

# Data portal

## User guide

August 2016



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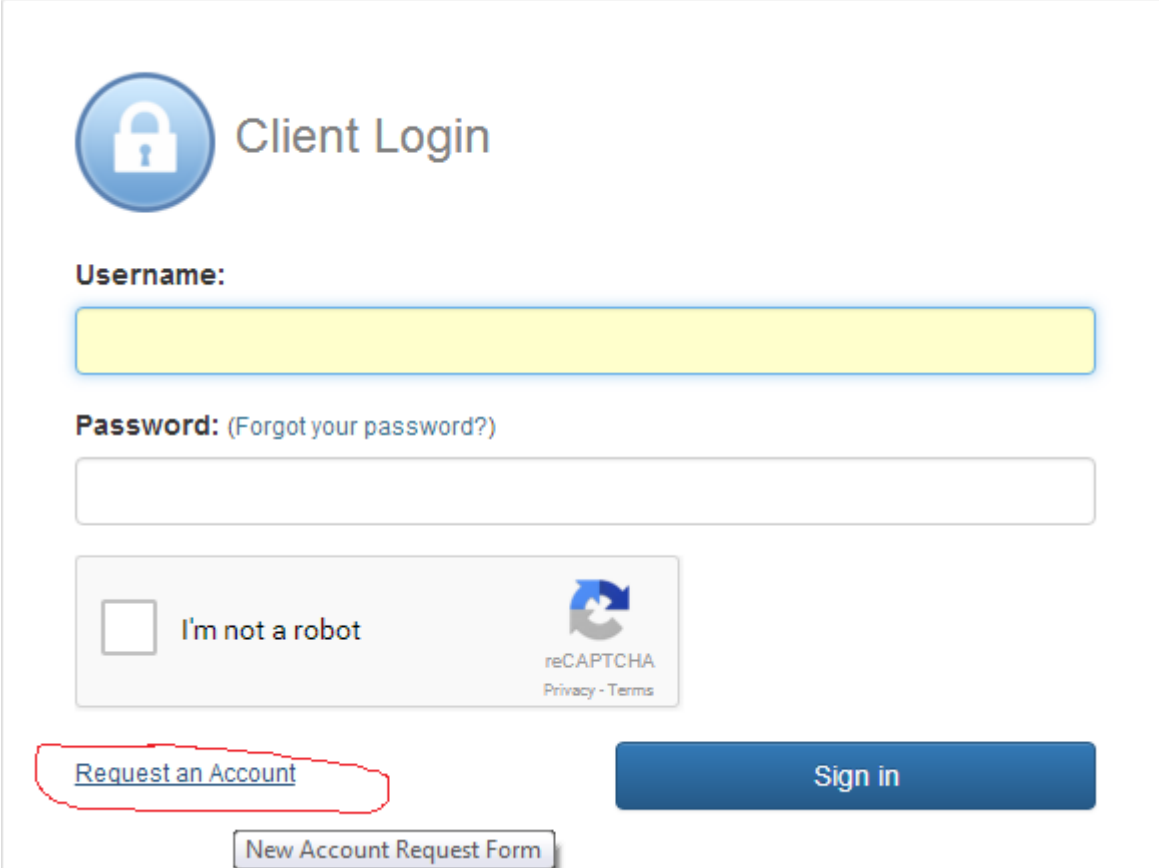
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## Accessing the portal

Log on to <https://data.aec.gov.au>

## New users


To request a new account click on **Request an Account**



 Client Login

**Username:**

**Password:** (Forgot your password?)

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Request an Account](#)

Please fill out all fields.

Note the User Name field is the name you will use to login the portal. It is recommended that the first part of the user name be the organisation abbreviation followed by any other detail to allow easier identification when documents are received by the AEC eg. AWUMaryS.

In the justification field please indicate the name of the organisation and the state/territory from which the request is being made.

The form contains the following fields and elements:

- User Name:** Request a user name
- First Name:** Your first name
- Last Name:** Your last name
- Email:** A valid email address
- Telephone:** A phone number
- State:** A dropdown menu
- Justification:** Please include organisation name and address
- Password:** Subject to policy
- Confirm Password:** Re-Enter your password
- reCAPTCHA:** I'm not a robot button with a reCAPTCHA logo and links for Privacy and Terms.
- Submit Request:** A blue button at the bottom right.

Blue arrows in the image point to the Justification field, the Password field, and the Confirm Password field.

Please note the **password must contain at least nine characters, one letter, one number and one special character**

Click on **I'm not a robot** and follow any prompts. Click **Submit Request** to request account.

An AEC staff member will process your application and you will receive an email once your account has been activated.

## Logging in

Once you have an account login with the user name and password you specified when requesting an account.

Click on **I'm not a robot** and follow any prompts. Click **Sign In** to request account.

If this is your first login you will need to provide answers to secret questions. This will be used as verification if you ever need to reset your password.

When you have answered the secret questions click on **Update** button.

Security Questions for *scottfest*

Please select and answer two security questions for your account. You will be asked these questions if you ever need to reset your account password.

Security Question #1

Question #1

Answer #1

Security Question #2


Question #2

Answer #2

\* Please take note of the answers to the two security questions for future reference (e.g. to request a reset to your password)

## Resetting your password

Go to the portal and select **Forgot your password?**




### Client Login

**Username:**

**Password:** [\(Forgot your password?\)](#)

I'm not a robot
 



reCAPTCHA  
Privacy - Terms

[Request an Account](#)

Enter your details and select **I'm not a robot** and follow any prompts. Then select **Submit**.


**Password Reset**

Please enter your account's username, first name, and last name and we will send a password reset email to your account's email address.

**Username:**

**First Name:**

**Last Name:**

I'm not a robot  [Privacy - Terms](#)

An email will be sent to you with a link to reset your password.

