

This document is to support you while you register for access to SafeScript. Health practitioners in Victoria will be able to use SafeScript from October 2018.

Make sure you have:

- ✓ **Your AHPRA number.**
- ✓ **A unique email address accessible only to you.**

By default, SafeScript uses your email address held by AHPRA. If this address is shared by other practitioners at your organisation, you will need to enter an alternative email address during registration.

Step 1: Registrant details

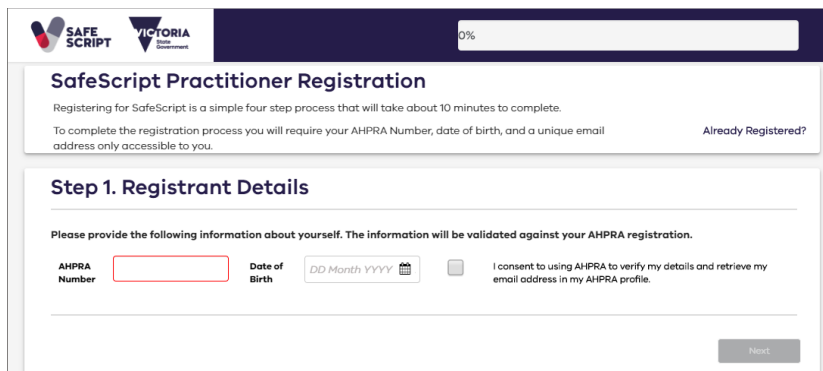
When SafeScript training becomes available in your region, an invitation email to register for SafeScript will be sent to the email address linked with your AHPRA registration.

- a. Click the link in your SafeScript invitation email.

Or, if you have not received an invitation email, go to <https://register.safescript.vic.gov.au>

Result: The SafeScript Practitioner Registration screen is launched in your web browser.

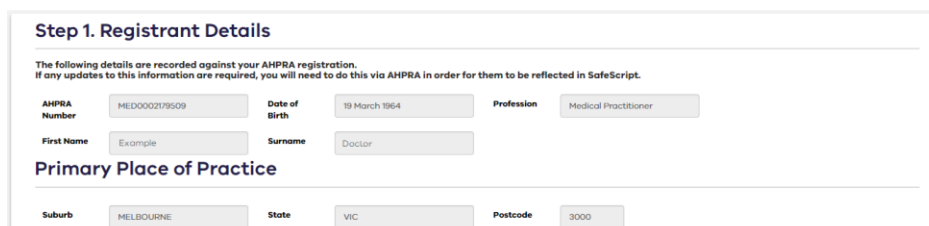
- *If you came here from the link in your invitation email:* Your **AHPRA Number** is pre-populated. If it is incorrect, please contact support on 1800 723 379.
- *If you have not received an invitation email:* Enter your **AHPRA Number**.



The screenshot shows the 'SafeScript Practitioner Registration' page. It includes the SafeScript and Victoria State Government logos, a progress indicator at 0%, and a '0%' loading bar. The main heading is 'SafeScript Practitioner Registration'. Below this, it states: 'Registering for SafeScript is a simple four step process that will take about 10 minutes to complete. To complete the registration process you will require your AHPRA Number, date of birth, and a unique email address only accessible to you.' There is a link for 'Already Registered?'. The section is titled 'Step 1. Registrant Details' and asks the user to provide information about themselves. It includes a form with fields for 'AHPRA Number' (with a red border), 'Date of Birth' (with a calendar icon and placeholder 'DD Month YYYY'), and a checkbox for 'I consent to using AHPRA to verify my details and retrieve my email address in my AHPRA profile.' A 'Next' button is at the bottom right.

- b. Enter your **Date of Birth**, then tick **I consent to using AHPRA to verify my details and retrieve my email address in my AHPRA profile**.

Result: SafeScript checks your AHPRA registration status. If your date of birth is correct and your registration is current, further details from your AHPRA registration are displayed.



