

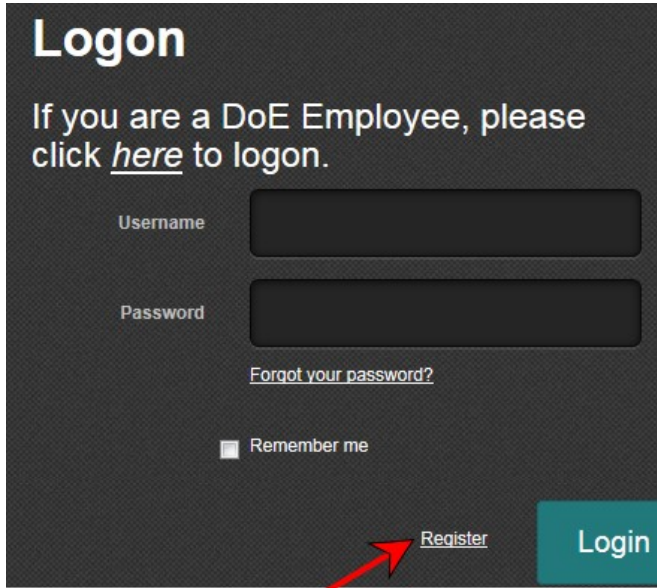
## Creating a Non-DoE Account

This reference guide is only applicable to Non-DoE users. Department personnel automatically gain access to MyPL and can access the system through the MyPL link in the “My Applications” page of their DoE Staff Portal.

Users who have multiple Non-DoE accounts can have these accounts merged when this functionality becomes available in Release 2 of MyPL due beginning of 2017

Step1: Navigate to <https://mypl.education.nsw.gov.au>

You will need to firstly obtain a User Name and Password to access MyPL

	<p>Step 2: Click the <b>Register</b> link.</p>
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## Sign Up

Create your account. [Login](#) if you already have an account.

Title	<input type="text" value="Mr"/>
First Name*	<input type="text" value="Jack"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Reacher"/>
Preferred Name	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Suburb*	<input type="text" value="Panania"/>
Postcode*	<input type="text" value="2213"/>
State*	<input type="text" value="New South Wales"/> x ▾
Country*	<input type="text" value="Australia"/> x ▾

Step 3: Enter in the relevant information for each field presented. Fields marked with an asterisk are mandatory.



Time Zone (UTC+10:00) Canberra, Melbourn... x v

Work Phone

Mobile

Email\* jack.reacher@bigpond.com

Re-enter email\* jack.reacher@bigpond.com

Acceptable use of the department's portal services

\* denotes mandatory fields

Sign Up

Step 4: Enter a valid email address. This will become your User Name and is used in the next step to validate your account.

**Thank you!**

An email has been sent with instructions on how to get started. Please check your email now.

[Return to login](#)

Step 5: Click the link in the email which has been sent to the address specified in the previous step.

# Set my password

Password requires at least 8 characters

New Password \*

Confirm Password \*

Set Password

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Step 6: Type in the password to be used.

Step 7: Click the **Set Password** button to setup your password and take you automatically to the MyPL site.