You will then be asked to provide answers to your secret questions. After this is completed hit Submit button.

**Security Question**

User ID: scotttest

Please answer the following question:


**Question #1:**

**Answer #1:**

**Question #2:**

**Answer #2:**

Enter a new password and confirm password

 Change Password

All form fields are required.

**New Password:**


**Confirm Password:**


[→ Submit](#)

## Uploading files

Login to the portal

Click on **Add files**

 **File Manager**

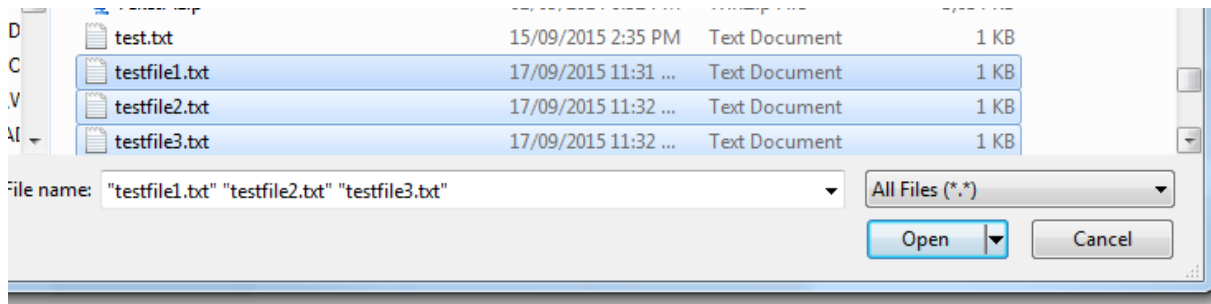


**Name**

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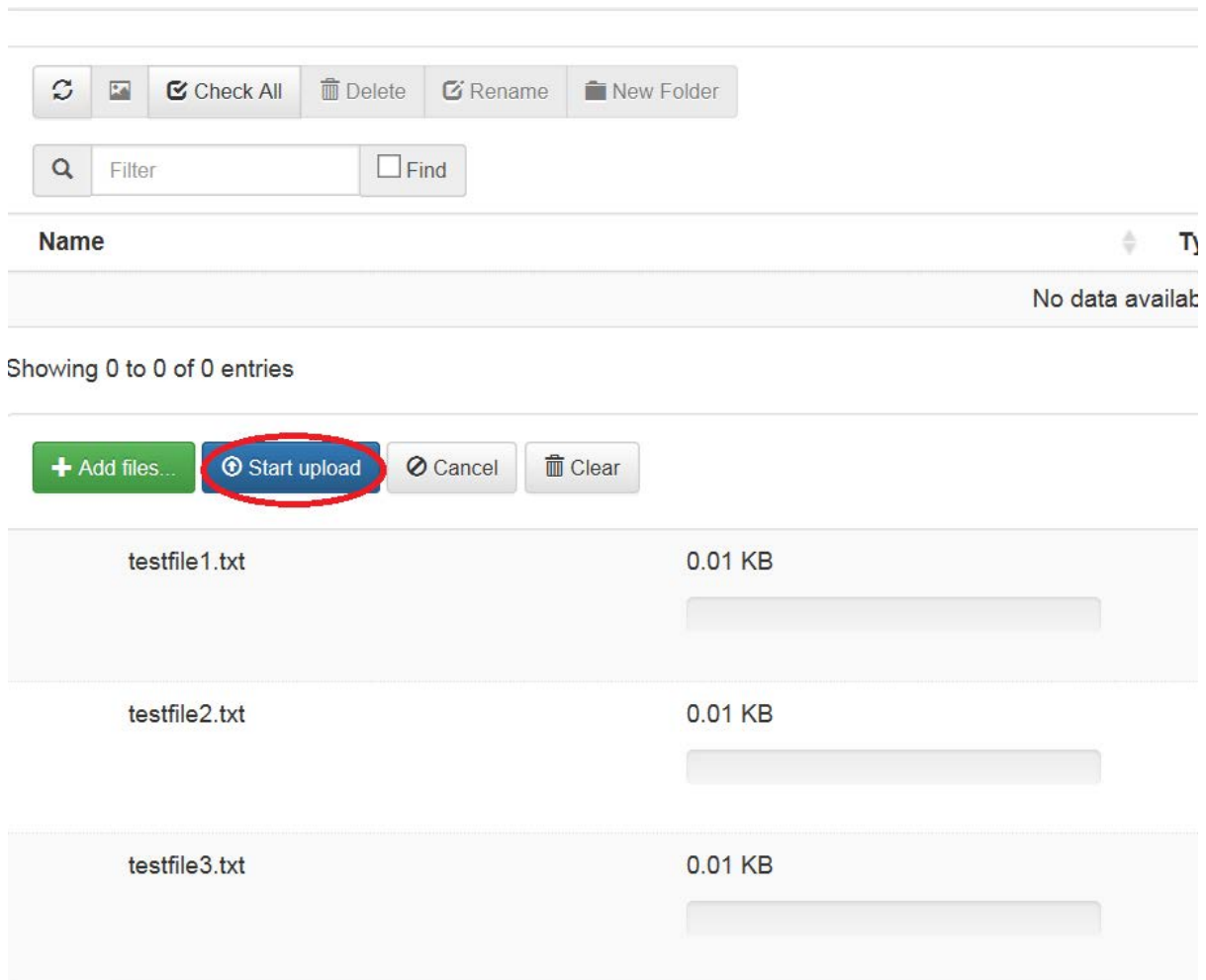
Showing 0 to 0 of 0 entries

Select 1 or more files



You can click on **Add files** again to add more files.

Click **Start upload** to upload all selected files





Once file(s) have been uploaded you can select **Logout** from top right.

