

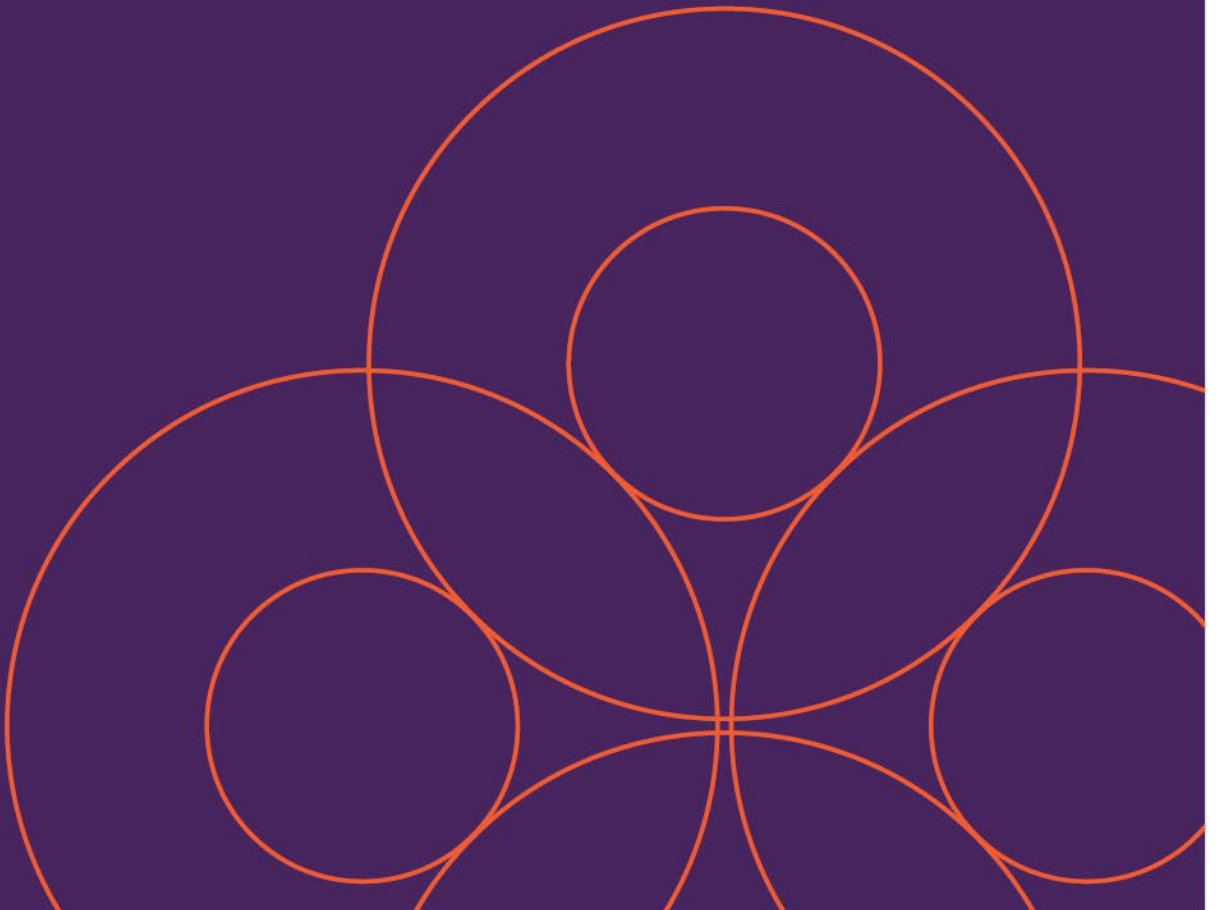


Australian Government

Higher Education
Gender-based
Violence Regulator

Adding authorisations in Relationship Authorisation Manager (RAM)

Guidance





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The document must be attributed as the Higher Education Gender-based Violence Regulator's Guidance for the Gender-based Violence Portal.

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Purpose and scope

This guidance has been developed to support **Principal Authorities** and/or **Authorisation Administrators** to grant relevant staff access to the National Code Web Portal in [Relationship Authorisation Manager](#) (RAM). More detailed guidance can be found at [RAM Support](#).

The **National Code Web Portal** enables higher education providers to submit data and information to the Higher Education Gender-based Violence Regulator (GBV Regulator) to demonstrate compliance with the *National Higher Education Code to Prevent and Respond to Gender-based Violence* (National Code).

