

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 .

Step 1: 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**

Step 3: Sign up for My Health Account Workforce (MHAW) (pg4)

A guide can be found using the attached link

Step 4: Log into the Student Placement Coordination Tool (pg18)

Use one of the following links to access the tool

- Health Providers - [Health Provider - Sign in](#)

- 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 [webpage](#).

What you need to do

Step 1:

[Click here](#) 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-e0GAN4QzO4A3v1RS-  
aXsl0qk21qAlNhSX0aPmizdcoGSuO6IMUU0ijiVUuMqyq0sCZpOe-  
3Bxbk4VBwxpShGEZpCSNQmrdUOm3EJysSU-  
u1o9GO1F8daiL2IB66Ucp6d79aUVxFh7CRxIOIEQ-
```

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 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 [link](#).

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.

- Tick **I have an existing account**
- Click on **Register**

You will then be taken to the MHAW sign-up page.

The following pages (pg4-17) outline the steps needed to sign-up for a MHAW account.

Health New Zealand | Student Placement
Te Whatu Ora | Coordination Tool

Home

Sign up with an invitation code

* Invitation code

I have an existing account

Register

Health New Zealand
Te Whatu Ora

To Kōwhiri i te Ora
New Zealand Government

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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

Unique Work email address +
verification code



Level 1: Entry

Identify yourself using an official
document



Level 2: Basic

Verify yourself with a healthcare
provider check



Level 3: Complete



To use the Student Placement
Coordination Tool, you need to
have at least Level 2: Basic
