



Australian Government

Department of Health and Aged Care

Office of the Gene Technology Regulator

OGTR Online Services Portal Registration Guide

Registering for myGovID

Before registering for the OGTR Online Services Portal via myGovID, users need to have created a myGovID account.

Your myGovID is your digital identity and unique to you. Possessing a myGovID makes it easier to verify your identity and securely sign in to participating government online services.

To establish a myGovID you must specify the identity strength level. The **OGTR Online Services Portal** requires **Basic** identity strength, however 'Standard' identity strength myGovID accounts allow access to most other participating government online services.

For requirements to set up an account with basic identity strength, please see the setup instructions on the [myGovID website](#).

OGTR Online Services Portal Registration Process

Official invitations containing unique links will be sent to prospective portal users. During the initial deployment of the OGTR Online Services Portal, invitations are being sent to users in groups to ensure a smooth transition to using the portal.

Following the group invitation process users will be able to request access at any time. If your organisation has not already been contacted about portal deployment and onboarding, please call the OGTR on 1800 181 030 or email on ogtr.applications@health.gov.au

This invitation will contain a link that expires after 72 hours.

If you are unable to accept the invitation before it expires, please call the OGTR on 1800 181 030 or email on ogtr.applications@health.gov.au and you will be rescheduled into a later group.



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1. Click **[click here]** or copy and paste the link into your browser.

The screenshot shows the top of the OGTR Online Services Portal. It features the Australian Government logo and the text: "Australian Government", "Department of Health and Aged Care", and "Office of the Gene Technology Regulator". Below this is a teal decorative bar. The main heading is "Welcome to the OGTR Online Services Portal". The text below reads: "You have been invited to access the portal. Please **click here** to get started." The words "click here" are enclosed in a red box. Below this, it says: "If you have any questions or issues, please contact us on 1800 181 030 or email us at ogtr.applications@health.gov.au". Another teal bar is below. At the bottom, it says: "If the link above doesn't work copy and paste the below URL into your browser:" followed by a long URL: <http://www.ogtr.portal.gov.au/ajhruionachsg508y35fgbhaiuhue/989jgnndi09/90jgsuiuiue7/90igfuhyniouryiuo/789nhhhi>

2. A unique code from the email will pre-populate into the invitation code field to redeem your invitation in the portal. Do not share your invitation code with anyone and treat it securely. Click **[Redeem]**

The screenshot shows the sign-up page of the OGTR Online Services Portal. At the top left is the Australian Government logo and text: "Australian Government", "Department of Health and Aged Care", "Office of the Gene Technology Regulator". At the top right is the text "OGTR Online Services Portal" and a "Sign in" button. Below this is a teal bar. The main heading is "Sign up with an invitation code". There are two tabs: "Sign in" and "Redeem invitation". The "Redeem invitation" tab is selected. Below the tabs is a form field labeled "Invitation code" with a red asterisk. Below the form field is a red "Redeem" button. At the bottom, there is a dark blue footer with the text: "The Department of Health and Aged Care acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present." To the right of this text are links for "Accessibility", "Copyright", "Disclaimer", and "Privacy", each with an external link icon. At the very bottom, it says "© Commonwealth of Australia".



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4. Click [Sign in with myGovID]

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OGTR Online Services Portal

[Sign in](#) [Redeem invitation](#)

Redeeming code: `xj-3hm9kl2NMTeAl3shoTGQf3IWnSM9xFrqAU3ArECILw1QUCYN57b6FH7FvQtGGwwSQZWicrpw8sv5FYRNtlbaJNTN238D9jvATMLesjGFM3dX9m->`

Register using an external account

[Sign in with myGovID](#)

5. Click [Select myGovID]

Select your identity provider

Alert: You may need to [increase the strength of your Digital Identity](#) for Department of Health and Aged Care.

Department of Health and Aged Care needs you to prove who you are using a Digital Identity.

