# Health Data Portal Registration Screencast – Accessible Version

Introduction

Welcome to the *Health Data Portal Registration* screencast.

This screencast will show you how to register for the Health Data Portal (the Data Portal)

**Note:** Each user of the Data Portal must register and will only need to register once.

By the end of this screencast you should know the steps involved in registering for the Data Portal.

Registering

Once you have a myGovID and your Principal Authority has created a profile for you in the Relationship Authorisation Manager (RAM), you can register for the Data Portal.

For more information on how to register for myGovID, you can visit [the myGovID website](https://www.mygovid.gov.au/).

1. To register for the Data Portal, you must first go to the Data [Portal’s webpage](http://dataportal.health.gov.au/wps/portal/register/%21ut/p/a1/04_Sj9CPykssy0xPLMnMz0vMAfGjzOJNPb09DUwMjLwNfF1MDBwtTU0DLU09DdzDTIEKIoEKDHAARwNC-sP1o8BK8JhQkBthkO6oqAgAnWpi3g%21%21/dl5/d5/L2dBISEvZ0FBIS9nQSEh/) and then select the **Register** button.

The Data Portal Authentication screen confirms you need to have a valid myGovID to be able to register for the Data Portal.

**Note:** If you don’t have a valid myGovID, select the **Cancel** button and follow the previous link to obtain a myGovID.

1. To continue your registration, select the **Next** button.
2. In the Health Authentication Gateway screen, select the **Continue with Digital Identity** button.

The Select your identity provider screen will display.

**Note:** If you select the *Remember my choice* check box, this screen won’t display again.

1. To continue, select the **Select myGovID** button.
2. In the myGovID screen, enter the email address you used when registering for myGovID, in the **myGovID email** field.
3. To continue, select **Login**.
4. Enter the code that displays into the fields that now appear on your smart phone.

**Note:** If your myGovID is linked to more than one organisation, you will be presented with a screen asking you to select which organisation you would like to register for in the Data Portal.

The Your consent screen will display your myGovID details.

1. To continue, select **Consent**.
2. On the **Confirm Details** screen, check to ensure your details are correct. If your details are incorrect, select the **Cancel** button and restart the registration process with the correct myGovID.
3. To continue, select the **I certify that the information above is true and correct** check box and then select the **Next** button.
4. On the Contact Information screen, select the **down arrow** in the **Contact Number 1** field and select **Office**.
5. In the blank field next to **Contact Number 1**, enter your contact phone number.

**Note:** You do not have to enter a second contact number.

1. In the **Your email address** field, enter a contact email address and then select the **Next** button.
2. On the Nominated Folder and Terms and Conditions screen, select the **down arrow** in the **Nominate Folder** field and pick the folder you need to have access to from the drop-down list. The folder you select here will depend on what you will be using the Data Portal for.
3. You then need to read and accept the terms of use by selecting the **I accept the terms and conditions listed above** check box and then selecting the **Next** button.

On the Complete screen, the **User Administrators** field will display one or more individuals (and their email addresses) who are assigned as your *User Administrator(s)* in the Data Portal.

1. To complete the registration process, select the **Finish** button.

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