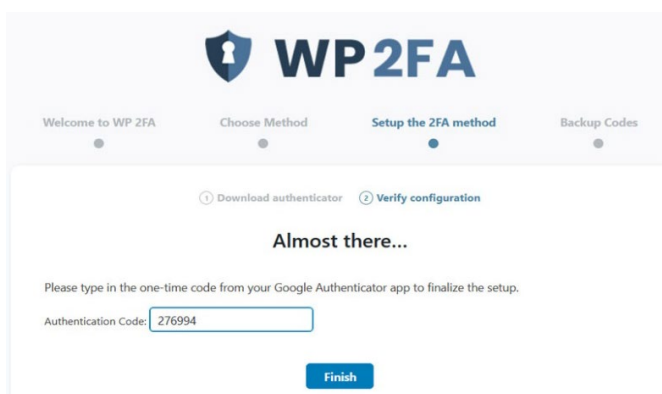
- Google Authenticator
- FreeOTP
- Microsoft authenticator
- Duo Security
- Authy
- LastPass
- Okta Verify

Once the app is installed onto your mobile phone, you can

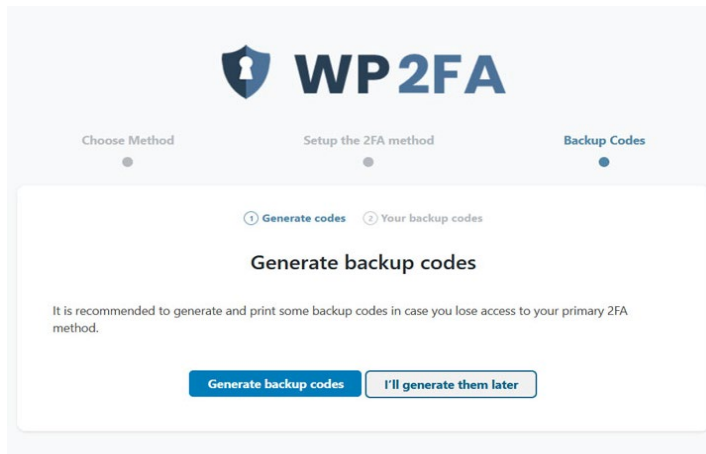
- scan the QR code or
- select **enter a provided key** and type in the string of letters and numbers displayed
- select **I'm ready**



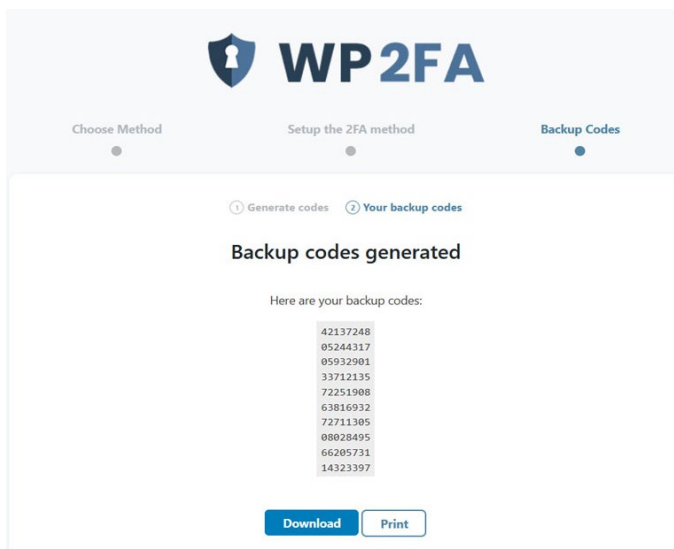
Enter the code generated by your mobile app into the authentication code field then select Enter.



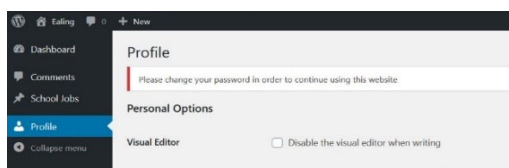
Generate backup code – Select generate backup codes. It is recommended to generate backup codes in case you lose access to your primary 2FA method.



Download or print your backup codes: Select **download**.



You will be redirected to the **Profile** page to change your password



New password: Enter new password and select **Update profile**

