WORKFORCE HUB - How to Guides

How to register as an Aged Care Services Organisation

This help guide is to help you register in the Aged Care Services Workforce Hub with roles restricted to Aged Care Service Providers.

Step 1 – REGISTER:

- Go to: https://employment.agedservicesworkforce.com.au/register/
- This will take you to the REGISTER page.

Step 2 - REGISTER AS AN AGED CARE SERVICE ORGANISATION:
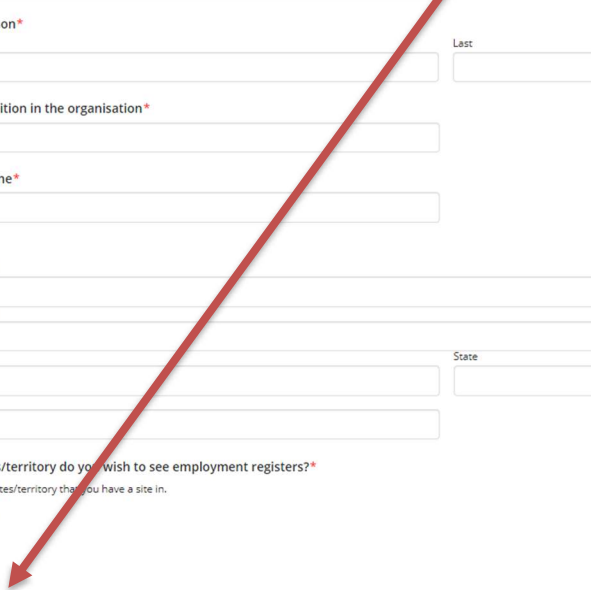
Step 3 – DETAILS TO COMPLETE:

- Complete each field, including which State/Territory Employment Registers you would like to access. You can select the State/Territory that applies to the location(s) of your organisation's site(s). You can select more than one.

- **Complete the form and submit.**

Note: your request needs to be approved by an administrator. Administrators will endeavour to approve your request within one business day.

Contact person*
First   Last

Person's position in the organisation*

Contact Phone*

Address*
Street Address

Address Line 2

City   State

Postcode

Which states/territory do you wish to see employment registers?*
only choose states/territory that you have a site in.

- ☐ **Select All**
- ☐ ACT
- ☐ NSW
- ☐ QLD
- ☐ NT
- ☐ SA
- ☐ TAS
- ☐ VIC
- ☐ WA

Step 4: APPROVAL AND LOGIN

Your request to join will be sent to and administrator.

Once your account has been approved by an administrator, the system will automatically send you a welcome email notifying you that your account has been activated.

Step 5: LOGIN

- Go to https://employment.agedservicesworkforce.com.au/
- This will take you to the Home Page below. Click on the "LOGIN" link at the far right of the menu.

- You will be directed you to the LOGIN page

Enter in your username and password. Your username WILL NOT be an email address. If you have forgotten it, you can reset it by following the instructions directly below.
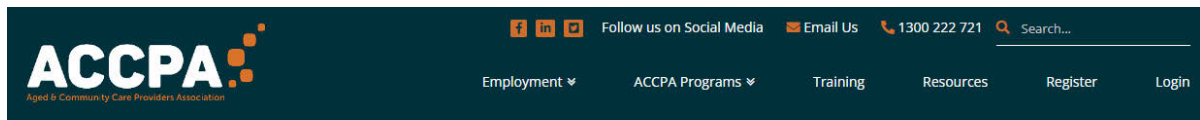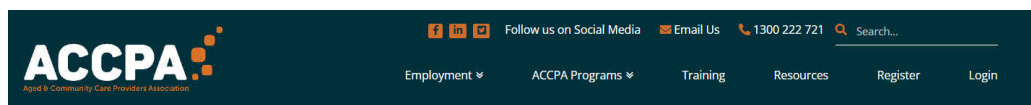

Login

Username *

Password *

☐ Keep me signed in

Login   Register

Forgot your password?

FORGOTTEN PASSWORD:

- If you have forgotten your password, you can reset it by clicking on the "forgot your password" under the login area and it will take you to this page.
- Enter in the email address you used to REGISTER and you will be sent a new password.

Password Reset

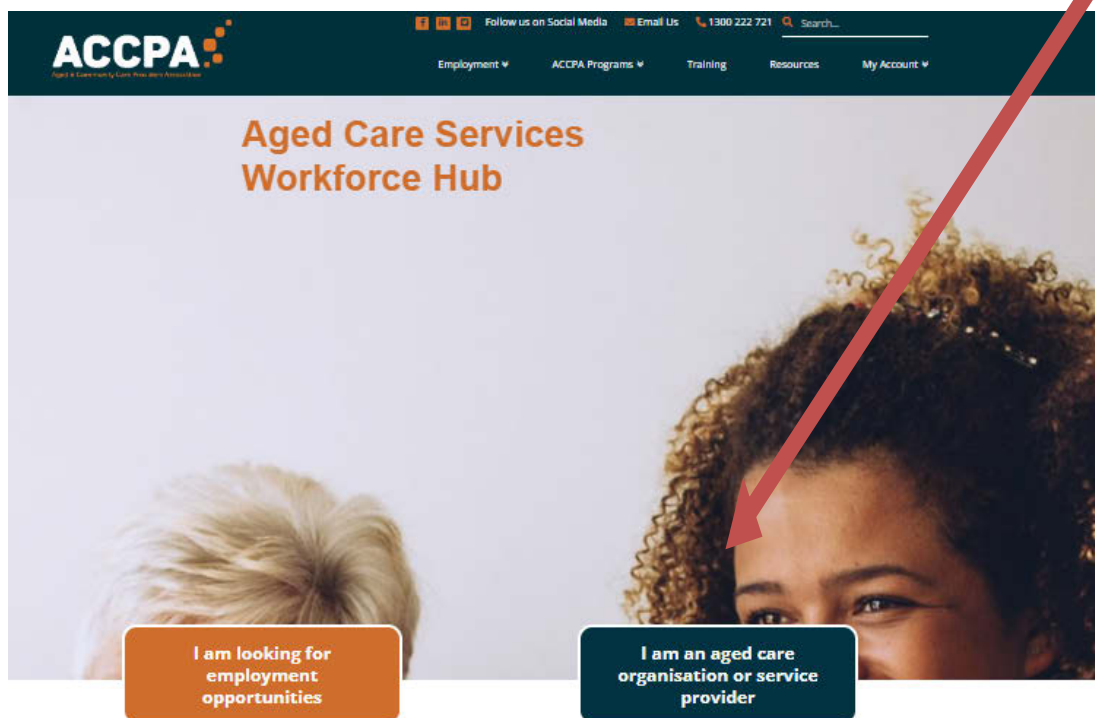To reset your password, please enter your email address or username below.

Enter your username or email

Reset password

We would love to hear from you!

CONTACT US

ACCESSING THE EMPLOYMENT REGISTERS:

Once logged in, go to the **Home page,** and click on **'I am an aged care organisation or service provider':**

Click on the **'Read More'** tab of the program for more information: