




Quick Facts

To register for the Health Data Portal, you must first have set up your personal myID and had a profile created in the Relationship Authorisation Manager (RAM) by your organisation's Principal Authority (PA).

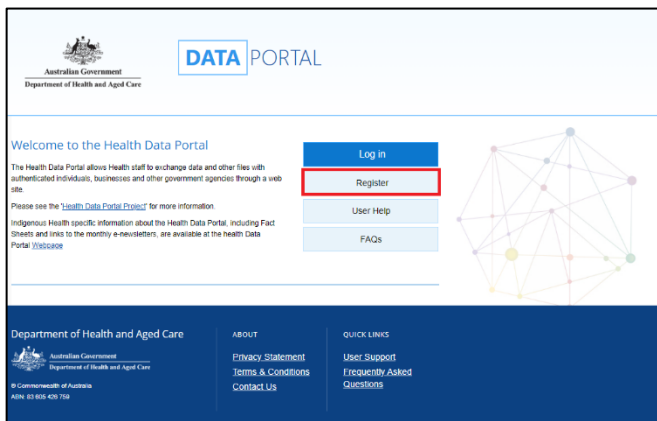
 For more information on how to obtain your myID, see [Registering for myID](#).

Register for the Data Portal

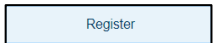
To register for the Data Portal:

1. Open the Data Portal through [Health Data Portal](#).

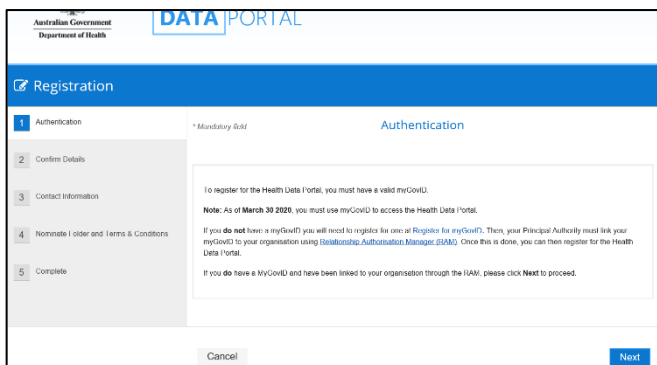
The Data Portal home screen will display.



2. From the Data Portal home screen, select





The Registration – Authentication screen will display.



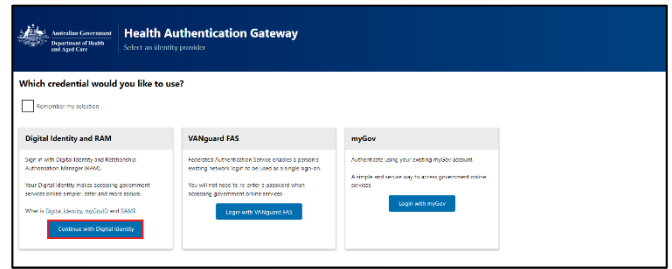
This screen confirms you need to have a valid myID to be able to register for the Data Portal.

3. To continue registration, select




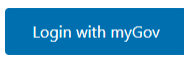
 If you don't have a valid myID, select  and follow the previous links to obtain one.

The Health Authentication Gateway screen will display.

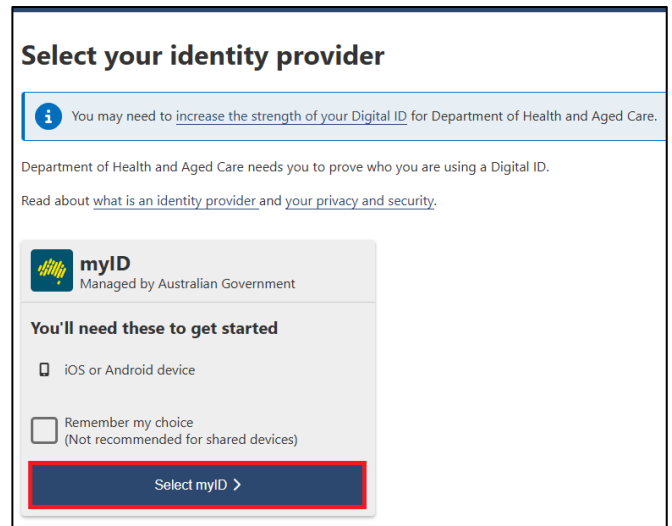



4. To continue, select

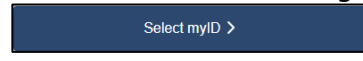


 Do not select  as this will take you to a different system.

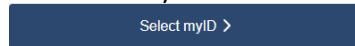
The Select your identity provider screen will display.



 If you select the **Remember my choice** check box before selecting

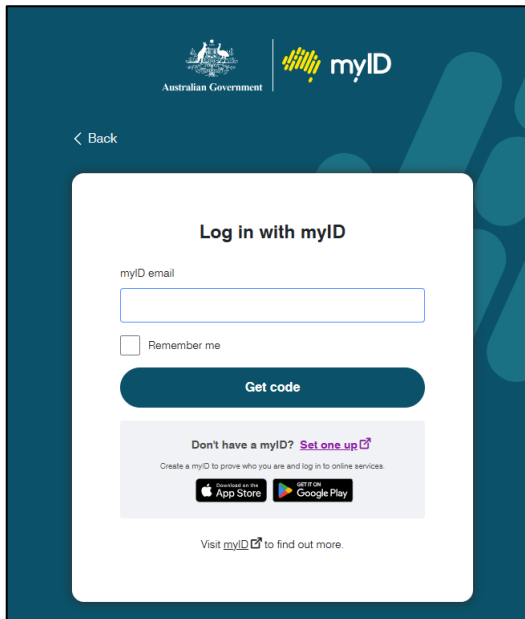
 the Select your identity provider screen will not display again.

5. To continue, select






The myID screen will display.

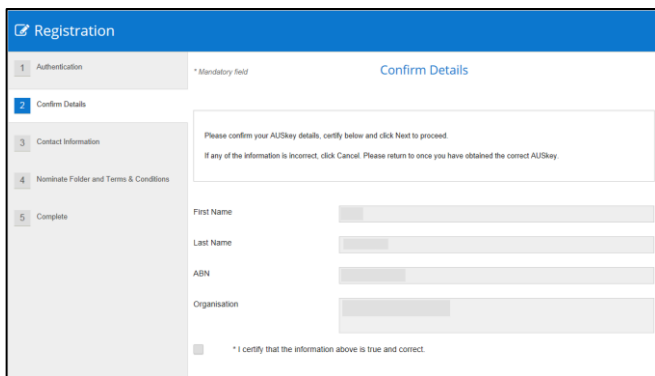


6. Enter your myID email address in the **myID email** field.
7. To continue, select **Get code**.

 If your myID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.

8. Enter the 4-digit code that appears into the applicable fields that have appeared on your smart phone.

The Registration - Confirm Details screen will display.

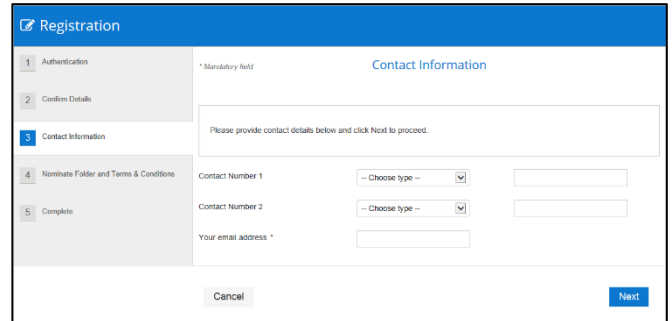



9. Check to ensure your details are correct.
 - a) If your details are incorrect, select **Cancel** and restart the registration process with the correct myID.
 - b) If your details are correct, select the **I certify that the information above is true and**


correct check box and select



The Registration - Contact Information screen will display.



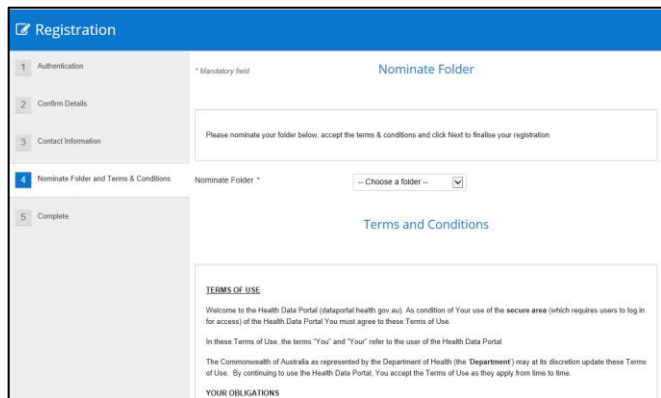
10. In the **Contact Number 1** field, select  and select **Office**.
11. In the blank field next to **Contact Number 1**, enter your contact phone number. Ensure you include your area code.
12. In the **Your email address** field, enter a contact email address.


 You do not have to enter a second contact number.


13. To continue, select **Next**.




The Registration - Nominate Folder and Terms and Conditions screen will display.




