

The Uniting Church in Australia QUEENSLAND SYNOD

Instructions

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 <u>ProtechtSupport@ucaqld.com.au</u>.

How to log in for the first time

- Go to https://au.protechtgroup.com/ucaqld/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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Home ucsdd@ddasertiyfestuueraccount1 02/06/2243 11:10 AM		
Actions Actions are tasts that require action by your congregation.	Safety Plans Your congregations into assessments.	
Create or manage actions - Register Your Actions register stores action items and provides online forms.	Create or manage safety plans - Register Your Safety Plans register stores risk management plans for activities and provides police forms.	
Safety Incidents Your congregations selley incidents.		
Create or manage incidents - Register Your Safety incidents register appropriate some records of any typey, liness and property must and provides online forms.		

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Audience	Correct login page			
Login page for congregations and presbyteries	Risk Management and Compliance System Username: Password:			
Login page for synod staff	Forgot your password? Login			
	Microsoft Sign in someone@example.com Can't access your account? Back Next			
	Sign-in options			

Make sure you're on the correct login page

If the synod staff login page ever appears, use <u>this link</u> 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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- 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 symbols

Consider basing your password on a phrase to help meet these requirements and choose a memorable password e.g. *Heat3piesfortea*!

- 3. Go to the <u>congregation login page</u> 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					