

**Edukey Education Ltd.**  
**10 West Street,**  
**Fishguard,**  
**Pembrokeshire,**  
**SA65 9AE**

**Dear Sir/Ms,**

Thanks for choosing to enhance the security on your account with Edukey One Time Pass Cards.

These cards will help protect your account against viruses, social engineering or phishing emails.

Please find enclosed  card(s) as ordered, if you did not purchase online then an invoice is included for your kind attention.

Please distribute these cards to School Admins as required, they will then need to activate their card by linking the card to their account. They just need to enter the 16 digit number on the back of their card into their account settings in our platform.

Clear instructions on how to activate their cards are overleaf.

Kind Regards,

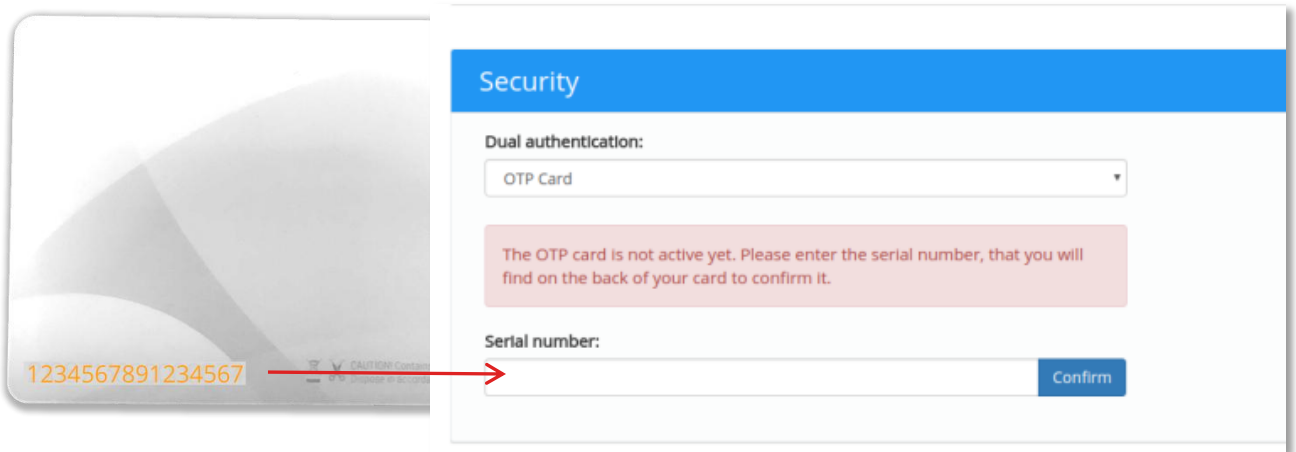


**Don't forget to activate your cards**  
**See overleaf for a how to guide**

**Duncan Wilson** | Director at Edukey Education (Part of TES)

## How to set up your Edukey One Time Pass Cards:

- 1) **Log in** as normal
- 2) Go to **Account Settings** (cog/menu top right)
- 3) Look on the back of your Edukey One Time Pass Card for the **16 digit card serial number** and enter this into the security section of Account Settings and click "Confirm".

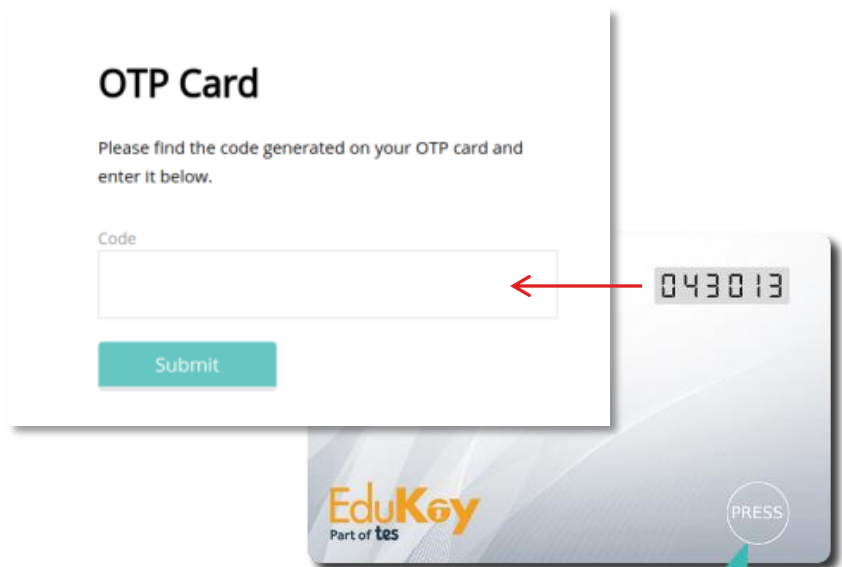


### Next time you log in:

When you log into your account next you will be asked for your email and password as usual. You will then be asked for a OTP Card Code.

### To get the code:

You simply press the button and a code will appear for you to enter.



Just press this button