

User Manual

DETCONNECT



VERSION 2.0

March 2013

For any issues regarding the application, please contact: DETConnect Help Desk Phone: (07) 3248 4619 Email: <u>DETConnect@dete.qld.gov.au</u>

Contents

1. A	CCESSING DETCONNECT	1
2. H	OW DO I GET A DETCONNECT ACCOUNT?	2
2.1.	THE ORGANISATION IS FOUND	4
2.2.	THE ORGANISATION IS NOT FOUND	5
3. W	HAT ARE THE TWO TYPES OF USERS ASSOCIATED WITH AN ORGANISATION?	8
1 1	DMINISTRATOR TASKS	0
т. А		······································
4.1.	CREATING A NEW DETCONNECT USER	9
4.2.	MANAGING DETCONNECT USER ACCOUNTS	12
5. U	PDATING USER DETAILS	14
5.1.	CHANGE PERSONAL DETAILS	15
5.2.	CHANGE PASSWORD	
6. F	ORGOTTEN PASSWORDS/USER IDS	

1. Accessing DETConnect

DETConnect can be accessed via one of two websites:

- http://www.apprenticeshipsinfo.qld.gov.au/
- http://training.qld.gov.au/

On the Apprenticeships Info website, look under 'Quicklinks' and click on 'DETConnect'.



On the Training website, look under 'Online Services' and click on 'DETConnect'.



2. How do I get a DETConnect Account?

First thing you need to do is search to see if your organisation is registered with DETConnect.

Click on 'Search' which is found under either 'Registered Organisations' or 'Non-Registered Organisations'.

DETConnect - Microsoft Internet Explorer provided by Education Queensland (6.0)	
Ble Edk View Favorites Icols Heb	
🔇 Back + 🐑 - 🗷 🖉 🏠 🔎 Search 🧙 Feverites 🤣 📨 🔗 + 🌺 🔏 🛅 🎧 🎎 🥸	
Address 🕘 hitps://www.detconnect.ald.gov.au/portal/appmanager/portal/default	💌 🄁 Go Links " 🌚
Queensland DETCONNECT	Portal Home <u>Contact us</u> <u>Help</u> Log in
	Department of Education and Training
Welcome to DETConnect	Lock A DECount ED St
This secure site connects partners with departmental services, including registration for training organisations and lodgement of AVETMISS returns.	Log in to DE IConnect 🛛 📓 🖷
Nou to DET Connect2	*User ID:
New to be i connect.	
To enter you will need a DETConnect	"Password:
 password 	Log In
Fo obtain a user ID and password	Forgot your user ID or password?
- <u>Search</u> for your cutanize and <u>- Search</u> to confirm, our organisation is not registered	Register for DETConnect
- Select your organisation Register your organisation	
- Complete user ID request	
+ or turtner information - Visit entime started	
Confidentiality dead Terms and conditions Copyright Disclaimer Privacy	
Queensland Government Gateway 🎋 Other Languages	
DETConnect 1.2.2 @ The State of Queensland (Department of Education and Training) 2009.	
a) Done	🔒 🖉 Trusted sites

Organisations are channelled through the search engine, regardless of whether they are registered or not.

DETConnect - Microsoft Internet Explorer provided by Education Queensland (6.0)	
Ele Edit View Povortes Iools Holo	AT
🖸 😳 Book + 🜍 - 🖹 🗟 🏠 🔎 Search 🛧 Forundas 🔗 🖅 🐼 - 🌺 + 🌺 👗 🛅 🎬 🎎 🦓	
Aggeress 👔 hitps://www.detcommed.gld.gov.au/portal/agemanager/portal/default?_sfgbwitrueb_poget.abelw-registration	💌 🔂 Go Links " 🌚 •
Queensland DETCONNECT	Portal Home Contact us Help Log in
U.S. Government	Department of Education and Training
Organisation Registration	8
DETConnect Registration	
Before registering for DETConnect you need to search to verify that your organisation is not already registered by entering your Organisations ABN, Trading Name or Organisation Name.	
*Search Vocational (ABN or Organisation name or Trading name) ?	
Search	
Sanfráentsaltz, desd i Terma and sanditions i Saozarisbi i Rúsdaimar i Brisan	
Queanziand Government Gatevax 👯 Sther Languages	
DETConnect 1.2.2 @ The state of Queenliand (Department of Education and Training) 2005.	
	🚊 🔮 Trusted sites

Enter the Organisation's ABN, Trading Name or Legal Name and click on 'Search'. It is best to use the **ABN** in your search.

