



nsw.gov.au

CMS DIGITAL GUIDE

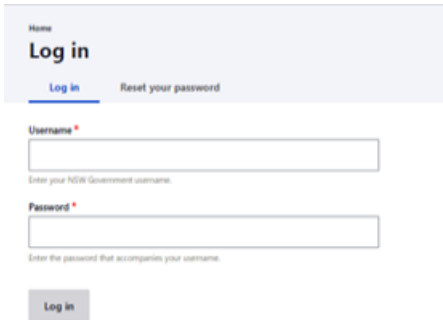
Have Your Say consultation editor manual

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Logging in to Have Your Say

1. Go to: <https://nsw.gov.au/user/login>
2. Enter in your username and password
3. Click **Log in**



The screenshot shows the login page for the NSW Government. At the top left, there is a 'Home' link and a 'Log in' button. Below the 'Log in' button, there are two links: 'Log in' and 'Reset your password'. The main form area contains two input fields: 'Username' and 'Password'. The 'Username' field has a red asterisk and a placeholder text 'Enter your NSW Government username'. The 'Password' field also has a red asterisk and a placeholder text 'Enter the password that accompanies your username'. At the bottom of the form, there is a 'Log in' button.

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)

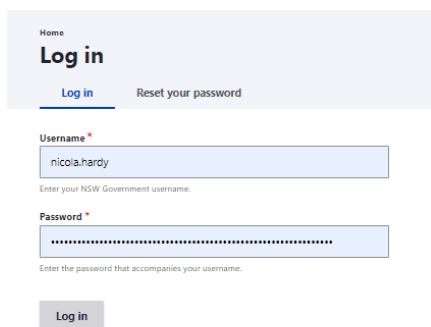
1. Go to the login screen for the CMS

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

2. Enter your login details as usual:

username = your work email address

password = your existing CMS login



Home

Log in

[Log in](#) [Reset your password](#)

Username *

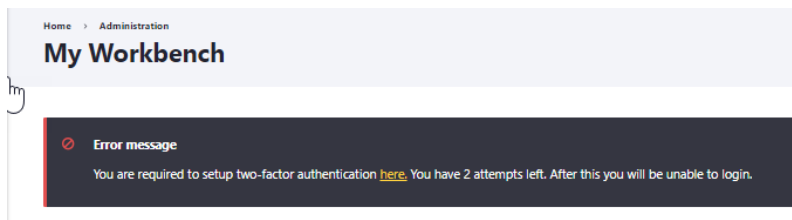
Enter your NSW Government username.

Password *

Enter the password that accompanies your username.

[Log in](#)

3. 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.



Home > Administration

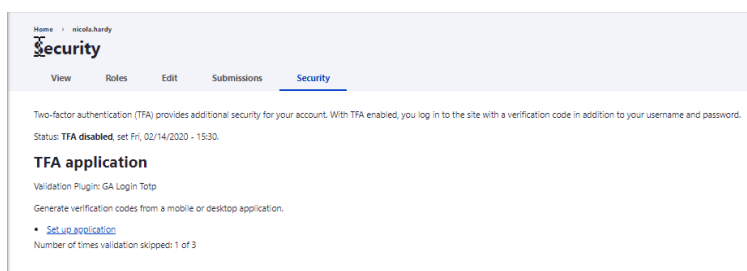
My Workbench

Error message

You are required to setup two-factor authentication [here](#). You have 2 attempts left. After this you will be unable to login.

Note: you will need to set up your MFA the first time you login to your account.

4. On your profile settings security tab, click on the link to [Set up application](#)



Home > nicola.hardy

Security

[View](#) [Roles](#) [Edit](#) [Submissions](#) [Security](#)

Two-factor authentication (TFA) provides additional security for your account. With TFA enabled, you log in to the site with a verification code in addition to your username and password.
Status: **TFA disabled**, set Fri, 02/14/2020 - 15:30.

TFA application

Validation Plugin: GA Login Totp

Generate verification codes from a mobile or desktop application.

- [Set up application](#)

Number of times validation skipped: 1 of 3

5. Re-enter your CMS password.

TFA setup

Current password *

Enter your current password to alter TFA settings for account n

Confirm Cancel

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

TFA setup


Install authentication code application on your mobile or desktop device:

- [Google Authenticator \(Android/iPhone/BlackBerry\)](#)
- [Authy \(Android/iPhone\)](#)
- [FreeOTP \(Android\)](#)
- [GAuth Authenticator \(desktop\)](#)

The two-factor authentication application will be used during this setup and for generating codes during regular authentication. If the application text code.

R37JFXORJQQQ2J2K

Enter this code into your two-factor authentication app or scan the QR code below.



