



Bactosure

Get Started

YOUR BACTOSURE SETUP PROCESS



1 SETTING UP YOUR BACTOSURE ACCOUNT

You will need to have a Bactosure account in order to view your test reports and manage users.

1. Go to **bactosure.com** and click the **Login** button in the top right-hand corner.
2. If you are setting up your account for the first time and are the organisation's administrator, click **Forgot Your Password?**
3. A reset password email will be sent to your email. Click on the **Reset Password** link in the email to create a new password linked to your account.

2 MANAGING USERS IN YOUR ORGANISATION

You can manage the users within your organisation who are authorised to collect samples, run tests and view results in your Bactosure account. You can easily add new members, update existing user permissions, or remove users in the **Organisations** tab.

Note: Only users with **Admin** access can update, invite and remove other users from the organisation.

Note: As an **Admin**, you can assign specific permissions to members with **User** access – a **User** can be authorised to collect samples and/or view results.

3 CONNECT THE BACTOSURE DEVICE TO WI-FI

If your organisation is a school using Network for Learning (N4L) Secure Access, please read the **N4L WIFI ACCESS** section on the following page before starting.

You will need to connect your Bactosure device to the Internet before you run your first test.

Option 1 – Connect manually to WiFi

1. Turn on your Bactosure device.
2. On the device screen, go to **Settings > Setup WiFi > Next > Manual > Choose your Wifi connection**.
3. Use the arrow buttons (< >) to scroll through the characters and enter your Wi-Fi password.
4. Click **Next** to connect.

Option 2 – Connect using a QR code

1. Turn on your Bactosure device.
2. On the device screen, go to **Settings > Setup WiFi > Next**.
3. Scan the QR code on the screen OR open your Wi-Fi settings to connect your mobile phone or computer to the "BACTOSURE" Wi-Fi network.
4. Scan the QR code on the device screen OR open a browser and go to <http://4.3.2.1/wifi>.
5. Enter your Wi-Fi credentials and confirm.

TROUBLESHOOTING

If your device doesn't connect straight away:

- Move the device closer to your wireless access point and check that the password is correct.
- If that doesn't help, try moving further away from the wireless access point as there could be some radio interference.

If you're still having trouble, contact **support@bactosure.com** – we can assist remotely or provide an alternative connection method.

OPTIONAL CONNECTION ENHANCEMENTS

4G OPTION

If your site is within 4G "NB-IoT" coverage, you can add a SIM card to your device to connect automatically over 4G. NB-IoT coverage is often better than standard mobile 4G. Go to bactosure.com/4G to find out more.

Once you have a 4G-capable Bactosure device, to connect all you need to do is turn on your device as normal. When the network signal strength indicator shows at least one bar, you're all set up.

ETHERNET ADD-ON

For sites outside NB-IoT coverage or for organisations where Wi-Fi causes issues, you can use our Ethernet option for a plug-and-play setup. Contact **support@bactosure.com** if you would like to order an Ethernet bridge.

Follow these instructions to connect your Ethernet bridge to your local network:

1. If your network security requires new Ethernet devices to be authorised, add the MAC address printed on the back of the yellow box (12 characters) to your network management system (for N4L, add your MAC address in MyN4L).
2. Plug the **WAN port** of the yellow box into an available **Ethernet port** on your network (the Ethernet port looks like a small, wide phone socket used for network cables).
3. Connect the **USB Micro B cable** to the yellow box and plug it into the **provided wall adapter**.
4. Wait until **three LEDs** light up on the top of the yellow box — this means it's connected.

N4L WIFI ACCESS

If your school's network is set up using N4L Secure Access:

- **With MyN4L enabled:**
 <https://support.n4l.co.nz/s/article/Device-Registration>
- **Without MyN4L enabled:**
 <https://support.n4l.co.nz/s/article/How-to-onboard-a-shared-device>

Select **Secured systems** if you're using N4L Secure Access.

←

Add a device to your network

1. Connection type

Wireless

2. Network (VLAN) access

☐

VOIP

Systems with low latency requirements e.g. Voice over IP phones, video conferencing.

☐

Shared devices

Devices not assigned to an individual user such as printers or video making devices.

☐

Casting devices

Devices such as Chromecast or AppleTV that need to be connected to the Staff network.

☒

Secured systems

Systems with isolated network needs such as IP cameras, digital screens, CCTV, PA systems, fire alarm systems, building access eg. swipe card.

☐

Staff devices

Devices, other than personal or BYODs, that should be enrolled to the Staff network.

☐

Student devices

Devices, other than personal or BYODs, that should be enrolled to the Student network.

Your selection determines which devices will be assigned to be able to access it.

Please do not register personal devices.

If you're not sure about which category to select, please call 0800 LEARNING.

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 **TIP:** Every school's setup is different. It's best to call **N4L Support on 0800 LEARNING (0800 532 764)** when installing a new device. If your school does not have N4L Secure Access, you will just need your SSID (Wi-Fi name) and password.

3

4 SETTING A PIN

After you've reviewed the training videos and instructional guides, you will need to complete an online quiz. This ensures you are confident in using the system.

After passing the quiz, you'll be prompted to set a secure PIN. This will be used each time you run a test on your device. This ensures only trained users can run tests.

How to set your PIN:

1. Turn on the device.
2. **Add User:** Go to **Settings > Add User** and scan the QR code show on screen.
3. **Complete quiz:** After scanning the QR code, complete the short 10-minute quiz on your mobile device.
4. **Set your PIN:** Once you've passed the quiz, you'll be prompted to choose a PIN.