Triage Quality Assessment Software
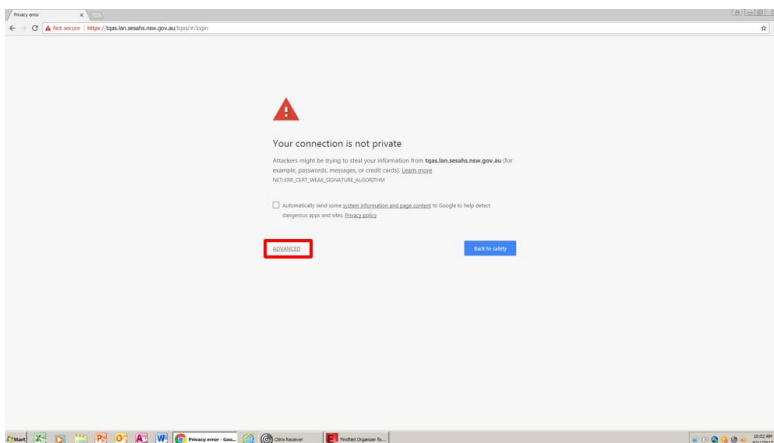## A NURSE AND MIDWIFERY STRATEGY FUND INITIATIVE

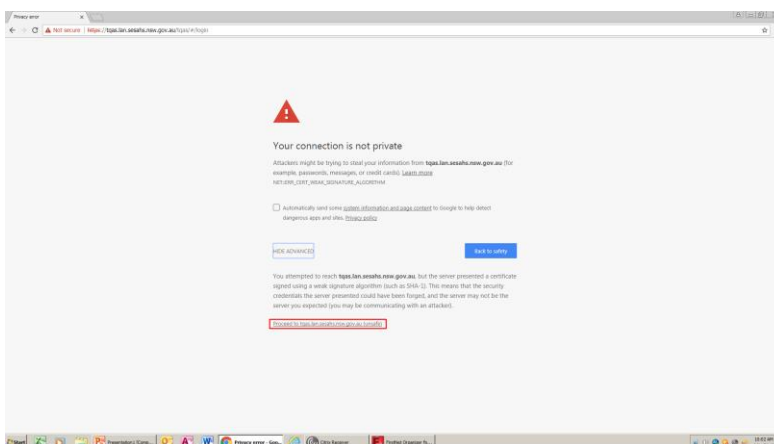## Completing access to TQAS – New User

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*.

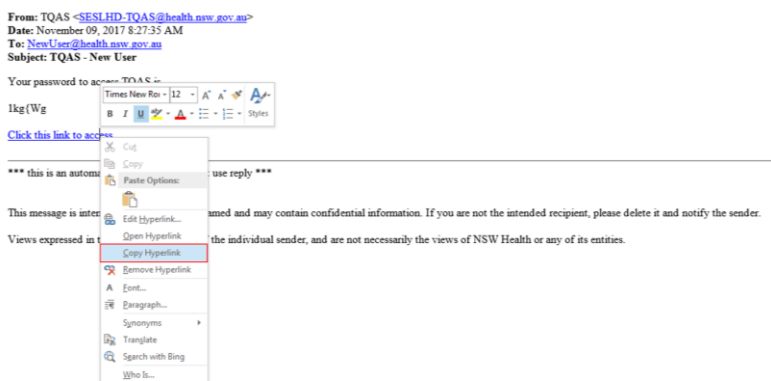2   Then **left-click** on *Proceed to tqas.sesahs.nsw.gov.au (unsafe)*
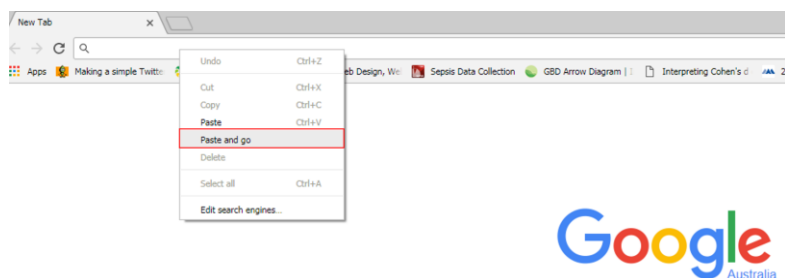
Completing user access

