



## HSO Portal – Accessing the Training Environment

### What access do I need?

A current AUSKey

### What else do I need?

A training environment user profile.

## Creating a User Account

To access the HSO training environment, the HSO Admin User must create a user account specifically for the Training Environment.

If the HSO Admin User for your business does not have a current Training Environment account please request one to be set up for you by emailing [hearing@health.gov.au](mailto:hearing@health.gov.au)

Once an account has been set up for the training portal the HSO Admin User will be sent an invitation which they need to accept. This process is exactly the same as accepting an invitation to the Live Portal.

## How to invite users to the training environment

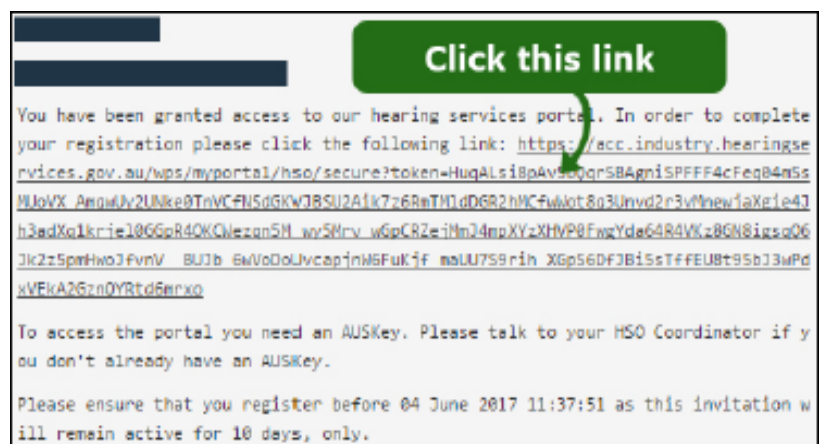
Only users with SP Admin portal access can add new users to the training environment. The user you are trying to invite should already have a user account. The steps to add users is outlined below.

1. Visit the [training environment](#) webpage.
2. Select the **Portal Login** page on the top right corner of the webpage. This will redirect you to the Government Authentication Service.
3. Select your credentials from the drop down list and enter your AUSKey password.
4. Select a site, tick the certification box and select **Agree**.
5. Select the **User accounts** accordion.
6. Find the user you are trying to invite to the training environment using the **Find a User** function. This will open the Users Details page.
7. Check the user's email address is correct.
8. Select **Link new AUSKey**.

## Receiving and accepting an invitation

An SP Admin from your company will add you as a new user in the portal. The invitation will be active for **10 days**. If you have not accepted your invitation within this time, your SP Admin user will need to send you a new invitation.

Select the link in the email. Ensure you are using the computer which has your AUSKey installed. If your AUSKey is on a USB, you will need to copy the link and open it in your AUSKey browser.



### Wait!

Do not go directly to the provider login link on the top right of the screen at this stage as this will give you an AUSKey unknown error.

Click the **Continue** button.

You will be taken to the AUSKey login screen. Select your AUSKey from the drop down list and enter your password, then click continue.

You will be taken to the Training Portal landing page.

The Training Environment is visually identifiable by the yellow/black colour schematic and the banner **TRAINING ENVIRONMENT** at the top of each portal webpage.

Once you have access to the training portal, the HSO Admin User will be able to send email invitations to their staff. You will also be able to assign and manage the user roles.

Please be aware that any updates or changes in the Training Environment will not flow through to the LIVE portal.

