

## HPV Screening Kaimahi in a professional partnership

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### Welcome to the Workforce Requests Portal

The Workforce Requests Portal will allow you to sign in securely **and** register as an HPV Screening Kaimahi **in a Professional Partnership. You can** upload and access your Professional Partnership Agreement and Competence and Capability Assessment for HPV Screening Kaimahi, **your certificates for eLearning Module 3 | Cervical Screening in Aotearoa New Zealand – History and Context, and the HPV Screening Kaimahi: Professional Partnership module.**


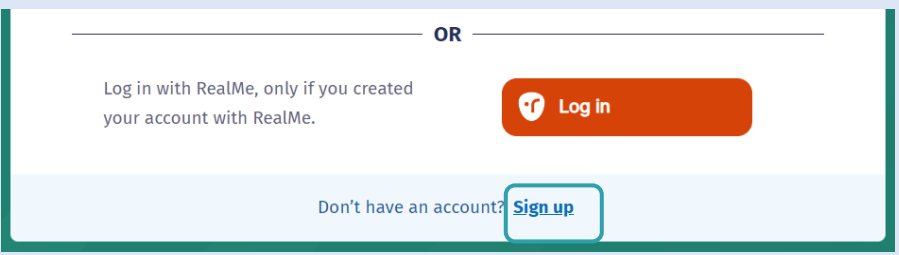
Access the Workforce Requests Portal via the hyperlink, URL or QR code: [Workforce requests  
https://workforcerequest.powerappsportals.com/SignIn?ReturnUrl=%2F](https://workforcerequest.powerappsportals.com/SignIn?ReturnUrl=%2F)



# Sign up to the Workforce Requests Portal

If this is the first HPV Screening Kaimahi Professional Partnership request you are submitting, you'll need to sign up and create a My Health Account Workforce to access the Workforce Requests Portal. Find out more [About My Health Account Workforce – Health New Zealand | Te Whatu Ora](#).

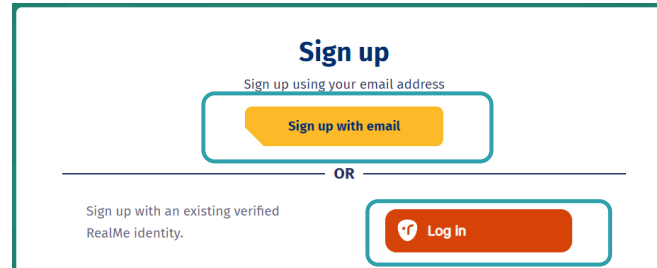
If you have previously accessed the Workforce Requests Portal, you can go straight to **Log in to the Workforce Requests Portal** (page 8).

Step	Action	Screen shot guidance
1	<b>Access the Workforce Requests Portal</b> via the link or QR code on the cover page  Tip: You can use any browser such as Edge, Chrome or Safari	
2	Click <b>My Health Account Workforce</b> button	
3	Click <b>Sign up</b>  If you already have a My Health Account Workforce you can go straight to Log in. You don't need to sign up to My Health Account Workforce again.	

4 Click **Sign up with email** to create an account linked to your email

Or

Click **Log in** to create an account using an existing RealMe account



If you used RealMe or RealMe Verified to sign up for your personal My Health Account, you will need to sign up for My Health Account Workforce using an email address and password.

You'll need your own email address. It must be unique to you and not one you share with someone else. It also must be a different email address from the one you used when you created a My Health Account as a health consumer.

**Important:** Make sure to use an email that you check often so that you'll see notifications in your inbox of a new message or updates on your request in the Workforce Requests Portal.

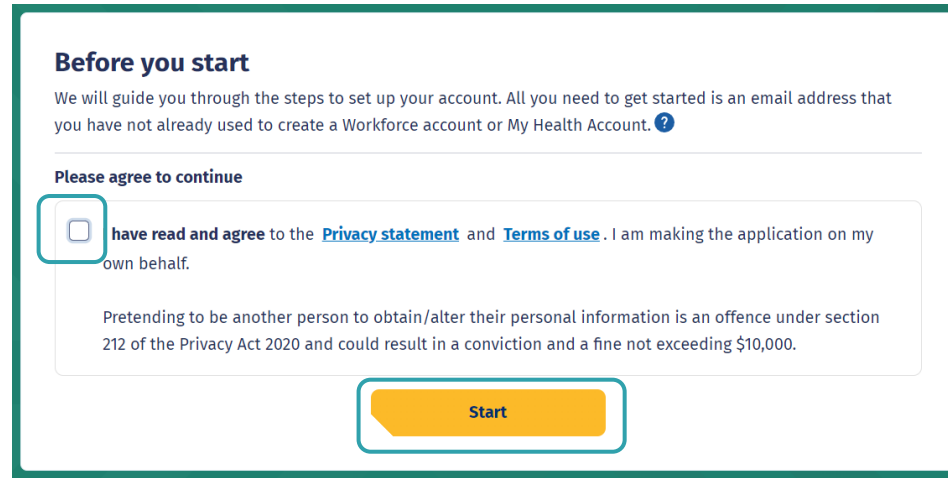
**Not sure if you have a My Health Account?** If you have accessed My Covid Record to create a vaccine pass or enter RAT test results, you will have set up a My Health Account.