https://www.detconnect.gld.gov.au/portal/appmanager/portal/default?_nfpb=true8_windowLabel=portlet_9_	18portlet_9_1_actionOverride=%2Pportlets%2	Pregistration%2EprepareOrgSearch&_pageLabel=registration	Go Links "
Queensland			
obvernment		Departm	nent of Education and Train
anisation Registration			
Connect Registration			
ire registering for DETConnect you need to search to verify that your organisation at already registered by entering your Organisations ABN, Trading Name or Organisatic	n Name.		
(ABN or Organization name or Trading name)			
(ABN of Organisation hame of Trading hame)			
Search			
surgering and the second se			
rch Results			
ct your Organisation from the list below. Iur organisation does not appear proceed to registration by selecting The Continue to Re	gistration Form button.		
ander found		Page: 1 2 NEXT	
asars rooma	and the second	Trading Name	Status
anisation Name	ABN		
esolis rooma anisatian Name. rollan Competency Training for Industry and Vacational Employment	ABN 48079896432	Australian Competency Training for Industry and Vocational Employment	Active
anisation Name. anisation Name. Ational Employment Ational Education and TRAINING	ABN. 48079896432 54456576679	Australian Competency Training for Industry and Vocational Employment Barrier Reef Institute of TAFE	Active Active
anisation Name. xalian Competency Training for Industry and Vocational Employment ATIONAL EDUCATION AND TRAINING ATIONAL EDUCATION AND TRAINING	ABN: 48079896432 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barrier Reef Institute of TAFE Brisbane North Institute of TAFE	Active Active Active
asiation form * xalian Competency Training for Industry and Vocational Employment ATIONAL EDUCATION AND TRAINING ATIONAL EDUCATION AND TRAINING TA Syan Online Learning Pry Ltd	ABN 46079896432 54456676679 54456676679 54456676679 56114907416	Australian Competency Training for Industry and Vocational Employment Barriar Reaf Institute of TAFE Brisbane North Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia	Active Active Active Active
asiloti conio anistiti Annu. Ational Education and Training for Industry and Vocational Employment Ational Education and Training Ational Education and Training ra Byan Online Learning Ptv. Itd	88N. 48079896432 54456676679 54456676679 56114907416 54456676679	Australian Competency Training for Industry and Vocational Employment Barriar Reaf Institute of TAFE Brisbane North Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE	Active Active Active Active Active Active
anisation Nome anisation Nome Attonal Education and Training for Industry and Vocational Employment Attonal Education and Training	885. 48079896432 54456676679 54456676679 5414907416 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barrier Reef Institute of TAFE Brisbane North Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE	Active Active Active Active Active Active Active
asiation Same * ration Competency Training for Industry and Vocational Employment attorna, EDUCATION AND TRAINING attorna, EDUCATION AND AND AND AND AND AND AND AND AND AN	ABN: 48079896432 54456576579 54456676679 56114907416 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriar Reaf Institute of TAFE Brisbane North Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE (LTT)	Active Active Active Active Active Active Active
Asiastian Jamm. * Xalian Competency Training for Industry and Vocational Employment ATIONAL EDUCATION AND TRAINING TO AND TRAINING TO AND TRAINING ATIONAL EDUCATION AND TRAINING	ABN: 48079996432 54456676579 54456676679 56114907416 54456676679 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriar Reaf Institute of TAFE Brisbane North Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE (LIT) Metropolitan South Institute of TAFE (LIT) Metropolitan South Institute of TAFE (LIT)	Active Active Active Active Active Active Active Active
Anishtian Johnson Market Science Scien	ABX: 48079896432 54456676679 56114907416 54456676679 54456676679 54456676679 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriser Reaf Institute of TAFE Brisbane North Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE (LTT) Metropolitan South Institute of TAFE (LTT) Metropolitan South Institute of TAFE (MIT) Mount I ca Institute of TAFE	Active Active Active Active Active Active Active Active Active
Anisatian Anne * Trainin Competence Training for Industry and Vacational Employment ATIONAL EDUCATION AND TRAINING	ABX: 48079996432 54456676679 56114907416 54456676679 54456676679 54456676679 54456676679 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriar Reaf Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE (LTT) Metropolitan South Institute of TAFE (MIT) Mount Isa Institute of TAFE Open Learning Institute of TAFE Open Learning Institute of TAFE	Active Active Active Active Active Active Active Active Active
Anisatian Anne * valian Competency Training for Industry and Vocational Employment ATIONAL EDUCATION AND TRAINING	ABN: 46079906432 54456676679 54456676679 5414907416 54456676679 54456676679 54456676679 54456676679 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriar Reaf Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE (LTT) Mount Ica Institute of TAFE Open Learning Institute of TAFE Centraleue Bank	Active Active Active Active Active Active Active Active Active Active
Anisatian Jamm. * Valian Competency Training for Industry and Vocational Employment ATIONAL EDUCATION AND TRAINING	ABN: 48079996432 5445667679 5445667679 5445667679 5445667679 54456676679 54456676679 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriae Reef Institute of TAFE Brisbane North Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE (LIT) Mount Isa Institute of TAFE Open Learning Institute of TAFE Centinue to FIAFE Centinue to FIAFE Centinue to FIAFE	Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active
Anication Same. * valian Competency Training for Industry and Vacational Employment Antional, EDUCATION AND TRAINING	48079996432 48079996432 54456676579 56114907416 54456676679 54456676679 54456676679 54456676679 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriar Reef Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE (LTT) Metropolitan South Institute of TAFE Open Learning Institute of TAFE Copen Learning Institute of TAFE Centinue to RAFE Centinue Regist	Active Active Active Active Active Active Active Active Active Active Active Active Active Active
Anisatian Jamm. * valian Competency Training for Industry and Vocational Employment ATIONAL EDUCATION AND TRAINING	ABN:	Australian Competency Training for Industry and Vocational Employment Barriar Reaf Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE Open Learning Institute of TAFE Open Learning Institute of TAFE Centinue to Regin	Active Ac
Anisatian Anne * Xalian Competency Training for Industry and Vocational Employment ATIONAL EDUCATION AND TRAINING TO ANAL EDUCATION AND TRAINING TO ANAL EDUCATION AND TRAINING ATIONAL EDUCATION AND TRAINING	ABN: 4807999432 5445667679 5445667679 5445667679 5445667679 5445667679 5445667679 5445667679 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriar Reef Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE Open Learning Institute of TAFE Copen Learning Institute of TAFE Capra National Employment Centinue to Regis	Active Ac
Anicolas Anne * valian Competence Training for Industry and Vacational Employment Antonas, EDUCATION AND TRAINING	ABS: 4807999432 54456676679 54156676679 54156676679 54456676679 5456776679 5456776679	Australian Competency Training for Industry and Vocational Employment Barriar Reef Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE Open Learning Institute of TAFE Open Learning Institute of TAFE Centinue to RaFE Centinue to Regis Centinue to Regis Centinue to Regis Capratible Sistemate Educate Capra Scientible Sistemate Scientible S	Active Active Active Active Active Active Active Active Active Active Active Active Active Active
Salas formestence Training for Industry and Vacational Employment ATIONAL EDUCATION AND TRAINING	ABN: 4807989432 54456676679 56114907416 54456676679 54456676679 54456676679 54456676679 54456676679 54456676679 54456676679	Australian Competency Training for Industry and Vocational Employment Barriar Reef Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE Open Learning Institute of TAFE Copen Learning Institute of TAFE Cantinue to Regis C	Activ Activ Activ Activ Activ Activ Activ Activ Activ Activ Activ
Balakien Anne * ralian Competency Training for Industry and Vacational Employment Antiona, EDUCATION AND TRAINING To Ryan Online Learning Ptv Ltd Antiona, EDUCATION AND TRAINING Antional, EDUCATION AND TRAINING	ABS: 4807999432 54456676679 54150670679 56114907416 54456676679 5456676679 5456676679 5456676679 5456676679 5456676679 5456676679 5456676679 5456676679 5456676679 545677	Australian Competency Training for Industry and Vocational Employment Barriar Reef Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE Open Learning Institute of TAFE Open Learning Institute of TAFE Centinue to RaFE Centinue to RaFE Centinue to Regis	Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active Active
BAUS YONG INSIGHT ATTENTS TATIONAL EQUICATION AND TRAINING ATYAN CONTRACTION AND TRAINING ATYAN CONTRA LARVING ATYAN CONTRACTION AND TRAINING ATIONAL EQUICATION AND TRAINING	ABN: 48079906432 54456676679 54456676679 56114907416 54456676679 5445667679 544567679 544567679 544567679	Australian Competency Training for Industry and Vocational Employment Barriar Reaf Institute of TAFE Capra Ryan Online Learning, Vocational Training Australia Central Queensland Institute of TAFE Metropolitan South Institute of TAFE Metropolitan South Institute of TAFE Open Learning Institute of TAFE Open Learning Institute of TAFE Centinue to Regist sout I Societable Sundaimer Execuse	Active Ac

