

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.



# 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 <u>How to sign in to your existing portal account</u> with your preferred email address.
- Once registered and logged in successfully, email <u>honours@gg.gov.au</u> 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.

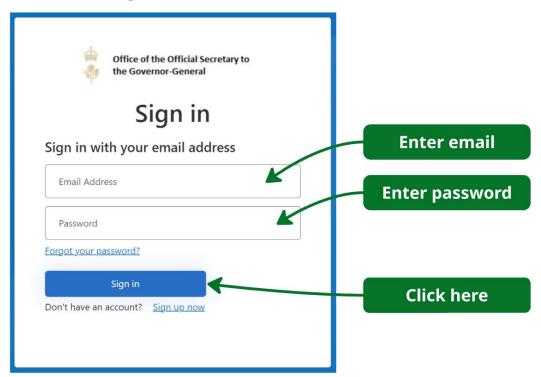
# Where to go to access the portal

- 1. Navigate to the <u>Australian Honours and Awards Portal</u>.
- 2. Click on 'My Portal Go to my portal'.



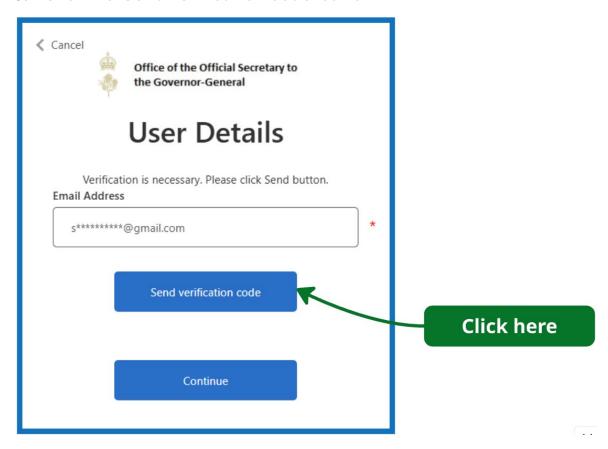
# How to sign in to your existing portal account

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



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

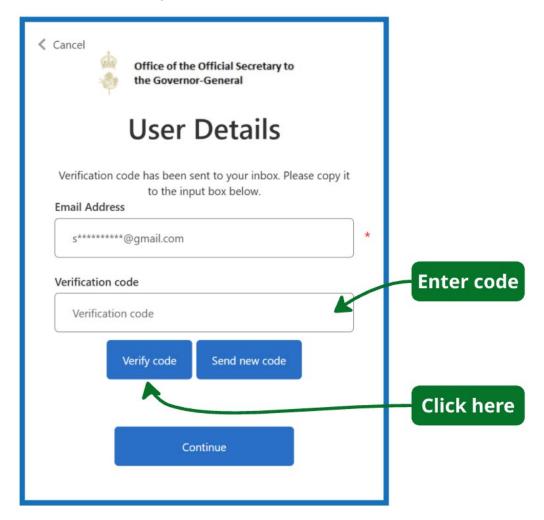
- 4. You will need a code to complete the login.
- 5. Click the 'Send verification code' button.



#### 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.

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

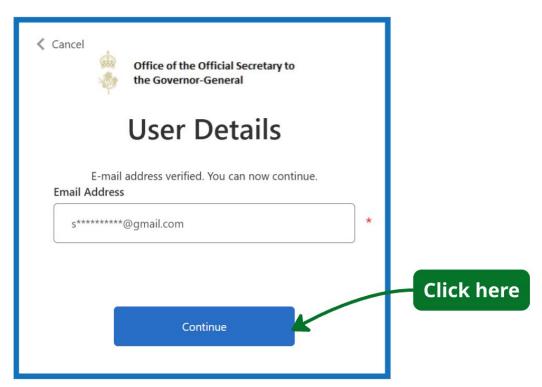


#### Note:

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.



