
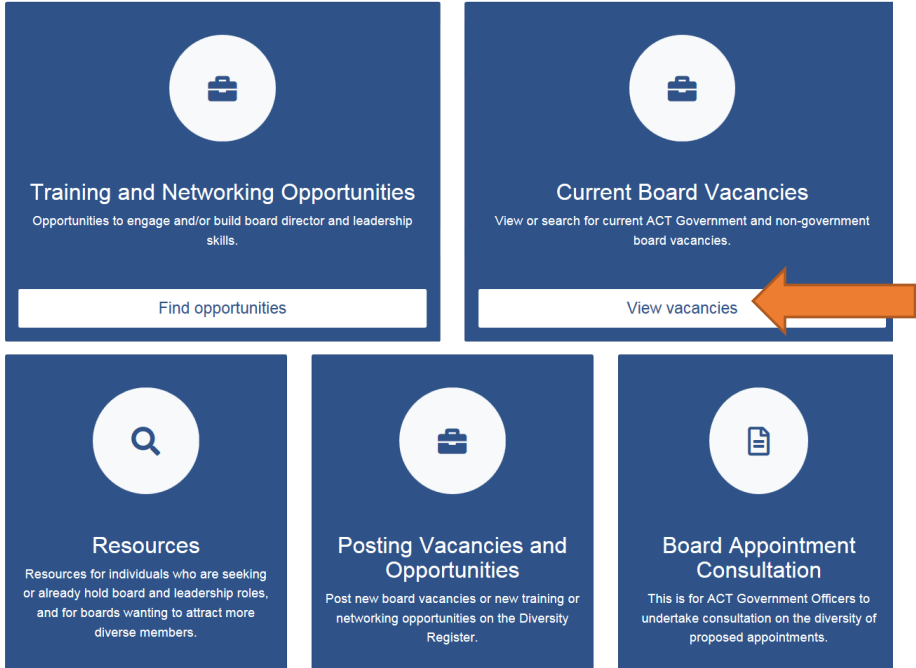
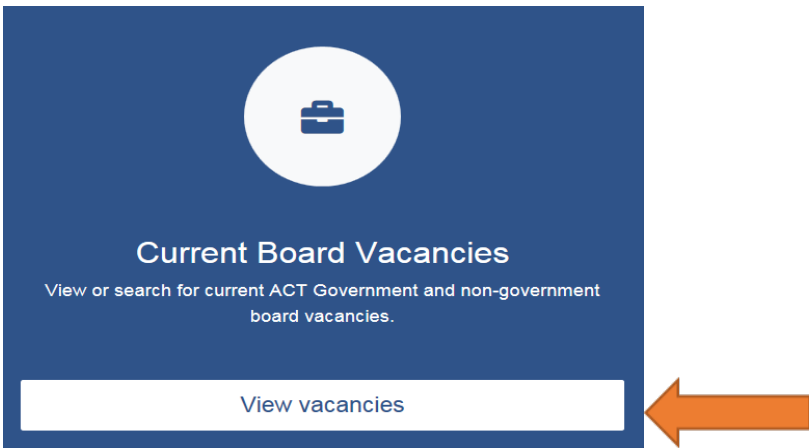
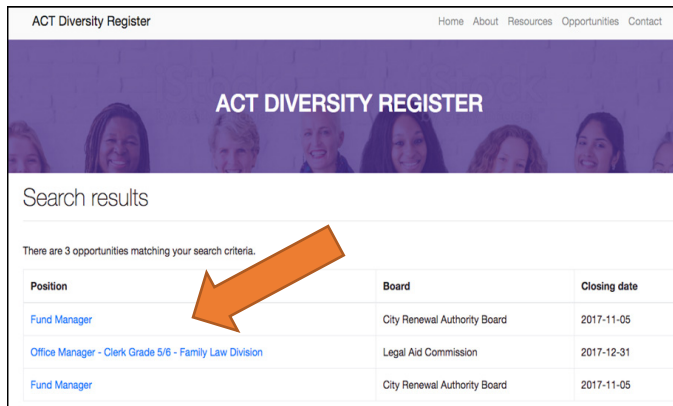


## How to Apply for a Board Vacancy on the Diversity Register

 <b>User Task</b>	Accesses the <a href="http://www.diversityregister.act.gov.au">Diversity Register</a> at <a href="http://www.diversityregister.act.gov.au">www.diversityregister.act.gov.au</a>
	
 <b>User Task</b>	Clicks on 'View vacancies' button on the Current Board Vacancies box. 