You will be provided with a list of organisations which match the search criteria.

Note: The maximum number of results produced is 25. However, there could be significantly more results available, in which case a refined search should be conducted (using a different criteria).

2.1. The Organisation is found

If your organisation is in the list, then click on the Organisation's Name.

This will produce the Partner Administrator contact/s for the Organisation.



Use the drop down box to select which administrator you want your access request to go to, and then click 'Select'.

This will open up the 'Your Access Request' area of the screen.

Cueensland	copport	Portal Home Contact us Help Log P
Government	LOT IT IELL Depar	rtment of Education and Trainin
rganisation Registration		8
Your organisation is regist	tered for DETConnect.	
ext Steps: Individual Registra	ation	
tep 1 Choos	se an administrator from your organisation.	
tep 2 Comp	olete the access request form.	
tep 3 Your o	organisation administrator will send you an activation email with details of how to activate your account. If you do not receive an email please contact your administrator.	
oose an Administrator from (your organisation	
iministrator Name:	Norman Power v colore	
nanisation Name:	Vectional Education	
N:	svodovnim sakooson nin reming S4456276579	
ading name:	Training Queensland	
ame:	Norman Power	
aytime Phone:		
nail:		
our Access Request		
sition:	1	
st Name:	Mr 🛩	
ist Name:		
nail:	2	
aytime Phone:	eg. 073333333	
omments:		
Send Partner Admin Req		
	- Confidentiality dead Terms and conditiona Copyright Dirdaimer Privacy	

Enter in the following details:

- Position
- First Name
- Last Name
- Email
- Daytime Phone
- Any additional comments for the administrator (eg. what application do you need access to)

Once you have done that, click 'Send Partner Admin Request' at the bottom of the screen.

An email will now be sent to the administrator you selected, giving them your details and asking that they set up your access.

