

# User Guide 1.0

This document is a step-by-step guide to help **Registered Training Organisations (RTOs) login using Digital Identity** to access the Smart and Skilled application portal.

# Table of contents

## About Digital Identity (Secure Login)

|  |          |
|--|----------|
| <b>User Guide 1.0</b> .....  | <b>1</b> |
| Table of contents.....   | 2        |
| List of images.....  | 2        |
| <b>About Digital Identity (Secure Login)</b> .....                   | <b>3</b> |
| How to create a Digital Identity .....                               | 3        |
| How to link your Digital Identity to an organisation using RAM ..... | 4        |

## List of images

|  |   |
|--|---|
| Image 1 – Portal Landing Page .....                  | 5 |
| Image 2 – “Select your identity provider” Page ..... | 5 |
| Image 3 – myGovID login Page .....                   | 6 |
| Image 4 – myGovID Verification Code Page .....       | 6 |
| Image 5 – Business Selection Page .....              | 7 |
| Image 6 – Consent Approval Page .....                | 7 |
| Image 7 – Portal Dashboard Page.....                 | 8 |
| Image 7 – Portal Sign out Page .....                 | 8 |

# About Digital Identity (Secure Login)

The portal uses the Australian Government Digital Identity System to verify users. Digital Identity is a safe, secure, and convenient way to prove who you are online. This protects you and protects Training Services NSW.

*Need more information about Digital identity, go to the [Digital Identity website](#).*

To access the Portal, you will need a Digital Identity, such as myGovID. You will need:

- a standard identity strength
- to link your Digital Identity to an organisation using Relationship Authorisation Manager (RAM).

When you are logged in, you will only be able to see the information relevant to your organisation.

## How to create a Digital Identity

myGovID is the Australian Government's Digital Identity app.

There are three easy steps to set up your myGovID.

1. Download the myGovID app from Google Play or the App Store to your compatible smart device.

Only download the myGovID app from the official app stores listed above. Non-genuine versions of the myGovID app may be available from other sources.

2. Enter your details – open the myGovID app and follow the prompts to enter your full name, date of birth and **personal** email address.
3. Verify your identity – to access the Portal, you will need at least a Standard identity strength.

For more information, visit: <https://www.mygovid.gov.au/set-up>.

## How to link your Digital Identity to an organisation using RAM

Once you have set up your myGovID, you need to link it to an organisation using Relationship Authorisation Manager (RAM). This will allow you to act on behalf of the organisation when accessing the portal.

How you link depends on whether you are a:

- **principal authority** – person responsible for the organisation. The principal authority needs to link to the organisation in RAM first. Once linked, they can authorise others to access the Portal on behalf of the organisation. Find out how to link as a principal authority at [info.authorisationmanager.gov.au/principal-authority](https://info.authorisationmanager.gov.au/principal-authority)
- **authorised user or administrator** - someone who acts on behalf of the organisation. A principal authority or authorisation administrator needs to authorise you before you can access the Portal on behalf of the organisation. You will use your myGovID to log into RAM and accept the authorisation request. Find out more at [info.authorisationmanager.gov.au/authorised-users-and-administrators](https://info.authorisationmanager.gov.au/authorised-users-and-administrators)

## Account detail changes: What if a staff member leaves your organisation?

For security purposes, if you are a principal authority or authorisation administrator, ensure you regularly maintain authorisations in RAM and remove authorisations immediately when they are no longer valid.

Find out how to manage authorisations by visiting the RAM Manger Authorisation page ([hyperlinked]<https://info.authorisationmanager.gov.au/manage-authorisations>)

## RTO Login

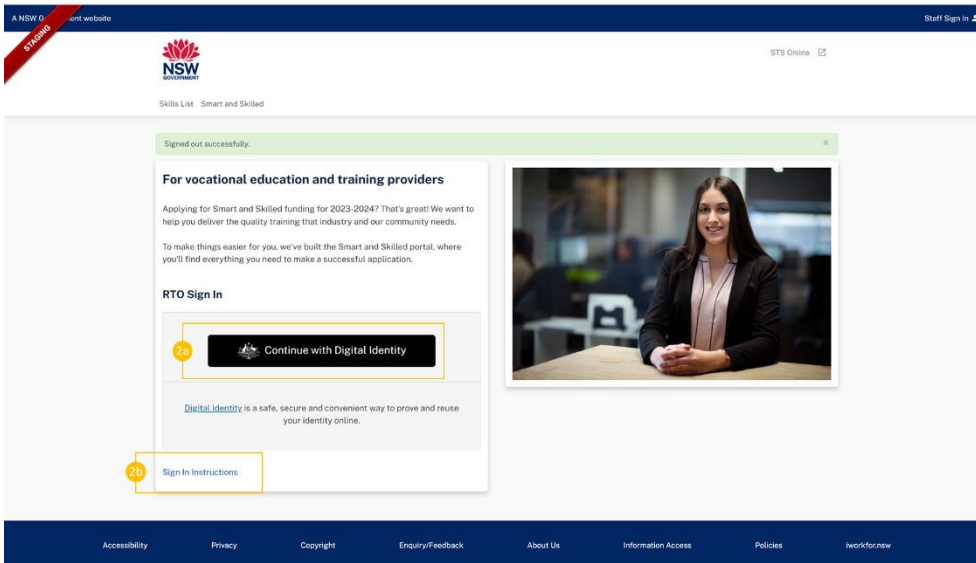
Steps for logging in with Digital Identity.

