NSW Government Website Consolidation

Have Your Say consultation editor manual

Table of Contents

[Welcome 2](#_Toc37759137)

[Logging in to Have Your Say 2](#_Toc37759138)

[Creating a Consultation 6](#_Toc37759139)

[Editing your Consultation before Submission 11](#_Toc37759140)

[Submitting Your Consultation for Review 12](#_Toc37759141)

[Have Your Say Admin Support 13](#_Toc37759142)

# Welcome

## Logging in to Have Your Say

Go to: <https://nsw.gov.au/user/login>

Enter in your username and password

Click **Log in**



**Note:** If prompted, tick to Remember my Credentials

Multi Factor Authentication (MFA) is enabled to ensure the NSW Government consolidated website is secure.

This means you must set up an Authenticator App on your mobile device or computer to generate a unique login pin every time you log in to the CMS.

**Setting up your Authentication (One time only)**

1. Go to the login screen for the CMS

<https://nsw.gov.au/user>

1. Enter your login details as usual:

**username** = firstname.lastname

**password** = your existing CMS login



1. On your My Workbench homepage you will receive an error message advising you of the change to the login process. Click on the **here** link to setup your authentication process.



**Note:** you will need to set up your MFA within 3 logins of this message appearing in your account.

1. On your profile settings security tab, click on the link to **Set up application**



1. Re-enter your CMS password.



1. Download or open a suitable Authenticator App for your mobile or computer from the recommended list on the setup screen.



**Note:** **Authy App** works well on computers as well as phones, but it will require the temporary use of a mobile phone during setup.

1. Follow the prompts to set up your MFA within your chose Authenticator Application. You will either need to enter the two-factor authentication code, or scan the barcode on your MFA setup screen within the CMS to finalise the setup.
2. Enter in the Authenticator App Verification Code in the field on the CMS MFA setup screen.
3. You will receive a confirmation status once you complete the authentication.



1. **Optional Step:** Right mouse click on the results screen to print to PDF your recovery codes to be safely stored on your computer in case you need help logging in to the CMS in the future.



1. Congratulations you have finished setting up your MFA. Log out of the CMS to refresh your account.



## Creating a Consultation

Select the **Workbench > Create Content** menu



Select **Add content > Consultation**



#### Step 1: Introduction

Add in the **Consultation Title** – 40 characters max

**Note:** this will form part of your unique URL

**Consultation Summary** – a brief intro sentence for the consultation

**Consultation Topic** – select an option from the pick list



#### Select Step 2: What’s this about

**What’s this about** - Enter details about the project in the Consultation introduction

**Image** – Add a hero image for the consultation

**Note:** recommended size is 760 p x 440 p

**Document** – Upload any supporting documents

**Note:** if you wish to log into an external document or webpage please do so from within the “What’s this about” section above.



Select the Affected Region/Regions and enter the specific address/location of the project.



#### Select Step 3: Have your say

**Have your say** – detail the consultation process in this section

**Method type** – select from a drop down and click **Add Method**

This will show fields relevant to the type of consultation method such as email (an email address and other communication details will be required).

**Note:** you can add more than one consultation method here.



#### Select Step 4: More Information

Enter the details for the contact person managing the submissions.



Click **SAVE**

## Editing your Consultation before Submission

If you need to make an edit to your Consultation before you submit it for review, Select **DRAFT > Edit content** to edit your submission form fields



Scroll to the bottom of the submission form and Click **SAVE** when completed

## Submitting Your Consultation for Review

The final step in submitting your consultation is for the content to be reviewed prior to publishing on the Have Your Say webpage by the NSW Digital Channels Team. To submit your consultation for Review:

Click on **DRAFT > Needs Review**



The status will now change from **DRAFT** to **NEEDS REVIEW**



*Your Consultation has now been submitted for inclusion on the Have Your Say platform. You will be advised if further details are required or of the publishing date of your consultation on the website.*

## Have Your Say Admin Support

If you have any questions regarding the Have Your Say consultation system, please click on the below Support Email link to contact the project team.

**Support Email**

A member of the NSW Government Digital Channels team will come back to you with the answer shortly.