

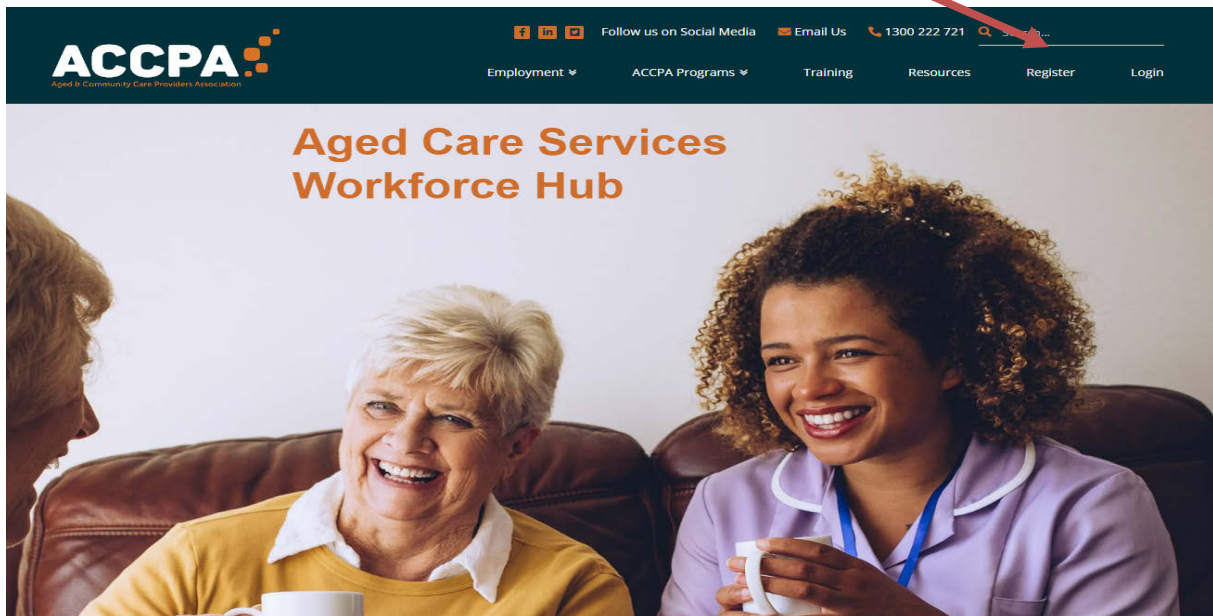
WORKFORCE HUB - How to Guide for Individual Account Set-up

Completing an Employment Register Application

Step 1 – REGISTER:

To apply to be included on the Aged Care Services Employment Register, go to the Aged Care Services Workforce Hub and register as an individual.

<https://employment.agedservicesworkforce.com.au/register/>



Step 2 - REGISTER AS AN INDIVIDUAL: You will receive an email notification to let you know you have successfully registered.

Register as an Individual

To register as a new user, **PLEASE REGISTER BELOW**. You will need to choose a username and password.

[Click here for instructions.](#)

Username *

First Name

Last Name

E-mail Address

Password *

Strong passwords only

Register as an Aged Care Service Organisation

This form is for Aged Care Service Organisation to complete. By completing this form, you are requesting access to this system as an Aged Care Service Organisation. **PLEASE REGISTER BELOW**

[Click here for instructions.](#)

Privacy *

Before proceeding, we encourage you to read [ACCPA's privacy policy](#).

☐ I agree to ACCPA's privacy policy.

Organisation Name *

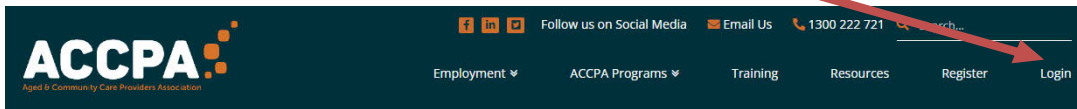
Site name *

Please enter the site name you are creating this account for. This will be used as your "nickname" which is how others using this system will identify you. For example, if your organisation is called ABC Organisation and you have an office in Hobart and in Launceston, you would put ABC Hobart if you were creating this account for the Hobart office. If you only have one location, just use your organisation name + that location name as the site name (eg: ABC Hobart)

Contact person *

First Last

Step 3 –Once you have registered, LOGIN to the WORKFORCE HUB



Login

Username *

Password *

☐ Keep me signed in

[Login](#) [Register](#)

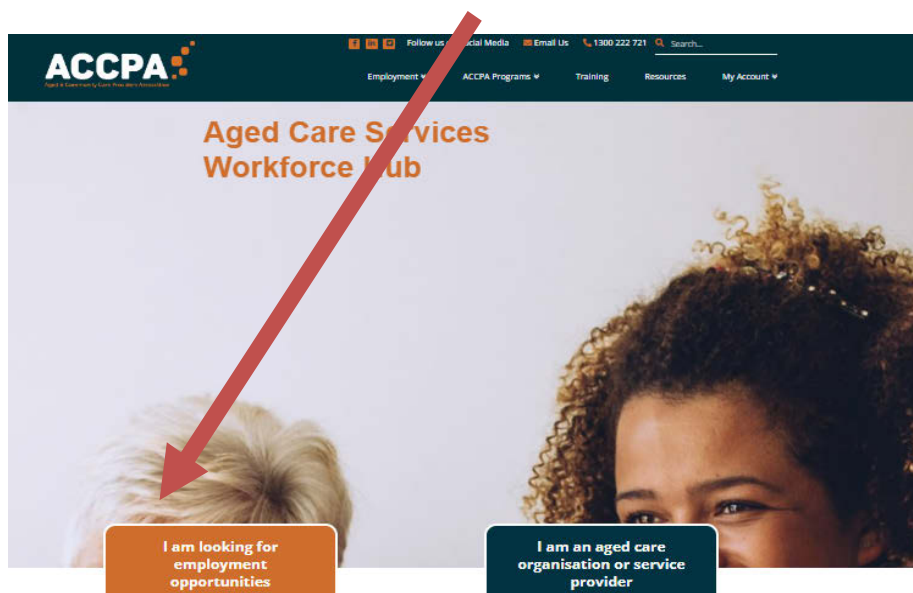
[Forgot your password?](#)

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.

The screenshot shows the 'Password Reset' page. At the top is the ACCPA header. Below it, the text reads: 'To reset your password, please enter your email address or username below.' There is a text input field labeled 'Enter your username or email'. Below the field is a blue button labeled 'Reset password'. At the bottom of the page is a dark green banner with the text 'We would love to hear from you!' and a 'CONTACT US' button.

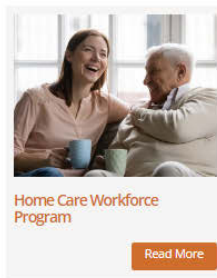
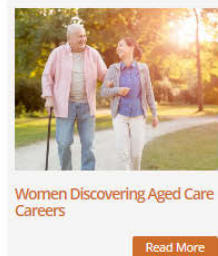
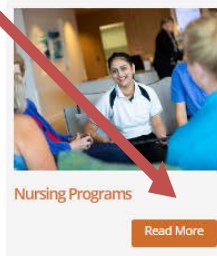
Step 4 Once logged in, go to the Home page, click on 'I am looking for employment'



Step 6 Click on the 'Read More' tab of the program you are registering for.



Job Seekers



Once complete Aged Care Service Organisations will be able to find your application on the Aged Care Services Workforce Hub.

You can contact the Workforce Hub team by clicking [Contact Us](#) at the bottom of the Hub page.

