

# WORK INSTRUCTION

Document ID	Document Name <b>Accessing the Synod Portal</b>	Date Created: <b>10/04/2024</b>
Version <b>0.1</b>	Application Name <b>Microsoft Dynamics 365 - Portal</b>	Created By: <b>Sabrina Trevena</b>

## Overview

This document provides an overview how to register for access and login to the Synod Portal.

1. [Request Access](#)
2. [Accept Invitation](#)
3. [Multi-factor Authentication](#)

### IMPORTANT:

Users without a Synod email address will need to register for access prior to logging in.

## Request Access

First time users without a Synod email address will need to register access to the Synod of NSW and ACT Directory.

1. Enter the **URL** in your web browser or **click** this **link**:
2. Enter the fields of the **Request Access to the Synod of NSW and the ACT Directory** form.

*Notes: All fields marked with \* are mandatory.*

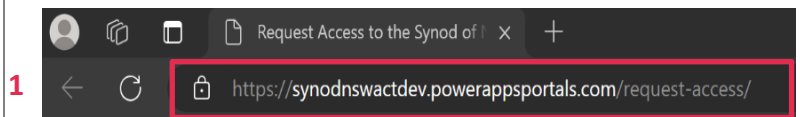
3. Tick the "I agree to the data collection policy" **checkbox**.

*Notes: Please read the Synod of NSW & ACT data collection policy. Click on the hyperlink to learn more.*

4. **Click Submit.**

Once submitted, your screen will acknowledge your access request. Your access request will be processed by the CRM Administrator.

<https://www.nswact.uca.org.au/support-services/information-technology-services-it/synod-portal-login/>



### Request Access to the Synod of NSW and the ACT Directory

Please enter your details below and select Submit, we'll be in contact shortly to discuss your access.

Contact Details <b>2</b>	Street Address	Postal Address
Title * <input type="text"/>	Street 1 <input type="text"/>	Same as Street Address? <input type="radio"/> No <input type="radio"/> Yes
Given Name * <input type="text"/>	Street 2 <input type="text"/>	Street 1 <input type="text"/>
Surname * <input type="text"/>	City <input type="text"/>	Street 2 <input type="text"/>
Email * <input type="text"/>	State <input type="text"/>	City <input type="text"/>
Business Telephone * <input type="text"/>	Postal Code <input type="text"/>	State <input type="text"/>
Mobile Telephone <input type="text"/>	Country/Region <input type="text"/>	Postal Code <input type="text"/>
Role * <input type="text"/>		Country/Region <input type="text"/>
Organisation/Congregation * <input type="text"/>		

I agree to the data collection policy. \*  
Please read synod of NSW & ACT data collection policy available [here](#). **3**

**Submit** **4**

Home > Request Access to the Synod of NSW and the ACT Directory

### Request Access to the Synod of NSW and the ACT Directory

Request received successfully. We'll be in contact shortly to discuss your access x

To notify changes to contact details please complete the form [here](#) and email through to [sec@nswact.uca.org.au](mailto:sec@nswact.uca.org.au)  
To notify changes to Organisation information please complete the form [here](#) and email through to [sec@nswact.uca.org.au](mailto:sec@nswact.uca.org.au)  
For any issues or enquiries related to your account please reach Synod IT Helpdesk on [helpdesk@nswact.uca.org.au](mailto:helpdesk@nswact.uca.org.au)

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## Accept Invitation

After processing your access request, you will receive an email from the CRM, asking you to accept your invitation and activate your invitation.

1. **Click** the **email link** to accept and activate your invitation.

A web browser page will open.

2. **Click** **Accept Invite**.

You will be prompted to create/set a password for your user account.

3. **Enter** a **password**.

*Notes: Passwords should contain minimum 6 characters, special character, a letter, and a number.*

4. **Confirm** your **password**.

Before clicking 'Next' make sure your passwords match.

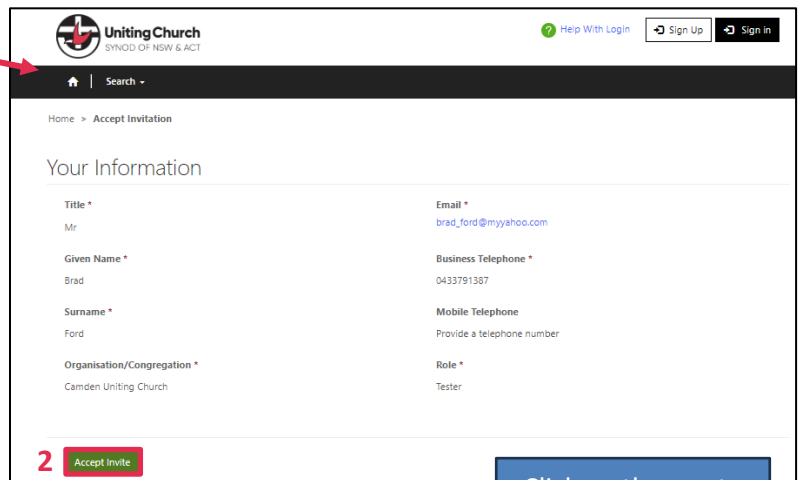
5. **Click** **Next**.

