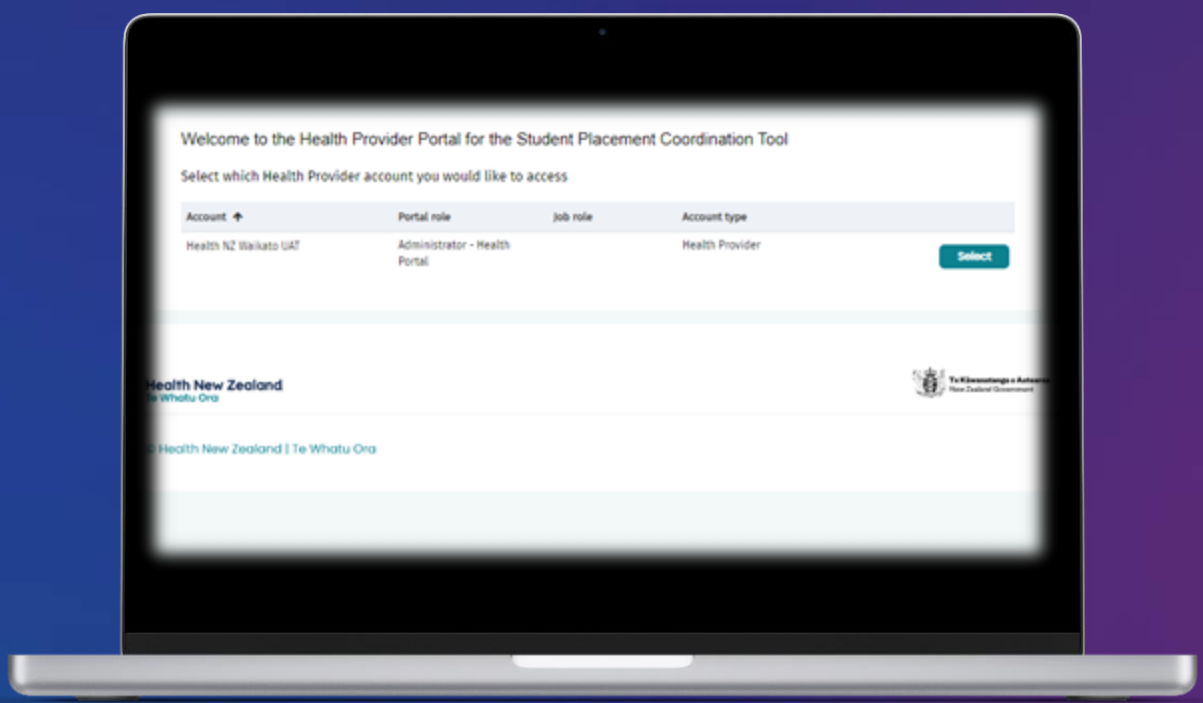
Health New Zealand
Te Whatu Ora

How to select and change your Health Provider account



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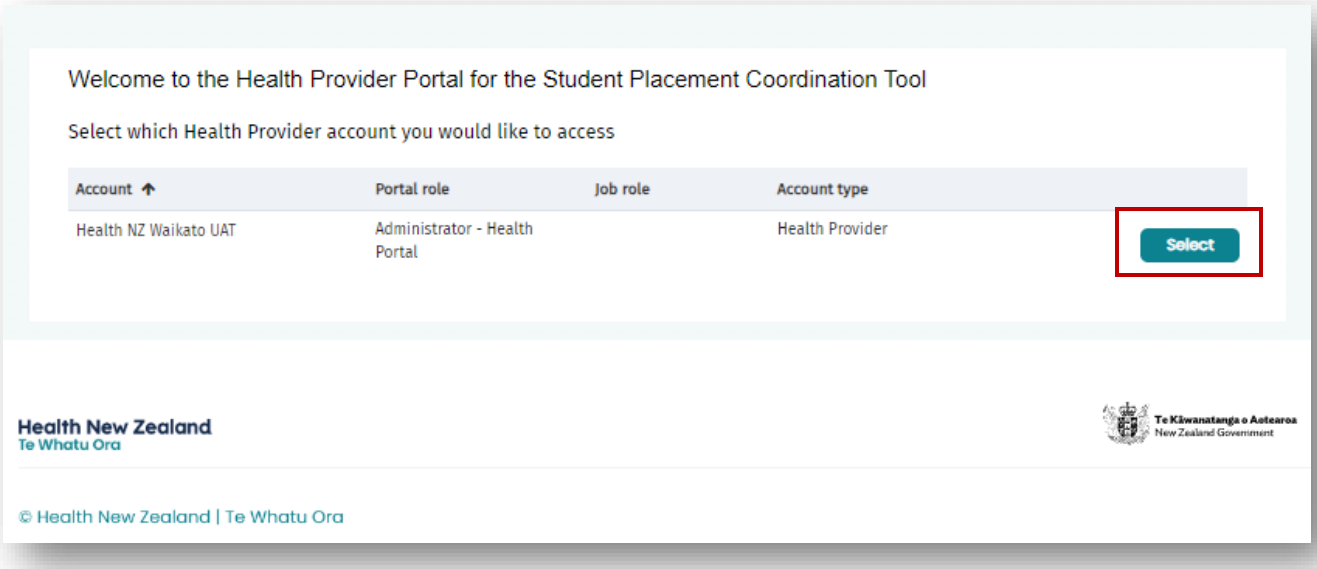
1 **Health Provider Accounts - view and select**

