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## Modifying/Updating, or Transferring a Users account ...... 25

## ePASS v1.5 - Desktop & Catalogue

## What is ePASS?

ePASS stands for Electronic PASSport, which is a central directory for ICT services Catalogue and Provisioning.

ePASS was implemented to assist the outsourced service providers determine the true identity of NTG users ringing their service centres for assistance.

DCIS undertakes some of the processing functions of payroll for the Institute and as such the Institute uses a number of NTG systems, including my-HR. In the instructions that follow where it is stated *NTG employees* this also includes Institute staff.

#### What are the benefits of using ePASS?

- A significant reduction in time to process requests for ICT Services
- A challenge database for added security
- Greater control of accounts to delete a user and services
- A move towards one User ID for all systems
- A move towards one password for all systems
- Prior access set up for new starters
- One stop shop no chasing around and is user friendly

#### Why use ePASS?

If you wish to access any services provided by the Northern Territory Government, it is now mandatory to have an ePASS account. This will be used to verify users when the contact the service providers for assistance.

ePASS is used to;

- Register a New User
- Modify a Users account
- Change Services
- Transfer a User in and out of a Department
- Transfer within a Department
- Check details against Cost Centres
- · Access other Applications that use ePASS
- Disable a Users account
- Re-enable a Users account

# **Responsibilities**

### **User Access and Responsibility**

Users must ensure that they update their ePASS account when they:

- commence employment
- relocate to another department
- cease employment

Users have the ability to log requests to change their access to NTG services, eg. network accounts, email accounts, internet access and Mainframe access.

They must then forward this type of change request onto a Delegate for approval.

Users have the ability to log requests for modifications for them-selves or a New user.

They cannot log modifications for other user's.

### **Delegate Responsibility**

A Delegate has the responsibility to ensure that the information entered for the users is correctly maintained.

Delegates have the ability to:

- create accounts for New User's
- modify existing User accounts details
- disable User accounts

Delegates are also responsible for:

- advising ePASS Support when they are going on leave so that they can be removed off the list and no emails are sent to them
- arranging backup Delegates while they are on leave

# Notification of impending changes.

If there are changes to be implemented over the week end within the ePASS environment you will be greeted with the following screen when you access the <u>http://epass.nt.gov.au</u> site.

This screen will list the date, time and what proposed changes are to be implemented.

Once you have read the information on the screen, click on the link beside the words **To proceed to login**, <u>click here</u>.

ePASS 1.5 Update/Notification
The following eFAS31.5 Update is scheduled for PRCD implementation commencing Bunday 01/02/2007 from 20:00 - 31:00. No Outage is necessary, Normal eFASS authentication will be available during this period.
Beveral cosmetic changes as follows: 1) Replace logas with current NTC/DCIS logas. 2) Change wording of new account screen to encourage shorter userids (4 to 5 characters). 3) Change wording of button on new account screen for requesting 3 character userial and indext pop-up message explaining 3 character IDS (to appear after button is pressed).
To proceed to Ingin, <u>birk here</u>

## Logging on to ePASS.

To sign into ePASS you will need to open a Web Browsing page, eg: Internet Explorer and enter the following address

#### https://epass.nt.gov.au/

Then click **GO** or press the enter key.

🚰 Google - Microsoft Internet Explorer	
Eile Edit <u>V</u> iew Favorites <u>I</u> ools <u>H</u> elp	<b>1</b>
🚱 Back 🔹 💬 🔁 🙋 🏠 🔎 Search 🤺 Favorites 🜒 Media 🤪 😥 😓 🤤 💌 👻 💭 🗱 🥥	
Address https://epass.nt.gov.au	Go Links
🔽 💽 🗸 ://epass.nt.gov.au/ 🔽 Go 🖟 🍓 🧭 🤔 🖛 🛣 Bookmarks 🗸 🦓 Check 🔻 🔨 AutoLink 👻 🍺 Send to 🛪 🥖 🔘	)Settings 🔻
Personalized Home	Sign in 🖻
Google	

### **Outages**

If ePASS is experiencing operation issues, when you attempt to access the login page you will have the following Alert screen appear.

This will indicate the current status of the alert.

The screen with the **Red** Traffic Light, indicates that there is an ePASS outage and is not available for use at this time.



The page with an Amber Traffic Light, indicates that there have been or is experiencing periodic network issues, however is available for use.

The page with the **Green** Traffic Light, indicates that ePASS is now available for use and you should not be experiencing any further problems

If there have not been any further operating interruptions with ePASS, for a preceding period of time, the ePASS login screen will appear with no advice page being displayed first.

Type in your ePASS User ID.

Enter your password that has been provided by your manager or the NTG Helpdesk.

🐸 <u>Contact ePASS Support</u> 🕴 <u>Privacy</u> 🍁 <u>Delegate Listing</u>
ePASS - User Login
Please identify yourself by entering your ePASS User ID and Password:
Password: Forgotten your password? Call the NTO Service Desk on 44585 or 1800 000 254, DEET staff call the DEET Helpdesk on 89995950
Dogin 🔀 Cancel
♥ <u>Help on ePASS</u> ♥
📩 New NTG Employees Register Here 🕌 Check your ePASS Registration Status

The following screen will appear once you have successfully logged onto ePASS.

