



Australian Honours and Awards Portal

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

The portal is the secure platform to nominate an Australian for an award, complete a referee request, and/or accept a proposed award.

You will be asked to create a username and password. The portal will then need to authenticate you by sending an email code. After you have confirmed authentication, you can commence your nomination.

Additional guidance

- [How to sign up as a new user](#)
- [How to sign in to your existing account](#)
- [How do I change my portal email address](#)

After you have created an account, you will be able to:

- [Nominate someone for an award.](#)
- [Complete a referee request.](#)
- [Accept a proposed award.](#)

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 access. To request this, please contact serviceawards@gg.gov.au.



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How to sign up as a new user

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

The screenshot shows the 'Sign in' page of the Australian Honours and Awards Portal. At the top is the crest of the Office of the Official Secretary to the Governor-General. Below the crest is the text 'Office of the Official Secretary to the Governor-General'. The main heading is 'Sign in'. Below this is the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link '[Forgot your password?](#)'. Below the input fields is a blue 'Sign in' button. At the bottom, it says 'Don't have an account?' followed by a link '[Sign up now](#)'. A green arrow points from a green button labeled 'Click here' to the 'Sign up now' link.



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

The screenshot shows a mobile app interface for the 'User Details' form. At the top left is a 'Cancel' button with a back arrow. The header includes the crest and the text 'Office of the Official Secretary to the Governor-General'. The title 'User Details' is centered. Below it is an 'Email Address' input field with a red asterisk to its right. A green arrow points from a green box labeled 'Enter email' to this field. Underneath is a blue 'Send verification code' button, with a green arrow pointing from a green box labeled 'Click here' to it. Below the button are two more input fields: 'New Password' and 'Confirm New Password', each with a red asterisk to its right. At the bottom is a light blue 'Create' 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.



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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. 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 from the Office of the Official Secretary to the Governor-General. The form includes a 'Cancel' link, the office's crest and name, 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. The first password field is annotated with a green arrow pointing to it from a green box labeled 'Enter password'. The second password field is annotated with a green arrow pointing to it from a green box labeled 'Re-enter password'. At the bottom of the form is a blue 'Create' button, which is annotated with a green arrow pointing to it from a green box labeled '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 a mobile app interface for the Office of the Official Secretary to the Governor-General. At the top left is a 'Cancel' button with a back arrow. Below the crest is the text 'Office of the Official Secretary to the Governor-General'. The main heading is 'User Details'. Below this is a message: 'Verification is necessary. Please click Send button.' followed by the label 'Email Address'. The email input field contains 's*****@gmail.com' and has a red asterisk to its right. Below the input field 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 the 'User Details' page of the Australian Honours and Awards Portal. At the top left is a 'Cancel' link. The header includes the Office of the Official Secretary to the Governor-General logo and name. The title 'User Details' is centered. Below it, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: 'Email Address' containing 's*****@gmail.com' with a red asterisk to its right, and 'Verification code' containing the placeholder text 'Verification code'. Below the input fields are two blue buttons: 'Verify code' and 'Send new code'. At the bottom is a larger blue 'Continue' button. Two green callout boxes with arrows point to the form: 'Enter code' points to the 'Verification code' input field, and 'Click here' points 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 'Office of the Official Secretary to the Governor-General'. The screen is titled 'User Details'. Below the title, it says 'E-mail address verified. You can now continue.' There is a text input field for 'Email Address' containing 's*****@gmail.com'. At the bottom of the form 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](#).



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How to sign in to your existing account

1. Go to the [Honours and Awards Portal](#) page and click '**My Portal**'.
2. Type in your email address.
3. Enter your password.
4. Click the '**Sign in**' button.

The screenshot shows the 'Sign in' page of the Australian Honours and Awards Portal. The page is titled 'Sign in' and includes the text '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 of the form is a blue 'Sign in' button. To the right of the form, there are three green callout boxes with arrows pointing 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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5. You will need a code to complete the login.
6. Click the '**Send verification 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 includes a message: 'Verification is necessary. Please click Send button.' Below this is an 'Email Address' field containing 's*****@gmail.com' with a red asterisk indicating a required field. 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.

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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7. Enter the code you receive in your email.
8. 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 a message: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are three input fields: 'Email Address' (containing 's*****@gmail.com'), 'Verification code' (containing 'Verification code'), and a 'Continue' button. Two blue buttons are located below the 'Verification code' field: 'Verify code' and 'Send new code'. A green callout box labeled 'Enter code' has an arrow pointing to the 'Verification code' input field. Another green callout box labeled 'Click here' has 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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9. Once the code is verified click the '**Continue**' button.

The screenshot shows a mobile app interface for the 'Office of the Official Secretary to the Governor-General'. The title is 'User Details'. Below the title, it says 'E-mail address verified. You can now continue.' There is a text input field for 'Email Address' containing 's*****@gmail.com'. At the bottom, there 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.

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 do I change my portal email address

To update your preferred email address:

- Follow the steps for how to sign up to the portal, using your preferred email address.
- Once registered and logged in successfully, email honours@gg.gov.au to share your preferred email and account so we can merge your information.
- We will advise you after we have completed a profile merge, to log in and complete the process.