Completing access to TQAS – New User

Once your local administrator has set up your access account, you will receive an email from SESLHD-TQAS@health.nsw.gov.au. The following steps will assist in completing access to TQAS for a new user.

Please ensure that you have logged into a NSW Health Computer and that Chrome is installed. For security purposes, TQAS will not open on kiosk computers (e.g. general access workstations, WOWs). Please contact IT support to assist.

1. On accessing TQAS for the first time you may see a privacy alert. **Left-click** on Advanced.

2. Then **left-click** on Proceed to tqas.sesahs.nsw.gov.au (unsafe)
Completing user access

1. In the email sent to you, you will find a temporary password and a hyperlink to complete user setup.

2. **Right-click** on the ‘Click this link to access’ hyperlink, and select **copy hyperlink**. If the **Copy Hyperlink** option is not available, copy this link: https://tqas.lan.sesahs.nsw.gov.au/tqas/#/newLogin.

3. **Open** Chrome web-browser. In the address bar, **right-click** and select **Paste and go**.

4. You will need to enter the following information: email address, temporary password and new password.

   4.1 The email address must be the same address that the original email was sent to (e.g. NewUser@health.nsw.gov.au).

   4.2 The temporary password is case-sensitive. To avoid error, copy and paste it into the **Password Provided** field. Highlight the temporary password in the email sent to you – making sure not to include any spaces, then **right-click** and select **copy**.
4.3 Right-click inside the Provided Password text box, and select Paste. Next, in the Your New Password text box, set a permanent password that includes a mixture of numbers (e.g. 1,2,3) and symbols (e.g. @,%,*). Re-type this new password into the Repeat New Password text box.

4.4 Next, left-click LOGIN

5 Please ensure that you have read the Disclaimer notice, and the left-click Accept to proceed into TQAS.

6 To easily access TQAS after completing user access, make sure you bookmark the page: https://tqas.lan.sesahs.nsw.gov.au/tqas/#/login by left-clicking the star (★) on the top, right-hand side of the address bar.