5 Click **hyperlinks** to open and read the Privacy statement and Terms of use

6 **Tick the box** to confirm:

- you have read and agree to the Privacy statement and Terms of use
- you are making this application on your own behalf

7 Click **Start**



8 **Enter** your email address

9 Click **Send verification**

### 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

maiap@tewhatauora.govt.nz

**Send verification**

10 **Open** your email application (e.g. outlook, gmail etc) in a new tab

**Open** the email

From: My Health Account

Subject: Here's your My Health Account Workforce verification code

**Note** your verification code

From: **My Health Account (INT)** <[no-reply-int@np-identity.health.nz](mailto:no-reply-int@np-identity.health.nz)>

Date: Wed, 20 Mar 2024, 2:09 pm

Subject: Here's your My Health Account Workforce verification code

### 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 go back to the My Health Account Workforce screen and click on the 'Send new verification code' link, and a new code will be emailed to you.

Your verification code is:

**920306**

If you have any questions or need a hand, please get in touch with our support team. Our contact details are below.

Ngā mihi  
Health New Zealand

11 Return to **My Health Account Workforce** portal tab

Enter your **Verification code**

12 Click **Continue**

#### Enter your verification code

Verification code

920306|

Continue

13 Enter a **password**

Tip: Note the criteria provided to guide you creating a strong password.

14 Click **Continue**

#### Create a password

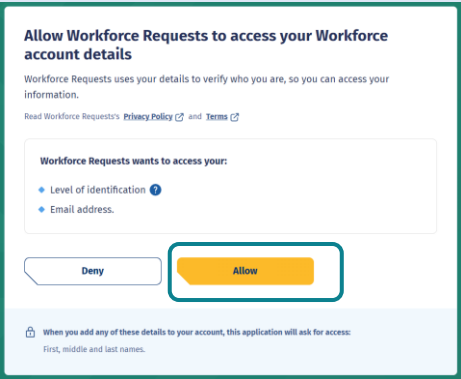
Passwords are easily guessed. We recommend using passphrases and avoid using the same password you've used on other websites.

Enter password

Show 

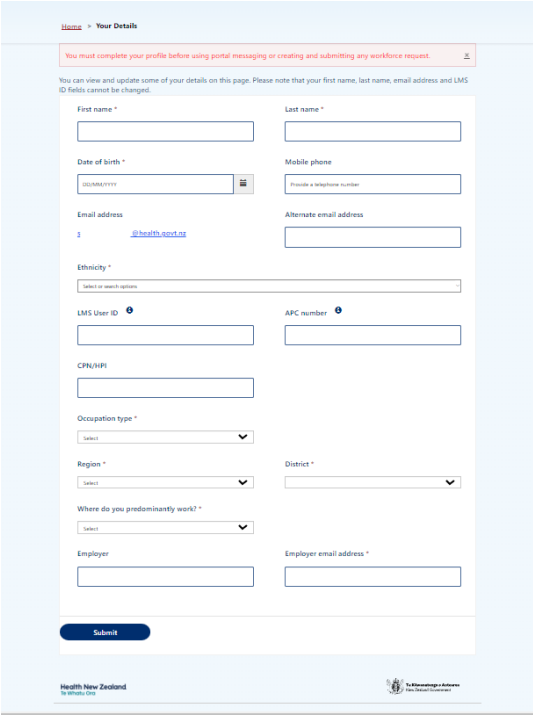
Password

15 Click **Allow**



16 Complete **Your Details** form fields (see Tips below, page 6)

17 Once you have completed all mandatory fields (marked with a \*), click **Submit**



**Date of birth** - use DD/MM/YYYY format.

**Alternate email address** - you may like to add your personal / alternative email address here. Notifications and reminders from Workforce Requests will be sent to your sign-up email address and the alternate email address you provide (from June 2024).

**Ethnicity** – use the drop-down list on the right to select your ethnicity, you can select more than one ethnicity.

**LMS ID** - As an HPV Screening Kaimahi you don't need to complete this field. (APC = Annual Practicing Certificate number).

**APC** – As an HPV Screening Kaimahi you don't need to complete this field. (APC = Annual Practicing Certificate number).

**CPN / HPI** – As an HPV Screening Kaimahi you don't need to complete this field. (CPN / HPI = Health Provider Index Common Person Number).

**Occupation Type** – Choose the occupation type that best matches your role. If you choose other, you'll be asked to enter in your role title.

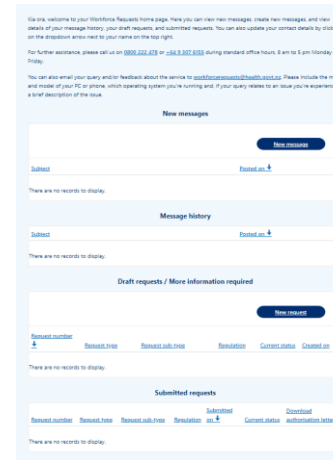
**Region and District** – This is the Health NZ Region and District you work in. The Districts in the drop down will change according to the Region you choose.