This will process and finalise your account.

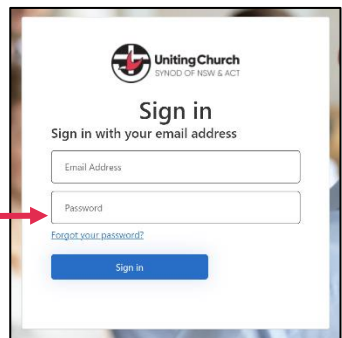
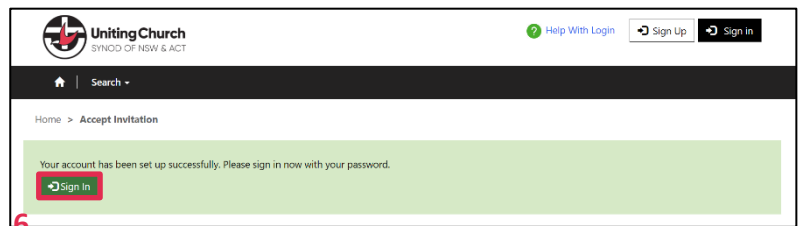
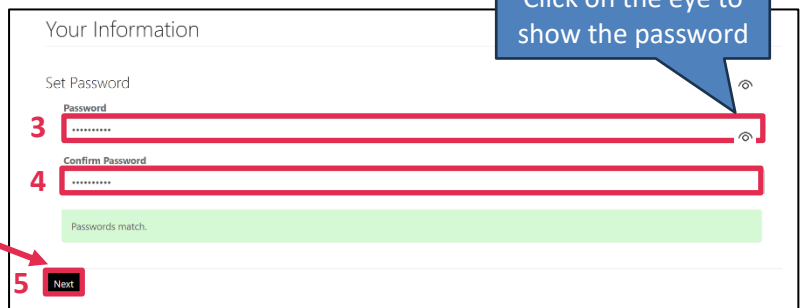
Once finalized you will see the following message: *'Your account has been set up successfully. Please sign in now with your password'*.

6. **Click** **Sign In**.

You will be re-directed to the **Sign in** page, prompted to enter your Email Address and Password.



Click on the eye to show the password



## Multi-factor Authentication

You will be prompted to setup Multi Factor Authentication on your account. This is required for extra security.

1. Enter your **Email Address**.
2. Enter your **Password**.
3. Click **Sign in**.
4. **Select Country Code** Australia (+61).
5. Enter your **Phone Number**.
6. Click **Send Code** or **Call Me**.

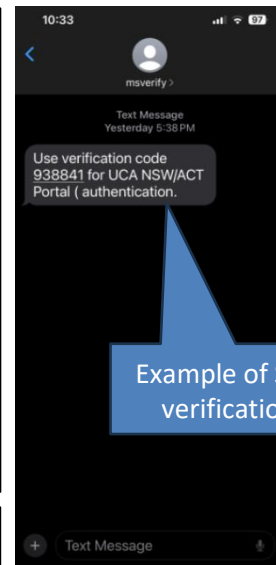
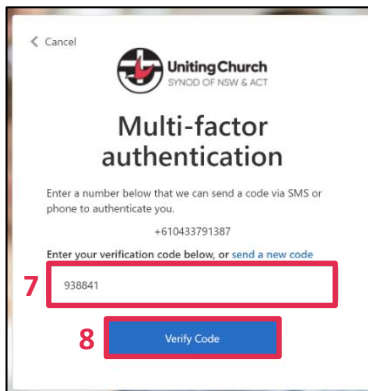
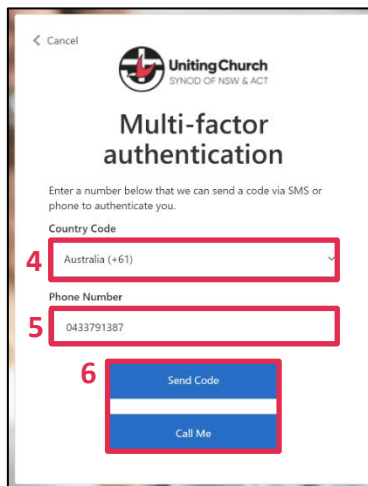
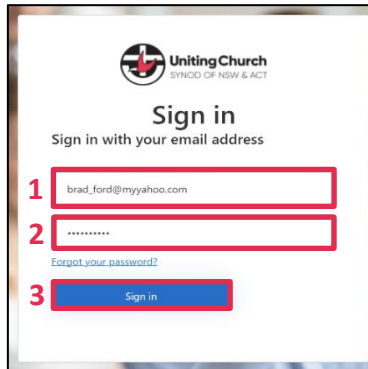
**Send Code** sends an SMS to your mobile phone with a code.

**Call Me** Triggers a phone call to your number announcing a code.

7. Enter the **verification code**.
8. Click **Verify Code**.

Once the code is verified, you will be redirected to the MyPortal Homepage.

The tiles you see will be based on your profile access level. **The example shows what most users will see.**



Example of SMS with verification code