# FACTSHEET

## User Task



ACT Diversity Register Home About Resources Opportunities Contact

### ACT DIVERSITY REGISTER

Search results

There are 3 opportunities matching your search criteria.

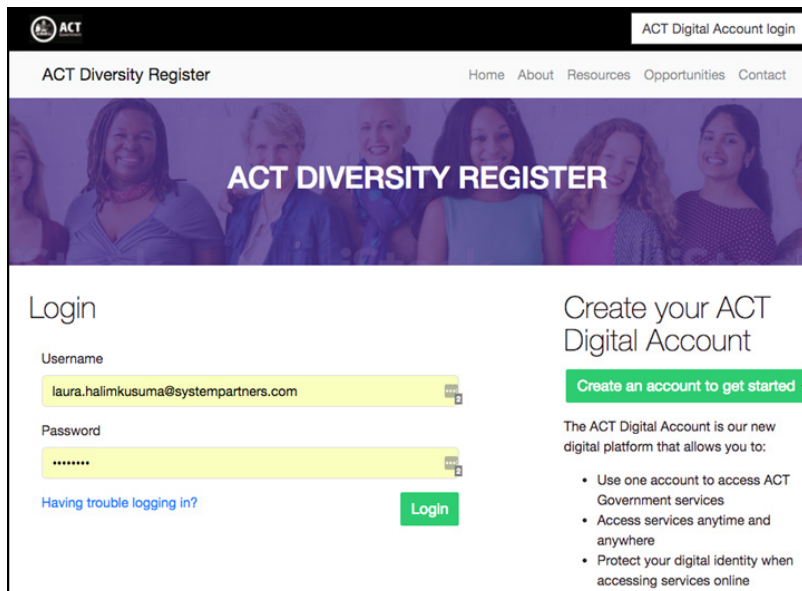
Position	Board	Closing date
<a href="#">Fund Manager</a>	City Renewal Authority Board	2017-11-05
<a href="#">Office Manager - Clerk Grade 5/6 - Family Law Division</a>	Legal Aid Commission	2017-12-31
<a href="#">Fund Manager</a>	City Renewal Authority Board	2017-11-05

Double clicks on `position` to view vacancy application requirements

## User Task

If you already have a Digital Account then you can immediately apply by logging in with your Digital Account credentials.

If you do not have an existing Digital Account then you will be asked to create an account. Double click on `Create an account to get started`.



ACT Digital Account login

ACT Diversity Register Home About Resources Opportunities Contact

### ACT DIVERSITY REGISTER

#### Login

Username

Password

[Having trouble logging in?](#)