		🐸 <u>Contact ePASS Su</u>	pport 0 Privacy	🏦 <u>Delegate Li</u>	stina
Welcome Bernad	ette Eve Izod		ji a	Logout	?
Personal Contact Wor	Challenge Questions Services	Activity Log	atalogue		
Personal Details			🔏 Edit/Up	date Details	
Personal Title:	Ms.				
Name:	Bemadette Eve Izod				
ePASS User ID:	b2i				
ePASS Password:	Change Password				

# **Exploring the ePASS Logon Screen**

Take a quick tour to familiarise yourself with the logon screen.

- List of NTG ePASS Delegates by department cost code identifier.
- Privacy information
- Contact ePASS Support



- ePASS user login enter your User ID and ePASS Password here.
- ePASS Online Help
- New NTG Employees Register Here
- Check your ePASS Registration Status

Wherever you see a grey rectangular bar, this is a link, you will need to click on this to access list of information that you will need to choose from.

## **Delegate Listing**

Click on the **Delegate Listing** link at the top left side of the ePASS logon screen as outlined above.

You will be able to view all the Northern Territory Government departments listed in order of numerical Cost Code. You will also be able to view all the external agencies that use ePASS as well.

There are two ways of viewing the lists of delegates associated to the departments.

1. You can search by the departmental list on the main page.

Using the scroll bar to locate the department, click on the Plus sign beside the department you are looking for and expand the list.

🗿 ePASS - Delegate Listing - Microsoft Internet Explorer	_ 🗆 ×
ePASS Delegate Listing	
<all departments="">     Image: Close</all>	
Delegate	
11-DCM Department of the Chief Minister-11	
∃12-NTEC NT Electoral Commission-12	
∃13-OCPE Office of Commissioner for Public Employment-13	
∃14-AUG Auditor General's Office-14	
〒15-OMB Ombudsman's Office-15	

Scroll down the list, you will be able to see all the delegate names for that department/cost code.

**Note:** There are some delegates listed that are DCIS Data Centre Services employees, they are listed so that they can provide assistance when required.

🧉 ePASS - Delegate Listing - Microsoft Internet Explorer	_ 🗆 ×
ePASS Delegate Listing	
All Departments>	
Delegate	
🗉 10-LA Department of the Legislative Assembly-10	
€11-DCM Department of the Chief Minister-11	
12-NTEC NT Electoral Commission-12	
13-OCPE Office of Commissioner for Public Employment-13	
14-AUG Auditor General's Office-14	
€15-OMB Ombudsman's Office-15	
16-NTPFES NT Police Fire and Emergency Services-16	
20-TourNT Tourism NT-20	
121-NTT Treasury Corporation-21	
⊇23-LDC Land Development Corporation-23	
€25-NTT Northern Territory Treasury-25	
26-NTBuild NTBuild-26	
€32-AAPA Aboriginal Areas Protection Authority-32	
⊕35-DEET Department of Employment Education and Training-35	
940-BAT Batchelor Institute of Indigenous-40	
Adrian Somsak Folkers/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Angela Thorpe/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Bernadette Eve Izod/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Beverley Joan Whitter/Batchelor Institute of Indigenous No GAS-40BAT/BAT Batchelor Institute of Indigenous-40/NTGOU	
Chris Pilkington/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Chrissie Truarn/Batchelor Institute of Indigenous No GAS-40BAT/BAT Batchelor Institute of Indigenous- 40/NTGOU	
Elizabeth Arrieta/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Lavinia Rose Williamson/Batchelor Institute of Indicencus No GAS-40BAT/BAT Batchelor Institute of	-

2. You can search for your department via the **All Departments** list at the top of the page.

Click on the Drop Down list, scroll down until you locate your departmental cost code.

Select the code and then click on the Orange **GO** button beside the drop down arrow.



This will also list all of the departments' delegates.

🚰 ePASS - Delegate Listing - Microsoft Internet Explorer	_ 🗆 ×
aPASS Delegate Listing	<u>.</u>
erass belegate Listing	
40-BAT Batchelor Institute of Indigenous-40 🗾 🐵 Print 🗟	
Selected Department: 40-DAT Batchelor Institute of Indigenous-40	
Delegate	
Adrian Somsak Folkers/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Angela Thorpe/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Bernadette Eve Izod/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Beverley Joan Whitter/Batchelor Institute of Indigenous No GAS-40BAT/BAT Batchelor Institute of Indigenous-40/NTGOU	
Chris Pilkington/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Chrissie Truarn/Batchelor Institute of Indigenous No GAS-40BAT/BAT Batchelor Institute of Indigenous- 40/NTGOU	
Elizabeth Arrieta/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Lavinia Rose Williamson/Batchelor Institute of Indigenous No GAS-40BAT/BAT Batchelor Institute of Indigenous-40/NTGOU	
Lia Chin/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Margaret Carlon/PERSONNEL SERVICES-16515/NTPFES NT Police Fire and Emergency Services-16/NTGOU	
Marissa Holland/MAINFRAME SERVICES-661011/DCIS Data Centre Services-66/NTGOU	
Tracy Leann Beinke/Batchelor Institute of Indigenous No GAS-40BAT/BAT Batchelor Institute of Indigenous-40/NTGOU	
Close	

Click on the Close button when you have finished.