Once the administrator has done their part, you will receive an email advising you of what you need to do to activate your user account.

2.2. The Organisation is not found

If the organisation is not found, then the following screen will appear.



To register your organisation for DETConnect, click on 'Continue to Registration Form'.

Fill in all of the required information. Mandatory fields are marked by an asterisk, however, the section for a second DETConnect administrator is optional. The administrators are the ones who will provide access to users of the organisation.

Note: The Legally Responsible person and the DETConnect Administrator 1 can be the same person.

DETConnect - Microsoft Internet Ex	plorer provided by Education Queensland (6.0)	. 8
e Edit Yew Fgyorites Iools Help		
) Back • 🙄 · 🖄 🖾 🞧	Psearch 👷 Favorites 🥝 🖻 🔗 - 🏝 🕹 🐰 👘 🗋 🗱 🦓	
1935 🗿 https://www.det.connect.clid.gov.i	au/portal/appmanager/portal/default7_ut/ph=truet5_vindowi.abel=portlet_9_18portlet_9_1_actionCverride=%2Fportletc%2Fregistration%2FprepareOnlineRegistration&_paget.abel=registration	💌 🛃 Go 🛛 Unis 🎽 🍕
Queensland DETCO	onnect	Portal Home Contact us Help Log in
deveniment		Department of Education and Training
Prosication Designation		52
Provided fields are marked with a	n acterick (*)	84.
Legal Name:	(a)	
Trading Name:		
trading name:	2	
'ABN:	2	
Organisation Type:	RTO Training organisation SRTO	
	School Association 🗈 Local Association 🔹 GTO	
	Agency Association Other	
egally Responsible Person	2	
Position:	2	
First Name:	Mr 💌	
Last Name:		
Email		
Lings,		
'Daytime Phone:	eg. 073333333	
IETConnect Administrator 1	2	
ote: At least one administrator is req hese details will be displayed online.	uired.	
Position:	1	
First Name:		
Lack Name		
Last Home.		
Email:		
Daytime Phone:	+9.07333333	
DETConnect Administrator 2 (op	tional)	
dote: These details will be displayed (online.	
and the second		A D Tradicidae

DETConnect - Microsoft Interne	t Explorer provided by Education Queensland (6.0)			
le Edit Yew Fgyorites Iook	Beb			
3 Back • 🔘 · 💌 🗷 🔇	🔓 🔑 Search 🌟 Favorites 🧐 🔂 🔂 🛧	li		
dress 👔 https://www.detconnect.qld.	Napa Andrew			
	Agency Association Other			
Legally Responsible Person	2			
*Position:		2		
*First Name:	Mr 💌			
*Last Name:				
*Email:		2		
*Daytime Phone:		eg. 0733333333		
DETConnect Administrator 1	2			
Note: At least one administrator is These details will be displayed on	required.			
Position:		2		
*First Name:	Mr 💌			
*Last Name:				
*Email:		2		
Daytime Phone:		eg. 073333333		
DETConnect Administrator 2	(optional)			
lote: These details will be display	red online.			
Position:		[7]		
First Name:	Mr 💌			
Last Name:				
*Email:		2		
Daytime Phone:		eg. 073333333		
			Continue	
		Confidentiality deed Terms and conditions Convrisits Disclaimer Envary		
		Queensland Government Gatevay Prother Languages		
		ULI Connect 3-4-4 B The state of Queenziano (Department of Education and Training) 2009.	A Directorial	

Once you have completed inputting the information, click on 'Continue' on the bottom right of the screen.

You will then be supplied with information and additional instructions to finalise your registration on DETConnect.



Click on 'Proceed' and a copy of the Deed is made available for printing in a new browser window.

You have now successfully registered your organisation for access to DETConnect.

Once you have printed off the Confidentiality Deed, complete it and fax it back to DETConnect on 07 3421 6544.

Once DETConnect receive the completed (and signed) Confidentiality Deed, they will be able to commence the activation process and you will be contacted by the DETConnect Helpdesk Officer.

Note: Due to the confidential nature of information provided via DETConnect to enable organisations to conduct their business, organisations are required to sign the confidentiality deed. By signing this deed the organisation agrees to protect the confidential nature of this information and to only use it for approved purposes.

3. What are the two types of users associated with an organisation?

It is important to know about the two different types of DETConnect accounts, as access rights within DETConnect are dependent upon this.

The two types are:

- Partner Administrators
- Partner Users

Partner administrators:

- These users are able to create and manage the access for other DETConnect users in their organisation.
- These users have access to all services available within DETConnect (as long as their organisation is allowed to access them).
- These users receive requests for DETConnect access from prospective administrators or general users in their organisation.
- These users gained access to DETConnect either as part of their organisation's DETConnect registration process, or by being granted administrator access by another administrator in the same organisation.

Partner users:

- These users were provided with DETConnect access by an administrator within their organisation, after submitting a request to the administrator using DETConnect.
- These users are not able to create or manage other DETConnect users in their organisation, and their access to services within DETConnect is managed by administrator/s within their organisation.

If you are general user and have questions in relation to your DETConnect access you should contact an administrator in your organisation. To view the DETConnect administrators in your organisation, go to the *My Account* page of DETConnect.