**Where do you predominantly work?** – use the drop-down list on the right to select where you predominantly work.

**Employer and Employer email address** – we encourage you to include your employer details here. In the future we may include your employer in reminders we send you when your HPV Screening Kaimahi Professional Partnership is due for renewal.

**18** You are now signed up and taken to your **Workforce Requests Portal** home page

This is the page you'll use to view your messages and submit an HPV Screening Kaimahi Professional Partnership request



If you need to:

- Submit a new authorisation request – go to page 12




# Log in to the Workforce Requests Portal

When you are returning to the **Workforce Requests Portal** after initially signing up, you'll need to log in to get to your home page.

Step	Action	Screen shot guidance
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1	<b>Access the Workforce Requests Portal</b> via the link or QR code on the cover page  Tip: You can use any browser such as Edge, Chrome or Safari	
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2	Depending on how you initially signed up to the Workforce Requests Portal (see tip below), either  Click <b>My Health Account Workforce</b> button  Or  Click the <b>My Health Account</b> button	
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If you signed up to the Workforce Requests Portal before 22 March 2024 it's likely that you signed up with a My Health Account.  
If you signed up to the Workforce Requests Portal after 22 March 2024 it's likely that you signed up with a My Health Workforce Account.

3	Enter your <b>Email address</b> and <b>Password</b>	
---	---	--

## Log in

### 4 Click **Log in**

Tip: Click **Forgot password?** if you've forgotten your password. You'll get an email to the email address you registered with.

The screenshot shows a login form with two input fields: 'Email address' and 'Password'. To the right of the password field is a 'Show' icon. Below the password field is a link for 'Forgot password?'. At the bottom of the form is a yellow 'Log in' button.

### 5 You'll be taken to your **Workforce Requests Portal** home page

This is the page you'll use to view your messages and submit an HPV Screening Kaimahi Professional Partnership request.

The screenshot shows the home page of the Workforce Requests Portal. It includes a welcome message, contact information (0800 222 678 or +64 9 307 6155), and a 'New message' button. Below this are sections for 'New messages' and 'Message history', both showing 'There are no records to display.' At the bottom, there is a link for 'Draft requests / More information required'.

### 6 Click **Home** (top right of your screen) at any point to return to this home screen

### 7 Click your **name** and **Sign out** from the drop down to sign out of Workforce Requests Portal

Health New Zealand  
Te Whatu Ora

Home

Maia Poutoa -

If you need to:

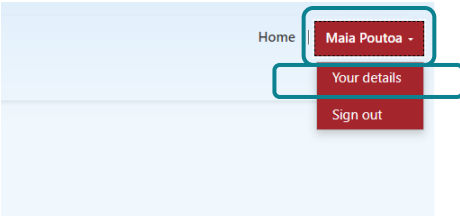
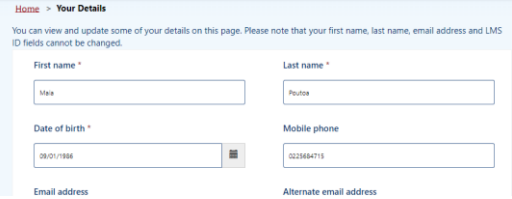
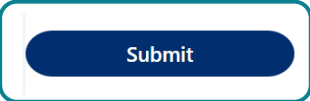
- Update your profile – go to page 11.
- Submit a new authorisation request – go to page 12.

# Update your personal profile

If you need to make changes to your personal details after your initial sign up. You can do this by updating your details in your:

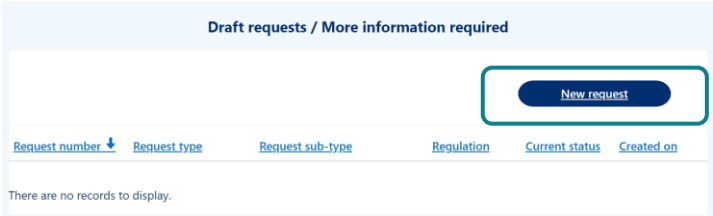
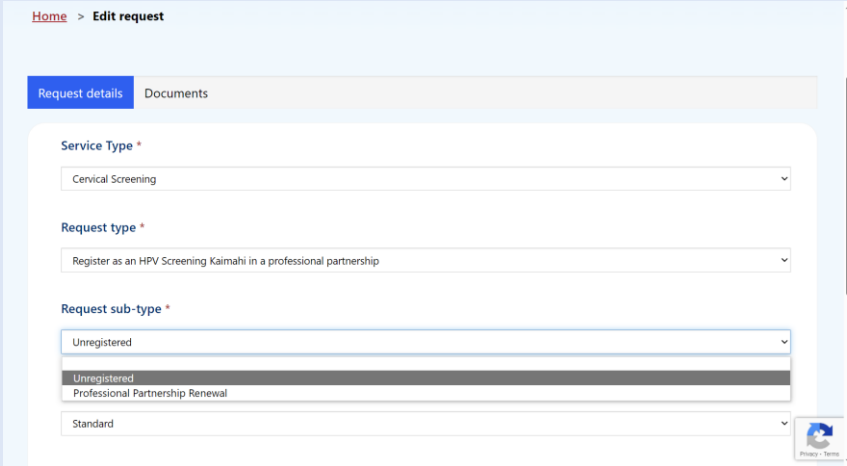
- My Health Account Workforce – go to [My Health Account Workforce | Health New Zealand | Te Whatu Ora.](#) or [Getting the most from your account – Health New Zealand | Te Whatu Ora](#) for more information and trouble shooting.
- My Health Account – go to [Getting the most from your account – Health New Zealand | Te Whatu Ora](#)

If you want to update personal details only in your **Workforce Requests Portal**, follow the steps below.