### **Privacy information**

ePASS has a Privacy Policy, listing the reasons why the information will be collected, how it will be used and a assurance that the information will be kept secure.

To locate this information, click on the **Privacy** link beside the Delegate Listing link.

🚰 ePASS Privacy Policy - Microsoft Internet Explorer
<b>Collection of Information</b> The ePass directory system has been developed to provide a central user profile for access to NT Government computer and communications systems. The information recorded in the system will be used to support the delivery of NT Government systems and provide the details for an employee contact directory in the NT Government Intranet
Use of information Your personal information may be used in order to: • Request and maintain user profiles in NT Government systems. • Allow authentication of users for password resets. • Supply name, location, telephone and fax contact numbers for the NT Government employee directory. • Maintain and develop NT Government business systems and infrastructure, including testing and upgrading of these systems
Information will not be disclosed to any non NTG parties other than IT service providers unless required by law.
<b>Data security</b> Safeguards will be maintained to protect personal information against unauthorised access, alteration, destruction, use or disclosure and against accidental loss.
X Close

## **ePASS Support Contacts**

To locate the ePASS Support contact information, click on the **Contact ePASS Support** link next to the Privacy link.

NTG IT Services - ePass Contact - Microsoft Internet Explorer		
	ePASS-Support Contact Details	
🖹 eMail:	racfrequests@nt.gov.au	
Phone Number:	899 97803	
	<u>Send us feedback</u>	
	🔀 Close	

ePASS Support & RACF Help

89997803

e-mail racfrequests@nt.gov.au
On-line Help http://uluru.nt.gov.au/ntg/ePASS/help.shtml

**Note:** If you are unsure of a button, you can move your cursor over buttons or icons, a Screen Tip will be displayed, indicating details what the button or icon is used for.

🐸 <u>Contact ePASS Support</u> 🕚 <u>Privacy</u> 📥 <u>Delegate Listing</u>
ePASS - User Login
Please identify yourself by entering your ePASS User ID and Password:
ePASS User ID: Password: Forgotten your password? Call the NTG Service Desk on 44585 or 1800 000 254, DEET staff call the DEET Helpdesk on 89995950
🕞 Login 🔀 Cancel
New NTG Employees Register Here     Check your ePASS Registration Status     Click here to check your registration st
Northern Territory Government

For Institute employees who have forgotten their password the correct number to contact is:

#### ePASS Support & RACF Help

#### 89997803

## **Cogs Spinning Screen**

This screen is informing you that ePASS is processing your request. If this process does not complete within a reasonable time eg. 2 minutes, you will need to log out then back into ePASS and re-log your request.



### **Checking your user Registration Status**

Go to the ePASS Homepage and click on the grey button **Check your ePASS Registration Status**. This is located at the bottom right corner, under the ePASS User ID: & Password: text boxes.

🐸 <u>Contact e PASS Bupport</u> 🔮 <u>Privacy</u> 🏙 <u>Celecate Listing</u>
ePASS - User Login
Flease identify yourself by entering your ePASS User ID and Password;
ePASS User ID:
Password:
Forgotten your password? Call the NT3 Service Desk on 44665 or 1800 COO 254, DEET staffical the CEET Helpcesk or 85995550
🔁 Lana 🛛 🔀 Cartel
🛔 ThewATTI Sublement Reporter Here 🦉 Chelloweer (1948) Reporter State
Northern Territory Government Bapatmentel Seponte and Mennetion Services

You can either enter your User ID, if you know it, or your Surname into the text box area,

Then click Go.

	Contact ePASS Support	O Pruses	🏂 Delegate Listing
ePASS - User Registrations Status			?
Flaase enter the ePASS Usar ID or Last Name.			
eFA3S User Id:			
Or Enter Last Name:			
🗙 Isor			
Northern Territory Government Department of Corporate and Information Services			

If you chose to type the User ID, you will see the following screen appear.

**Note:** The text below the text boxes: This indicates that this user has an active account, and which department they are currently employed with.

	Contact ePASS Support	O Erizaty	🏙 <u>De easte Listinc</u>
ePASS - User Registrations Status			?
Please enter the ePASE Jser ID or Last Name.			
eFABS User Id: 🔝 🐻			
Or Enter Last Name:			
The ePASS Account: b2i for User: B; has been 'APPROVED'. You may login to the ePASS sys	ernadette Eye Izoc, tem using this eFA3S II	) and pass	word
Agency: CCIS Data Centre	Services-66		
🔀 iller			
Northern Territory Government			

If you chose to type your Surname, please note a drop down arrow may appear on the far right side of the text box, this indicates that there is more than one entry found.



