



Login to Protecht for Congregations and Presbyteries

C/2.1.3.2.1

Overview

This page will explain how to login to Protecht and how to reset your password if you forget it.

The Risk and Compliance team are meeting with all congregations to show your representatives how to log in and to go through it with you the first time. In these meetings we will be following the **How to login for the first time** procedure below.

Scope

These instructions apply only to people assigned a Protecht login in congregations and presbyteries.

What you will need

To complete this step you will need to know your:

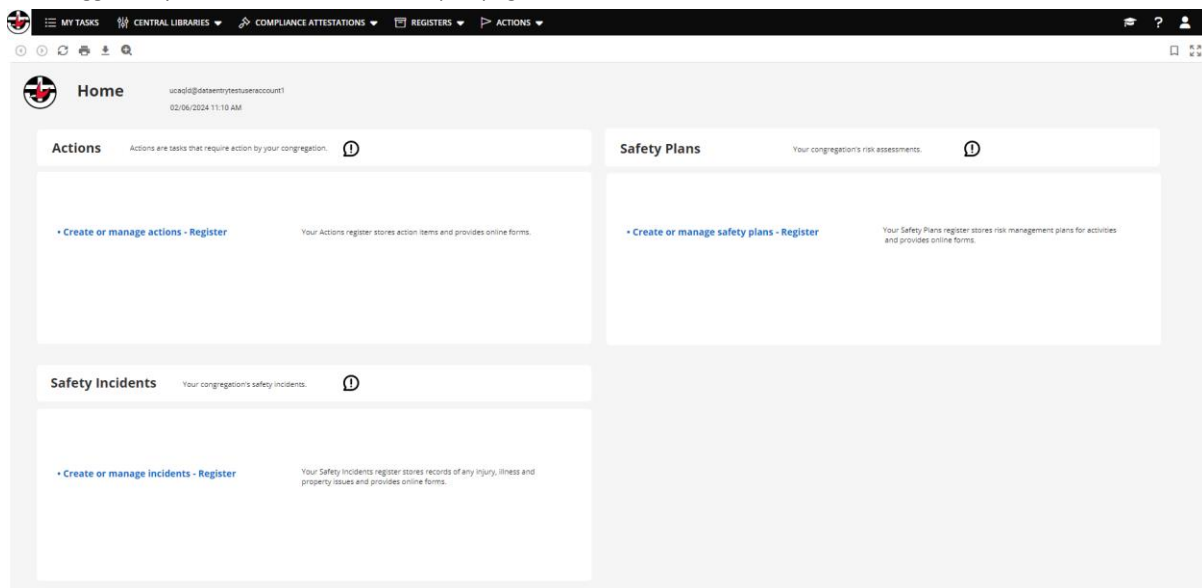
- **Username** - To simplify things, we make your username the same as your email address - that is, wherever you're asked for your username, just enter your email address.
- **Email address** – we'll ask you for your preferred email address.
- **Password** – we've created a password that you can use the first time. It's best practice to change this password after you've logged in for the first time.
- **Computer**

If you're not sure, check your details with a member of the Risk and Compliance team or email ProtechtSupport@ucaql.com.au.

How to log in for the first time

- Go to <https://au.protechtgroup.com/ucaql/worms/client/public/home/login.html>
- Enter your **username** (which is identical to your email address) and your **password**.

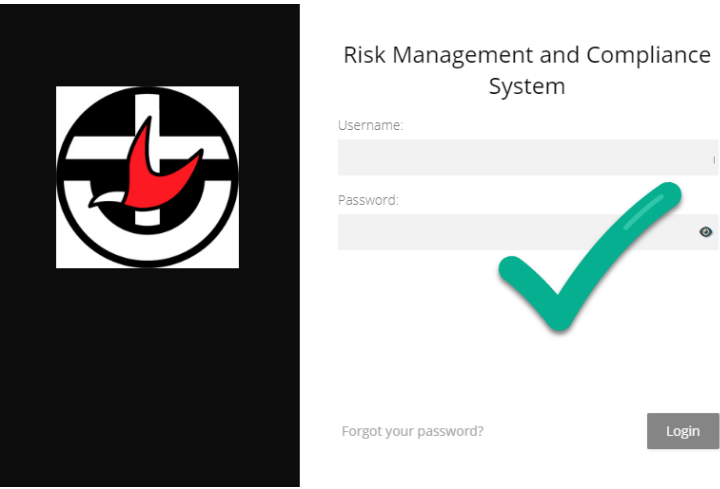
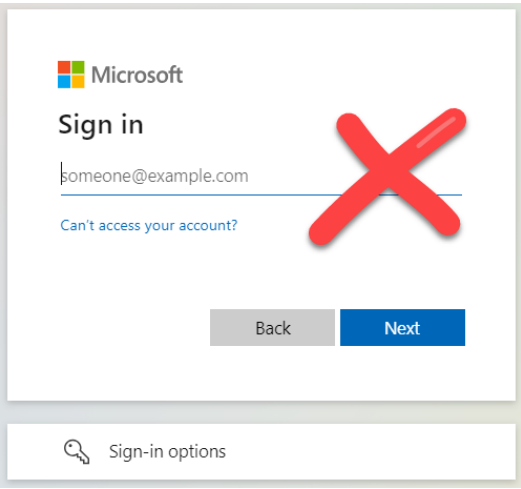
Once logged in, you will see the *main launchpad page*.



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Make sure you're on the correct login page

Audience	Correct login page
Login page for congregations and presbyteries	
Login page for synod staff	

If the synod staff login page ever appears, use [this link](#) to go to the congregation login page. **Congregation and presbytery staff will not be able to use the synod staff login page - your login will fail.**

Save the login page as a favourite or bookmark

Please save the login page so you have easy access to the link for later.

- How to [save a bookmark in Chrome](#).
- How to [save a favourite in Safari](#).
- How to [save a favourite in Edge](#).

Note: Make sure you save the login page as your favourite **before you login**. Do not save favourites/bookmarks after you login or you will have problems later being taken back to the synod login page.

Forgotten password

Follow this procedure:

- if you don't know or have forgotten your password
- to choose a new password - It's best practice to change your password to something only you know.

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Instructions: Login to Protecht for Congregations & Presbyteries

1. Go to the [congregation login page](#) and click the **Forgot your password** link at the bottom of the page.
2. Enter your **username** and your **email**. See above - these are exactly the same. That is, fill in your email address both in the **Username** and in the **Email** field.
3. Retype the CAPTCHA text. Click the circular pair of arrows to generate another one if it's too hard to read.
4. Click **Reset password**.

The system will now send a password reset link to your email address. **Check your email now.**

1. **Click the password reset link** from your email and follow the prompts.
2. Enter a password twice. It must:
 - be at least 10 characters long
 - not contain common words like *password*
 - contain strong characters like numbers and symbolsConsider basing your password on a phrase to help meet these requirements and choose a memorable password e.g. *Heat3piesfortea!*
3. Go to the [congregation login page](#) again.
4. Enter your email address in **Username** and your new password. Click **Login**.

Once logged in, you will see the main launchpad page.

Revisions

Document number		C/2.1.3.2.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	03.06.2024	Program Manager, Risk and Assurance	03.06.2024	General Manager, Risk and Safeguarding	Program Manager, Risk and Assurance
Next scheduled review		03.12.2024			