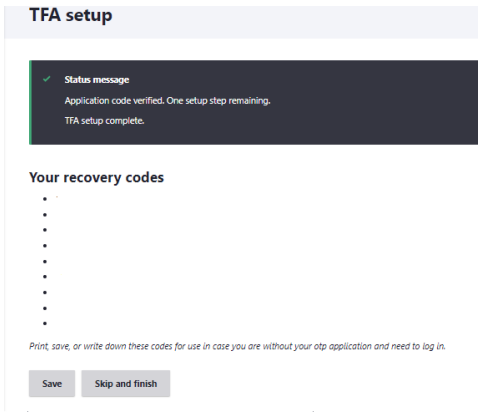
Application verification code *

A verification code will be generated after you scan the above QR code or manually enter the setup code. The verification code is six digits long.

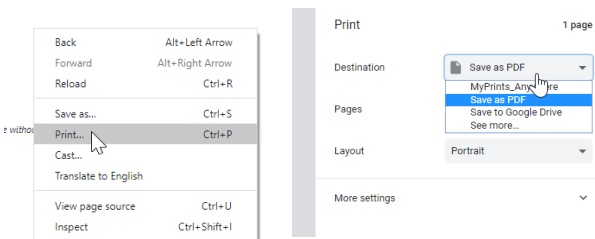
Verify and save Cancel

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

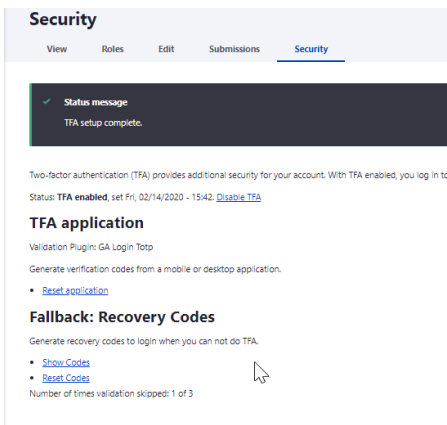
- Follow the prompts to set up your MFA within your chose Authenticator Application. You will either need to enter the two-factor authentication code, or scan the barcode on your MFA setup screen within the CMS to finalise the setup.
- Enter in the Authenticator App Verification Code in the field on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



10. **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.

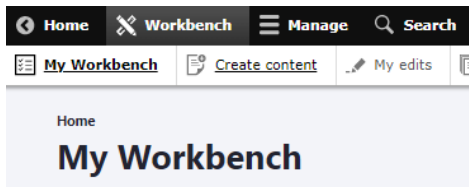


11. Congratulations you have finished setting up your MFA. Log out of the CMS to refresh your account.

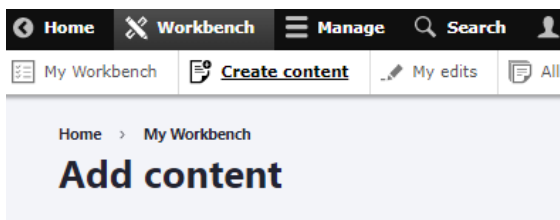


Creating a Consultation

Select the **Workbench > Create Content** menu



Select **Add content > Consultation**



> **Consultation**

Use *consultation* for your consultation submission.

> **Media Release**

To add media releases for minsters.

> **News**

> **Landing Page**

Step 1: Introduction

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

Note: this will form part of your unique URL, do not use special characters such as ,.-!() etc just letters.

2. **Consultation Summary** – a brief intro sentence for the consultation – 160 character max
3. **Consultation Topic** – select an option from the pick list

The screenshot shows the 'Create Consultation' form in the Workbench interface. The form is titled 'Create Consultation' and is located under the 'Add content' section. The form is divided into four steps: Step 1: Introduction, Step 2: What's this about, Step 3: Have your say, and Step 4: More information. Step 1 is currently active and contains three fields: 'Consultation title' (a text input field), 'Consultation summary' (a text input field), and 'Consultation topic' (a dropdown menu with the option '- Select a value -'). Below the form, there is a 'Desired publish date' field with a placeholder 'dd/mm/yyyy' and a note 'Enter today's date to publish as soon as possible'. At the bottom, there is a 'Save as:' dropdown menu with the option 'Draft' and two buttons: 'Save' and 'Preview'.

Select Step 2: What's this about

4. **What's this about** - Enter details about the project in the Consultation introduction – 1000 character limit
5. **Image** – Add a hero image for the consultation

Note: recommended image size is 760 p x 440 p. Make sure to name the file something appropriate before uploading and include any image alt texts to describe the image.

6. **Documents** – Upload any supporting documents – supported file types = pdf, doc, docx max 5mb file size per file.

▼ Step 2: What's this about

What's this about*

Format - | B | I | X | U | S | L | A | M | T | G | H | O | L | T | P | R | S | T | U | T | I | A | L | S | T | Y | L | E | S | S | O | U | R | C | E

Text format | Basic HTML

Image *

No media items are selected.

Add media

Upload an image at 760 pixels wide and 440 pixels high.
The image must be related to the consultation policy/project AND you must have appropriate permissions to use the image (i.e. copyright and subject approval).
One media item remaining.

Documents

No media items are selected.

Add media

10 media items remaining.