Note: Applications are set up in DETConnect for particular types of organisations to use. If even the administrator can't use an application, it may mean that it was designed for a specific type of organisation.

4. Administrator Tasks

4.1. Creating a new DETConnect User

Log in to DETConnect using your username and password.

DETConnect - Microsoft Internet Explorer provided by Education Queensland (6.0)	
Bie Edit View Figurates Icols Help	N
😋 Back + 🙄 - 😠 🖻 🏠 🔎 Search 👷 Favorites 🤣 🔂 🍰 - 🌺 - 🌺 🐰 🛅 🎧 🎊 🖓	
Agdress 👔 https://www.detconnect.ujd.gov.au/portal/appmanager/portal/def.auk?	💌 🛃 Go Links 🎬 🍕 🔹
	Portal Home Contact.us Help Log.in
Government Government	Department of Education and Training
Welcome to DETConnect	again to DETConnect
This secure site connects partners with departmental services, including registration for training organisations and lodgement of AVETMISS returns.	Required fields are marked with an asterisk (*)
New to DETConnect?	*User ID:
To enter you will need a DETConnect	*Password:
user ID	
password To obtain a word ID and percenter	Log In
Registered organisations Non-registered organisations	Eorgot your user ID or password?
- <u>Search</u> for your organisation - <u>Search</u> to confirm your organisation is not registered	Register for DETConnect
- Select your organisation - Register your organisation	
- Complete user ID request	
For further information	
- <u>visit detting started</u>	
Confidentiality dead Terms and conditions Coparisht Disclarmer Privacy	
Quanting Guarmant Galaxies (Star) and an	
DETConnect 1.2.2 @ The State of Queenland (Department of Education and Training) 2009.	
	×
Done .	🗎 🖉 Trusted sites

After you log in, select 'My Account'.



To create another DETConnect user in your organisation, select 'Create User IDs'.

DETConnect - Microsoft I	nerner Explorer provided by Education Queensland (6.0)	
e Edit Yew Favorites	Toop Reb	
Back 🔹 🕥 🗉 💌	🗈 🚯 🔎 Search 👷 Fanorites 🚱 🖂 🔗 - 🌺 - 🌺 🖌 🗈 🖺 🏭 🍇	
ess 👜 https://www.det.com	ed. (d. gov. au/portal/appmarager/portal/def.auk?_ifpl=hrue8_windowi.abai=my_account_portlet_auccount_portlet_auccount_Streaming-%25portlets%25myAccount%25begink_paget.abai=my_account	🕑 🔂 Go 🛛 Links 🎽
	perconnect	Portal Home Contact.us Help Log
Government		Department of Education and Train
come to DETConnect,	Norman Training Queensland	Mon 3 Au
TConnect Home	My Account	
My Account		
Personal administratio	n ne of de bala	
Change Personal Detail		
Change Password	s	
Organisation Administ	ration .	
Treate Liser IDs		
10000 0001 100		
	Confidentiality.dead Terms.and.conditions Copyright Disclaimer Privacy	
	<u>Overniand Government Gatewar</u> Free Content and Covernment Gatewar Covernment of Education and Training) 2009.	

You can now enter and submit the details for a new DETConnect user in your organisation.

) Back • 🔘 · 🛃 🗟 🟠 🔎	Search 🤺 Favorites 🥑 🛃 🕻	3· 🛧 🖕 X 🗓 🚺 🗱 🚳	
1855 🔊 https://www.detconnect.gld.gov.au/po	rtal/appmanager/portal/default?_rifpb=true	e&_windowLabel=org_management_portlet_1&org_management_portlet_1_actionOverride=%%Fportlets%%ForganisationManagement%%FprepareCreateIsten&_pageLabel=my_account	🖌 🛃 Go 🛛 Links 🎽 🍕
	nect		ortal Home Contact us Help Log.out
Government	in look	Depa	rtment of Education and Training
come to DETConnect, Norman		Training Queensland	Mon 3 August
connect Home		NY ACCOUNT	
ly Account			8
ersonal administration			
TConnect administrator details			
ange Personal Details			
ande Password			
and the second s			
rganisation Administration			12
reate User IDs			
quired fields are marked with an as	terisk (*)		
eve User Details			
osition		2	
lirst Name	Mr 💌		
Last Name			
Email		7	
Daytime Phone		#9. 0733333333	
ETConnect Access		2	
Il DETConnect Administrator Rights	O Yes No		
cess Rights	Training Downloads AVETMISS AISS		
			Submit Cancel
		Connection mean call account of access and access and access acce	
			A 🖪 Testad das

Enter in the following details:

- Position
- First Name
- Last Name
- Email
- Daytime Phone

Note: If creating as a result of the email you received, you can just copy and paste the details in to the relevant sections. You will need to ensure that the phone number is in the correct format.

Select what access you want the user to have. You can grant the user full administrator rights if you want to. If you don't, then you will need to select which applications they are allowed to access. An administrator automatically has a ticked placed against each application.

Once you have finished, click 'Submit' at the bottom right of the screen and an email will be sent to the user advising them of what they need to do in order to activate their account.