access

Please note that Level 3 will not
grant any additional access in
the Student Placement
Coordination Tool – Level 2 is
all that is required

Signing up for MHAW and confirming your identity with your MHA



MHA Level = MHAW Level

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.

You can choose to log in **if you have an existing My Health Account Workforce account.**

If you do not, please select **Sign up**

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.

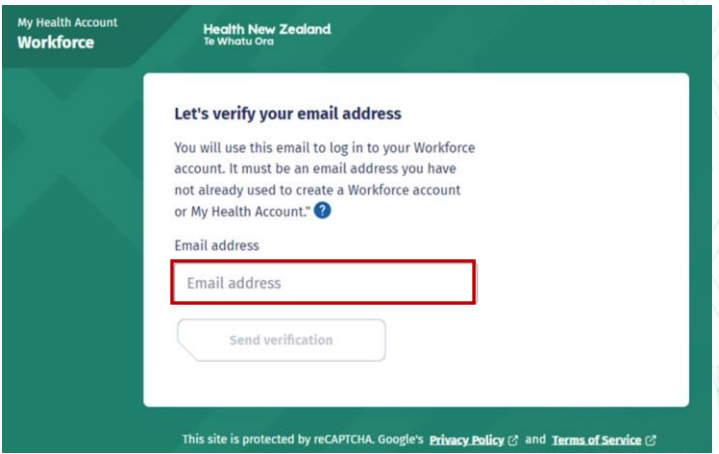
Please **do not** use RealMe to validate your identity in this application.

If you have any problems, please contact the Hub helpdesk
(healthplacementhub@tewhatauora.govt.nz)

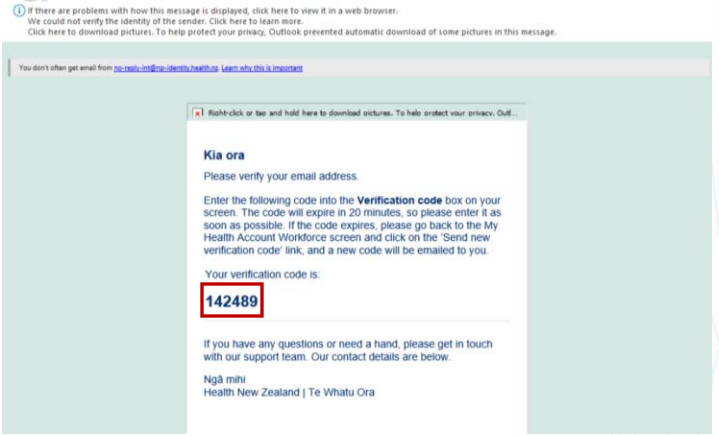
Tick the box after reading and agreeing to the Privacy Statement and Terms of Use. Then click **Start**.

MHAW sign up and upgrade to Level 2

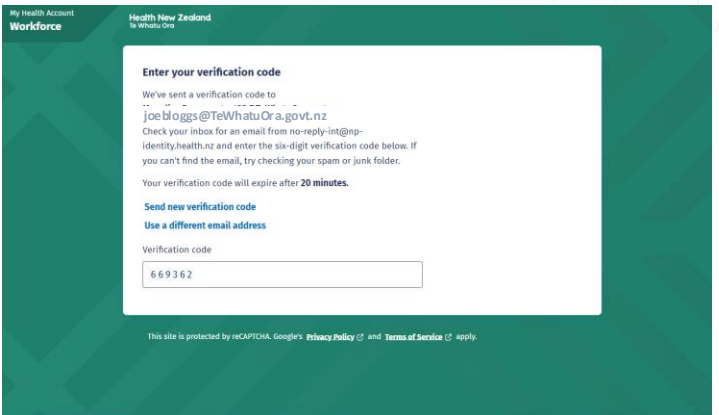
This is the **'sign up with email'** pathway. Enter an email address not previously used in MHA then click **Send verification**.



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**.



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 used passwords. We recommend using passphrases for better protection.
Your password must meet one of the following criteria:

Passphrase: A sequence of random words separated by spaces (minimum of 12 characters).

OR

Password: At least 7 characters long, containing any **three** of the following:

- uppercase (A-Z)
- lowercase (a-z)
- numbers (0-9)
- symbols (e.g. #, \$, %, &, etc)

Enter password Show

Password

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**.

Kia ora Log out

Set up your account

Confirm who you are Continue