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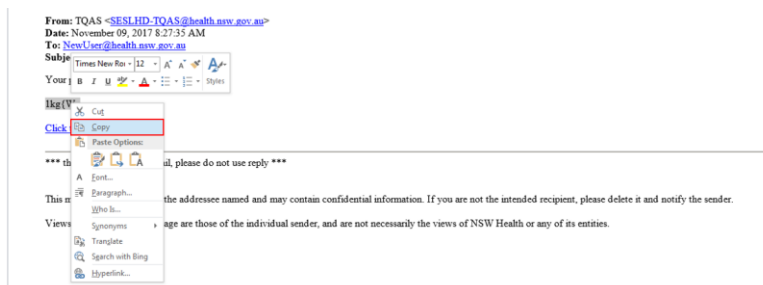

2. **Right-click** on the 'Click this link to access' hyperlink, and select *copy hyperlink*. If the *Copy Hyperlink* option is not available, copy this link: https://tqas.lan.sesahs.nsw.gov.au/tqas/#/newLogin.
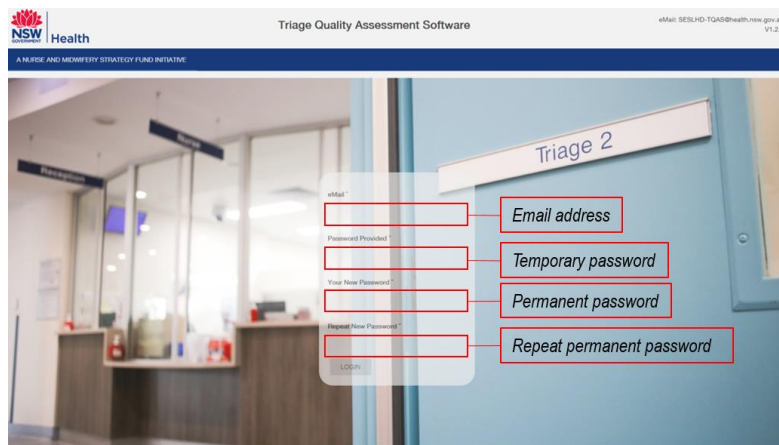

3. **Open** Chrome web-browser. In the address bar, **right-click** and select *Paste and go*.

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*.
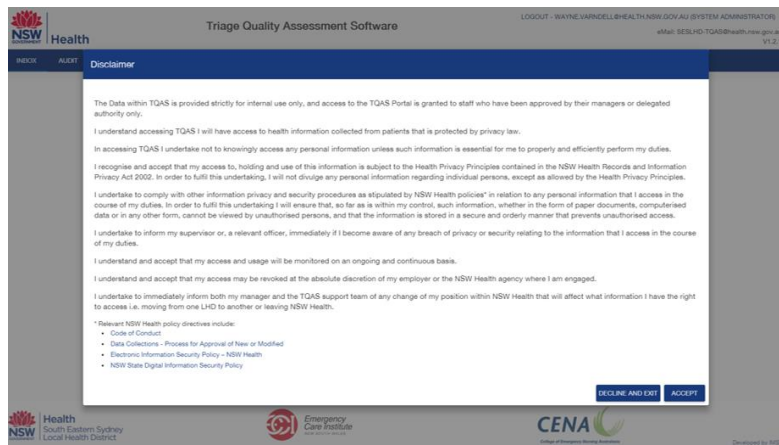
4.3 **Right-click** inside the Provided Password text box, and select *Paste*. Next, in the Your New Password text box, set a permanent password that includes a mixture of numbers (e.g. 1,2,3) and symbols (e.g. @,%,*). Re-type this new password into the Repeat New Password text box.

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.