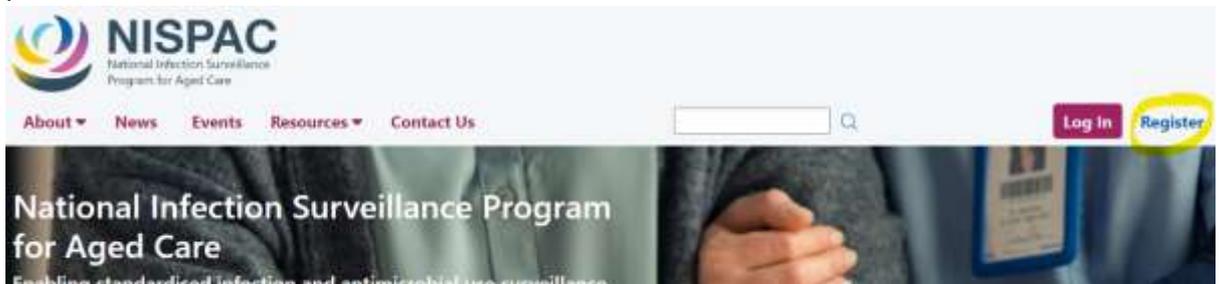




## HOW TO REGISTER FOR THE NISPAC PORTAL

1. Use your web browser (Chrome, Firefox etc) to navigate to the NISPAC website at <https://www.nispac.org.au/>
2. Click the 'Register' button at the top right of the screen to start the registration process.



3. Follow the instructions in the grey area on the left-hand side of the 'Create a NISPAC account' page

**User Registration**

Please:

1. Complete your account details and verify your email
2. Log in
3. Register your residential aged care home(s)

**How NISPAC uses your information**

Your username  
Used for login name, e.g., info@nispac.org.au

Your name, email and phone number  
Used for account identification and verification, and/or communicating with you about NISPAC activities

**Create a NISPAC account**

Currently, only users affiliated with residential aged care homes participating in the pilot NISPAC are able to register. Please complete all of the following data fields.

Already a member? [Log In](#)

First name:

Last name:

Username:

Email:

Mobile phone:

Postcode:

Role:

Password:

Confirm password:

I have read and accept NISPAC [Terms & Conditions of Use](#)

I consent to the use of my personal details for the purposes of delivering services essential to the position and management of NISPAC work

Password must contain at least 1 uppercase letter, 1 lowercase letter, 1 number, 1 special character (., @, !, &, %), and be between 10 and 100 characters in length

4. Make sure to enter your details correctly, including your full name, a Username of your choice (this can be your email if you like), your work email, mobile phone number, professional work position and NISPAC role.

#### 5. NISPAC Roles

You can be a NISPAC site user or an External user.

##### NISPAC site user

- Can register for one or more residential aged care homes.
- Can submit surveillance data
- Can generate surveillance reports
- Can access NISPAC portal (back page) resources (e.g. manuals)

NISPAC site users will be periodically checked that they are affiliated with their registered residential aged care homes.

##### External user (e.g. student)

- Cannot submit surveillance data
- Cannot generate surveillance reports
- Can access NISPAC portal (back page) resources (e.g., manuals)

6. When creating a **password**, you need:

- a. 1 uppercase letter
- b. 1 lowercase letter
- c. 1 number
- d. 1 special character (!, #, \$, &, \*)
- e. Between 10 and 100 characters in length

7. Once you have clicked the blue button at the bottom of the 'Create a NISPAC account' page to 'Register', you will receive the following email (similar to below) to verify your email address.



8. If you are a NISPAC site user, when you have verified your email address by clicking the button in the email, you will receive a 'Welcome' email to register your residential aged care home/s. Click the button in this email to be taken to the RACH registration page.



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## Welcome to NISPAC

Hi Amanda,

### Welcome to NISPAC

Your account has been created and you can now register your residential aged care home(s) to participate in NISPAC surveillance activities.

[Register for a home now](#)

Sincere regards,  
The NISPAC team

### Not you?

If you didn't sign up for this account, please contact [NISPAC Support](#).

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## ANY QUESTIONS?

Please contact us on [nispac@mh.org.au](mailto:nispac@mh.org.au)