

INFORMATION SHEETS



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HOW TO SET UP A DIGITAL ACCOUNT FOR ALL MEMBERS OF THE COMMUNITY


User Task	User accesses the Diversity Register at www.diversityregister.act.gov.au
	<p>The screenshot shows the homepage of the ACT Diversity Register. At the top, there is a navigation bar with links for Home, About, Resources, Opportunities, Contact, My Applications, and My profile. Below the navigation bar is a large banner with the text 'ACT DIVERSITY REGISTER' and 'PROMOTING DIVERSITY OF REPRESENTATION IN BOARDS'. A prominent button labeled 'CREATE YOUR PROFILE NOW' is centered on the banner. Below the banner are six green cards with icons and text: 'Training and Networking Opportunities' (Find opportunities), 'Current Board Vacancies' (View vacancies), 'Resources' (View resources), 'Posting Vacancies and Opportunities' (Post vacancy, Post training opportunity), and 'Board Appointment Consultation' (Start consultation).</p>
User Task	<p>To create a profile go to ACT Diversity Register and double click on the ACT Digit Account login</p> <p>The screenshot shows the navigation bar of the ACT Diversity Register. It includes a search icon and a list of links: Home, Join the Register, Vacancies, Training Opportunities, Resources, Appointment Consultations, Contact, and About. A button labeled 'ACT Digital Account login' is highlighted with an orange arrow.</p>

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<p> User Task</p>	<p>Creating your account To create your ACT Digital Account select Create an Account to get started and enter details</p>
<p> User Task</p>	<p>User fills in the form with the relevant details.</p> <div data-bbox="295 593 1481 1422" style="border: 1px solid #ccc; padding: 10px;">  <h2 style="text-align: right;">Login to your ACT Digital Account</h2> <p>Username</p> <input type="text" value="email@domain.com"/> <p>Password</p> <input type="password"/> <p>Having trouble logging in? Log in</p> <p style="text-align: center;">Don't have an account?</p> <p style="text-align: center;">Create an account to get started</p> </div>
<p> User Task</p>	<p>Provide your account information</p>
<p> User Task</p>	<div data-bbox="295 1534 1045 1848" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; background-color: #4a4a8a; color: white; padding: 5px;">ACT DIVERSITY REGISTER</p> <p style="font-size: small; background-color: #e0f2f1; padding: 2px;">To join the register, please create an ACT Digital Account below or login to your account via the ACT Digital Account login button above.</p> <p>Create your ACT Digital Account</p> <p>Given name <input type="text"/></p> <p>Middle name (Optional) <input type="text"/></p> <p>Family name <input type="text"/></p> <p>Mobile <input type="text"/></p> <p style="font-size: x-small;">Australian mobile numbers only, with no spaces. Example format 0412000111.</p> <p>Email address <input type="text" value="email@domain.com"/></p> <p style="font-size: x-small;">We advise using an e-mail address which you will have ongoing access into the future (i.e. not a work or student address).</p> <p>Residential address <input type="text"/></p> </div>
<p> Service Task</p>	<p>Your Personal Information</p>

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	<p>The Diversity Register (the Register) is operated by the ACT Government, as represented by the Community Services Directorate (the Directorate).</p> <p>To register you must create an ACT Government Customer Online Account Service ACT Digital Account and agree to the Terms of Use and Privacy Statement of ACT Digital Account.</p> <p>These Terms of Use also cover your use of the Register.</p> <p>By registering you agree for your personal information provided on ACT Digital Account to be transferred to the Register.</p> <p>As an Individual User of the Diversity Register you must agree to the Directorate handling personal information as set out in the Privacy Statement which forms a binding agreement between you and the ACT Government (as represented by the Directorate).</p>
<p> User Task</p>	<p>We'll send you notifications about your account and transactions. You can also choose to receive the following:</p> <p><input type="checkbox"/> News from ACT Government and related organisations.</p> <p><input checked="" type="checkbox"/> Disclaimer:</p> <p>The ACT Diversity Register is seeking to improve the diversity of board representation on ACT Government and non-government boards and committees. The service is operated by the Community Services Directorate. More information about the service is available on the ACT Diversity Register site.</p> <p>To link to the ACT Diversity Register we will disclose some of your personal information to the Community Services Directorate so they can provide you the service. Further details including how we manage your privacy is outlined in the Terms of Use and the Privacy Statement of the ACT Diversity Register.</p> <p><input checked="" type="checkbox"/> I agree with ACT Diversity Register Terms of Use and Privacy Statement.</p> <p><input checked="" type="checkbox"/> I agree with the Digital Account Terms of Use and Privacy Statement.</p> <p></p> <p><input type="button" value="Create my account"/></p> <p>A one-time pin will be sent to the email address entered on the form.</p>
<p> Service Task</p>	<p>Privacy Statement</p>