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



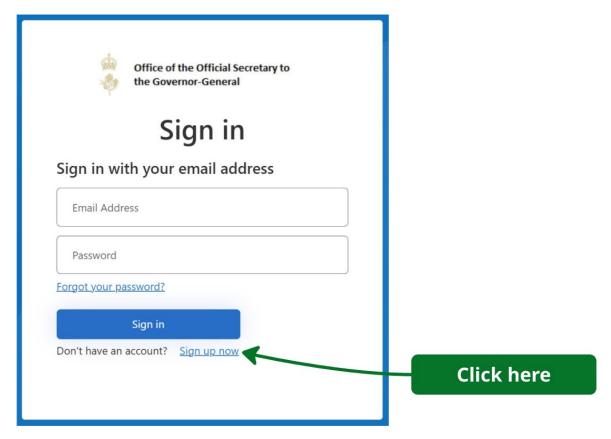
# Congratulations, you are now logged in.

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

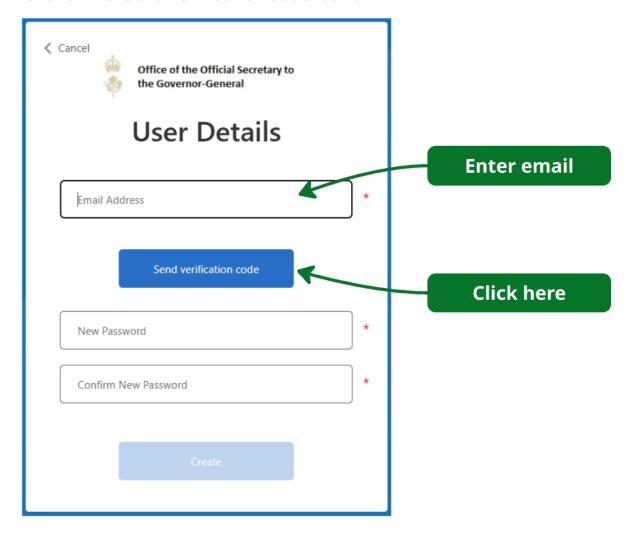
- **Nominators** go to My Portal.
- Referees go to My Reference Requests.
- Nominees go to My Award Acceptances.

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

- 1. Go to the <u>Australian Honours and Awards Portal</u> page and click '**My Portal**'.
- 2. Click the 'Sign up now' link.



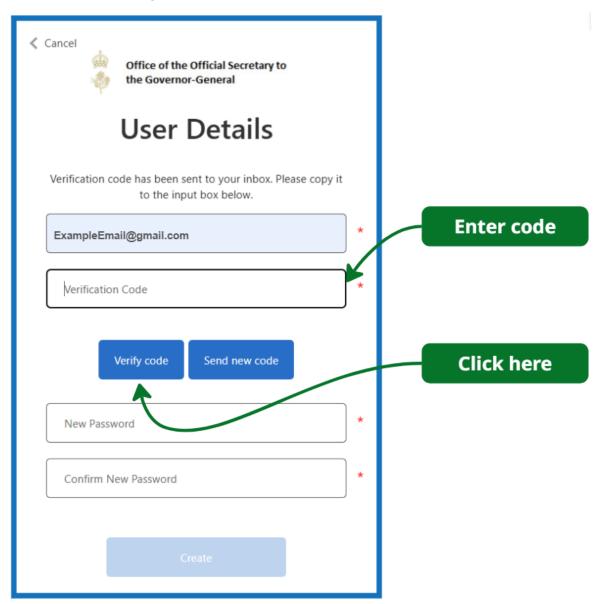
- 3. Type in your email address.
- 4. Click the 'Send verification code' button.