**Step 1:** Visit the Smart and Skilled application portal page [hyperlinked: [www.rto.nsw.gov.au](http://www.rto.nsw.gov.au)]

**Step 2:** On the portal landing page, click on the black button labelled 'Continue with Digital Identity' in RTO sign in section. Refer 2a in the screenshot below.

You can also click on 'Sign In Instructions' for more information about signing in with your Digital Identity. Refer 2b in screenshot below.

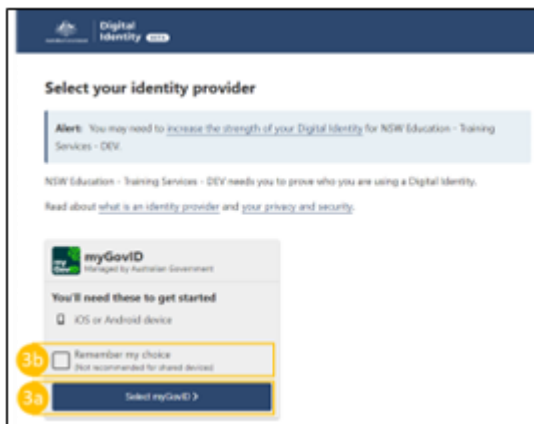
## Image 1 – Portal Landing Page



**Step 3:** You will see a page titled “Select your identity provider”. Select myGovID by clicking blue button “Select myGovID >”. Refer 3a in below screenshot.

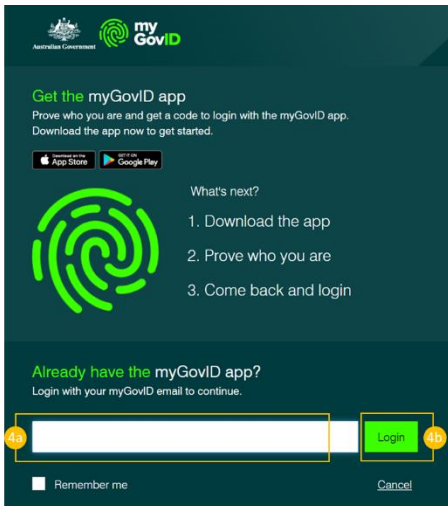
You can save your selection for future use by selecting the checkbox “Remember my choice.” Refer 3b in the screenshot below.

## Image 2 – “Select your identity provider” Page



**Step 4:** On selecting myGovID, you will be navigated to the myGovID login page. On this page enter your myGovID login in the box referred as '6a'. Click on 'Login' button referred as '6b'.

**Image 3 – myGovID login Page**



**Step 5:** On entering your email address and clicking on Login button, a four-digit code will appear on the login screen. Log into your myGovID app using your ten-character password, fingerprint or face and enter or accept the four-digit code.

**Image 4 – myGovID Verification Code Page**



**Step 6:** If you're authorised in RAM to act on behalf of one organisation, go to step 9. If you are authorised to act on behalf of multiple organisations a screen will appear listing each organisation. Select the organisation you'll be acting on behalf of in the portal. Click on 'Continue' button on bottom right corner.

## Image 5 – Business Selection Page

Australian Government Relationship Authorisation Manager

Businesses I can act for

Select a business from the list to continue. If your business is not listed, you can [add a business](#).

Search by ABN or name...

| Entity name | ABN        |
|-------------|------------|
| [Redacted]  | [Redacted] |

Page 1 of 1 Results per page 50

Cancel Continue

**Step 7:** Return to your web browser to consent sharing the information outlined on screen. Only a small amount of your information is held in the portal including your full name, ABN and contact details. You can select the checkbox to remember your selection, referred as 7b, or directly click on “Consent” button at the bottom of the page referred as 7a in the below screenshot.

## Image 6 – Consent Approval Page

Digital Identity

**Your consent**

To continue, you'll need to give your consent to share the following details with **Smart and Skilled Applications Portal - Dev**.  
Find out more about giving your consent.

Details provided by myGovID

**Your details**

Family name: [Redacted]  
Date of birth: 03 July 1923  
Email: [Redacted]

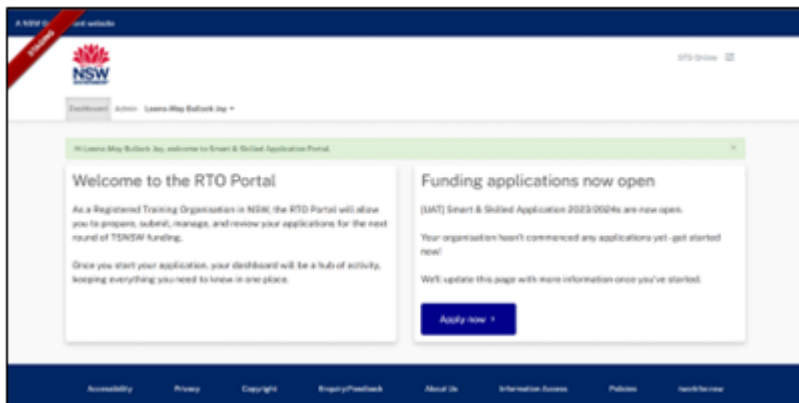
**Remember my consent**  
Do you want us to remember your consent to share these details from myGovID with **Smart and Skilled Applications Portal** ? You can withdraw your consent at any time.

Yes, and don't ask me again.

Cancel Consent

**Step 8:** On providing the consent, you will be taken to the portal dashboard. You will see the dashboard as per the role assigned to you by your RTO administrator.

Image 7 – Portal Dashboard Page



## How to sign out of your portal account

To sign out, click on the <your name> menu and choose Sign Out. Refer '1' in the screenshot below.

Image 7 – Portal Sign out Page