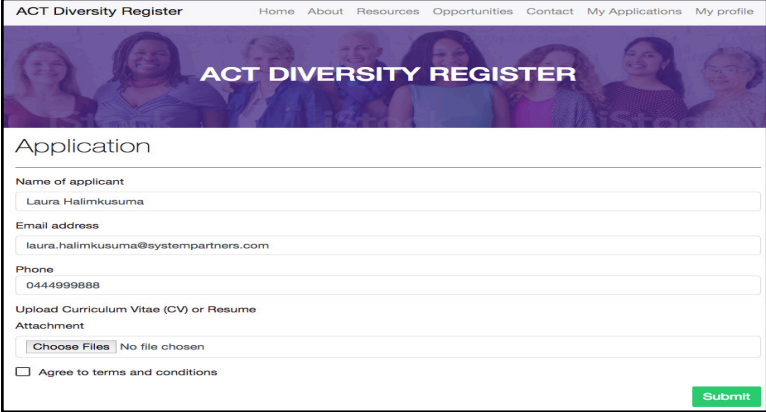

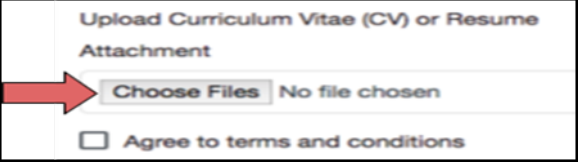

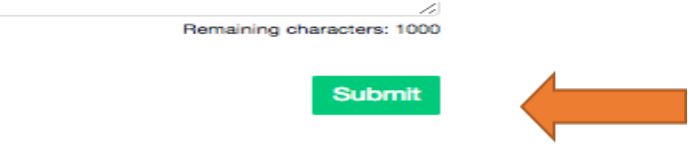


#### Create your ACT Digital Account

The ACT Digital Account is our new digital platform that allows you to:

- Use one account to access ACT Government services
- Access services anytime and anywhere
- Protect your digital identity when accessing services online




# FACTSHEET



 User Task	<p>The application form with the Name, Email, and Phone fields on the form will be pre-filled with the user's digital account details. The user may change these details at any time on their Digital Account by clicking 'edit profile'.</p> 
 User Task	<p>CV's can be uploaded to the application by clicking 'Choose Files'.</p> 
 User Task	<p>Once you are ready to submit the application, click on the 'Submit' button.</p> 
 User Task	<p>If there are any mandatory fields that have not been filled, an error is displayed next to each mandatory field that was not filled in red.</p> 

# FACTSHEET



 User Task	<p>A confirmation email will be sent to the applicant confirming that the application has been received.</p> <div data-bbox="319 526 1077 974" style="border: 1px solid black; padding: 10px;"><p><b>Application received</b></p><p>Dear Laura Halimkusuma,</p><p>Thank you for submitting your application for the Legal Aid Commission. Your application has been forwarded to the contact officer and they will be in touch with you directly regarding the vacancy. The contact officer can also be reached at <a href="mailto:laura.halimkusuma@systempartners.com">laura.halimkusuma@systempartners.com</a> or 0432211123.</p><p>Your receipt number is T-0000000081.</p><p>If you need to contact the diversity team please phone 02 6205 0515.</p><p>This is an auto generated email, please do not reply. Please contact the <b>Community Services Directorate</b> if you have any questions or concerns.</p><p><b>For more information visit <a href="http://www.act.gov.au">www.act.gov.au</a></b> Access Canberra, Chief Minister, Treasure and Economic Development, GPO Box 158 Canberra ACT 2601</p></div>
 User Task	<p>If you have any enquires regarding your application, please take down the contact name for the position, so you can contact the officer directly. The Diversity Register is a platform only for board and committee vacancies. All vacancies information is managed by the individual contact officers.</p>



## Further Information and Support

Contact the Diversity Register team on [diversityregister@act.gov.au](mailto:diversityregister@act.gov.au) or 02 6205 0515

Access Canberra are partners with the Diversity Register for additional support with your Digital Account

If there is a technical issue with the Diversity Register or Digital Account please email

[digitalccount@act.gov.au](mailto:digitalccount@act.gov.au)

If you require a translator or interpreter, you can contact us through the Translating and Interpreter Service (TIS) 13 14 50.

If you are deaf, or have a hearing impairment or speech impairment, call 13 36 77 and ask for 13 22 81 or visit [www.relayservice.gov.au](http://www.relayservice.gov.au) to make an internet relay or captioned relay call.

Speak and Listen users phone 1300 555 727 and then ask for 13 22 81.

Internet relay users connect to the NRS and then ask for 13 22 81.

For more information, contact the Community Services Directorate on 133 427.

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If English is not your first language and you require the **translating and interpreting services** – please telephone **131 450**.

If you are deaf or hearing impaired and require the **National Relay Service**, phone **133 677 then ask for 133 427**