Health New Zealand Te Whatu Ora

Logging into the Student Placement Coordination Tool using MHAW

User Guide

Last updated: 8 Oct 2024

Getting Started

To log into the Student Placement Coordination Tool, you will need to be invited by your organisation's Student Placement Coordination Tool administrator.

Once invited, you will receive an email like this example outlining the 4 steps required .

<u>Step 1</u>: Redeem your code (pg3) Please click on the link provided in the email or copy and paste the code into the space provided (if it is not already there)

Step 2: '

Tick the box I have an existing account and click Register

<u>Step 3</u>: Sign up for My Health Account Workforce (MHAW) (pg4) - A guide can be found using the attached link

<u>Step 4</u>: Log into the Student Placement Coordination Tool (pg18) Use one of the following links to access the tool

- Health Providers - <u>Health Provider - Sign in</u>

- Education Providers - Education Provider - Sign in

Student Placement Coordination Tool.

What is the Student Placement Coordination Tool:

This nationwide digital coordination tool aims to enable more effective planning, coordination, and visibility of student placements across health settings in New Zealand. If you want to know more about this project here is a link to our <u>webpage</u>.

What you need to do

Step 1:

<u>Click here</u> to view your invitation code* to register with Student Placement Coordination Tool.

*If you don't see a code appear in the box, please copy and paste the below code into the space provided. urmrk2-uKXo-R9kZe3wsDrOg7-e0GAN4QzO4A3v1RSaXsl0qk21qAINhSX0aPmizdcoGSuO6IMUU0ijiVUuMqyq0sCZpOe-3Bxkb4VBwxpShGEZpCSNQmrdUOm3EJysSU-

u1o9GO1F8daiL2lB66Ucp6d79aUVxFh7CRxlOIEQ-

Step 2:

Tick the box I have an existing account and click Register.

Step 3:

Sign up for a My Health Account Workforce to access the Student Placement Coordination Tool (You will automatically be taken to the sign-up page when you click **Register**). We recommend reviewing the Guide to sign up for **My Health Account**

We recommend reviewing the <u>Guide</u> to sign up for **My Health Account Workforce** before starting the process.

Step 4:

After you have verified your identification (minimum Level 2 required), you will be able to access and use the Student Coordination Health Portal by using this <u>link</u>.

Ngā mihi,

Student Placement Hub.

Please note: If you were not expecting this message and it is not for you - please disregard and delete.

Getting Started

After clicking on the link, you will be taken to a place where you can Sign up with an invitation link.

The redeemable code should appear in the box provided (invitation code), but if not please just copy the code provided and paste it into the box on the page.



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Getting Set-up

What you need to Sign up to My Health Account Workforce

Unique Work Email Address (email address not previously used to sign up on My Health Account)

Getting Set-up

MHAW – Confirming your identity and identification levels



Signing up for MHAW and confirming your identity with your MHA

MHA Level = MHAW Level

Getting Set-up

Verification documents needed to upgrade to Level 2



MHAW sign up and upgrade to Level 2

Use the **register** link sent to you by the Student Placement Team for the Student Placement Coordination Tool Use the **Sign up** link on this page.

Email address		
Example@tewhatuora.g	ovt.nz	
Password		Show @
Password		
forgot password?		
	Log in	
	OR	
Log in with RealMe, o created your account	only if you Twith RealMe.	

Sign up using your work email.

NOTE: If you have a My Health Account (MHA), the email address cannot be the same for both log-ins. You need to use a different email address for each.

		S	ign up		
		Sign up usi	ng your email	address	
		Sigr	up with ema	it	
			- OR		
Sign Real	up with an existin Ne identity.	ng verified		🕜 Log in	

Tick the box after reading and agreeing to the Privacy Statement and Terms of Use. Then click **Start.**

Before you start

ly Health Account

Workforce

You will be guided through the steps to set up a Workforce account. You will need an email address that no one else has used to create a Workforce account or My Health Account.

Please agree to continue

I have read and agree to the Privacy statement and Terms of use.