4.2. Managing DETConnect User Accounts

After you log in and select 'My Account', select 'Manage Users'.



This will then bring up a list of all users for your organisation. It will show:

- Who are partner administrators and who are partner users
- Whether their account has a status of active, pending, or inactive

sack * 💟 · 🗶 📓 🎧 🔑 Search 🤺 Fave	attes 🕙 🗾 🔗 😤 🔆 🤪 🔏 🗐 🚺 🛍 🦓			
bitps://www.detconnect.cpd.gov.au/portal/appmanager/p	ortal/default7_nipb=true&_vindowLabel=org_management_portlet_1&org_manage	ment_partlet_1_actionOverride=1%2Fpartlets%2Forgani	sationManagement%2FprepareManageUsers8_pageLabel=my_account	So Links 🎽
				Portal Home Contact us Help Log
Government			Dep	partment of Education and Train
ome to DETConnect, Norman		Training Queensland	1.4644	Mon 3 Aug
Innets Home		My Account		
y Account				6
rsonal administration				
TConnect administrator details				
ange Personal Details				
ange Password				
ganisation Administration				
mage Users				
sting Users				
w by O Active Users O Inactive Users O All Ur	sers Sort and Update List			
me		Status	Action	
me	Access Level Partner User	Status Active	Action Edit User	
me	Access Level Partner User Partner User	Status Active Active	Action Edit User Edit User	
we <u> </u>	AccessLével Partner User Partner User Partner User Partner User	Status Active Active Inactive	Action Edit User Edit User Edit User	
ND	Access Level Partner User Partner User Partner User Partner User Partner User	Status Active Active Inactive Active	Action Edit User Edit User Edit User Edit User	
NO CONTRACTOR CONTRACO	Access Level Partner User Partner User Partner User Partner User Partner Admin	Status Active Active Inactive Active Active	Action Edit/User Edit/User Edit/User Edit/User Edit/User	
NO.	Access Level Partner User	Status Active Active Inactive Active Active Active	Action Edit User Edit User Edit User Edit User Edit User Edit User	
NO.	Access Level Partner User	Status Active Active Inactive Active Active Active Inactive	Action Edit User Edit User Edit User Edit User Edit User Edit User Edit User	
**	Access Level Partner User Partner User Partner User Partner User Partner Admin Partner User	Status Active Active Inactive Active Active Active Inactive Active	Action Edit User Edit User Edit User Edit User Edit User Edit User Edit User	
**	Access Level Partner User	Status Active Active Inactive Active Active Active Inactive Active Active Active	Action Edit User Edit User Edit User Edit User Edit User Edit User Edit User Edit User Edit User Edit User	
42 	Access Level Partner User	Status Active Active Inactive Active Active Inactive Active Active Active Active Active	Action Edit User Edit User	
N2	Access Level Partner User	Status Active Active Inactive Active Active Active Inactive Active Active Active Active Active Active Active	Action Edit User Edit User	
	Access Level Partner User	Status Active Active Inactive Active Active Inactive Active Active Active Active Pending Inactive	Artion Edit User Edit User	
	Access Level Partner User	Status Active Active Inactive Active Active Inactive Active Active Active Active Active Active Active Active Active Active	Action Edit User Edit User	
	Access Level Partner User	Status Active Active Inactive Active Active Active Active Active Active Active Active Pending Inactive Active Active Active	Action Edit User Edit User	
	Access Level Partner User	Status Active Active Inactive Active Active Active Active Active Active Active Active Pending Inactive Active Active Active Active Active	Action Edit User Edit User	
	Access Level Partner User	Status Active Active Inactive Active Active Inactive Active Active Active Active Pending Inactive Ac	Artion Edit User Edit User	
	Access Level Partner User	Status Active Active Inactive Active Active Active Active Active Active Pending Inactive Active Active Active Active Active Active Active Active	Artion Edit User Edit User	
	Access Level Partner User	Status Active Active Inactive Active Active Active Inactive Active Active Active Active Active Inactive Active Inactive Active Active Active Active Active Active Active Active Active	Action Edit User Edit User	

Clicking on 'Edit User' will allow you to make changes to their account. You can only delete a user when their status still says 'Pending'.

k2FselectUser&org_management_portlet_IUSER_ID=&org_management_port ▼ 🔛 Go Portal Mome I Contact us I He	management_portlet_1_actionOverride=%2Fportlets%2ForganisationManagement	ndowLabel=org_management_portlet_1&org_m	al/appmanager/portal/default?_n/pb=true8_v	15 a) https://www.detconnect.gld.gov.au/por
Department of Education an			iect	Government
Me	Training Queensland My Account			come to DETConnect, Norman Connect Home
				dy Account
				ersonal administration
				ETConnect administrator details
				hange Personal Details
				nange Passworg
				Organisation Administration
				dit User
				Required field
				ser Details
		• ?		osition
			1	itle and First Name
		7.		ast Name
		• 2		mail
		-		aytime Phone
		2	Active O Inactive	tatus
			Send Activation Email	ctivation Email
		17		ETConnect Access
		LE1	⊙ yes ⊛ Na	ull DETConnect Administrator Rights
			AISS Training Downloads AVETMISS	ccess Rights

Editing a user will allow you to update the following:

- What applications they have access to
- Whether they should be an administrator or user
- Whether their account is active or should be made inactive

As users leave the organisation, it is your responsibility as an administrator to change their account to 'Inactive'. This is to ensure that they can't still access DETConnect after they have left. If they recommence with the organisation, then their account can always be made 'Active' upon their return.