Click on the drop down arrow on the far right side, you may need to scroll down the list to locate the correct entry if you are listed.

If you are already register return to the ePASS- User Login Screen and log on.

**Note:** If you have forgotten or don't know your password please find 8999 7803 and ePASS support will reset your password for you.

Once you have this information please go to Modifying/Updating a User Account section of this User manual and check that your details are correct.



**Note:** There are 2 entries for Adam Smith, if the user you are searching for has the same name as these, it could be one of them, you will need to ring ePASS Support to have confirmed who the details listed are for.

If your name is not listed you will need to have a new ePASS Account created. To do this you click the Close button to return to the ePASS – User Login.

Before creating a New ePASS Account, you should always check to ensure that your name is not already listed in ePASS.

Take note of the entries that only have the user name and User ID listed. These are either disabled accounts or they are in draft mode and have not yet been activated.

	🗢 Contact sPASS Support 🛛 O Privacy	🏂 <u>De agate Listing</u>
ePASS - User Registrations Status		?
Please enter the ePASS User (D or Last Name		
ePASS User Id: DAS		
The ePASS Account: das for U is in DRAFT mod	ser: Adam Smith, Ie.	
Close	1	
Northern Territory Government Department of Corporae and information Services		

Select one of the names that are listed with only the User ID next to it, you should see the details relating to the User ID listed as displayed below.

After performing a search for a user or User ID, you don't need to close the window to perform another search. Delete the User ID listed in the **ePASS User ID** text field, enter the next User ID, click **Go**.

If the user is listed and the User ID is in **Draft** Mode, you will need to ring ePASS Support and have the account activated.

# **Creating a New ePASS account**

After you have checked in **Check your Registration Status** to see if you already have an existing ePASS account, and there is no listing for your name, return to the ePASS logon screen and click on the **New NTG Employees Register Here** button.

😂 <u>Contact ePASS Support</u> 🛈 <u>Privacy</u> 🔹 <u>Dejerate Listing</u>
ePASS - User Login
Please identify yourself by entering your ePASS User <b>ID</b> and <b>Password</b> :
eFASS User ID:
Password:
Forgetten your password? Call the NTG Service Desk on 44585 of 1800 0CO 254, DEET staff call the DEET Helpcesk on 89595950
🕞 Login 🛛 Cancel
𝒜 <u>Help on ePASS</u> 𝒜
🗎 New NTG Employees Register Here 🙀 Check your ePASS Registration Status
Northern Territory Government Deparment of Corporate and Information Services

### **Registering a New Batchelor Institute Employee in ePASS**

**Note:** All fields that have a **Red Asterisk**, \* beside it, are a mandatory field and must contain information before you can submit your request.

	😂 Contact <u>e74</u> 88 Bupport	Drivacy	🎪 <u>Delegate List ng</u>
ePASS - New User Registration			?
The fields indicated with an asterisk * ere recurred to complet	e this form		
Personal Contact Work Challence Questions Services			
Personal Details			
Personal Title: *			
Frst Name: *			
Middle Name:			
Last Name; *			
ePASS User ID: * Insed a 3-chars	cter User ID		
4 to 5 characters long, Special User IDs up to Valid characters are a to z and 0 to 9	7 characters long - check with	de egate	
A valid ePASS User ID cannot be modified on	ce assigned		
eFA5S PEssword: * Minimum 8 characte	rs required		
Confirm Password: * Reenter your ePASS	password to confirm		
		Next ∘⇒	X Cancel
Northern Territory Government Department of Corporate and Information Services			

### **Choosing a New User ID**

When choosing a new User ID remember to choose a User ID between 4 and 5 characters

Most people choose the first initial and then a few characters from the users' last name. ie: *Sarah Smith User ID = ssmit* 

Make sure the User ID is not offensive to anyone.

As the user creating the request, you will need to provide a logon password for your ePASS Account. Passwords must be complex, a combination of **8 or more letters alpha, numeric, upper and lower case**. eg: Monday19.

### **Contact Details Tab**

Update your **Office Phone**: number as the default number listed is the NTG Switchboard number and you should insert your work number.

Enter your Mobile & fax numbers, where applicable and your email address in the relevant fields,

Contact ePASS Support 0 Pri	vacy 🏙 <u>Delegate List ng</u>
ePASS - New User Registration	?
The fields indicated with an astarisk * are required to complete this form	
Persona offer Work Challenge Questions Services	
Contact Details	
Office Phone: * E9925511	
Ncb le Number:	
Fax Number:	
Pager Number:	
e-mail Address:	
State: * Northern Terricoy	
Location: * Not Listed	
Publish phone and location datails on internal NTO Phone Directory 7	
←• Projen: 4.1	🄸 🔀 Cancel
Northern Tesritary Government Desarment et Corporte and Information Services	

#### **Location Details**

Every time you click on one of the Grey bars/buttons, an ePASS table window will open, displaying a list of information to select from.