How to select and change your Health Provider account

When you have logged into the Student Placement Coordination Tool, you will be taken to the Health Provider account landing page.

➢ > To select a Health Provider account, click **Select** next to the account you want to access (many tool users will only have one health provider account)



From here you can:

- View all your accounts
- Select an account

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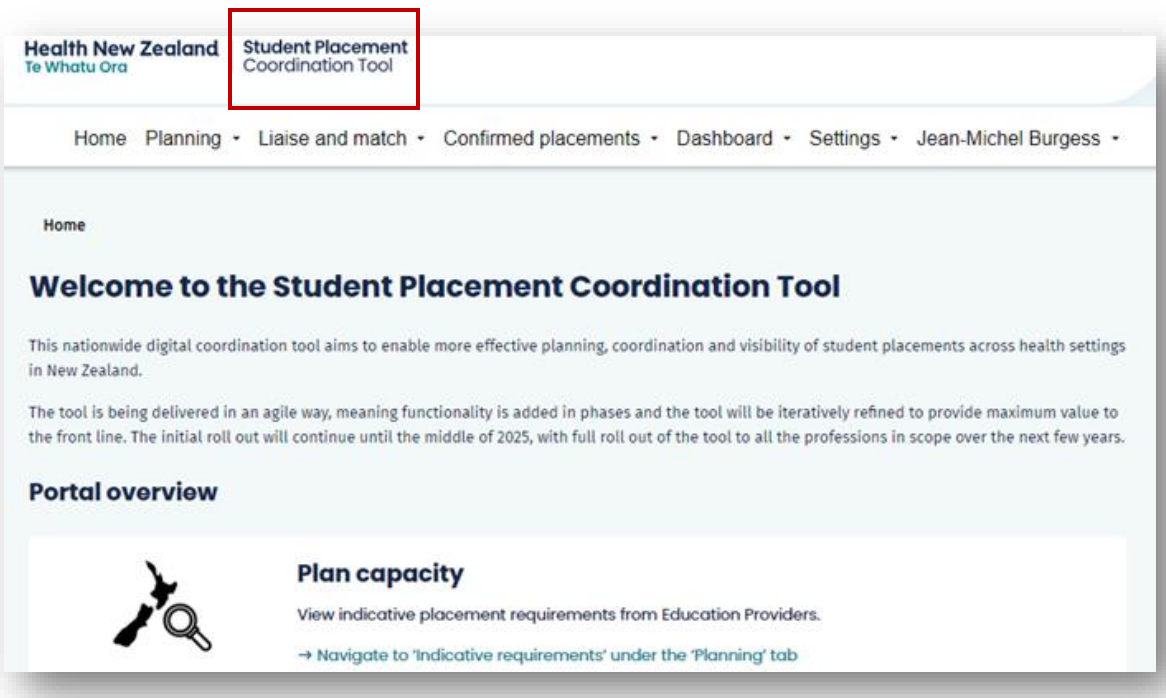
Once you have selected an account, you will be taken to the front page of the Student Placement Coordination Tool where you will have access to all functions to manage placements.

If you have multiple accounts (not common but possible), you can return to the account landing page at any time if you need to change accounts

- To change account, click on the **Student Placement Coordination Tool** logo and redo step 1.



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Key terms

Definition of Key terms used in this how-to guide:

Term	Definition
Account type	There are two account types: Education Provider Account and Health Provider Account.
Portal role	Every user is assigned one of the following portal roles. This determines your level of access within the specified portal. **Administrator:** Every organisation will need an Administrator. The Administrator can do everything the other roles can do. In addition the Administrator can set up their organisation details and invite colleagues. **The Coordinator** can view, create, manage and remove placement details. They can also view the dashboard and use it for planning placements and ask the Hub to do functions on their behalf. **Read Only:** There will be read only access available in future iterations of the tool. Note: your portal role is not the same as your job title.