

Employer Portal User Guide

Registration to Work with
Vulnerable People

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Introduction

The employer portal is a site where an organisation can access employee details relating to their Registration to Work with Vulnerable People. The organisation has their own login and can give access to other portal users (for example, administration staff). An employer can:

- Keep track of employee registrations and which registration classes employees have
- Pay fees on behalf of employees
- Change employee registered details

Portal user login

Here are procedures that a new organisation will need to follow the first time accessing the employer portal.

Step-by-step guide

1. The employer portal user within the Organisation will receive two emails from the RWVP System containing a user name and password
2. Access the Employer Portal using the URL
<https://www.forms.justice.tas.gov.au/Login.aspx?ReturnUrl=%2fportal%2fdefault.aspx>
3. Log into the Employer Portal using the username and password provided in the emails
4. Re-enter the provided password and enter a new password twice to confirm
5. A message will display confirming your change password has been completed. Click on Continue
6. The terms and conditions of use that apply to the use of the Tasmanian Registration to Work with Vulnerable People Employer Portal will display
7. Read and confirm whether you accept or do not accept the conditions
8. By accepting the terms and conditions the employer portal for their organisation is now available

The system will display the RWVP Dashboard for the Employer Portal Organisation

Consumer, Building and Occupational Services
RWVP Dashboard - Department of Justice

Welcome: John Smith Change Password Logout

Registered People

Maintain a list of existing employees/volunteers through adding and deleting a link to your organisation.

- Click Search to see all people linked to your Dashboard.
- To add a new person to your dashboard click add new (bottom right) or Add Registered Person Button. Every time you add a person their record is updated to show that they are now linked to your organisation and they will be sent an email to let them know of the change.
- To remove a person from your dashboard edit their record (Details page) and add the date the person finished to "engagement end date".
- This page can be sorted.

Name:

Card/Application Number:

Registration Expiry Date From: / / To: / /

Registration Class:

Verification Status:

Search Clear Export All to CSV

Registration card holder management

Searching for registered people

The employer portal enables the organisation to search for employees who have registered to Work with Vulnerable People and who have named that organisation as an employer or volunteering body.

The registered people page:

- Includes employees/volunteers who have completed an on-line application for Registration to Work with Vulnerable People and lodged their identify evidence and had their photo taken at Service Tasmania.
- Does not include employees/volunteers who have completed an application on-line and have not yet lodged their evidence of identity or had their photo taken at Service Tasmania.
- Includes employees/volunteers who are registered.
- Includes employees/volunteers who are registered with conditions.
- Includes employees/volunteers who have a registration in progress. These are applications that are currently being processed by the Department of Justice, but a decision has not been made about the applicant's suitability to work or volunteer with children.

Step-by-step guide

1. Log into the employer portal for your organisation
2. Select **Registered People**
3. The user can click on **search**. This will display all employees/volunteers within their organisation that are registered or have a registration in progress
4. The user can input details into the searching parameters to narrow down the search results i.e. applicant surname, first name or full name, card or application number.

This will display the employees/volunteers who meet the criteria entered into the search parameters.

The screenshot shows the 'Registered People' page in the employer portal. The page header includes the Tasmanian Government logo and the text 'Consumer, Building and Occupational Services' and 'RWVP Dashboard - Department of Justice'. The user is logged in as 'John Smith'. The page title is 'Registered People' and it includes a sub-header 'Maintain a list of existing employees/volunteers through adding and deleting a link to your organisation.' Below this are instructions and a search form with fields for Name, Card/Application Number, Registration Expiry Date, Registration Class, and Verification Status. There are 'Search' and 'Clear' buttons, and an 'Add Registered Person' button. The page shows 'Page 1 of 13 (260 Records)' and navigation controls. A table of registered people is displayed at the bottom.

Name	Date of Birth	Card Number	Start Date	End Date	Current Status	Registration Expiry	Class of Registration	Has Conditions	Verification Status	Details
Tait Ming Agouzoul	10/1/1964	448495531	3/2/2011		Registered	22/12/2019	Employment/Volunteer	No	Not required	Details

Change employee details

Through the employer portal the organisation can add or change the following details for an employee or volunteer. These changes will update the relevant fields within the RWVP system with the new information:

- Engagement start date
- Engagement end date
- Job title
- Type of engagement - employment or volunteer

Step-by-step guide

1. Log into the employer portal for your Organisation
2. Select **Registered People**
3. Complete a search to bring up the employee or volunteer that you would like to change details for.
4. Click on the **details button** next to the relevant employee or volunteer
5. Click on the **edit button** (halfway down the page on the right hand side)
6. Change or add the relevant details i.e. engagement start date, engagement end date, job title or type of engagement
7. Click on **Save**
8. These changes will automatically be updated to the relevant fields within the RWVP System
9. Click on the **return button** at the bottom of the screen to return to the registered people page

The registration details screen showing the fields that can be edited for an employee/volunteer by an Employer