Step	Action	Screen shot guidance
1	<p><b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page.</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	
2	Click the <b>down arrow</b> by your <b>name</b> (top right of the page)	
3	Click <b>Your details</b>	
4	<p>Amend your personal details</p> <p>Tip: You <b>can't</b> change your:</p> <ul style="list-style-type: none"> <li>• First or last name</li> <li>• Primary email address</li> </ul>	
5	Once you've updated your details, click <b>Submit</b> (bottom left of the screen)	

# Submit a new authorisation request

When you have completed the requirements to apply for your HPV Screening Kaimahi Professional Partnership, you need to submit a new authorisation request. Your request will be reviewed and assessed by Health NZ | Te Whatu Ora.

Step	Action	Screen shot guidance
1	<b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page.  Tip: You can use any browser such as Edge, Chrome or Safari	
2	From your home page, scroll down to <b>Draft requests / More information required</b>	
3	Click <b>New request</b>	
4	Complete the drop-down fields <ul style="list-style-type: none"><li>• Service type – Cervical Screening</li><li>• Request type – select Register as an HPV Screening Kaimahi in a professional partnership</li><li>• Request sub-type – select Unregistered</li><li>• Request priority – select Standard or Urgent</li></ul> See tips below to help with your selections..	

5 Click **Next**

**Request priority** – Once we have all the information required to process your authorisation request, we aim to process **Standard** requests within 7 working days. If you require authorisation sooner than 7 days (i.e. you have a cervical screening event coming up in less than 7 days), please select **Urgent** and provide the reason.

Note that these timeframes indicate processing once we have all the required documents. If you submit incomplete documentation this will delay your application being processed for approval. We'll let you know if we need more information.

6 You'll need to upload the documents specified under **Document type**

7 Click **Upload file** to upload your documents

The screenshot shows the 'Edit request' page with a 'Documents' tab selected. It displays request details and a table of documents to be uploaded.

Request number	Request type *	Request sub-type *	Status Reason
Req-010264	Register as an HPV Screening Kaimahi in a professional partnership	Unregistered	Draft

Document type	Issued by organisation	File Name	Record created on	
Kaimahi Professional Partnership Agreement			15/08/2024 3:35 PM	<a href="#">Upload file</a>
Module 3 of Cervical Screening in Aotearoa New Zealand – History and Context			15/08/2024 3:35 PM	<a href="#">Upload file</a>
HPV Screening Kaimahi Module			15/08/2024 3:35 PM	<a href="#">Upload file</a>

Navigation buttons: Previous, Save, Next

8 Enter the date that the document was issued in the **Date Issued** field. This is the date that the document was signed

9 Enter the name of the organisation who issued the document in the **Issued by organisation** field

10 Click **Choose file** and select file from your device

When your document is attached the document name will be displayed next to the Choose Files button

Tip: you can upload pdf or image files.

11 Click **Upload**

12 Repeat steps 5 – 11 for each document / document type listed

You can upload more than one document against each **Document type** (e.g. multiple online learning certificates)

Just repeat steps 5 – 11 for each document

Request sub-type  
Unregistered

Document type  
Kaimahi Professional Partnership Agreement

Date Issued  
DD/MM/YYYY

Issued by organisation

Please attach one or multiple documents to the Health New Zealand - Te Whatu Ora as evidence of your request. The document can be in .PDF or image format and can't be more than 10MB

Choose Files | No file chosen

Upload



Note that when you do this only one document will show on the **Documents** view, but you'll see the documents you've uploaded against a Document type in the **Upload File** view

Request number	Request type *	Request sub-type *	Status Reason
Req-010264	Register as an HPV Screening Kaimahi in a professional partnership	Unregistered	Draft

Document type	Issued by organisation	File Name	Record created on
Kaimahi Professional Partnership Agreement	Test	Screenshot 2024-08-15 155624 - Copy.jpg	19/08/2024 10:01 AM
Module 3 of Cervical Screening in Aotearoa New Zealand – History and Context	Test	Screenshot 2024-08-15 155624.jpg	19/08/2024 10:01 AM
HPV Screening Kaimahi Module	Test	Screenshot 2024-08-15 155624.jpg	19/08/2024 10:01 AM

13

You can delete a file if you make a mistake.

