



## Australian Honours and Awards Portal

These instructions will assist you to access the Australian Honours and Awards Portal.

The Australian Honours and Awards Portal is a secure platform to:

- Nominate a worthy Australian for an award.
- Complete a referee request.
- Accept a proposed award.

### Important Security: Email Authentication

As part of our ongoing commitment to protecting your personal information, the Australian Honours and Awards Portal uses an email code to confirm your authentication. This is in addition to your username and password.

### Help accessing the portal

- [What email to use when accessing the portal](#)
- [What if the email I'm using is not the best one](#)
- [Where to go to access the portal](#)
- [How to sign in to your existing portal account](#)
- [How to sign up as a new user to the portal](#)

### Organisations nominating for service awards

If you are submitting multiple nominations on behalf of an organisation for the National Emergency Medal, an operational award such as the National Medal, or a Meritorious Service Award, your account will require additional authorisations. To request these permissions, please contact [serviceawards@gg.gov.au](mailto:serviceawards@gg.gov.au).



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### What email to use when accessing the portal

The best email to use to access the portal will vary depending on what you are doing.

If you are:

- **Nominating as an individual:** a personal email is preferred for registration.
- **Nominating on behalf of a role or organisation:** a role or organisation email may be appropriate.
- **A Proposed Recipient:** a personal email is preferred for registration.
- **A Referee in a personal capacity:** a personal email is preferred for registration.
- **A Referee on behalf of an organisation, community group or association:** in your capacity of your role - an organisation or role-based email address may be appropriate.

### What if the email I'm using is not the best one

If you have received an email that was sent to an email address that is **not your preferred email**.

- Follow the steps for [How to sign in to your existing portal account](#) with your preferred email address.
- Once registered and logged in successfully, email [honours@gg.gov.au](mailto:honours@gg.gov.au) to advise of your preferred email and portal account.
- Once you are advised we have completed a profile merge, you will be able to log in and complete the process.



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### Where to go to access the portal

1. Navigate to the [Australian Honours and Awards Portal](#).
2. Click on 'My Portal - Go to my portal'.

#### Welcome to the Australian Honours and Awards Nomination Portal

The Australian Honours and Awards Portal lets you nominate a worthy Australian for an award, complete a referee request, or accept a proposed award. Sign in or Register by selecting 'My Portal' below

My Portal

Go to my portal.

Click here



## Australian Honours and Awards Portal

### How to sign in to your existing portal account

1. Type in your email address.
2. Enter your password.
3. Click the '**Sign in**' button.

The screenshot shows the 'Sign in' page of the Australian Honours and Awards Portal. The page header includes the crest and the text 'Office of the Official Secretary to the Governor-General'. The main heading is 'Sign in', followed by the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom is a blue 'Sign in' button. Below the button is the text 'Don't have an account?' followed by a link that says 'Sign up now'. Three green callout boxes with arrows point to the form elements: 'Enter email' points to the 'Email Address' field, 'Enter password' points to the 'Password' field, and 'Click here' points to the 'Sign in' button.

If you have forgotten your password, click the '**Forgot your password?**' link to be guided through resetting your password.



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4. You will need a code to complete the login.
5. Click the '**Send verification code**' button.

The screenshot shows a mobile app interface for the Office of the Official Secretary to the Governor-General. At the top, there is a back arrow and the word 'Cancel'. Below this is the office's crest and name. The main heading is 'User Details'. A message states: 'Verification is necessary. Please click Send button.' Below this is a label 'Email Address' and a text input field containing 's\*\*\*\*\*@gmail.com' with a red asterisk to its right. There are two blue buttons: 'Send verification code' and 'Continue'. A green callout box with the text 'Click here' has a green arrow pointing to the 'Send verification code' button.

**Note:**

- It can take a few minutes, for the verification email to arrive (sometimes longer). If you have not received a code, check your junk or spam folder.



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6. Enter the code you receive in your email.
7. Click the '**Verify code**' button.

The screenshot shows a mobile app interface for the Office of the Official Secretary to the Governor-General. The screen is titled 'User Details' and contains the following elements:

- A back arrow and 'Cancel' text at the top left.
- The office's crest and name at the top center.
- A message: 'Verification code has been sent to your inbox. Please copy it to the input box below.'
- An 'Email Address' field containing 's\*\*\*\*\*@gmail.com' with a red asterisk on the right.
- A 'Verification code' field with the placeholder text 'Verification code'.
- Two blue buttons: 'Verify code' and 'Send new code'.
- A large blue 'Continue' button at the bottom.

Two green callout boxes with arrows point to specific elements:

- A box labeled 'Enter code' with an arrow pointing to the 'Verification code' input field.
- A box labeled 'Click here' with an arrow pointing to the 'Verify code' button.

**Note:**

If you click the '**Send new code**' button and then the previous code arrives, this code will be invalid, and you will need to wait for the next one.



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8. Once the code is verified click the '**Continue**' button.

< Cancel

Office of the Official Secretary to  
the Governor-General

### User Details

E-mail address verified. You can now continue.

Email Address

s\*\*\*\*\*@gmail.com \*

Continue

Click here

### Congratulations, you are now logged in.

Click the tabs in the portal or the links below to go to the page you need.

- **Nominators** go to [My Portal](#).
- **Referees** go to [My Reference Requests](#).
- **Nominees** go to [My Award Acceptances](#).