Read about [what is an identity provider](#) and [your privacy and security](#).

myGovID
Managed by Australian Government

You'll need these to get started

iOS or Android device

Remember my choice
(Not recommended for shared devices)

[Select myGovID >](#)



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6. Enter the email address associated with your myGovID account in the email field, then click **[Login]**. Remember this is your personal email address and not a work or generic email address.

Australian Government **myGovID**

Don't have the myGovID app?
Create a myGovID to prove who you are and log in to online services.
Find out how to [set up your myGovID](#).

What's next?

1. Download the app
2. Prove who you are
3. Come back and log in

Already have the myGovID app?
Log in with your myGovID email to continue.

myGovID email **Login**

Remember me Cancel

7. Enter or accept the 4-digit code in your myGovID app.

Australian Government **myGovID**

1. Open myGovID on your phone
2. Accept or enter the code

4 0 3 1

Waiting...

3. Come back

Cancel



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- To continue, you'll need to give your consent to share your myGovID details with the Department of Health and Aged Care. If you already interact with other Department of Health and Aged Care portals you may have already consented to share your information. The OGTR only collects information required to discharge our regulatory functions. This means that information such as your date of birth will not be visible to the OGTR. Your myGovID email collected at this step will only be used to associate your contact details with your myGovID account.

Note: The OGTR website includes further information about [privacy](#) and how we handle the information we collect.

 **Digital Identity** BETA

Your consent

To continue, you'll need to give your consent to share the following details with **Department of Health and Aged Care - Test**.

Find out more about giving [your consent](#).

 Details provided by myGovID

| Your details | |
|---------------|-------------------------|
| Family name | HPPCACC |
| Given name(s) | Four |
| Date of birth | 11 March 1998 |
| Email | HPPCACC04@health.gov.au |

Remember my consent (optional)

Do you want us to remember your consent to share these details from myGovID with **Department of Health and Aged Care - Test**? You can withdraw your consent at any time.

Yes, and don't ask me again.

You can view your Digital Identity history and manage consent settings on the [Digital Identity website](#).



9. Accept the Terms and Conditions

Note: *You will need to agree to the Terms and Conditions each time you sign-in to the Portal.*

Terms and Conditions

Last Updated: 25/01/2023

1. Terms of Use

1.1 Welcome to the OGTR Online Services Portal (the Portal). As a condition of Your use of the Portal, You must agree to these Terms of Use.

1.2 In these Terms of Use:

- a. The terms **You** and **Your** refer to:
 - i. the individual users of the **Portal** who are also Applicants;
 - ii. the individual users of the Portal who hold a **relevant authority** and are employed or otherwise engaged by an **Applicant** to use the **Portal** under; and
 - iii. where such engagement or employment exists, the **Applicant** that employs or otherwise engages the user of the Portal.
- b. **Access Credentials** means the secure and authenticated credentials individually provided to You by the Commonwealth once You have registered a Profile
- c. **Applicant** means an applicant under **GT legislation**.
- d. **APP** means the Australian Privacy Principles.
- e. **OGTR** means the Office of the Gene Technology Regulator ABN 15 862 053 538.
- f. **Commonwealth** means the Commonwealth of Australia as represented by **OGTR** and the **Department**.
- g. **Department** means the Department of Health and Aged Care ABN 83 605 426 759.
- h. **Forms** means any form made available on the portal for applicants to make applications under the Act.
- i. **GT Act** means the *Gene Technology Act 2000* (Cth).

I agree to the terms and conditions

Continue

10. Establish your User Profile

The first time you log into the portal, your user profile will need to be established. Your profile page will be displayed, showing your current contact details held by the OGTR.

Note: *Even if the details shown are incorrect you need to “Acknowledge” them to access the portal. To update the details please follow the instructions on the page to notify the OGTR.*

11. Welcome to the OGTR Online Services Portal. For further assistance from this point, please refer to the **OGTR Online Services Portal User Guide**.