

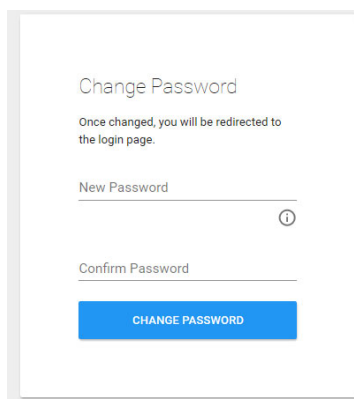
## PWSS Academy user log in guide

If you are logging into PWSS Academy for the first time, here are a few things to note first:

1. Only MOP(S) Act employees with an official work email address can access PWSS Academy. That is **an email address that ends in .gov.au**.
2. Ongoing and non-ongoing employees will have their accounts created for them. An email will be sent to set up their password.
3. Casual employees who have an official work email can access PWSS Academy upon request.
4. If any employee did not receive an email or do not have an official work email address and would like to access PWSS Academy, **contact the PWSS Academy** on 1800 747 977 (option 4) or email [training@pwss.gov.au](mailto:training@pwss.gov.au).

### Let's begin

1. In your inbox, you will have received an email from PWSS Academy titled 'New Account'. Please also check your junk folder just in case
2. Open the email and click the link set password. Note: the link to set up your password is **only valid for 72 hours** (see section 'my link has expired' if you haven't set up your password within this timeframe)
3. The link will take you to a webpage where you will need to create your password



The screenshot shows a 'Change Password' form. At the top, it says 'Change Password' and 'Once changed, you will be redirected to the login page.' Below this are two input fields: 'New Password' and 'Confirm Password'. The 'New Password' field has a small circular icon with an 'i' next to it. At the bottom of the form is a blue button labeled 'CHANGE PASSWORD'.

4. When your password is set up, you will see the login screen with your username and password already pre-filled. Click the login button to access PWSS Academy

Login

Manual Login

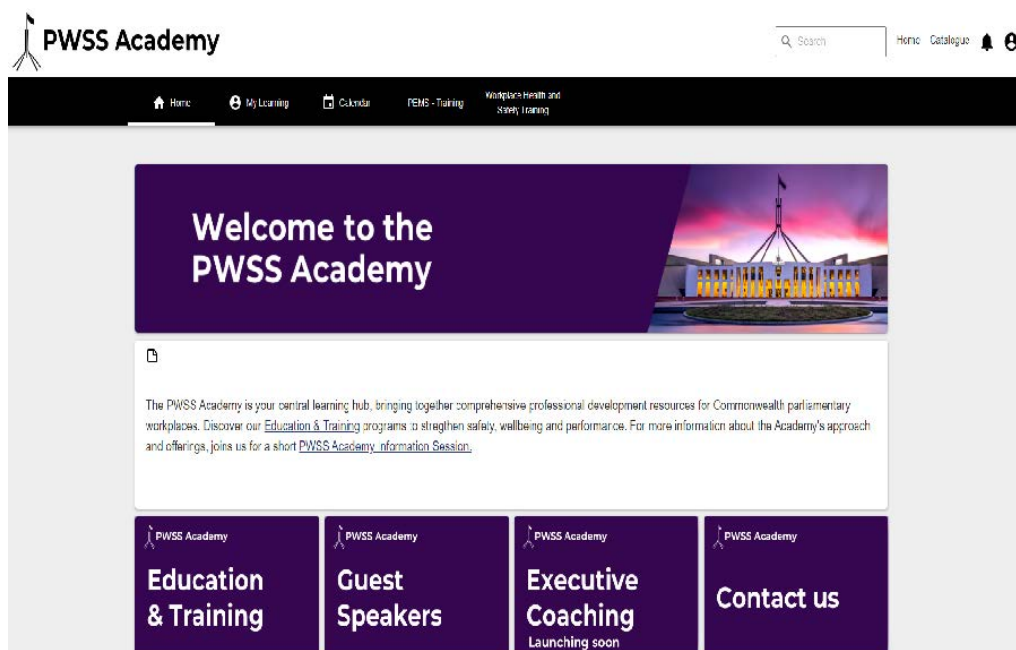
Username  
stacey.baker@finance.gov.au

Password  
••••••••••

LOGIN

[Forgot your password?](#)

5. You have now logged into PWSS Academy



## My link has expired

If the link to register your account has expired, follow these steps:

1. Go to [pwssacademy.gov.au/user\\_login](https://pwssacademy.gov.au/user_login)
2. Enter your work email address as your user name
3. Click reset password
4. Follow the prompts to create your password

If you require further assistance, please **contact the PWSS Academy** on 1800 747 977 (option 4) or email [training@pwss.gov.au](mailto:training@pwss.gov.au).