

## Joining the Cancer Research Education (CREd) Portal

## Process for external members and users (outside NSW Health)

The CREd Portal is a SharePoint site hosted by the NSW Health. Access for non-NSW Health requires a twostep process whereby users are first invited to the NSW Health "Active Directory" and then invited to join the CREd Portal.

The below is a brief outline of the steps involved.

Please note, if you have previously been given access to a NSW Health SharePoint site, Step 1 may not apply.

## Step 1: Accept the invitation to the Active Directory

- 1. Check your inbox (as well as junk or spam folders) for an email from "Microsoft Invitations on behalf of NSW Department of health" or "MSFT"
- 2. In the email body, select Accept invitation. A Send Code page opens in the browser.

Microsoft Invitations on behalf of N	/ Health Department invites@microsoft.com-	
to me	Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.     Sender Invitee amore (Health NSW) Invitee email ID Organization: NSW Health Department Domain: NSWHealth Department Domain: NSWHealth Department Companies. This message was provided by the sender and is not from Microsoft Corporation.     Message from     Invitee name (Health NSW)     This is a test account. sendin the invite to test the screens that	
	ccessing the safe user to authenticate their email tus before accessing the safes.	
	Block future invitations from this organization. This invitation email is from NSW Health Department ( <u>NSWHealth comicrosoft.com</u> ) and may include advertising content. NSW Health Department ( <u>NSWHealth comicrosoft.com</u> ) and may include advertising Corporation facilitated sending this email but did not validate the sender or the message. Microsoft respects your privacy. To learn more, please read the <u>Microsoft Prover</u> Statement for <u>Comportation</u> ( <u>Microsoft Corporation</u> , One Microsoft Way, Redmond, WA 80052	

3. Click on Send Code. Another email is triggered to your email ID with the Authentication code.



4. The code is sent from NSW Health Department and has a number in it



- 5. Enter the Code in the Next screen and hit enter.
- 6. Select Accept.
- 7. The 'My Apps' page will open. You may see the message "There are no apps to show."
- 8. Close the window and refer to Step 2 of the process as below.

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🛅 Everyday 🎽 Custom webparts 📖 🎽 Password reset 🎽 DevOps 🎽 Learning 🎽 Service now forms 🎽 Salary Packaging	g 🎽 Projects 🎽 Leave Requests form 🎽 StareGate 🎽 Google Analytics	i i			
III non Apps V	P Search apps				
An improved app discovery view is availabilitify it in ow. You'll be able to return to the current experience, Learn more					
Apps 🗸 💿	🖉 Edit 😑 Ust view \cdots				
	There are no apps to show. Hide this collection				

## Step 2: Accept the invitation to the CREd Portal

You will be sent a link to the CREd Portal (please note this is a manual process so may not be immediate).

- 1. Check your inbox (including junk or spam folders) for an email from <u>CINSW-CREdPortal@health.nsw.gov.au</u>
- 2. Click on "Cancer Research Education Portal" to visit the site
- 3. Add the page to your bookmarks for quick access.