As new applications are added to DETConnect, it will be necessary to update user accounts for those staff that will need to access the new application. Administrators will automatically have access to the new application.

5. Updating User Details

There are two aspects to updating user details. You can:

- Update your personal details
- Change your password

5.1. Change Personal Details

After you log in and select 'My Account', select 'Change Personal Details'.

DETConnect - Nicrosoft Internet Explorer provided by Education Queensland (6.0)		
tjie Edit View Figuarites Icols Help		
🔇 Back + 🐑 · 😠 😰 🏠 🔎 Search 👷 Favorites 🤣 🖂 🔗 🛧 -	li 🖓 🔏 🛅 🛍 🖏	
Address 🜒 https://www.detconnect.clid.gov.au/portal/appmanager/portal/default?_nfpb=trueb_windowLab	bel-my_account_portletSeny_account_portlet_actionOverride=%29portlets%29myAccount%29begin6_pageLabel-my_account	💌 🔂 🐼 Linis 🦉 😪 🔹
DETCONNect		Portal Home Contact us Helo Leo.out
G Government		Department of Education and Training
Welcome to DETConnect, Norman DETConnect Home	Training Queensland My Account	Mon 3 August
My Account		8
Personal administration		
Para and a second secon		
Change Personal Details		
Organisation Administration		8
Manage Users		
Create User IDs		
	Confidentialite deed Terms and conditions Copyright Disclaimer Privace	
	Sussemiland Sevenment Satewar The Scher Lanswares DETConnect 1.2.2 © The State of Queensland (Department of Education and Training) 2009.	

This will then bring up your personal details currently held within DETConnect.

DETConnect - Microsoft Intern	set Explorer provided by Education	Queensland (6.0)	• •		50
file Edit Yew Figwarites Looks	Rep				4
🔾 tak + 🔘 · 💌 😫 🤅	🏠 🔎 Search 🤺 Favorites 🧔	🖂 🔊 · 🛧 🎐 X 🗈 🖺 🛍 🥸 🛛			
gáress 🜒 https://www.detconnect.gl	id.gov.au/portal/appmanager/portal/default	ofpb=truet_windowLabel=my_account_portlettimy_account_portlet	t_actionOverride=%2Pportlets%2PmyAccount%2PprepareUserDetailstimy_acco	unt_portletUSER_ID=normanp018_pageLabel=my_account	💌 🛃 Go 🛛 Linis 🎽 🍖 🔹
Queensland DE	rconnect			Portal Hom	e i Contastus i Helo i Leo.out
Connect North			Training Organitand	Department	of Education and Training
TGonnect Home	2		My Account		The a Magast
My Account					81
Change Personal Detail					
Required fields are marked w	with an asterisk (*)				
*Position:	1	2			
*First Name:	1				
*Last Name:	9				
*Email:	1	2			
Daytime Phone:	8	eg. 0733333333			
					Submit Cancel
Organisation Administratio	in				12
Manage Users					
Create User IDs					
		<u>Confidentialita dead</u> I <u>Questifiand 0</u> DETConnect 1.2.2 @ The State	ennu-societation - Localmand - Education - Educatio - Education - Education - Education - Education -		

Update your details as necessary and click 'Submit' in the bottom right of the screen.

Note: It is very important to ensure that your email address is always up-to-date. If you forget your password at any stage, this is the email address that the system will use to send you an email (as per section below).

5.2. Change Password

After you log in and select 'My Account', select 'Change Password'.

Record and the second	A.	
DETConnect - Microsoft Internet Explorer provided by Education Queensland (6	.0)	
Ele Edt Yew Fgrontes Icots Hep		4
🔾 Back • 🔘 · 🖹 📓 🏠 🔎 Search 👷 Favorites 🤣 🗔 🔗 🧏	🛠 💩 🗶 🛍 🎁 🛍 🤹	
Agitress 🜒 https://www.detconnect.gld.gov.au/portal/appmanager/portal/default?_ufpb=trueti_wind	owlabel-my_account_portletiany_account_portlet_actionOverride=%3Pportlets%3PmyAccount%3Pbegin8_pageLabel-my_account	💌 🔂 🚳 Unis 🏋 🌚 🔹
		Portal Home Contact us Helo Les out
ON Government		Department of Education and Training
Welcome to DETConnect, Norman	Training Queensland	Mon 3 August
DETConnect Home	My Account	
Mu Account		
My Account		n
Personal administration		
DETConnect administrator details		
rende Personal Les		
Change Password		
Organisation Administration		8
Manage Users		
Create User IDs		
	Application data is a second and the second second states in the second second second second	
	Compensants deep remit and conditions Colompts Endamer Private	
	Queenzland Government Gateway Reg Other Languages	
	DETConnect 1.2.2 @ The State of Queensland (Department of Education and Training) 2009.	