- Click **Upload file**
- Click **drop down** arrow by the file you want to delete
- Click **Delete**
- Confirm you want to **Delete**
- Click **Upload** to save the change

Unregistered

**Document type**  
Kaimahi Professional Partnership Agreement

**Date Issued**  
21/08/2024

**Issued by organisation**  
test

about:19.howms.agid

Screenshot 2024-08-15 155624.jpg

Screenshot 2024-08-15 155624.jpg (82.17 KB)

Delete

Please attach one or multiple documents to the Health New Zealand - Te Whatu Ora as evidence of your request. The document can be in .PDF or image format and can't be more than 10MB

Choose Files No file chosen

Upload



- 14 Once you have uploaded all your documents click **Next** to continue

Request details ✓ Documents

Request number	Request type *	Request sub-type *	Status Reason
Req-010264	Register as an HPV Screening Kaimahi in a professional partnership	Unregistered	In Progress

Document type	Issued by organisation	File Name	Record created on	
Kaimahi Professional Partnership Agreement	test	Screenshot 2024-08-15 155624.jpg	21/08/2024 2:15 PM	Upload file
Module 3 of Cervical Screening in Aotearoa New Zealand – History and Context	test	Screenshot 2024-08-15 155624.jpg	21/08/2024 2:15 PM	Upload file
HPV Screening Kaimahi Module	test	Screenshot 2024-08-15 155624.jpg	21/08/2024 2:15 PM	Upload file

Previous Save **Next**

You can **Save as a draft** if you need to return to upload further documents at a later time.

It's important that you upload all the documents needed to the same request. This means that if you come back to load more documents to the request, don't start a New request, instead click the **Req-number hyperlink** in the **Draft requests / More information required** section.

Note: To review your request we need **all** the documents listed to be uploaded successfully. You can view a list of the required documents in the HPV Screening Kaimahi learning pathway section at [Cervical and HPV screen takers training pathways – Health New Zealand | Te Whatu Ora](#).

If you submit your request without all the required documents, we'll send you a request for more information (page 19) and this will delay your application being processed.

You will then need to enter **your own** contact details, **your manager's** contact details, and the contact details of the **Responsible Clinician** in your Professional Partnership.

**Note:** all mandatory fields (marked by an \* need to be filled before you can progress.)

15

For **Role** and **Organisation Name** field select the relevant option from the drop down, an **Other** option is located at the bottom of the list.

16

Click **Next**

Request details ✓ Documents ✓ **Contact details** Declaration

Role \*  
Select

Organisation Name \*  
Select

Workplace email \*

Alternate email

HPI Health Facility Code \*

District \*

HPI CPN Code

Manager's First Name \*

Manager's Last Name \*

Manager's Role/Title \*

Manager's Email \*

Professional Partnership

Responsible Clinician's First Name \*

Responsible Clinician's Last Name \*

Responsible Clinician's Role \*

Responsible Clinician's HPI-CPN \*

Responsible Clinician's Role \*

Responsible Clinician's HPI-CPN \*

Responsible Clinician's Organisation \*

Responsible Clinician's HPI-Facility Code \*

Responsible Clinician's Email \*

Previous Save **Next**

17 To complete and submit your request, **check the box** to confirm your declaration

18 Click **Submit**

Request details ✓ Documents ✓ Contact details ✓ Declaration

**Declaration**

I acknowledge I am:

- Competent and adhere to the requirements for HPV Screening Kaimahi, NCSP Policies and Standards and legislation.
- Have evidence of completion of required training
- Have evidence of completing a professional partnership assessment and agreement
- Aware of the scope of my role as an HPV Screening Kaimahi.

By submitting this document, you agree to abide by the terms and conditions.

I accept and agree to abide by the terms of use and conditions

Previous Submit

16 You'll return to your **Workforce Requests Portal** home page

Your request will now be sitting under your **Submitted requests**

**Submitted requests**

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Submitted on</a> ↓	<a href="#">Current status</a>	<a href="#">Download authorisation letter</a>
<a href="#">Req-010264</a>	Register as an HPV Screening Kaimahi in a professional partnership	Unregistered	Reg 44AA	21/08/2024	In Progress	

17 Your request will now be reviewed by Health NZ | Te Whatu Ora. Once your request has been reviewed you will receive a notification via email of:

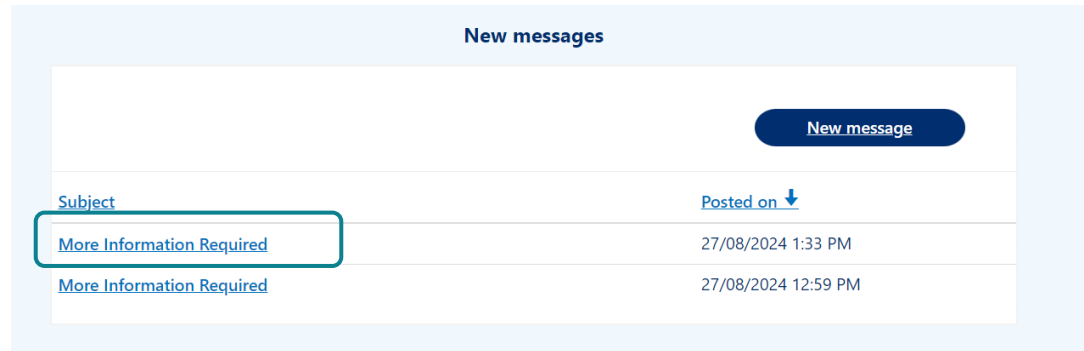
- More information required – go to page 19
- Authorisation request approved: HPV Screening Kaimahi Professional Partnership – go to page 22

## More information required

Once we've received and reviewed your authorisation request we may ask for more information. This can occur when the information provided is not complete (e.g. a document is missing or in-complete). You'll receive an email from **Workforce Requests** letting you know you have a notification in your Workforce Requests Portal, in that notification we'll let you know what we need you to provide.

