

Step by step instructions for obtaining your AUSKey and obtaining IS Portal access

Step 1 - Set up an Administrator AUSKey*

You will need to register online for an **administrator AUSKey** via the Australian Business Register (ABR) website:

<https://abr.gov.au/AUSKey/Registering-for-AUSKey/Register-for-an-AUSKey/>

*Check first to see if there is already an administrator who holds an AUSKey in your service.

For the online registration you will need;

- the ABN of the business you want the AUSKey to be linked to
- your full legal name
- your date of birth
- your personal tax file number (TFN) – Providing your personal TFN is not mandatory, but will speed up the registration process. If you don't provide your TFN you will need to call **1300 AUSKey (1300 287 539)** and provide extra details so we can confirm your identity and complete the registration.
- an email address that only you have access to.

Once you submit your application your activation code and reference number will appear on the screen.

Save this page as you will need the activation code to activate your AUSKey

Step 2 - Registering standard AUSKeys (for other staff in your service)

Ask an **Administrator AUSKey** user to register you.

For the online registration you will need:

- an administrator AUSKey user's email address
- your full legal name
- an email address that only you have access to - which is the same address as your CCMS linked email.

Once you submit your application your activation code and reference number will appear on the screen.

Save this page as you will need the activation code to activate your AUSKey

Step 3 - Setting up your AUSKey (for other staff in your service)

For assistance on setting up your AUSKey on a computer or USB go to:

<https://abr.gov.au/auskey/setting-up-your-auskey/>

Here you will find detailed information on computer system and browser compatibility requirements and step by step instructions on how to set up your AUSKey on a USB or desktop computer.

If you need support, you can contact the Technical Support area on **1300 AUSKey (287 539)** and select **option 2** for further assistance.

Step 4 - Provisioning your service to the IS Portal

Once you have your AUSKey, an authorised person will need to be provisioned by Gowrie SA to access the IS Portal.

- You will need to email inclusion@gowriesa.org.au the following information:
 - Service name
 - CCB Approval ID
- Once they receive this information, Gowrie SA Inclusion Professionals will find your service in the Portal and go into your SIP from which they will click the button at the bottom that generates a letter of introduction.
- Once you receive this letter, forward a copy of your SIP ID, the CCB Approval ID and the email address of the user to be provisioned to inclusion@gowriesa.org.au.
- Gowrie SA will then use the SIP ID, the CCB Approval ID and the CCMS email address to provision the key person in the service as listed in the IS Portal.
- Once the key user has been provisioned, they can go on to provision additional users.