For more information, see the [National Code Web Portal User Guide](#).

Before starting

Access to RAM and the National Code Web Portal requires both the Principal Authority/Authorisation Administrator, as well as the staff member seeking access, to have a valid myID account.

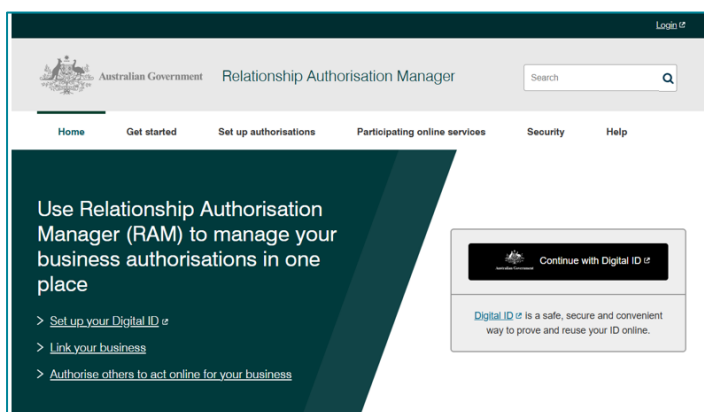
If any relevant person does not have a myID, information on creating a myID is available on the [myID website](#).

Detailed instructions

Step 1: Sign in to RAM

Navigate to [RAM](#).

Select **Continue with Digital ID** and sign in using myID.



Step 2: View or manage authorisations

Once signed in, go to **View or manage authorisations** from the home page

Australian Government Relationship Authorisation Manager

Select an option below to continue. The action you can take will vary depending on the type of authorisation you have for the business.
[Find out more](#)

To be the Principal Authority of the ABN → [Link your business](#)

To add staff to act on behalf of the business → [View or manage authorisations, machine credentials and cloud software notifications](#)

To accept an authorisation (received by email) → [Accept an authorisation for a business](#)

Step 3: Select your organisation

Select the relevant entity (the higher education provider) from the list of available entities

Note: a Principal Authority or Authorisation Administrator may be linked to multiple entities in RAM, for example if they have multiple employers or own their own business.

Australian Government Relationship Authorisation Manager

Home Manage authorisations

Your authorisations are listed below.
 Select **View** to display the authorisation summary. To manage authorisations select the business hyperlink.

I can act for [Add another business](#)

Search by entity name or ABN Filter by status [Clear all](#) [Search](#)

Entity name	ABN	Status	Authorisation type	
ORGANISATION ONE	12 345 678 910	Active	Authorised user	View
ORGANISATION TWO	34 567 891 011	Active	Authorised user	View
ORGANISATION THREE	56 789 101 234	Active	Authorised user	View

Step 4: Add a new user

All authorised users for this business will be displayed on the page. Click **'Add new user'** as shown in the diagram below.

Note: We do not recommend using the bulk user upload function available in RAM.

Below is a list of representatives for this business

- Select **Add new user** to add a business representative
- Select **Export** to download a full or filtered list of current authorisations

Representative

[Add new user](#)

Search by representative name Filter by status [Clear all](#) [Search](#)

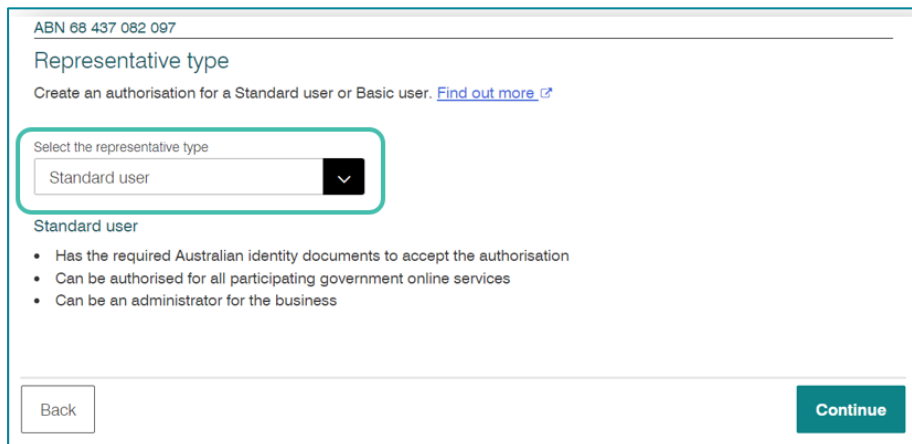
[Advanced options](#)

Representative name	Status	Authorisation type	
Chris Citizen	Active	Authorised user	View Edit Remove

[Export](#)

Step 5: Select user type

Select **'Standard User'** in the dropdown box shown below and hit the **'Continue'** button.