To enter your Building location where you are working, you need to click on the **Click here to select** your Office Location in the Northern Territory button.

The information listed is a list of the all the Northern Territory Government owned and leased buildings in the local area. This information is collected from BAMS (Building Asset Management System).

You will need to click on the **Select a Suburb** drop down arrow to access all the buildings in that suburb/community.

Note: All the locations are in alphabetical order of large towns, cities, suburbs and then communities.

BAMS table services - Microsoft Internet Explorer	
NTG Location by Suburbs	
Select a Suburb	
Ayers Rock	
Banthula	
Barrow Creek	
Batchelor	
Bauhinia Downs	
Bees Creek	
Belyuen Berry Springs	-
🕘 Done 🛛 👘 🔒 🍋 Local intranet	. //

Scroll down the list until you locate Batchelor.

This will display the list of NTG buildings located in Batchelor region.

Click in the text field beside to the word **Contains** and type in part of the building name. eg. **Fire**, click on the **Go** button next to this field.

🚰 BAMS table services - Microsoft Internet Explorer	_ 🗆 ×
NTG Location by Suburbs	
Batchelor	-
C Starts with Contains	Go
Batchelor Area School Administration Batchelor Area School Classroom Block Batchelor Area School Multipurpose Hall Batchelor Area School Pre School Batchelor Area School Secondary Learning Unit Batchelor College Administration Block 1 Batchelor College Administration Block 2 Batchelor College Block E1 Administration Batchelor College Block E2 Model Health Clinic Batchelor College Block E3 Community Studies Batchelor College Block E4 Seminar Building Batchelor College Block E4 Seminar Building Batchelor College Block E5 Compound Bulk Store Batchelor College Childcare Centre North Block Batchelor College Childcare Centre South Block	Build
OK Cancel	
🕘 Done 🛛 🗧 🍓 Local intranet	/

If you cannot see the name in the list, scroll down the list, it may be located further down the list. If there may be too many buildings in the list to all be displayed. Click in the Contains **text box field**, type part of the name and click **Go**.

Double click on the name if you can see it listed.

BAMS table services - Microsoft Internet Explorer	_ 🗆 🗵
NTG Location by Suburbs	
Batchelor	•
C Starts with 🕞 Contains	Go
Batchelor Fire Station Bushfire Council Office Complex Not Listed	
OK Cancel	
🕘 Done 🛛 🔂 🍋 Local intranet	

This will then conduct a search and list only the buildings that have the word Fire in their name. **Double click** on the Building name, or click on **OK** at the bottom once you have selected the name.

### **Work Details Tab**

#### **Employment Type**

There are four types of employment within the NTG:

- Permanent requires no date to be set
- **Temporary** (for Institute appointments this is called a Fixed Term employment) requires an end date to be set
- **Contract** ( for Institute appointments this is called a Fixed Term employment) requires an contract end date to be set
- Trainee (not applicable for the Institute staff) requires contract end date to be set

The Permanent employment type is the only type that does not require an End Date. This should be selected for Permanent employees to the position listed below. If they are employed on Higher Duties temporarily, they should have Temporary selected.

**Note:** If you are on any type of employment other than Permanent, and your contract end date has been extended, you will **HAVE** to update the date in ePASS before it expires. If you don't update this, your ePASS account will be automatically set to **Disable** when the agent is run at 11.00pm and you will **NOT** be able to logon to any of the NTG services the next working day.

### **Employment End Date**

To set the Employment End Date for a Temporary, Contract or Trainee employee, click on the small **table** like icon next to the **<<Click to select date.** 

	😂 Contact «PASS Support 🛛 🔮 Erizae	ts 🎄 <u>Delegate Listing</u>
ePASS - New User Registration		?
The fields indicatec with an asterisk * are required to comple	te this form	
Personal Contact et il Challenge Questions Service	s	
Work Detoils		
Employment Type: *		
Employment End Date: *		
Job Title: *		
This have been provided for a state of the s	n di Gancia (Galeria)	
NTG Department: *	-	
Cost Centre Code: *		
Cost Centre Unit: *		
Churchere te defensyour Marriagier Manager: *		
	An - course Next **	M 🔀 Carle
Northern Territory Government Department of Companies and Information Services		

Select the relevant date,

<< < October > >> 2006						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
З	9	10	11	12	13	14
15	16	17	18	19	20	21

the << >> will move to the previous or next year

the < > buttons will move to the previous or next month

Click on the date button to select the contract end date.

#### **Job Title**

The **Job Title** field, this is a mandatory field and should contain the Position Title listed on the Job Description/Statement of Duties/Position Profile when it was advertised.