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

Affected regions

Statewide Consultation

NSW Regions *

Central Coast

Central West and Orana

Far West

Hunter

Illawarra-Shoalhaven

New England and North West

North Coast

Riverina Murray

South East and Tablelands

Sydney

Western Sydney

Address

Suburb

Postcode

Select Step 3: Have your say

8. **Have your say** – detail the consultation process in this section, what you are asking the public to do
9. **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.

The screenshot shows the 'Step 3: Have your say' editor. At the top, there is a header 'Step 3: Have your say' with a dropdown arrow. Below it is a text editor titled 'Have your say*' with a rich text toolbar and a large text area. Underneath the text editor is a 'Text format' dropdown menu set to 'Basic HTML'. Below that is a section titled 'Method & dates' with a sub-header 'Method & dates' and a description: 'These are the methods, dates and locations associated with the consultation. You can add as many as you like to your consultation.' Below this is a section titled 'Consultation method*' with a 'Method type' dropdown menu set to 'Online consultation' and an 'Add Method' button. To the right of the button is the text 'to Consultation method'.

The screenshot shows a close-up of the 'Consultation method*' dropdown menu. The menu is open, showing a list of options: 'Online consultation' (selected), '- None -', 'Online consultation', 'Survey', 'Formal submission', 'Informal submission', 'Mailout', 'Exhibition', 'Town Hall', 'Phone', 'Email', and 'Community meeting'. The 'Online consultation' option is highlighted in blue. To the right of the dropdown menu is a 'Collapse' button and a vertical ellipsis icon. Below the dropdown menu is a date input field with a placeholder 'dd/mm/yyyy' and a calendar icon, and a time input field with a placeholder '.....' and a clock icon.

Select Step 4: More Information

10. Enter the details for the contact person managing the submissions.
11. Be sure to add your desired publish date for the consultation on the HYS website.

▼ Step 4: More information

Agency contact details

Agency contact name *

Contact phone *

Contact email address *

Agency website *

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/6666 or an external URL such as

Consultation website

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/6666 or an external URL such as

Desired publish date *

Enter today's date to publish as soon as possible

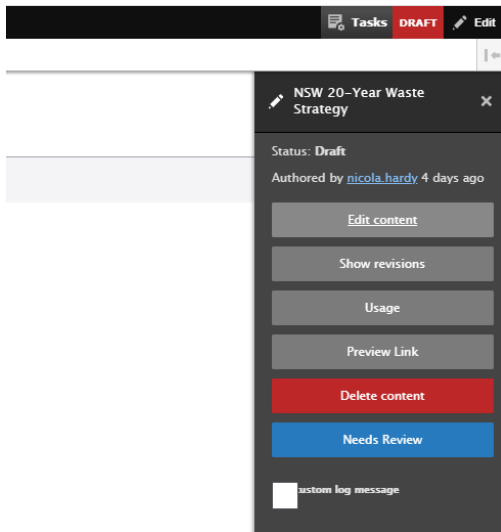
Save as:

12. Click **SAVE**

Editing your Consultation before Submission

If you need to make an edit to your Consultation before you submit it for review

1. Select **DRAFT > Edit content** to edit your submission form fields

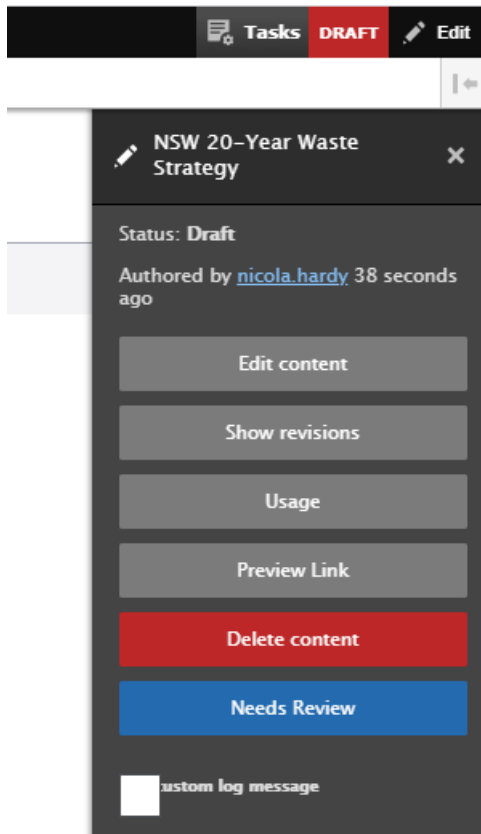


2. Scroll to the bottom of the submission form and Click **SAVE** when completed

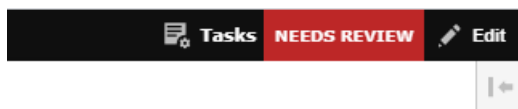
Submitting Your Consultation for Review

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:

1. 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, email the NSW Government Digital Channels support team

Email: support@nswdigitalchannels.zendesk.com