

# STV External User Guide



**FOR EXTERNAL USERS OF SENSITIVE TIMEBOXED VIEWER**

21 August 2020

# Overview

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**The Secure Timeboxed Viewer (STV) portal allows the ODPP to create secure links to multimedia and other types of data. These links can be sent to users external to the ODPP, providing the capacity to quickly share material without the need to organise or exchange physical media.**

With this portal, many external parties can view digital material for a matter in a secure environment. Some typical external users include:

- Defence solicitors and barristers
- Barristers briefed by the ODPP
- Witness intermediaries
- Expert Witnesses

The STV portal uses Microsoft SharePoint Online as its infrastructure, and utilises multifactor authentication provided by Microsoft through this platform. The portal is designed to allow access for a limited time period, while also preventing material from being saved or copied by the external user.

## How STV works

In an appropriate circumstance, the ODPP may offer an external user access to digital material via the STV portal.

When an STV link is created, an external user nominates an email address for a secure SharePoint invitation to be sent to. This invitation remains active for 14 days.

When this link is accessed, the user will be prompted to log in with a Microsoft account. This Microsoft account must be associated with the nominated email address. If the email address nominated is not associated with a Microsoft account, the user can create a Microsoft account as part of the process.

When logging in, multifactor authentication must also be used. Typically, this will take the form of a code sent to a mobile phone.

Once login is successful, the user will be prompted to request access to the material. Once approved, the user will receive a further email confirming approval, as well as a link to the material.

By default, external users are given 72 hours of access, starting from access approval. This time period can be amended as required.

While access is active, users can view materials from within their browser, but cannot download or save copies of any materials. If materials need to be copied or saved, special permission must be sought from ODPP.

Please note each user requiring access will need to apply for access and complete the following steps. In most circumstances the ODPP require one week's notice to create an STV link. Urgent requests will be considered but cannot be guaranteed.

# External User Process

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## Step 1: Provide required information

An ODPP solicitor or assisting staff member will request certain information to start the process:

- Full name
- Nominated email address.

Depending on the nature of the material, you may also be required to complete an undertaking form. This form will be sent via email attachment.

If this undertaking form is requested, please complete and return it as per the instructions provided.

## Step 2: Initial login

When the STV link is prepared, you will receive an email with a link to the shared folder. Clicking this link will take you to a login page.

Select "Microsoft Account".

- If the nominated email address is already associated with a Microsoft account, log in with your email address and password.
- If the nominated email address is not associated with a Microsoft account, click "Create one!" underneath the login prompt.
  - Enter the nominated email address into the "Create an Account" field;
  - Choose a password, and enter it into the field;
  - Provide your first and last name as prompted;
  - Provide your country and date of birth as prompted;
  - Check your emails for the verification code, and enter it as prompted;
  - Complete the security challenge by entering the characters that appear.

*You can create a Microsoft account using your current email address. e.g. me@gmail.com*

## Step 3: Multifactor Authentication

After either logging in or creating a new account, you will be asked to provide extra information for security reasons.

Typically, it is recommended that the "Authentication Phone" option is selected, using a mobile phone.

- Select your country from the list;
- Provide your phone number (do not include the 0 in front; this is covered by the country code);
- Select "Call me" or "Send me a code by text message" as preferred.

When you receive the code, enter it as prompted and click "Verify".

## Step 4: Request Access

For first time users of STV portal, you will see a page stating that you need permission to access, once verification is successful.

Click "Request Access" at the bottom right of the text field. This will send an access request to STV administrators.

You can close this page once you've requested access, as you will receive a secondary link via email.

Subsequent invitations will not require you to complete this step.

## Step 5: Access Approved

Once your access is approved by an STV administrator, you will receive an email confirmation. This will also include a link to the item shared; clicking this link will take you to the STV page.

You may now browse the shared files. Clicking a file's name will open its contents in the browser.

You may access this link and its contents for the arranged amount of time (72 hours by default). After this time, your permissions will be revoked, and you will no longer have access to the contents of the link.

If you subsequently require access to the material again, you will need to initiate this process again with the ODPP solicitor.