#### 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.

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

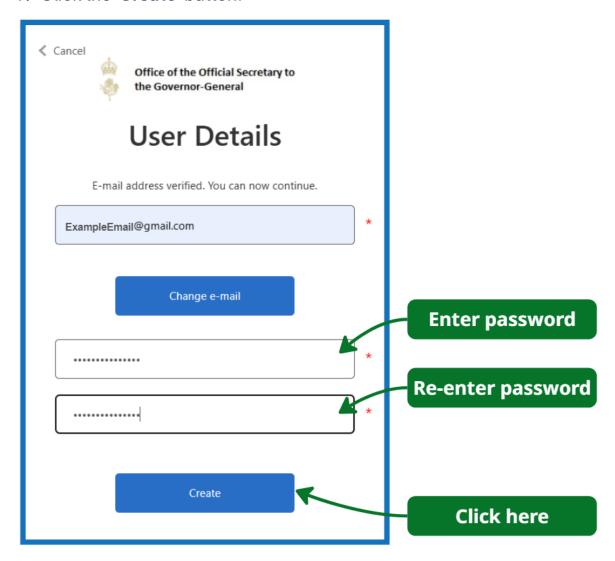


#### Note:

 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.



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

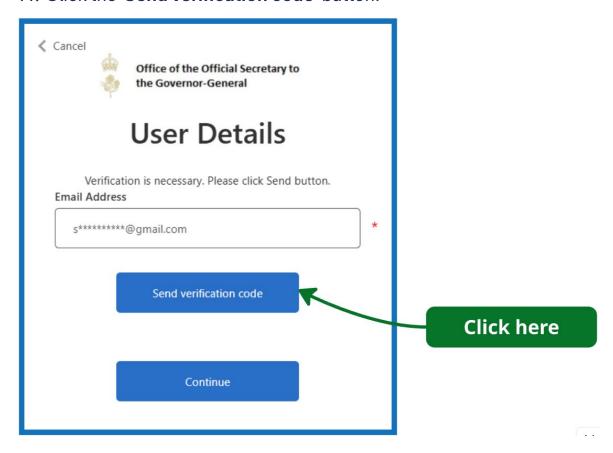


**Note:** Passwords must be at least 8 characters and have at least 3 of the following:

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

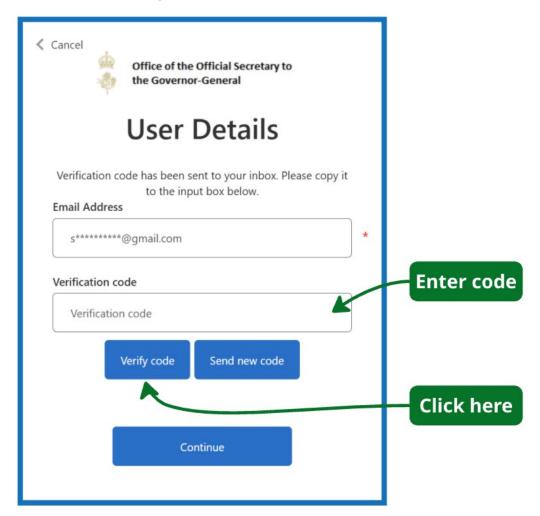


- 10. You will need one last code to log you in.
- 11. Click the 'Send verification code' button.



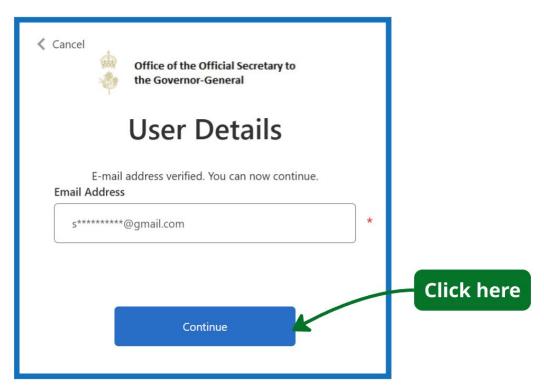


- 12. Enter the code you receive in your email.
- 13. Click the 'Verify code' button.





14. Once the code is verified click 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.