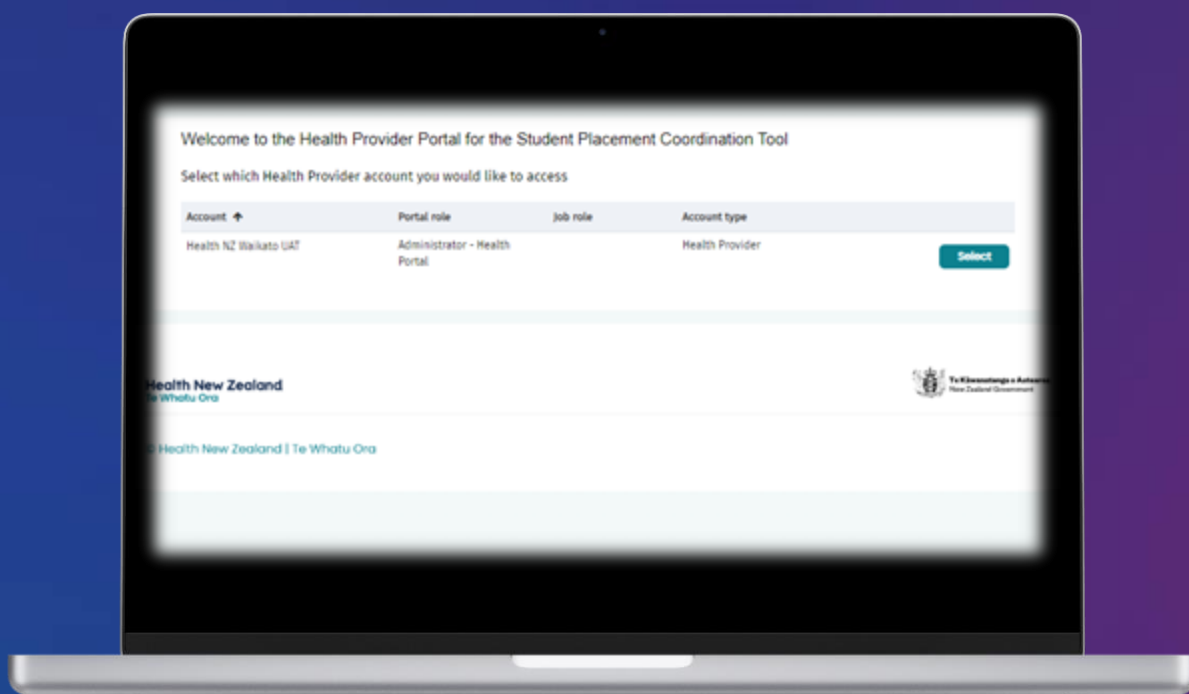


How to select and change your Health Provider account



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)

Welcome to the Health Provider Portal for the Student Placement Coordination Tool

Select which Health Provider account you would like to access

Account ↑	Portal role	Job role	Account type
Health NZ Waikato UAT	Administrator - Health Portal		Health Provider

Select

Health New Zealand
Te Whatu Ora

Te Kāwanatanga o Aotearoa
New Zealand Government

© Health New Zealand | Te Whatu Ora

From here you can:

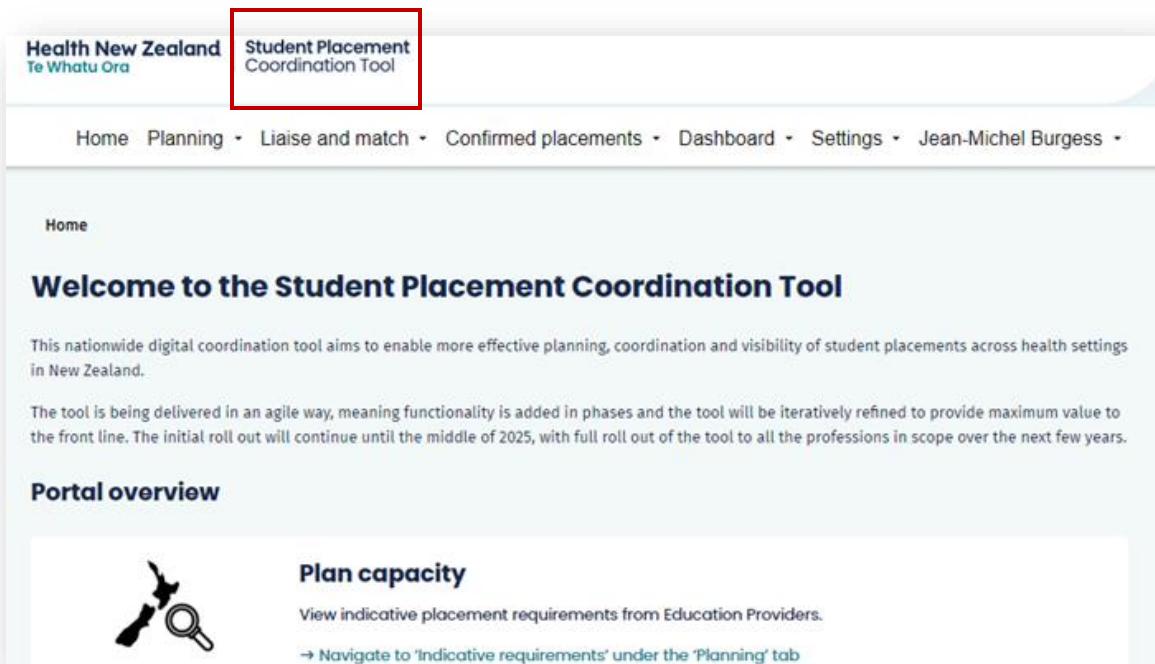
- View all your accounts
- Select an account

How to select and change your Health Provider account

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.



Health New Zealand
Te Whatu Ora

Student Placement
Coordination Tool

Home Planning · Liaise and match · Confirmed placements · Dashboard · Settings · Jean-Michel Burgess ·


Home

Welcome to 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.

The tool is being delivered in an agile way, meaning functionality is added in phases and the tool will be iteratively refined to provide maximum value to the front line. The initial roll out will continue until the middle of 2025, with full roll out of the tool to all the professions in scope over the next few years.

Portal overview



Plan capacity

View indicative placement requirements from Education Providers.

→ Navigate to 'Indicative requirements' under the 'Planning' tab

1

Health Provider Accounts - view and select

How to select and change your Health Provider account

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	<p>Every user is assigned one of the following portal roles. This determines your level of access within the specified portal.</p> <p>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.</p> <p>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.</p> <p>Read Only: There will be read only access available in future iterations of the tool.</p> <p>Note: your portal role is not the same as your job title.</p>