Use your My Health Account, an identity document, or details held by your healthcare provider to confirm who you are.

Your details

- Name Add your preferred name
- Email address: joe.bloggs@TeWhaiaUoRa.govt.nz Change your email address
- Mobile number Add a mobile number
- Password Change your password
- Identification level: Level 1: Entry**

Privacy and security

- Two-factor authentication: Protect your account from unauthorised access by adding a second authentication method in addition to your normal login. You currently have this set to your email address. Change your two-factor authentication
- Connected services: Review which services have your permission to access the details linked to your account. View connected services

Your account activity
See when you've been using your account. View activity

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

Confirm your identity
You 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.

I don't have a My Health Account
Confirm your identity using one of our other verification methods.

Not sure if you have a My Health Account?
If you have accessed My Covid Record to create a vaccine pass or enter RAT test results, you will have set up a My Health Account.

Complete later Continue

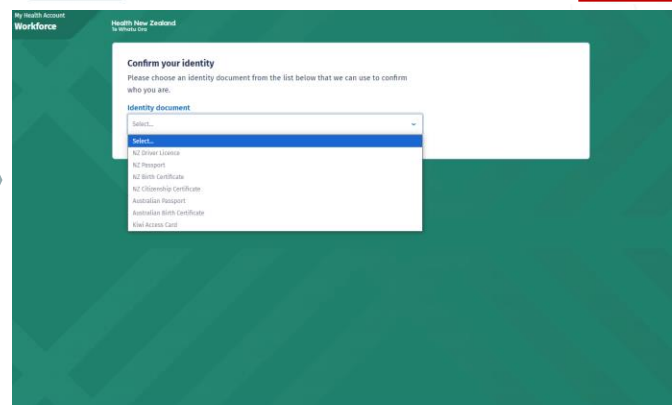
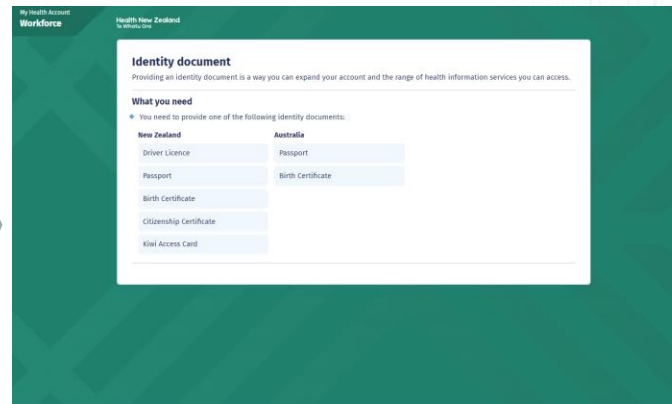
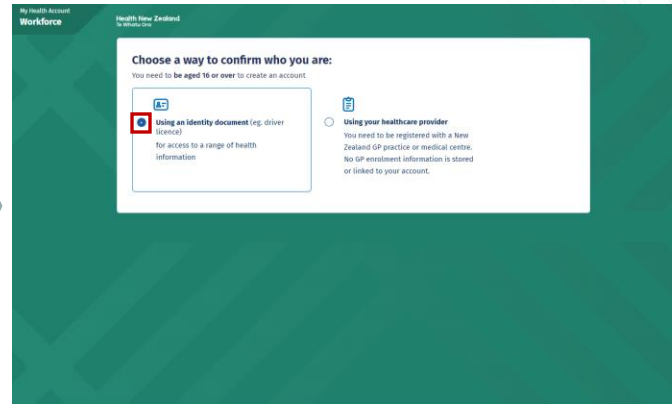
If you have a MHA and wish to use this to validate your MHAW account, refer to the next section (p12) **(MHAW sign up using MHA)**

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**.

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**.



MHAW sign up and upgrade to Level 2

Enter the details of your identity document here.