The screenshot shows the 'Step 1. Registrant Details' form with pre-filled information. It includes the heading 'Step 1. Registrant Details' and a note: 'The following details are recorded against your AHPRA registration. If any updates to this information are required, you will need to do this via AHPRA in order for them to be reflected in SafeScript.' The form fields are: 'AHPRA Number' (MED000279509), 'Date of Birth' (19 March 1964), 'Profession' (Medical Practitioner), 'First Name' (Example), 'Surname' (Doclar), 'Primary Place of Practice' section with 'Suburb' (MELBOURNE), 'State' (VIC), and 'Postcode' (3000).

i If the registration details are out-of-date, please contact AHPRA to update them.

SafeScript sends an email containing a verification code to the email address associated with your AHPRA registration (as shown in the screenshot in the next step).

Step 2: Contact details

- a. Go to the email account used for your AHPRA registration, then copy the verification code sent by SafeScript.
- b. In the SafeScript registration portal, enter the **Verification Code**, then click **Verify**.

Step 2. Contact Details

Please verify that you have access to the email address below.

Email

Contact Phone

Prescriber Number

i We have sent an email to verify your email address. Please enter the verification code included in the email above.

If you are having trouble receiving the email, please check your junk folder or contact support on 1800 723 379.

i The contact number entered will only be used for communications from SafeScript.

Please enter your prescriber number if you have one. This information is mandatory for completing your registration.

- c. **Optional:** Enter your **Contact Phone** number. This number will be kept private and will be used only to communicate with you about SafeScript.
- d. **Required for prescribers:** Enter your **Prescriber Number** (*Note: This field is not displayed to pharmacists*).

i If you are a prescriber but do not have a Prescriber Number, please contact support on 1800 723 379 to complete your registration.

- e. Click **Next**.

Step 3: Preferred email address

If you prefer to use a different email address for SafeScript, you can set up your alternative email address at this point.

Note: If the email address you use for AHPRA is also used by other people in your organisation, you must choose a different email address for SafeScript that only you have access to.

i To continue with the email address you use for AHPRA, click **Next** to skip this step.

Step 3. Preferred Email

If you would like to use a different email address to the one verified, enter it below, or select **Next** to continue. SafeScript requires the use of an email address to secure your account.

i Communications from SafeScript, such as password reset must be sent to an email address only you have access to.

If you require the use of an alternate email to the one validated above, please enter it below and follow the steps to verify.

Preferred Email Address

- a. Enter your Preferred Email Address, then click Send Code.
Result: SafeScript sends an email with a verification code to the email address you entered.
- b. Go to your email account, then copy the verification code sent by SafeScript.
- c. In the SafeScript registration portal, enter the **Verification Code**, then click **Verify**.

i We sent an email to verify the alternate email address provided. Please enter the verification code below.

If you are having trouble receiving the email, please check your junk folder or contact support on 1800 723 379.

- d. Click **Next**.

Step 4: Account Information

- a. SafeScript suggests a **Username** based on your email address. If you prefer, you can enter a different username.

i Your username will always have the suffix "*@safescript.vic.gov.au*".

The screenshot shows the 'Step 4. Account Information' registration form. At the top, it says 'To access SafeScript, you will need a unique username. We have suggested one based on the verified email address, or you can choose your own.' Below this, there is a 'Username' field with 'example.prescriber' entered and '@safescript.vic.gov.au' as a suffix. To the right of the username field is a checkbox labeled 'I have read and accept the Safescript Privacy Policy.' Below the username field is a blue information box with a list of password requirements: 'Please note the following password requirements: • Must be a minimum of 8 characters and a maximum of 16 characters. • Must contain a mix of uppercase and lowercase letters • Must contain at least one number or non-alphanumeric symbol (eg. !? &) • Cannot contain any spaces'. Below the information box are three input fields: 'Password' (with 'password (required)' placeholder), 'Re-Type Password' (with 'password (required)' placeholder), and a 'Submit' button.

- b. Enter the **Password** you will use to access SafeScript, then enter it again in the **Re-Type Password** field.

i Your password must be between 8 and 16 characters, and contain uppercase and lowercase letters, at least one number or symbol (eg. !?&), and no spaces.

- c. Tick the checkbox to confirm that you have read and accepted the **Privacy Policy**.

- d. Click **Submit**.

Your registration is now complete. The registration portal displays a message to confirm your registration, and you are sent an email confirming your registration and username. Please keep this email for reference.

Access SafeScript

From October 2018, you will be able to log into SafeScript at www.safescript.vic.gov.au