	🔤 <u>Contact ePASS Support</u>	• <u>Privace</u>	🍁 <u>Delegate Listing</u>
ePASS - New User Registration			?
The fields indicated with an asterisk • are required to complete	this fcrm		
Personal Contact Way Challenge Questions Services			
Work Details			
Employment Type: " Temporary 💌			
Employment End Date; * 28/2/2007 📰			
Job Tite: *			
Unick here to be lost wour Lippa timent ().	ostuante		
NTG Department: * DDI6 Data Cenire Services-66	- 66		
Cost Centre Coce: * 661035			
Cost Centre Urit: * EPA83-861035			
Chessing to the end Mension			
Mar ager: * Chr s Pilkington - cap			
	<ul> <li>Another transformer</li> </ul>	Net 🏎	🗙 osneti
Northern Territory Government Department of Cargorate and Internetice Services			

#### **Department and Cost Centre**

You can not type any text in these fields, you must lick on the **Click here to select your Department/Cost Centre** button.

	Contact ePASS Support	• Privacy	🍁 <u>Delecate Listing</u>
ePASS - New User Registration			?
The fields indicated with an asterisk " are required to complete	ths form		
Personal Contact Work Challenge Questions Services			
Work Details			
Етроупел: Туре: * 🖬 🖬 🖬 🖬 🖬			
Employment End Date: *			
Joo Tide: *			
litterier kolasierty o Doparar er O	set to a nine		
NTG Department. *	-		
Cost Centre Code: *			
Cost Centre Unit: *			
Druck here to be to you. Manager		_	
Manager: *			
		Nu: *>	🔀 Cantel
Northarn Territory Government			

From the list select your Business unit Cost Code. These cost codes have been up-loaded from GAS. If they are incorrect, contact Finance & Infrastructure and have them update the Business Unit Names and Codes to reflect the changes. They will then need to send these to GAS Support to be entered.

Once you have located your department, click on the relevant cost code.

**Note:** The cost code has been selected at the bottom of the screen. Click on the **OK** button to insert into the ePASS registration form.

🚰 ePASS code table services - Microsoft Internet Explorer 📃 🔲 🗙
Agency
BAT Batchelor Institute of Indigenous-40
C Starts with Contains Go
Batchelor Institute of Indigenous No GAS-40BAT Temporary for invalid Cost Centres-40TEMP Unknown Cost Centre-40UNKNOWN
> 40BAT, Batchelor Institute of Indigenous No GAS-40BAT
OK Cancel

Alternatively you can double click on the Cost Centre that will be financing the user's accounts, this will also insert the information into the ePASS form.

#### **Selecting a Manager**

#### (For Institute staff this should be your immediate supervisor and not your Manager)

Follow the instructions above to add your immediate supervisor's name to the form.

### **Challenge Questions Tab**

All the fields that have the Red Asterisk \* beside the field must be completed.

Enter the correct answer for Questions 1 & 2. Enter both questions and answers for Questions 3, 4 and 5.

Even thought there is no asterisk beside question 5, it is a requirement to have all 5 questions and answers completed.

**Note:** It is very important that these questions are completed as you will experience problems having your password reset when required.

		Contact ePASS Support	🕈 <u>Privacy</u> 🍁 <u>Delegate Listin</u>
ePASS - New Use	er Registration		[
The fields indicated with a	in asterisk * are required to comple	ate this form	
Personal Contact Wor	k Challenge Questions Service	s	
Challenge Questio	n s		
Note: These challenge que Change, Internet, eMail et	estions will be accessed by the servi c.	ce providers to verify you	r identity for Password
• 4 questions and answ	ers must be completed.		
Question1:	What is your mother's maiden name?		
Your Answer:	•		
Your Answer: ' Question2:	What is your father's middle name?		
Your Answer: ' Question2: Your Answer: '	*     What is your father's middle name? *		
Your Answer: Question2: Your Answer: Question3:	What is your father's middle name?	? (Enter your own	question)
Your Answer: Question2: Your Answer: Question3: Your Answer:	What is your father's middle name?  K K K K K K K K K K K K K K K K K K	? (Enter your own	question)
Your Answer: Question2: Your Answer: Question3: Your Answer: Question4:	What is your father's middle name?  What is your father's middle name?	P (Enter your own     P (Enter your own     P (Enter your own	question) question)
Your Answer: Question2: Your Answer: Question3: Your Answer: Question4: Your Answer:	What is your father's middle name?  What is your father's middle name?	? (Enter your own	question) question)
Your Answer: Question2: Your Answer: Question3: Your Answer: Question4: Your Answer: Question5:	What is your father's middle name?  What is your father's middle name?		question) question) question)

### **Services Tab**

With the exception of some Finance & Infrastructure staff & Human Resources staff at the Institute **all staff of the Institute** should click **No** on all Radio button options in the following screen.

Finance & Infrastructure & Human Resources staff who are required in the course of their positions at the Institute to access the Mainframe need to click **Yes** on the **Mainframe access required?** Radio button.

