

Tip Sheet



What is it?

A hub for use by external experts to streamline the exchange of work assignments between TEQSA and the expert.



Getting started

To access the Portal:

1. You will receive the URL, username & password via email from TEQSA
2. Using this URL, you will get to this login screen

3. Type in the username & password TEQSA has provided you in this login screen:

For security purposes, you will be prompted to change this password at first login. If your password is ever reset, you will be prompted to change it again at first login post password reset.



How do I use it?

Once logged in, your homepage will appear as follows:

1. Name of expert logged in
2. Homepage
3. Displays all mutually signed Contracts (or Deed of Standing Offer/Agreements as they are called as well)
4. Displays your contact details. If you require any changes, please contact your case manager
5. Displays links to key reference documents such as Australian Qualifications Framework, Threshold Standards etc and other useful websites.
6. Displays TEQSA's general enquiry details



How do I action a work assignment via the Portal?

When you receive an offer of a work assignment, it will appear on your homepage when you log on. You can access the assignment by clicking the ellipses and then clicking the 'Respond to work assignment' link.

ID	Type	Subject	Due Date	Submitted	Submitted By	Status
WA00019	Click #1	TEST	23/05/2014			Awaiting Submission

Respond to Work Assignment

Click #2

A work assignment window looks as follows. TEQSA's work offer/assignment brief/evidentiary documents will all appear under the 'TEQSA Provided Documents' section. You can click and download these. To insert your signed offer/completed assignment brief/invoice, upload into the 'Expert Uploaded Documents' section. Don't forget to click the 'Submit' button to save your work.

Home | Agreements | My Profile | Help | Contact Us

Work Assignment

D: WA00019 Due Date: 23/05/2014
 Type: Status: Awaiting Submission
 Subject: TEST
 Submitted By: Submitted:
 Description: test WA description

Submit

TEQSA Provided Documents

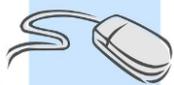
Name	Notes	Modified	Modified By
Desert	...	8 minutes ago	Cole, Elizabeth

Expert Uploaded Documents

new item or drag files here

Name	Notes	Modified	Modified By
There are no documents in this view.			

NOTE: There is 30 minute session timeout if window is inactive.



Eligible browsers & operating systems

Please also note you need to use one of the following browsers to access the portal:

- For a PC: Chrome for Windows 35.0.1916.153 OR Internet Explorer 10 or higher
- For a MAC: Chrome for MAC 35.0.1916.153

Note that if using Windows 8 and IE11, selected functions may not work. Use Chrome instead.

Having trouble?

experts@teqsa.gov.au