Health New Zealand

I understand pretending to be another person to obtain/alter their personal information is an offence under section 212 of the Privacy Act 2020 and could result in a conviction and a fine not exceeding \$10,000

I am over sixteen and I'm creating an account for myself

Start

Please **do not** use RealMe to validate your identity in this application.

You can choose to log in if

Health Account Workforce

If you do not, please select

you have an existing My

account.

Sign up

If you have any problems, please contact the Hub helpdesk (<u>healthplacementhub@tew</u> hatuora.govt.nz)

MHAW sign up and upgrade to Level 2

This is the '**sign up with email**' pathway. Enter an email address not previously used in MHA then click **Send verification.**

Check the inbox of the email you entered for a verification code.

Enter the verification code from the email you received in the space provided, then click **Continue.**

My Health Account Workforce	Health New Zealand Te Whatu Ora	
	Let's verify your email address	
	You will use this email to log in to your Workforce account. It must be an email address you have not already used to create a Workforce account or My Health Account."	
	Email address	
	Email address	
	Send verification	
	This site is protected by reCAPTCHA. Google's Privacy Policy ඵ a	and Terms of Service 🖒
) If there are problems with how We could not verify the identit Click here to download picture	r this message is displayed, click here to view it in a web browser. y of the sender. Click here to learn more. s. To help protect your privacy, Outlook prevented automatic download of some pictures in this m	essage.
You don't often net email from no reck.	offens identity health on Learn why this is jecontered	
Too oon t onen get emer vom <u>co-repy-r</u>	Sense Herrice / Nethods - Leen Any Los a Inscitants	
	Right-click or tao and hold here to download pictures. To help protect your privacy. Out	
	Kia ora	
	Please verify your email address.	
	Enter the following code into the Verification code box on your screen. The code will expire in 20 minutes, so please enter it as soon as possible. If the code expires, please po back to the My Health Account Workforce screen and click on the 'Send new verification code' in's, and a new code will be emailed to you.	
	Your verification code is: 142489	
	Your verification code is: 142489 If you have any questions or need a hand, please get in touch with our support learn. Our contact details are below. Ngà mìni Healin New Zealand Te Whatu Ora	
	Your verification code is: 142489 If you have any questions or need a hand, please get in touch with our support team. Our contact details are below. Ngå mini Health New Zealand Te Whatu Ora	
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y Health Account Forkforce	Your verification code is:	
y Health Account Feedback	Vour verification code is:	
y Inalth Account Fordforce 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Vour verification code is:	
y Health Account Forkforce	Your verification code is: 142489 If you have any questions or need a hand, please get in touch with our support least. Our contact details are below. Ngà min Health New Zealand Te Whatu Ora Inter your verification code Inter your verification code to Deab Oggs @TeWhatu Ora govLn2 heck your intous for an email from no-reply-int@up- bedkuty beatth and email try hecking your spam or junk folder. Your verification code Based new verification code Based inter the sile of your spam or junk folder.	
y Hadito Account Forkforce	Your verification code is: Lt24289 If you have any questions or need a hand, please get in touch win our support leam. Our contact details are below. Nga min Health New Zealand Te Whatu Ora The your verification code to Inter your verification code Wees ent a verification code to Oreblo ggs () TeWhatu Ora, govt.nz Deable ggs () TeWhatu Ora, govt.nz Very verification code une aneil from no-rebp-int@ap- Oreblo ggs () TeWhatu Ora, govt.nz Very verification code une and irent no-rebp-int@ap- Our verification code State different email address Verification code State different email address State different email address State different email address State different email address	

Continue

MHAW sign up and upgrade to Level 2

Create a password following the provided recommendations then click **Continue.**

Create a password	
To enhance security, avoid using common or previously recommend using passphrases for better protection.	used passwords. We
four password must meet one of the following criteria:	
Passphrase: A sequence of random words separated to (minimum of 12 characters).	ny spaces
OR	
Password: At least 7 characters long, containing any th following: • uppercase (A-2) • lowercase (a-7)	hree of the
numbers (0-9) symbols (e.g. ₹, \$, 1, @, etc)	
Enter password	Show @

This is your profile dashboard. Your **Identification level is Level 1 : Entry**.