ABN 68 437 082 097

Representative type

Create an authorisation for a Standard user or Basic user. [Find out more](#)

Select the representative type

Standard user

Standard user

- Has the required Australian identity documents to accept the authorisation
- Can be authorised for all participating government online services
- Can be an administrator for the business

Back Continue

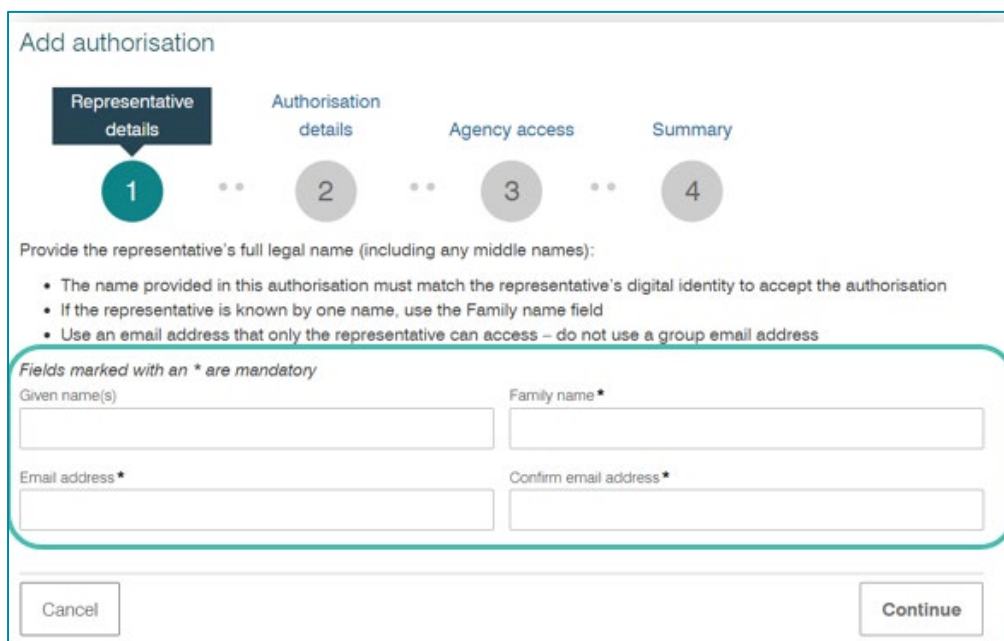
Step 6: Enter representative details

On the **Representative details** page, enter the full name and email address of the employee you wish to grant access to.

IMPORTANT:

Enter the user's full name exactly as it appears in their myID. If the name entered does not match their Digital ID, the user will not be able to accept the authorisation.

The email address must be the same as the user's email address provided to the GBV Regulator. This is usually the employee's nominated work email address. **This will likely be different to the personal email address they use to login to myID.**



Add authorisation

Representative details Authorisation details Agency access Summary

1 2 3 4

Provide the representative's full legal name (including any middle names):

- The name provided in this authorisation must match the representative's digital identity to accept the authorisation
- If the representative is known by one name, use the Family name field
- Use an email address that only the representative can access – do not use a group email address

Fields marked with an * are mandatory

Given name(s) Family name *

Email address * Confirm email address *

Cancel Continue

Step 7: Configure authorisation settings

On the **Authorisation details** page:

- **Select 'yes' or 'no' to whether you want the employee to be an Authorisation Administrator.** Answering yes will allow the employee to manage access to the organisation in RAM for other users.
- **Select 'no' to whether you want the employee to be a Machine credential administrator.**
- **Enter the start and end date for the authorisation.** The start date should reflect the day the user is given authorisation, and the end date (if applicable) should reflect when the user is authorised until. Alternatively, you can select 'No end date'.