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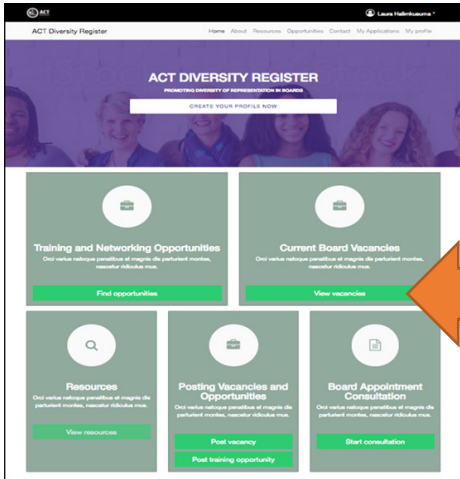
	<p>The ACT Diversity Register is provided by the ACT Government through the Community Services Directorate (the Directorate). The Directorate takes your privacy seriously and your personal information is protected by laws.</p> <p>If you wish to sign up to the Register, the Directorate will need to collect, use and store some of your personal information for the purpose of applying for board appointments and training opportunities.</p> <p>The Directorate takes reasonable steps to keep your personal information secure. The personal information you supply will be stored with an overseas cloud service provider, who will secure and manage your personal information in accordance with the Information and Privacy Act 2014 and the Health Records (Privacy and Access) Act 1997 and the ACT Government Community Services Privacy Policy at: http://www.communityservices.act.gov.au/. The Directorate’s Privacy Policy contains information about how you can access and seek correction of your records held by the Directorate and how you can make a complaint.</p>
<p> User Task</p>	<p>Confirmation of Account</p> <p>A confirmation of your account will be sent to your email.</p> <p>Navigate back to your email account. Check your email for your PIN.</p>
<p> User Task</p>	<div data-bbox="300 1189 1107 1693" style="border: 1px solid black; padding: 10px;"> <p style="background-color: #4a4a8a; color: white; padding: 5px;">Email Verification</p> <p>Hi hello,</p> <p>Your One-time passcode for verifying your email address:</p> <p style="font-size: 1.2em; font-weight: bold;">055959</p> <p>The ACT Diversity Register team</p> <p>This is an auto generated email, please do not reply. Please contact Access Canberra if you have any questions or concerns.</p> <p style="text-align: center; background-color: #333; color: white; padding: 5px;"> For more information visit www.act.gov.au Access Canberra, Chief Minister, Treasure and Economic Development, GPO Box 158 Canberra ACT 2601 </p> </div>
<p> User Task</p>	<p>Navigates back to the Digital Account, enters the one-time pin, and clicks the ‘Submit’ button.</p>

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	<p>Please verify your email x</p> <p>✓ A PIN has recently been forwarded to your email address. This PIN will be active for 1 hour.</p> <p>Please be aware that some e-mail providers forward unsolicited e-mails directly to the junk, spam or promotions folder.</p> <p>Verification code</p> <p><input type="text" value="055959"/></p> <p>Haven't received a pin? Resend pin</p> <p style="text-align: right;">Submit</p>
<p> Service Task</p>	<p>If the pin is correct, the post is submitted for review, and a success message is displayed.</p> <p style="background-color: #e1f5fe; padding: 5px; text-align: center;">Your opportunity posting has been successfully submitted</p>
<p> User Task</p>	<p>If the pin is incorrect click on `Haven't received a pin? Resend Pin' for the pin to be resent</p>
<p> User Task</p>	<p>You are now ready to apply for board or committee vacancies by navigating back to ACT Diversity Register and opening current board vacancies by double clicking `view vacancies'.</p>
<p> User Task</p>	

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Further Information and Support

Contact the Diversity Register team on 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 digitalaccount@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 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.

Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone **(02) 6207 0334**.

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**