Step	Action	Screen shot guidance
1	<b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page.  Tip: You can use any browser such as Edge, Chrome or Safari	

- 2 You'll see a message in the **New messages** section
- 3 Click the **Subject hyperlink** to open and read the message, we'll let you know what information is needed



4 Read the message, you can use the scroll bar on the right to view all the content

Click Return to return to your home screen

Subject \*

More information Required

Regarding

Req-026273

Date Created 27/08/2024 1:33 PM

Due Date —

Priority Normal

Status Reason Unread

Description

Kia ora,

Thank you for your application to register as an HPV Screening Kaimahi in a Professional Partnership.

Unfortunately, your application does not currently meet the requirements. Please return to your original request and upload the following documents:

-

Return

5 Your request will now be displayed **back** under the **Draft requests / More information required** section

Click the **Req-number** hyperlink to open the request and **upload** the required information. (Same steps as when originally uploading documents)

Note: you need to go into your **existing** request to add the additional information

**Draft requests / More information required**

<a href="#">Request number</a> ↓	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Current status</a>	<a href="#">Created on</a>
<a href="#">Req-026273</a>	Register as an HPV Screening Kaimahi in a professional partnership	Professional Partnership Renewal	Reg 44AA	More Information Requested	19/08/2024 12:24 PM
<a href="#">Req-026272</a>	Register as an HPV Screening Kaimahi in a professional partnership	Unregistered	Reg 44AA	More Information Requested	15/08/2024 4:46 PM

6 Click **Next** to confirm the Request type, sub-type and priority. (Same steps as when originally uploading documents)

Request details Documents

Service Type \*  
Cervical Screening

Request type \*  
Register as an HPV Screening Kaimahi in a professional partnership

Request sub-type \*  
Professional Partnership Renewal

Request priority \*  
Standard

Status Reason  
More Information Requested

Next

7 Click **Upload file** against the required information to select file to upload

Once all required files have been uploaded, click **Submit**

Request details ✓ Documents

Request number	Request type *	Request sub-type *	Status Reason
Req-026273	Register as an HPV Screening Kaimahi in a professional partnership	Professional Partnership Renewal	More Information Requested

Document type	Issued by organisation	File Name	Record created on	Upload file
Professional Partnership Agreement	Test	Screenshot 2024-08-15 155624 - Copy.jpg	19/08/2024 12:24 PM	Upload file

Submit

8 Your request will now be displayed under the **Submitted requests** section again

Submitted requests						
Request number	Request type	Request sub-type	Regulation	Submitted on ↓	Current status	Download authorisation letter
<a href="#">Req-026273</a>	Register as an HPV Screening Kaimahi in a professional partnership	Professional Partnership Renewal	Reg 44AA	27/08/2024	Submitted	

## Authorisation request approved: HPV Screening Kaimahi Professional Partnership

You'll receive an email from **Workforce Requests** to let you know you have a new notification when your authorisation request has been approved.

Once your request has been approved you are authorised to work as an HPV Screening Kaimahi in a Professional Partnership.

Step	Action	Screen shot guidance
1	<p><b>Log</b> in to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page.</p> <p>Tip: You can use any browser such as Edge, Chrome or Safari</p>	

2 Under the New messages section click the **Subject line / message title** hyperlink

(e.g. Your authorisation request for an HPV Screening Kaimahi Professional Partnership has been approved)

New messages	
	<a href="#">New message</a>
Subject	Posted on ↓
<a href="#">Request Approved</a>	29/08/2024 8:20 AM
<a href="#">More Information Required</a>	27/08/2024 1:33 PM
<a href="#">More Information Required</a>	27/08/2024 12:59 PM

**3** Use the **scroll bar** to read the message

Once you have read the message click **Return**

**Subject \***  
Request Approved

**Regarding**  
Req-026284

**Date Created** **Due Date**  
29/08/2024 8:20 AM —

**Priority** **Status Reason**  
Normal Unread

**Description**  
Kia ora,  
He mihi nui ake ki ā koe, tau kē!  
Tenei te mihi mo tō mahi whakahirahira, hei manaaki wāhine, whānau hoki ma te oranga ō te matawaia waha kopu.  
You are awesome.  
Well done on achieving this extremely important work; your efforts are instrumental in supporting women and whanau in and through cervical screening.

**Return**

## Renew your authorisation

Authorisations are valid for 2 years. You'll receive a notification email from Workforce Requests 60 days before your authorisation expiry date. You'll receive another reminder 30 days before your authorisation date if you still haven't applied for renewal in the Workforce Requests Portal.