This will then bring up the screen whereby you can change your password.

DETConnect - Microsoft Internet Explorer provided by Education Que	nsland (6.0)	
Edit Yew Figurarites Tools Help		
Back • 🕲 · 🖹 🗟 🐔 🔎 Search 👷 Favorites 🤗 🔂) 🔗 · 🛧 😓 🗶 🛅 🎧 📖 🥸	
ess 👔 https://www.detcornect.gld.gov.au/portal/appmanager/portal/default?_r/pb-	trueb_windowLabel=my_account_portletStery_account_portlet_matcounts/accounts/accounts/account_portletSter_B=normang018_pageLabel=my_account	💌 🛃 Go 🛛 Links 🍟 🚳
	Partal H	jame Contact.us Hela Les.or
And a Det Connect Names	Tesisia Conserlari	nt of Education and Trainin
Connect Home	Training Queensianu My Account	Tue 4 Augu
My Account		8
Change Password		
Iser ID:		Password Tips
Nd Password:		Betveen 6 - 13 characters No spaces It is not care sensitive
lew Password:		
etype new password		
		Submit Cancel
Prgenisation Administration		B
Sanage Users		
reate User IDs		
	<u>Confidentialita dead i Tarma and conditions i Copyright i Guadaimar i Privaca</u>	
	Sussenitand.Sovemment.Satesay: 1 Sovement of Education and Training) 2009. DETConnect 1.2.2 @ The State of Queensland (Department of Education and Training) 2009.	

Enter in your old password.

Enter in your new password twice.

Then click 'Submit' in the bottom right of the screen.

Note: While your password will never expire, it is recommended that you regularly change your password to prevent others from obtaining it and using your account.

6. Forgotten Passwords/User IDs

If you try to log in with an incorrect user ID and/or password, then you will receive the below error.

Click on 'Forgot your user ID or password?'

DETConnect - Microsoft Internet Explorer provided by Education Queensland (6.0)	
Elle Edit Vew Fgrontes Tools Belp	4
🔾 Back + 🐑 - 💌 🖻 🐔 🔎 Search 👷 Facortes 🕐 🖂 🖉 🖉 🔅 - 🌺 🖌 🛅 🎧 🏭 🥸	
Adjerrir 👔 https://www.det.omest.dd.gov.au/portal/appmanger/portal/def.ad/?_r/pb=true8_windowi.abel=login8login_jetion/winde=%2?portiets%2?login%2?portiets%2?login%2?portiets%2?login%2?portiets%2?portiet	💌 🛃 Go Links 🌁 😪 📼
	Portal Home Contact us Help Log.in
UP Government	Department of Education and Training
Welcome to DETConnect	Log in to DETConnect 🛛 😰 🔳
This secure site connects partners with departmental services, including registration for training organisations and lodgement of AVETMISS returns.	Required fields are marked with an asterisk (*)
New to DETConnect?	You have entered your user ID or password incorrectly. Please try again or select the Forgot your user id or password link below.
To enter you will need a DETConnect	*User ID: asdf
user ID password	*Password:
To obtain a user ID and password	
Registered organisations Non-registered organisations	Log In
- <u>Search</u> for your organisation - <u>Search</u> to confirm your organisation is not registered	Exercit your user ID or paraword?
- Select your organisation - Register your organisation	
- Complete user ID request	
For further information	
* XISE AREADY A SARAHA	
Confidentialita.dead Terma.and.conditions Cosvitabi Cossimer Privace	
<u>Constitution documment Gateurs</u> (Specific Labourses DETConnect 1.2.2 The State of Queensland (Department of Education and Training) 2009.	

This will then bring up a screen whereby you can request your user id and password to be emailed to you.

📾 🚯 https://www.detorment.dd.gov.au/portalizopnanage/portalidefaal?.ntdo-truet.verdow.abel=lognikign_actor//wende=%2/portietriv_Plogn/%2/prepare/Password/Requests_pas	ast abel-logn
Queensland DETCONDECT	Partal.Home Cantait.us Help Log.in
Government	Department of Education and Training
Welcome to DETConnect	Log in In DETConnect 🛛 🕄 🕷
his secure site connects partners with departmental services, including registration for training organisations and lodgement of AVETMISS returns.	Forgotten User ID or Password
vew to DETConnect?	Instructions
o enter you will need a DETConnect • unertD • papeword	 Please enter your small address An entail will be enter to your address with instructions on how to regain access to DEITConnect
o obtain a user ID and password	Your email address:
Registered organisations Non-registered organisations	Submit Cancel
<u>Search</u> for your organisation - <u>Search</u> to confirm your organisation is not registered	
- Select your organisation - Register your organisation	
- Complete user ID request	
Vid outling started	
Alatio, MINIOOM, JUNI, MO	
Confidentiality.dead Tarma.and.conditiona Suburistit Guide	icoar i Edularia
52	

Enter your email address and click 'Submit'.

You will receive an email detailing how to regain access to your DETConnect account.

Note: This must be the same email address as that which is registered for you in DETConnect.