The screenshot shows the 'Registration Details' page for Tait Ming Agouzoul. The page header includes the Tasmanian Government logo and the text 'Consumer, Building and Occupational Services' and 'RWVP Dashboard - Department of Justice'. A navigation menu on the left lists 'Registered People', 'Dashboard Users', 'Organisation Details', 'Manage Locations', and 'Payments'. The main content area displays the following information:

- Name: Tait Ming Agouzoul
- Date of Birth: 10/1/1964
- Card Number: Registration Card: 448495531
- Application Number: 546665787
- Current Status: The Applicant is currently Registered.
- Registration Expiry Date: 22/12/2019
- Registration Conditions: None
- Registration Class: Employment/Volunteer
- Registration Categories: Child-related activity (highlighted in blue)
- Regulated Activities: Club or association activity
- Address: 73 Clifton Rd
- Postal Address: PO BOX 588

A silhouette of a person's head and shoulders is shown on the right side of the page.

Paying by credit card

The employer portal gives an organisation the ability to pay outstanding fees on behalf of their employees using a credit card.

Step-by-step guide

1. Log into the employer portal for your Organisation
2. Select **payments** from the menu option
3. Click either **select all** or **select the individual applicants** that you would like to pay for by credit card
4. Click on **next**
5. Check that the applicants that appear in the payments screen are the ones you have elected to pay by credit card
6. Click on **pay online**
7. Enter the credit card details and click on **Pay**
8. A payment confirmation will appear on the payments screen, if the credit card payment is accepted
9. If you require a receipt, click on **click here to download receipt**.
Note: once you leave the page you are not able to download the receipt again
10. The user can either **save or print the receipt**, if required

User and organisation management

Add new user

An organisation can give various users access to the employer portal with different user permissions. For example several administration staff can have different access depending on what the users are required to do within the portal.

Step-by-step guide

1. The user with Employer Portal Administration access will log into the employer portal.
Note: only the user with Employer Portal Administration access can add other portal users for their organisation.
2. Select **Dashboard Users** from the main menu
3. To add a new user, click on **Add New**
4. Enter the details for the new user including the security access value of the portal user i.e. Admin, Read Only User, Payment User
5. Click on **Save**

The system will display the Dashboard Users Screen

Consumer, Building and Occupational Services
RWVP Dashboard - Department of Justice

Welcome: John Smith Change Password Logout

Registered People Dashboard Users Organisation Details Manage Locations Payments

Portal Home >> Dashboard Users

Dashboard Users

Maintain approved dashboard users for your organisation.

Name:

Username:

Search Clear Add User

Include Removed Page 1 of 1 (8 Records) << First < Prev Next > Last >> Go

Name	User Name	Contact Details	Action
John Smith	john.smith@justice.tas.gov.au	Email: john.smith@justice.tas.gov.au	Details Remove
			Add New

Modify users

An organisation is able to edit details of users already able to access the employer portal. The user with Employer Portal Administration access is able to change what the other users can and cannot do within the employer portal.

Step-by-step guide

1. The user with Employer Portal Administration access will log into the employer portal.
Note: only the user with Employer Portal Administration access can modify a portal user's record for their organisation
2. Select **Dashboard Users** from the main menu

3. To modify a user, click on **Details** next to the person that you would like to modify their information
4. Click on **Edit**
5. Change any of the information as required i.e. change the security access, contact numbers, name details
6. Click on **Save**
7. The changes are Saved in the system
8. Click on **Return** to go back to the full list of Dashboard users

Re-set password for user

From time to time passwords may need to be reset for the people who have access to the employer portal. This can be done quickly and easily by the user who has Employer Portal Administration access.

Step-by-step guide

1. The user with Employer Portal Administration access will log into the employer portal.
Note: only the user with Employer Portal Administration access can reset a portal user's password
2. Select **Dashboard Users** from the main menu
3. To reset a password for a user, click on **Details** next to the person that you would like to reset the password for
4. Click on **reset password**
5. A message will display on screen saying the password has been reset successfully
6. Click on **Return** to go back to the full list of Dashboard users
7. The user that you have reset the password for will receive an email notifying them that their password has been reset and what the new password is

Remove users

If a user for an organisation's employer portal is no longer required to have access, it's another simple process to remove that user from the portal. The user with the Employer Portal Administration access can once again, do this quickly and easily by performing the following steps.

Step-by-step guide

1. The user with Employer Portal Administration access will log into the employer portal.
Note: only the user with Employer Portal Administration access can remove other portal users for their organisation
2. Select **Dashboard Users** from the main menu
3. To remove a user, click on **Remove** next to the person that you would like to remove
4. A message will appear asking if you are sure you want to remove the user. Click on **OK**
5. The user is now removed from the list on the dashboard users page

Change organisation details

If an organisation's address, email, or other details change these can be edited within the employer portal. Once changed, the new details are reflected on the registration details of employees in the RWVP system.

Step-by-step guide

1. Log into the employer portal for your Organisation
2. Select **Organisation** details
3. Click on **Edit**
4. Change or add any details on the page for your organisation
5. Click on **Save**
6. The changes are saved in the employer portal and changed automatically within the RWVP System

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