You need to upgrade your account to Level 2 to be able to access the Student Placement Coordination tool. Click **Continue.**

If you don't have a My Health Account, tick the box I don't have a My Health Account. Click Continue.

ew Zeolond No	Kia ora	
iet up your account		
Confirm who you are Use your My Health Accord healthcare provider to c	unt, an identity document, or details held by your onfirm who you are.	Continue
our details		
ar Name		Add your preferred name. >
Email address	joe blogg s@ TeW hatu O ra.gov t.nz	Change your email address. >
& Mobile number		Add a mobile number, >
A Password		Change your password. >
A Identification level	Level 1: Entry	
rivacy and security		
0	Protect your account from unauthorised access by adding a second authentication method in addition to your normal login.	Change your two-factor
Iwo-factor authenticatio	You currently have this set to your email address ()	authentication
ogo Connected services	Review which services have your permission to access the details linked to your account.	View connected services >

8

I don't have a My Health Account

verification methods.

Continue

Wy Health Account

Complete later

Health New Zealand

G

Confirm your identity You need to be aged 16 or over to create an accou

Using your My Health Account

You can use your existing My Health Accourt

to confirm your identity for your Workfor



MHAW sign up and upgrade to Level 2

It is better to confirm your identity using one of the official documents first. Tick this box and then click **Continue.**



Continue

Continue

Complete later

Complete later

Identity document Providing an identity document What you need • You need to provide one of New Zealand Driver Licence

Birth Certificat

Kiwi Acces

This screen displays the list of identity documents you can use. Have your document details ready, then click **Continue.**

Select the identity document you will use to confirm your identity, then click **Continue.**

Back		ce
HR.	Headth New Zackland	
	Confirm your identity	
	Please choose an identity document from the list below that we can use to confirm who you are.	
	Identity document	
	Select	
	Select.	
	N2 Driver Lipence	
	NZ Persport	
	NZ Birth Corificata	
	NZ Olizenship Certificate	
	Australian Persport	
	Australian Birth Certificate	

MHAW sign up and upgrade to Level 2

Confirm your identity Please choose who you are. Identity documen Your details Enter the details of your identity Date of birt Day DD Year MM document here. Licence details Licence numb Version number Complete later Continue Confirm your identity Please choose an identity Identity docume Your details Bloggs Enter the details exactly as they appear Joe Date of birth
 Day
 Month
 Year

 12
 01
 1992
 on your identity document, then click Continue. Licence details Licence numb Version number Continue Complete later © Success Your identity is now confirme View your profile Click View your profile to return to your profile dashboard.

MHAW sign up and upgrade to Level 2

Your identification level is now at **Level 2: Basic**. This will be sufficient to access the Student Placement Coordination Tool. Click **Continue.**

New Zeoland - Geo	Kia ola jõe	
Set up your account		
Verify who you are with the second services with reacting access them.	th a healthcare provider check really you who created your account. Some quire you to verify your identity before you can	Continue
Your details		
A: Name	Jo eB logg	Add your preferred name. >
🖂 Email address	joeblo gs @ TeWhat uO ra.govt.nz	Change your email address. >
& Mobile number		Add a mobile number. >
Password		Change your password. >
A Identification level	Level 2: Basic	
HPI number (CPN)	Let us know you're a health practitioner by adding your HPI number (CPN) to your account.	Add your HPLnumber. >
Access more services		
Your account allows you to access	a range of online health information services.	11 AUG - 6
Some of these services may requireally you who created a Workford	e you to complete a healthcare provider check online to make sure it's account.	Complete online >
Privacy and security		
	Protect your account from unauthorised access by adding a second authentication method in addition to your normal login.	Change your two-factor
Two-factor authentication	You currently have this set to your email address	authentication ?

If you wish to continue to Level 3 access you may, but please be aware that you will not be granted any additional access based on this.

It may be that you have a MHA account already at Level 3. If you validate this account using your MHA then you will automatically be assigned Level 3 access as well.