	Contact ePASS Support	t O Privacy	🏦 <u>Delegate Listi</u>
ePASS - New User Registration			1
he fields indicated with an asterisk * are required to co ersonal Contact Work Challenge Questions Se	mplete this form rvices		
Resource Access Service			
Please indicate the service access required:			
Is network access (Local Area Network - LAN) required?	🔿 Yes 💿 No		
e-mail Account required?	C Yes 🙆 No		
Collaboration services required?	C Yes 💿 No		
Desktop Internet access required?	C Yes 🤨 No		
Dialup ISP Internet account required?	C Yes C No		
NTG WAN - VPN access required?	C Yes 🤆 No		
Mainframe access required?	• Yes C No		
Specify any special Mainframe access requirements:			•
	🗢 Previous	🗲 Submit	🔀 Cancel
Northern Territory Government			

Relevant Finance & Infrastructure staff & Human Resources staff will need to state what Mainframe applications they are required to use and will need access to.

**Note**: The Links at the top to:

ePASS Support Contacts

#### Privacy

Delegate Listing at the top

These links are available in all ePASS screens.

If you have not completed all required fields, you will receive a Warning window listing the fields that require completion. When you click **OK**, you will be taken back to the form, all the fields that were empty will be high light red.

Microsof	t Internet Explorer
1	The following fields require your attention: Job Title requires a value Minimum of 4 questions and answers must be completed. Colleague's Name and user ID requires a value
	Press OK button below to return to form
	OK

You need to complete all of the listed uncompleted fields before you can successfully submit the request.

Note: The examples below.

#### **Job Title**

The Job Title entered here should match the job title on your Job Description/Statement of Duties/Role Profile.

	🐸 <u>Contact ePASS Support</u> Orivac	y 🎄 <u>Delacata Listing</u>
ePASS - New User Registration		?
The fields indicated with an asterisk * are required to comple	te this form	
Personal Contact 🤟 k Challenge Questions Service	5	
Work Details		
Employment Type: * Temporary 💌		
Employment End Date: * 28/2/2007 🔤 << Click to select date		
Job Title: *		
(for here to sets to a literation)		
NTG Department: * DC 9 Data Cartra Services-66	- E6	
Cost Centre Code: * 631035		
Cost Centre Unit: * EPAE8-661035		
<ul> <li>Institute to select your stance.</li> </ul>		
Manager: * Chils Pilkirgton - cap		
	←   evots   veal ↔	Carre
Northern Territory Government Begestmet of Cargorith and islameters Sanitaes		

**Note:** If the name is not listed in the list, there may be too many names to list them all within the window. Click in the **Contains** text field and type the surname of your immediate supervisor, then click **Go**.

### **Confirm Users details**

You need to check that the details that have been entered into ePASS are correct, check through the form, if details are correct click on the Confirm button at the bottom of the page.

	😅 <u>Contact ePASS Support</u> 🏾 O <u>Privacy</u> 🖄 <u>Delegate Listin</u>
ePASS - New User Registrati	on
	-
PERSONAL DETAILS	Mc. welcomed. Blogge
eDASS Licer ID:	inef
CONTACT DETAILS	zz (b. t. of of all s
Office Phone:	89995511
Mobile Number:	
Fax Number:	
Pager Number:	
e-mail address:	
State:	Northern Territory
Location:	Darwin Plaza Building Plans Third Floor [00159B3]
Publish phone and location details on internal NTG Phone Directory ?	Yes
WORK/JOB DETAILS	se transfere
Employment Type:	Temporary
Employment End Date:	28/2/2007
Job Title:	ePASS Support
CHALLENGE QUESTIONS	<ul> <li>Weith Folda B</li> </ul>
Question 1:	What is your mother's maiden name?
Your Answer:	tba
Question 2:	What is your father's middle name?
Your Answer:	tba
Question 3:	tba
Your Answer:	tba
Question 4:	tba
Your Answer:	ња
Question 5:	
Your Answer:	
RESOURCE ACCESS SERVICE	Modifie Elit. K
required?	Yes
colleague profile?	Yes
Specify colleague's Name and user ID	: Bernadette Eve Izod - b2i
Specify any special LAN access requirements:	
e-mail Account required?	No
Collaboration services required?	Үвэ
Desktop Internet access required?	Yes
Dialup ISP Internet account required?	No
NTG WAN - VPN access required?	No
Mainframe access required?	No
	🛶 Əlik 🚺 🔁 tərim 🕽 🔀 təri

#### **Selecting a Delegate**

You need to select the appropriate delegate for your cost code from the list that appears after you have confirmed the user details. The Human Resources delegates for the Institute are:

