

VAD Clinical Portal user guide

Activate your account

Before you start

To activate your account you'll need to have received an **'Account Created'** email from health.vadnoreply@sahealth.sa.gov.au.

If you haven't received this email within a few days check your "spam" folder.

If you still haven't received this email, contact the VAD Operations Team at health.VADOperations@sa.gov.au.

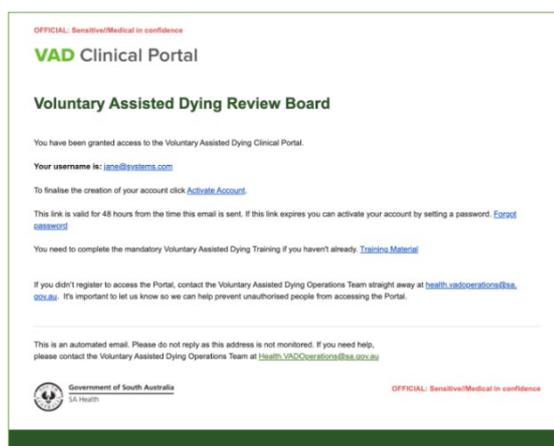
How to activate your account

Step 1: Receive account activation email

1. Go to the 'Account Created' email.
2. Click the **Activate Account** hyperlink.

This hyperlink is valid for 48 hours from when the email was sent.

If the hyperlink expires, activate your account by following the Forgot password process.



Step 2: Set a password

On the Active account screen, enter a **valid password**. Your password:

- Must be at least 14 characters.
- Cannot be one of your last 5 passwords.
- Cannot be a common word or abbreviation, for example your name.

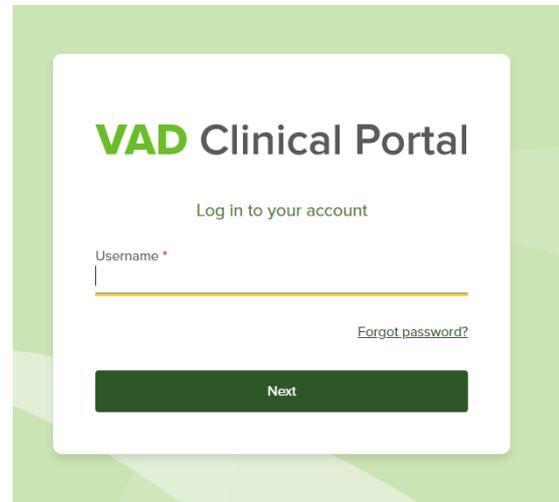


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Step 3: Enter your username

Enter your VAD Clinical Portal **username**.

You can find your username in the activation email.

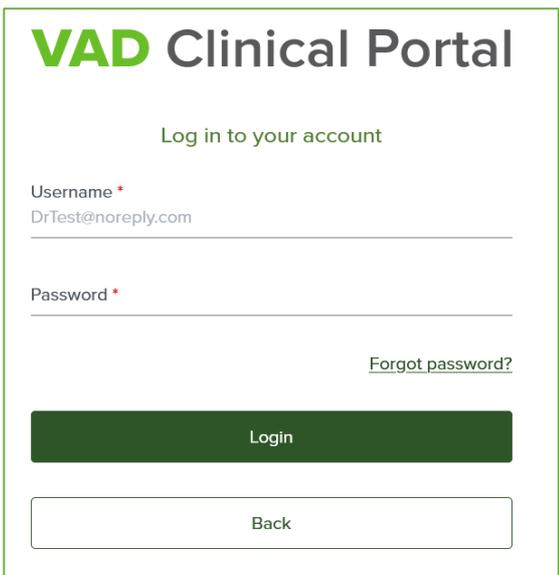


The screenshot shows the VAD Clinical Portal login interface. At the top, it says "VAD Clinical Portal" in green and black. Below that, it says "Log in to your account". There is a text input field labeled "Username *" with a red asterisk. Below the field is a green "Next" button. A link for "Forgot password?" is located to the right of the input field.

Step 4: Enter your password

Enter your VAD Clinical Portal **password**.

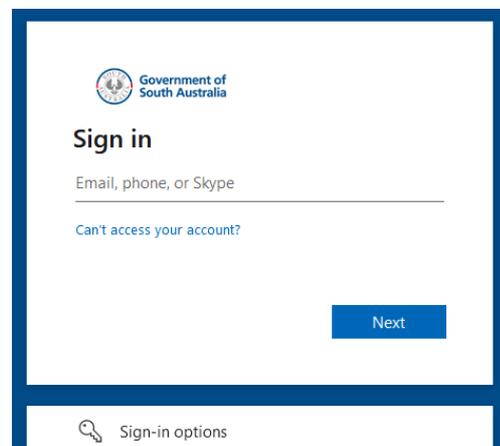
If you **do not work for SA Health** enter your Clinical Portal password to login.



The screenshot shows the VAD Clinical Portal login interface. At the top, it says "VAD Clinical Portal" in green and black. Below that, it says "Log in to your account". There are two text input fields: "Username *" with a red asterisk and "Password *" with a red asterisk. The first field contains the text "DrTest@noreply.com". Below the fields are two buttons: a green "Login" button and a white "Back" button. A link for "Forgot password?" is located to the right of the password field.

If you **work for SA Health**, you'll be directed to sign in using your SA Health log in details.

Log in using your **sa.gov.au email** address and **password**.



The screenshot shows the SA Health sign-in page. At the top, it features the Government of South Australia logo and the text "Government of South Australia". Below that, it says "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the field is a link for "Can't access your account?". A blue "Next" button is located at the bottom right. At the bottom of the page, there is a link for "Sign-in options" with a magnifying glass icon.



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Step 4: Complete mandatory VAD training

You will have limited access to functions in the VAD Clinical Portal until you successfully complete the mandatory VAD training.

A yellow banner will appear on your home screen including **a link to the mandatory training** and **your unique training access code**.

You will need to complete the training at  **Launch Learning Online**



Next steps

- Complete mandatory VAD training