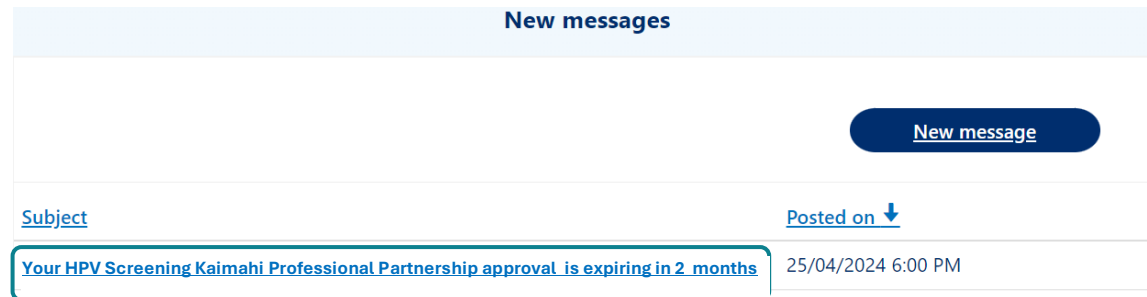
Step	Action	Screen shot guidance
1	Log in to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page.	



Tip: You can use any browser such as Edge, Chrome or Safari

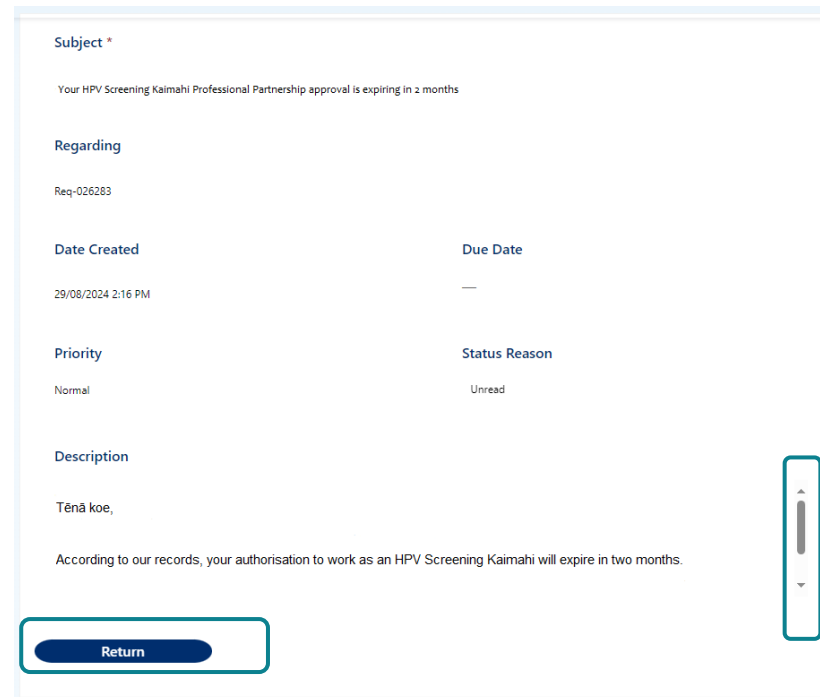
- 2 Under the New messages section click the **Subject line / message title** hyperlink

(e.g. Your HPV Screening Kaimahi authorisation is expiring in 2 months)



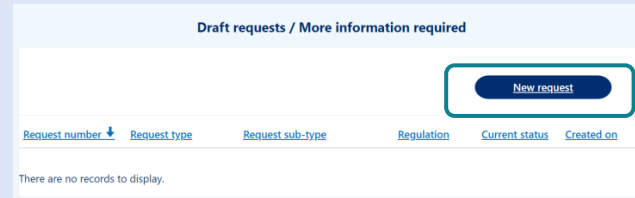
- 3 Use the **scroll bar** to read the message

Once you have read the message click **Return**



- 4 Once you have completed the required learning you can apply for authorisation renewal, follow the steps below.

5 In the Draft Requests / More Information required section click **New Request**



6 Complete the drop-down fields

- Service type – Cervical Screening
- Request type – select from drop down
- Request sub-type – select from drop down
- Request priority – select Standard or Urgent

See tips below to help with your selections

Click **Next**

Request details Documents

Service Type \*  
Cervical Screening

Request type \*  
Register as an HPV Screening Kaimahi in a professional partnership

Request sub-type \*  
Unregistered  
Professional Partnership Renewal  
Standard

Next

7 You'll need to upload the documents specified under **Document type**

Click **Upload file** to upload your documents

Request details  Documents

Request number	Request type *	Request sub-type *	Status
Req-026291	Register as an HPV Screening Kaimahi in a professional partnership	Professional Partnership Renewal	Draft

Document type	Issued by organisation	File Name	Record created on
Professional Partnership Agreement			29/08/2024 1:39 PM

8 Enter the name of the organisation who issued the document in the **Issued by organisation** field

Click **Choose file** and select file from your device

When your document is attached the document name will be displayed next to the Choose Files button

Tip: you can upload pdf or image files

Click **Upload**

**Request sub-type**  
Unregistered

**Document type**  
Kaimahi Professional Partnership Agreement

**Date Issued**  
DD/MM/YYYY

**Issued by organisation**

Please attach one or multiple documents to the Health New Zealand - Te Whatu Ora as evidence of your request. The document can be in .PDF or image format and can't be more than 10MB