Enter the details exactly as they appear on your identity document, then click **Continue**.

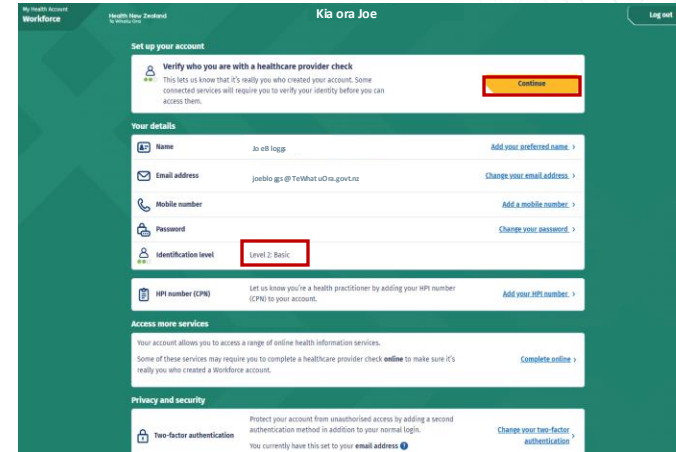
Click **View your profile** to return to your profile dashboard.

The screenshot shows the 'Confirm your identity' form on the My Health Account Workforce website. The form is titled 'Confirm your identity' and includes the instruction: 'Please choose an identity document from the list below that we can use to confirm who you are.' Below this is a dropdown menu for 'Identity document' with 'NZ Driver Licence' selected. The 'Your details' section asks for information as it appears on the driver licence, with fields for 'First name', 'Middle name(s)', and 'Last name'. The 'Date of birth' section has three input boxes for 'Day', 'Month', and 'Year'. The 'Licence details' section has fields for 'Licence number' and 'Version number'. At the bottom of the form, there are two buttons: 'Complete later' and 'Continue'.

This screenshot shows the same 'Confirm your identity' form, but with example data entered into the fields. The 'Identity document' dropdown is still 'NZ Driver Licence'. The 'Your details' section has 'Joe' in the first name field and 'Bloggs' in the last name field. The 'Date of birth' fields are filled with '12', '01', and '1982'. The 'Licence details' section has 'NE12352' in the licence number field and '552' in the version number field. The 'Continue' button is now highlighted in orange.

The screenshot shows a 'Success' confirmation screen. It features a green checkmark icon and the text: 'Success' followed by 'Your identity is now confirmed.' Below this text is a button labeled 'View your profile' in orange.

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



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.