14. In the **Nominate Folder** field, select  and pick the folder you need to have access to from the drop-down list.

 Please select the folder carefully as this determines who is notified of your Data Portal registration.

15. Scroll to the bottom of the screen and select the **I accept the terms and conditions listed above** check box.

16. To continue, select .

The Data Portal Complete screen will display.

17. To complete the registration process, select .

You have now successfully registered for the Data Portal. Your *User Administrator* will receive an email informing them they need to finalise your profile so you can use the Data Portal.

Log in to the Data Portal

Once you have registered for the Data Portal and your user profile has been completed by your *User Administrator*, you can log in to the Data Portal as needed.

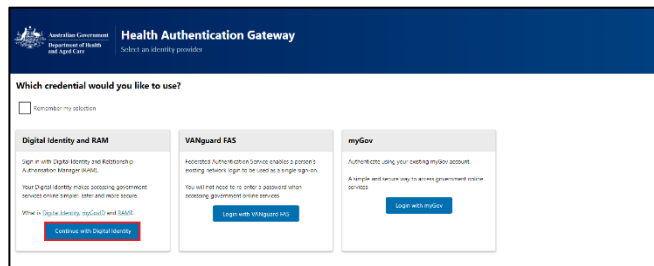
To log in to the Data Portal:

1. Open the Data Portal through [Health Data Portal](#).


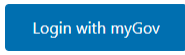
The Data Portal home screen will display.

2. From the Data Portal home screen, select .

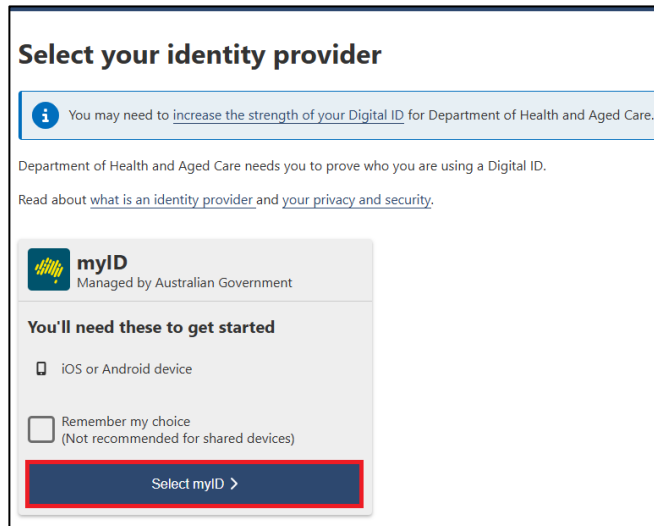
The Health Authentication Gateway screen will display.


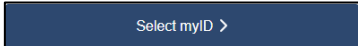


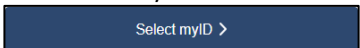
3. To continue, select .

 Do not select  as this will take you to a different system.

The Select your identity provider screen will display if you didn't select *Remember my choice* when registering.

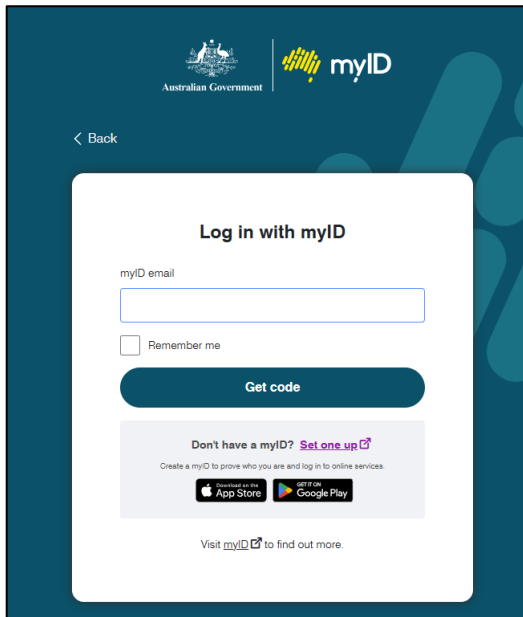


 If you select the *Remember my choice* check box before selecting  the Select your identity provider screen will not display again.

4. To continue, select .




The myID screen will display.



5. Enter your myID email address in the **myID email** field at the bottom of the screen.



6. To continue, select



 If your myID is linked to more than one organisation, select the organisation you wish to register under and then select **Continue**.

7. Enter the 4-digit code that appears into the applicable fields that have appeared on your smart phone.

The Data Portal home screen will update, and you can now work in the Data Portal as required.

 If you can't see any options on the blue bar near  on the left-hand side of the Data Portal home screen, you have not been assigned any Data Portal roles. To resolve this, contact your *User Administrator* and ask them to update your profile.