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### How to sign up as a new user to the portal

1. Go to the [Australian Honours and Awards Portal](#) page and click '**My Portal**'.
2. Click the '**Sign up now**' link.

Sign up now'. A green arrow points from a green box labeled 'Click here' to the 'Sign up now' link."/>

Office of the Official Secretary to  
the Governor-General

## Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

**Click here**





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3. Type in your email address.
4. Click the '**Send verification code**' button.

The screenshot shows the 'User Details' form within the Australian Honours and Awards Portal. The form is titled 'User Details' and includes a 'Cancel' link at the top left. It features the following fields and buttons:

- Email Address:** A text input field with a red asterisk indicating it is required. A green arrow points to this field from a green box labeled 'Enter email'.
- Send verification code:** A blue button. A green arrow points to this button from a green box labeled 'Click here'.
- New Password:** A text input field with a red asterisk indicating it is required.
- Confirm New Password:** A text input field with a red asterisk indicating it is required.
- Create:** A light blue button at the bottom of the form.

**Note:**

- An email address can only be registered and used by one person.
- It can take a few minutes, for the verification email to arrive (sometimes longer). If you have not received a code, check your junk or spam folder.



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5. Enter the code you receive in your email.
6. Click the '**Verify code**' button.

The screenshot shows the 'User Details' page of the Australian Honours and Awards Portal. At the top, there is a 'Cancel' link and the Office of the Official Secretary to the Governor-General logo. The title 'User Details' is prominently displayed. Below the title, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' The form contains several input fields: an email field with 'ExampleEmail@gmail.com', a 'Verification Code' field, a 'New Password' field, and a 'Confirm New Password' field. Each of these four fields has a red asterisk to its right, indicating they are required. Between the 'Verification Code' field and the password fields are two buttons: 'Verify code' and 'Send new code'. At the bottom of the form is a 'Create' button. Two green callout boxes with arrows provide instructions: one labeled 'Enter code' points to the 'Verification Code' field, and another labeled 'Click here' points to the 'Verify code' button.

**Note:**

- If you click the '**Send new code**' button and then the previous code arrives, this code will be invalid, and you will need to wait for the next one.



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7. Enter a password.
8. Re-enter your password to confirm it.
9. Click the '**Create**' button.

The screenshot shows the 'User Details' form within the Office of the Official Secretary to the Governor-General portal. The form includes a 'Cancel' link, the organization's logo, and a confirmation message: 'E-mail address verified. You can now continue.' Below this is an email field containing 'ExampleEmail@gmail.com' with a red asterisk. A 'Change e-mail' button is positioned below the email field. There are two password fields, each with a red asterisk. Green arrows point from external labels to these fields: 'Enter password' points to the first password field, and 'Re-enter password' points to the second password field. At the bottom of the form is a blue 'Create' button, with a green arrow pointing to it from the label 'Click here'.

**Note:** Passwords must be **at least 8 characters** and have **at least 3** of the following:

- an uppercase letter
- a lowercase letter
- a number
- a symbol.



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10. You will need one last code to log you in.

11. Click the '**Send verification code**' button.

The screenshot shows the 'User Details' screen of the Australian Honours and Awards Portal. At the top left is a 'Cancel' link. Below it is the crest of the Office of the Official Secretary to the Governor-General. The title 'User Details' is centered. Below the title, a message states: 'Verification is necessary. Please click Send button.' Below this is an 'Email Address' field containing 's\*\*\*\*\*@gmail.com' with a red asterisk to its right. There are two blue buttons: 'Send verification code' and 'Continue'. A green arrow points from a green callout box labeled 'Click here' to the 'Send verification code' button.



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12. Enter the code you receive in your email.

13. Click the '**Verify code**' button.

The screenshot shows a mobile app interface for the Office of the Official Secretary to the Governor-General. The screen is titled 'User Details' and contains the following elements:

- A back arrow and 'Cancel' text at the top left.
- The Office of the Official Secretary to the Governor-General logo and name at the top.
- A message: 'Verification code has been sent to your inbox. Please copy it to the input box below.'
- An 'Email Address' field containing 's\*\*\*\*\*@gmail.com' with a red asterisk on the right.
- A 'Verification code' field with the placeholder text 'Verification code'.
- Two blue buttons: 'Verify code' and 'Send new code'.
- A large blue 'Continue' button at the bottom.

Two green callout boxes with arrows provide instructions:

- A box labeled 'Enter code' with an arrow pointing to the 'Verification code' input field.
- A box labeled 'Click here' with an arrow pointing to the 'Verify code' button.



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14. Once the code is verified click the '**Continue**' button.

The screenshot shows a mobile app interface for the 'User Details' page. At the top left is a back arrow and the word 'Cancel'. To the right is the crest and name of the 'Office of the Official Secretary to the Governor-General'. The title 'User Details' is centered. Below it, a message states 'E-mail address verified. You can now continue.' followed by the label 'Email Address'. A text input field contains 's\*\*\*\*\*@gmail.com' with a red asterisk to its right. At the bottom is a blue 'Continue' button. A green arrow points from a green box labeled 'Click here' to the 'Continue' button.

### **Congratulations, you are now logged in.**

Once you have completed your profile, click the tabs in the portal or the links below to go to the page you need.

- **Nominators** go to [My Portal](#).
- **Referees** go to [My Reference Requests](#).
- **Nominees** go to [My Award Acceptances](#).