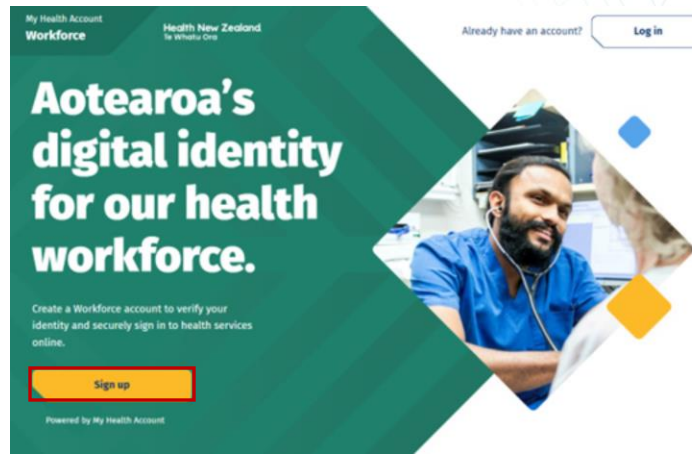
It may be that you have a MHA account already at Level 3. If you validate this account using your MHA then you will automatically be assigned Level 3 access as well.

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

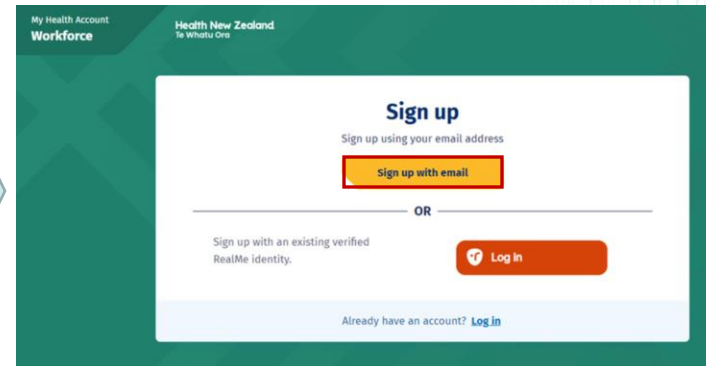
If you are finished, there are 2 important slides at the end

MHAW sign up and upgrade using MHA

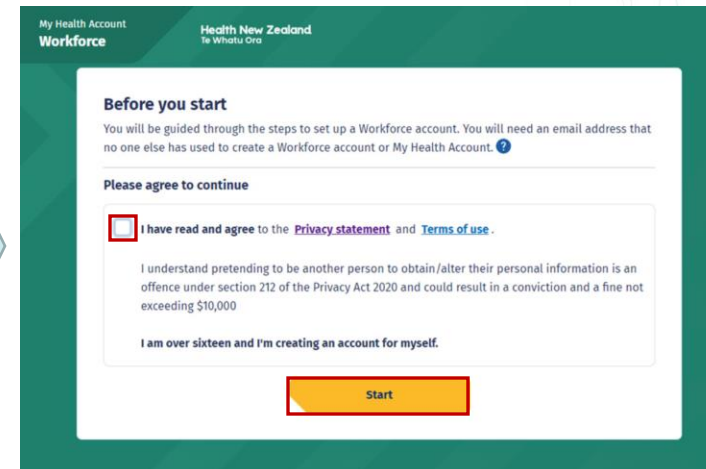
Log in to your workforce application using the link provided.



You can **sign up** using your work email.



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



MHAW sign up and upgrade using MHA

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**.

Continue

MHAW sign up and upgrade using MHA

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

Create a password

To enhance security, avoid using common or previously used passwords. We recommend using passphrases for better protection.

Your password must meet one of the following criteria:

Passphrase: A sequence of random words separated by spaces (minimum of 12 characters).

OR

Password: At least 7 characters long, containing any **three** of the following:

- uppercase (A-Z)
- lowercase (a-z)
- numbers (0-9)
- symbols (e.g. #, \$, %, &, etc)

Enter password Show

Password

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**.

Kia ora

Set up your account

Confirm who you are

Use your My Health Account, an identity document, or details held by your healthcare provider to confirm who you are. **Continue**

Your details

Name	Add your preferred name >
Email address	joebloggs@TeWhaiaOra.govt.nz Change your email address >
Mobile number	Add a mobile number >
Password	Change your password >