To validate your account using your MHA account details, please follow the instructions in the next section **MHAW Signup using MHA**

If you are finished, there are 2 important slides at the end





Continue

MHAW sign up and upgrade using MHA

Create a password following the provided recommendations then click **Continue.**

reate a password	
o enhance security, avoid using common or previously ecommend using passphrases for better protection.	ised passwords. We
our password must meet one of the following criteria:	
Passphrase: A sequence of random words separated by (minimum of 12 characters).	y spaces
OR	
Password: At least 7 characters long, containing any th following:	ree of the
uppercase (A-Z)	
 lowercase (a-z) 	
 numbers (0-9) symbols (e.g. #, \$, 1, @, etc) 	
inter password	Show

This is your dashboard screen. Your Identification level is Level 1 : Entry. To upgrade your account to a higher level you will need to confirm your identity. Click **Continue.**

Set up y	your account		
8	Confirm who you are Jse your My Health Account realthcare provider to confi	, an identity document, or details held by your m who you are. 🜒	Centinoe
Your de	tails		
<u>ه</u>	tame		Add your preferred name. >
	imail address	joeblogg s@TeWhatuOra.govt.nz	Change your email address. >
6.	Aobile number		Add a mobile number >
6	Password		Change your password. >
8	dentification level	Level 1: Entry	
Privacy	and security		
A 1	en-factor authentication	Protect your account from unauthorised access by adding a second authentication method in addition to your normal login.	Change your two-factor
• •		You currently have this set to your email address 🕢	authentication
- -	Connected services	Review which services have your permission to access the details linked to your account.	View connected services >

If you have a My Health Account, tick the box **Using your My Health Account.** Click **Continue.**

Conting your May Health Account This can use your existing far your Workfore account, Account	onfirm your identity ou need to be aged 16 or over to create an account.		
	Using your My Health Account You can use your existing My Health Account to confirm your identity for your Workforce account.	Idon't have a My Health Account Confirm your identity using one of our other verification methods.	
tint uses if you have a the Maulth Account?	to confirm your identity for your Workforce account.	verification methods.	

Continue

Complete later

My Health Account Workforce		Ny Keela Accourt Workforce Headin Weak	Town Zenard Confirm who you are using your My Health Account			
MHAW sign up and upgrade using MHA	Click Continue.		The last care, the gradual or your with research occurs or every your version. You will need The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you use to log in to your My health Account The details you account the details you normally use for 2-step verification with My Health Account The details you account the details The details The details you account the details The detai	zount		
	Enter your MHA email and password. Click Log in.	Reck My Health Account	Please enter your login details to continue The de verify that it's reality you before you can continue. The de verify that it's reality you before you can continue. The de verify that it's reality you before you can continue. The de verify that it's reality you before you can continue. The de verify that it's reality you before you can continue. The de verify that it's reality you before you can continue. The de verify that it's reality you before you can continue. The de verify that it's reality you before you can continue. The de verify that it's reality that it's rea	Centrue Total		
	Check your email inbox. Enter the verification code from the email you received in the space provided, then click Continue.	My Health Account				

MHAW sign up and upgrade using MHA

Confirm if this is the name linked to your MHA, then click **Yes, that's me.**

Health New Zealand We found your details! We will add these details to your Workforce account: Your full name • Your date of birth We will not store any other information about you. Is this you? Testone Female Gender-Test Yes, that's me No, that's not me 0 Success Your identity is now confirmed View your profile

Click View your profile.

This is your dashboard screen. Your MHAW identification level will be set to the same level as your MHA.

Please note that Level 2 or above will allow you to access the Student Placement Coordination Tool.



Get Support

Logging into the Student Placement Coordination Tool

Once you have completed setting up your profile in MHAW, you will be ready to log into the Student Placement Coordination Tool.

Use the following link to log into the Education Provider Portal <u>https://educationplacements.tewhatuora.govt.nz/SignIn</u>

Use the following link to log into the Health Provider Portal https://healthplacements.tewhatuora.govt.nz/SignIn