No file chosen

9 Repeat steps 7 – 8 for each document / document type listed

10 Once you have uploaded all your documents click **Submit**

Request number	Request type *	Request sub-type *	Status
Req-026291	Register as an HPV Screening Kaimahi in a professional partnership	Professional Partnership Renewal	Draft

Document type	Issued by organisation	File Name	Record created on	
Professional Partnership Agreement	test	Screenshot 2024-08-15 155624.jpg	29/08/2024 1:39 PM	<input type="button" value="Upload file"/>

11 Your request will now be displayed under the **Submitted requests** section

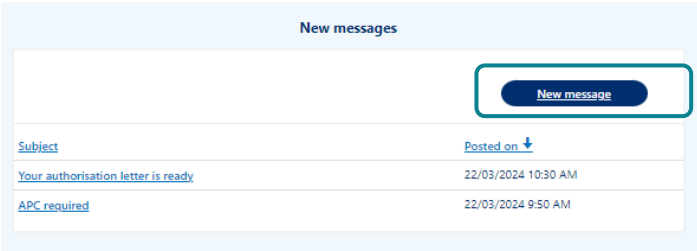
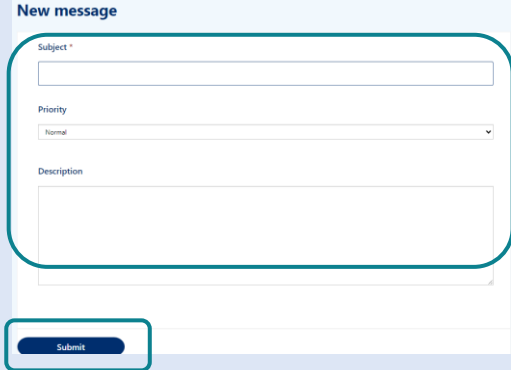
**Submitted requests**

<a href="#">Request number</a>	<a href="#">Request type</a>	<a href="#">Request sub-type</a>	<a href="#">Regulation</a>	<a href="#">Submitted on</a> ↓	<a href="#">Current status</a>	<a href="#">Download authorisation letter</a>
<a href="#">Req-026291</a>	Register as an HPV Screening Kaimahi in a professional partnership	Professional Partnership Renewal	Reg 44AA	29/08/2024	Submitted	

Your renewal request will now be reviewed by Health NZ | Te Whatu Ora. Once your request has been reviewed you will receive a notification via email of:

- More information required – go to page 19
- Authorisation request approved: HPV Screening Kaimahi Professional Partnership – go to page 22

# Submit a new message through the portal

Step	Action	Screen shot guidance
1	<b>Log in</b> to your <b>Workforce Requests Portal</b> via the link or QR code on the cover page.  Tip: You can use any browser such as Edge, Chrome or Safari	
2	Under the New messages section click <b>New message</b>	 <p>The screenshot shows a 'New messages' section with a 'New message' button. Below it is a table with two columns: 'Subject' and 'Posted on'. The first row has 'Your authorisation letter is ready' and '22/03/2024 10:30 AM'. The second row has 'APC required' and '22/03/2024 9:50 AM'.</p>
3	Complete the fields: <ul style="list-style-type: none"><li>• <b>Subject</b> - if your message is in relation to a submitted request please include the Req-number in the subject line</li><li>• <b>Priority</b> – select from the drop down</li><li>• <b>Description</b> – type your message, please provide as much detail as you can</li></ul>	 <p>The screenshot shows a 'New message' form with three fields: 'Subject *', 'Priority' (set to 'Normal'), and 'Description'. A 'Submit' button is at the bottom.</p>
4	Click <b>Submit</b>	

- 5 Your message will:
- appear in your **Workforce Requests Portal, Message history** section.
  - be sent to an administrator at Health NZ | Te Whatu Ora for action and response.

You'll receive an email notification from **Workforce Requests** when you have a response to your message. Log in to your **Workforce Requests Portal** to view the response under the **New messages** section.

## Get help

If you need help with:

- Setting up or accessing a **My Health Account Workforce**
  - Check out My Health Account Workforce information, help and FAQs at [My Health Account Workforce – Health New Zealand | Te Whatu Ora](#)
  - Contact the My Health Account Workforce team, contact details located at [About My Health Account Workforce – Health New Zealand | Te Whatu Ora](#)
- Setting up or accessing a **My Health Account**
  - Check out My Health Account information, help and FAQs at [My Health Account – Health New Zealand | Te Whatu Ora](#)
  - Contact the My Health Account team, contact details located at [About My Health Account – Health New Zealand | Te Whatu Ora](#)
- Applying for authorisation in the **Workforce Requests Portal**
  - Contact the team at [screening@health.govt.nz](mailto:screening@health.govt.nz) or visit our support services portal and fill out the “**NCSP Screening Kaimahi / Professional Partnership Management**” form <https://moh-c19-support.atlassian.net/servicedesk/customer/portal/30/group/70>
  - Send us a message via your Workforce Requests Portal home page (see steps on page 28)