Identification level	Level 1: Entry

Privacy and security

Two-factor authentication

Protect your account from unauthorised access by adding a second authentication method in addition to your normal login. [Change your two-factor authentication >](#)

You currently have this set to your email address.

Connected services

Review which services have your permission to access the details linked to your account. [View connected services >](#)

Your account activity

See when you've been using your account. [View activity >](#)

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

Confirm your identity

You 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.

I don't have a My Health Account

Confirm your identity using one of our other verification methods.

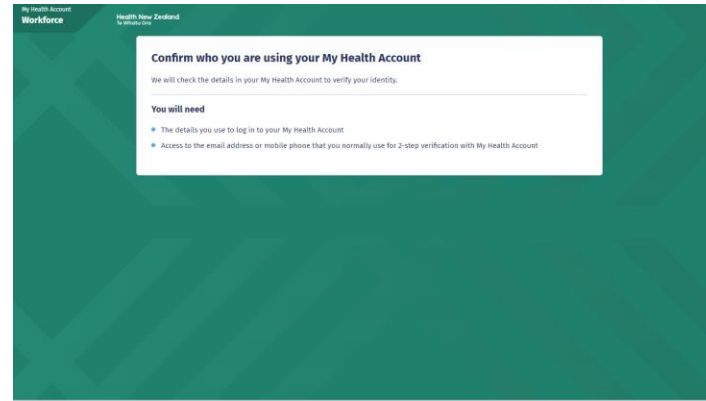
Not sure if you have a My Health Account?

If you have accessed My Covid Record to create a vaccine pass or enter R&T test results, you will have set up a My Health Account.

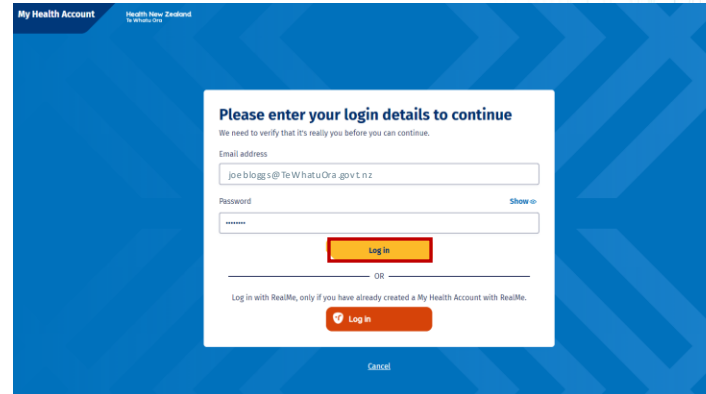
Complete later **Continue**

MHAW sign up and upgrade using MHA

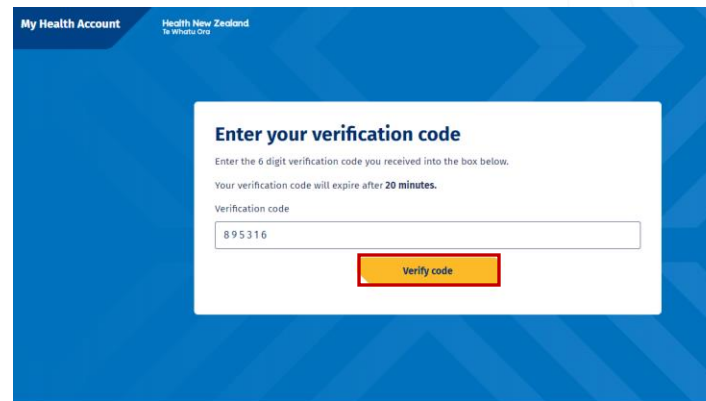
Click **Continue**.



Enter your MHA email and password.
Click **Log in**.

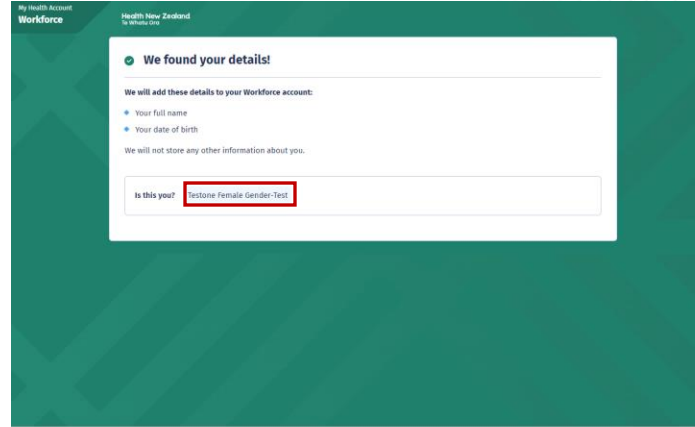


Check your email inbox. Enter the verification code from the email you received in the space provided, then click **Continue**.

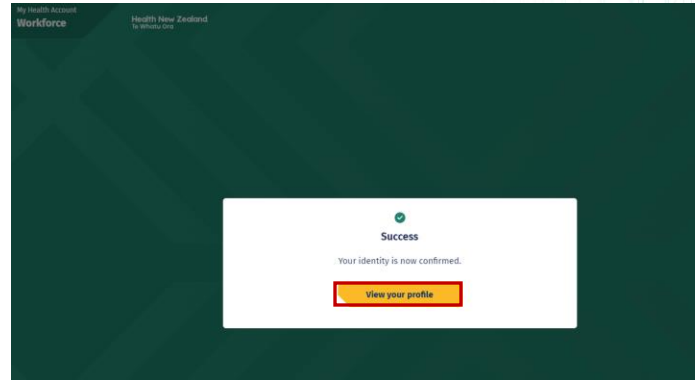


MHAW sign up and upgrade using MHA

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

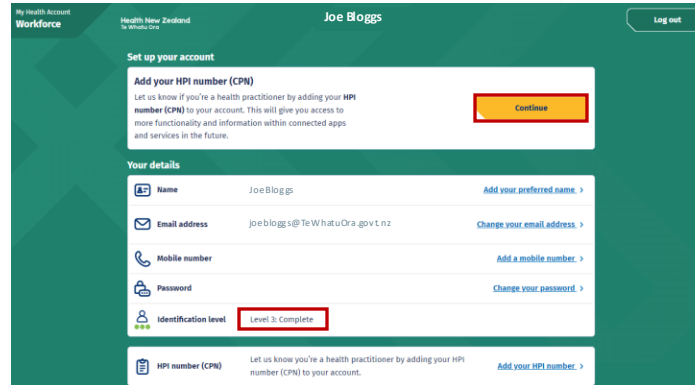


Click **View your profile.**



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
<https://educationplacements.tewhatauora.govt.nz/SignIn>

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