- Lavinia Williamson
- Michelle Sorenson
- Randeen Sawyer
- Vivian Carson

Contact aPASS Support	O <u>Privacy</u> 🍁 <u>Delegate Listing</u>
ePASS - New User Registration	?
Approving Delegate	
Please select the delegate in the department - DCIS Data Centre Services-66, who is	responsible for authorising this request.
Angela Thome MAINFRAME SERVICES-031011/DCIS Data Centre Services-00/NTGOU~CN-enfO-NTC Bernadete EvelocomAINFRAME SERVICES-051011/DCIS Data Centre Services-050/NTGOU~CN=b20/0	=NIU
Chrio Pilkington/M/INFRAME 8ERVICES 381011/DCI8 Data Centre Services 88/NTGOUCN=cap/O=N Culin Mcdunalc/MIDRANGE 8ERVICES-831021/DCI8 Data Centre Services-88/NTGOUCN=igr/C=NTG Elizabeth Arrieta/MAINFRAME SERVICES-861011/DCIS Data Centre Services-88/NTGOUCN=e7a/O=N	го тө
SGarey Neenan/MIDRANGE SERVICES-861021/DCIS Data Centre Services-86/NTGOU~CN=gtn/C=NT/ Cary Copcut/MINIFIRAME DERVICES-661011/DCIC Data Centre Cervices-66/NTGOU-CN=a1//O=NTC Gregory Thomas Connors/AGENCY SERVICES DWN-66418012D/DCIS Department of Corporate and In Lis ChindMINERME SERVICES-8610140/DIS Data Centre Services-86/NTGOU-CN=17/O=NTC	o formation Services-58/NTGOU~CI\=gtc/0=I\T9 ↓1
Please provide your contact details, as the selected delegate of the NTA service providers may con You can use your personal contact number and e-mail address if you do not have a NTA con	itact you about this request. tact number or e-mail.
Confact Number:	
e-mail address:	
	Dace 📑 Guorni 🔀 Cance
Martham Tarritory Gavernment	

#### **User contact details**

The user contact phone number and email address should be listed in the fields below the list of delegates. If they are not you will need to type the details of the user you want to be notified of the progress of the request.

When you have entered the Contact number and e-mail address, click on the **Submit** button at the bottom.



You should see the screen with the cog wheels spinning, this is an indication that your request is being processed, wait a few moments and you should receive the notice advising that your request was submitted successfully.



If this screen does not disappear within approximately 1 minute, you may be experiencing network problems.

You should receive notification similar to the one below, indicating that your request has been submitted successfully.

Microsoft	Internet Explorer
1	Your action was successfully Submitted. The Service Providers and the user will be notified of your action by an e-mail message.
	Press OK to continue
	OK

If you do not receive this notification, your request has not been submitted and you will need to go through the whole process again.

**Note:** ePASS times out after approximately 20 minutes, if you have been distracted while you were completing the request and this amount of time has lapsed, you will need to re-do the request.

# Modifying/Updating, or Transferring a Users account

Staff can change their own details themselves and send it to a delegate to be authorised/approved.

The steps for this are:

Sign into ePASS using your ePASS user id and password

Click on the **Edi/Update Details** button, this is located on the far right hand side and has a **Red** pen at the beginning.

			Contact ePASS	Support O Privacy	🏦 <u>Delegate Listing</u>
Welcome Bernad	ette Eve Izod			2	Logout
Personal Contact Wor	k Challenge Questions	Services	Activity Log	Catalogue	
Personal Details				🙎 Edit/Up	date Details
Personal Title:	Ms.				
Name:	Bernadette Eve Izod				
ePASS User ID:	b2i				
ePASS Password:	Change Password				
Northern Territory Gove	rnment				

This will allow you to **edit** the form. Make the required changes and click on the **Submit** button at the bottom of the page.

The form will be displayed with all the details for you to check that the details are correct. You will need to click on the **Confirm** button.

FAX Receive service via e-mail:	No
FAX Send service via e-mail:	No
Collaboration services required?	Yes
Desktop Internet access required?	Yes
Dialup 15P Internet account required?	No
NTG WAN - VPN access required?	Yes
Specify Delivery Address and/or any special NTG Wide Area Network-VPN OPI Trust access requirements:	3rd Floor Darwin Plaza, Will require access to do remote ePASS 2 testing.
Mainframe access required?	Yes
Specify any special Mainframe access requirements:	Please transfer user id to ZZSSTAFF.
ePASS Status:	Enabled
	🗢 Back 🛃 Confirm 🔀 Cancel
Northern Territory Government	🗢 Back 🄁 Confirm 🔀 Cancel

**Note**: The changes you have made are high-light in grey, the old information is maroon.

Employment Type:	Yermanent	
Job Title:	Admin Officer	
NTG Department:	DCIS Data Centre Services-66-66	
Cost Centre Code:	661035	
Cost Centre Unit:	EPASS 661035	
Manager:	Marissa Holland - hmu	
RESURCE ACCESS SERVICE	<ul> <li>Monthly 2014 (1997)</li> </ul>	
Is network access (Local Area Network - LAN)	Yes 🗧	
required? Is the access required the same as a current.	N_	
colleague prohie?		
Specify any special LAN access requirements:	ensure printer dwopiztpsi/1-dwopizpsi/35 is enabled for printing.	
e-mail Account required?	No	
Collaboration services required?	Nn	
Desktop Internet access required?	No	
Dialup ISP Intornot account required?	No	
NTG WAN - VPN access required?	No	
Mainframe access required?	No	
ePASS Status:	Enabled	
Do not notify service providers for this change request		
Action Date:	nelo ve 🕅 Rection	

When you are satisfied that the details are correct, click on the **Submit Changes** button at the bottom of the form.

**Note**: If you do not click on the Submit button the **second** time the request will not be approved and submitted.