The screenshot shows the 'Add authorisation' form with four tabs: Representative details, Authorisation details (active), Agency access, and Summary. The 'Authorisation details' tab contains the following fields:

- Do you want the representative to be an Authorisation administrator? *** with radio buttons for 'Yes' and 'No'. A red box highlights the 'Yes' button, and a red arrow points to it with the text: 'Selecting 'Yes' will make the user an Authorisation Administrator who can add other users'.
- Do you want the representative to be a Machine credential administrator? *** with radio buttons for 'Yes' and 'No'. A blue box highlights the 'No' button, and a blue arrow points to it with the text: 'Select 'NO' to Machine Credential Administrator'.
- Start date *** with a date picker showing '08/02/2022'.
- End date *** with a date picker showing 'dd/mm/yyyy' and a checkbox for 'No end date' which is checked.

Annotations on the left side of the form:

- A green arrow points from the text 'Select 'No' for normal staff members' to the 'No' radio button for the Authorisation administrator question.
- A blue arrow points from the text 'Select 'NO' to Machine Credential Administrator' to the 'No' radio button for the Machine credential administrator question.

Step 8: Grant access to the National Code Web Portal

On the **Agency Access Page**, scroll down to **Department of Education** and select **+ View services**.

Choose **The National Higher Education Code to Prevent and Respond to Gender-based Violence Data Portal** and select **Continue**.

Note: Please only grant access to additional services or agencies if they are required for the user's role.

Representative details Authorisation details **Agency access** Summary

1 2 3 4

Fields marked with an * are mandatory

Choose which agencies you want this business representative to have access to. For agencies marked with **Select services**, you can either grant access to the agency or select specific services.

Note: Options for access and service selection depend on the agency selected and type of authorisation being created or modified. Some agencies may require you to customise access.
For more information, see [Participating online services](#)?

Requirement: At least one agency must be selected to continue.

Search by agency or service name
Enter agency or service name

Access	Agency	Services
☐		
☐	DEPARTMENT OF CLIMATE CHANGE, ENERGY, THE ENVIRONMENT AND WATER	+ View services
☐	DEPARTMENT OF DEFENCE	+ View services
☐	DEPARTMENT OF EDUCATION	Select services - Hide services ☐ Education Funding System ☐ The National Higher Education Code to Prevent and Respond to Gender-based Violence Data Portal
☐	DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS	+ View services
☐	DEPARTMENT OF HEALTH, DISABILITY AND AGEING	+ View services
☐	DEPARTMENT OF HOME AFFAIRS	+ View services
☐	DEPARTMENT OF INDUSTRY, SCIENCE AND RESOURCES	+ View services

Step 9: Review and submit the authorisation

Review the authorisation details and declaration, click to accept the declaration, and then select **Submit**.

Australian Government Relationship Authorisation Manager

ALTONWAY LTD
ABN 49 090 058 647

Add authorisation

Representative details Authorisation details Agency access **Summary** Customise access

1 2 3 4 5

Representative details

Given name: Tylor Family name: Durdum
Authorisation code email address: DIS-PTAS7@test.gov.au

Authorisation details

Start date: 22/11/2021 End date: Not specified
Authorisation type: Authorisation administrator Machine credential administrator: Yes

Agency access details

✓ Show details

Declaration

I declare that:

- I have used my own identity credential to access this service.
- I am authorised to create this relationship on behalf of the business identified above.
- I am creating a relationship between the individual named above and the business.
- I understand that by creating this relationship, the individual named above will be authorised to transact on behalf of the business with the government agencies and services I have selected, and all decisions and actions taken by the named individual with these agencies and services will be treated as approved by the business.
- I have reviewed the agencies and services I have selected for the individual named above to transact with on behalf of the business and these correctly reflect my intent.
- I understand that I will not be notified when the person whom I have authorised chooses to exercise this authorisation by accessing a Government service on behalf of the business I have authorised them to act for.
- I understand that the email address used to create this authorisation may be shared with agencies included in this request, on behalf of the individual named above.
- I understand that the individual I am authorising may be required to complete further proof of identity (POI) for particular government services and they will not be able to transact with that government service until the POI requirements have been met.

☐ I understand and accept this declaration

Back Cancel Submit

Step 10: User accepts the authorisation

An authorisation request will be sent to the user's nominated email address. The email will include an authorisation code.

To accept the authorisation, the user must sign in to RAM using their Digital ID (myID) and enter the authorisation code when prompted. For more information, the user should refer to the [National Code Web Portal User Guide](#).

Authorisation request created

You have successfully created the authorisation and an email containing an authorisation code has been sent to person@email.com for them to accept the request.

Continue

Support

If you require any assistance in granting access to new user via RAM, please refer to the [RAM website](#).

If you require any assistance in relation to the National Code Web Portal, please contact GBVRegulator@education.gov.au.