

# Quick Reference Guide

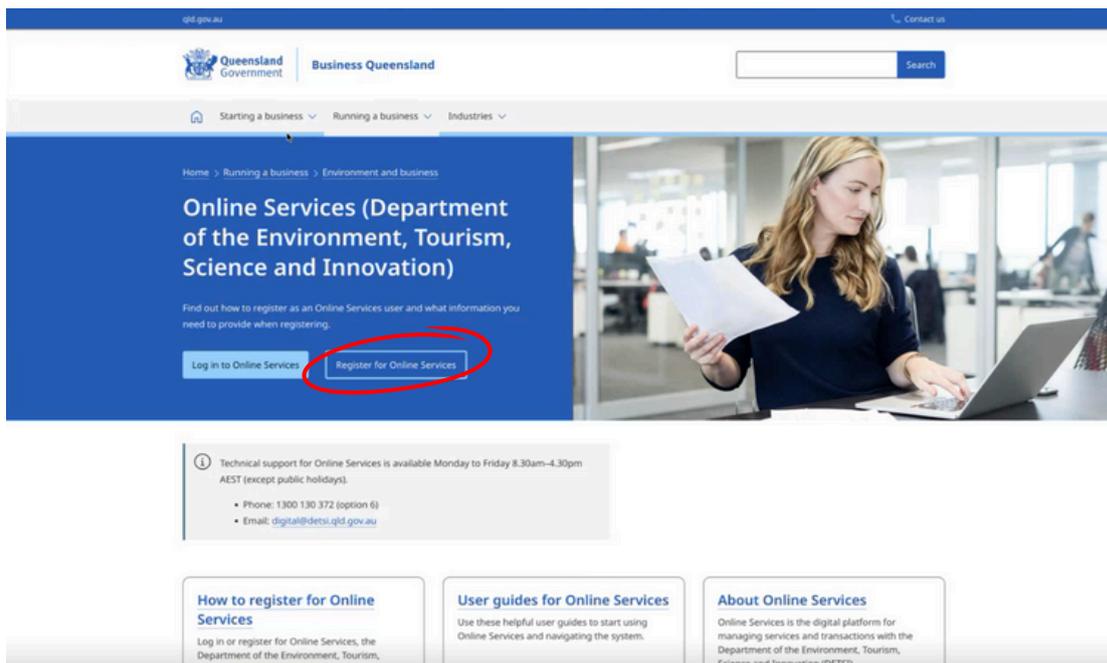
## Setup an Online Services User



This guide will show you how to set up an individual account for DETSI Online Services.

### STEP 1

Navigate to the [DETSI Online Services](#) website page. Click on 'Register for Online Services.'



### STEP 2

You will be taken to the registration form. Fill out all fields with your details, then press 'Submit.'

A screenshot of the registration form. The form is titled 'Registration form' and is part of the Queensland Government website. It contains several input fields: 'Title' (a dropdown menu), 'First name', 'Middle name', 'Last name', 'Email address', and 'Date of birth'. At the bottom, there is a checkbox for 'I have read and understand the Department of Environment and Science's Online Services Terms of Use and Privacy Policy set out on the Department website. I understand that registration to become a user of the Online Services system is subject to these Terms of Use. By using the system I agree to be bound by these Terms of Use (as varied or amended from time to time).'. Below the checkbox are 'Back' and 'Submit' buttons.

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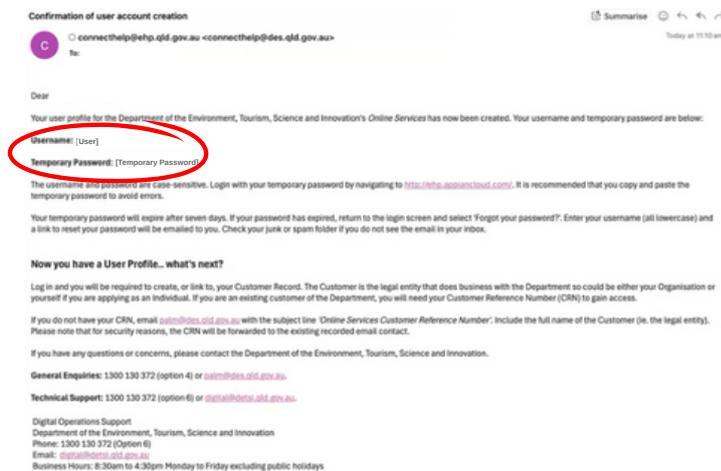
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### STEP 3

Upon submitting the registration form, you will receive an email from DETSI with your username (nominated email address) and a temporary password to login to their Online Services.

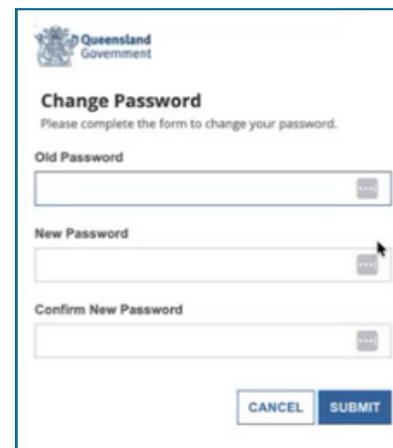
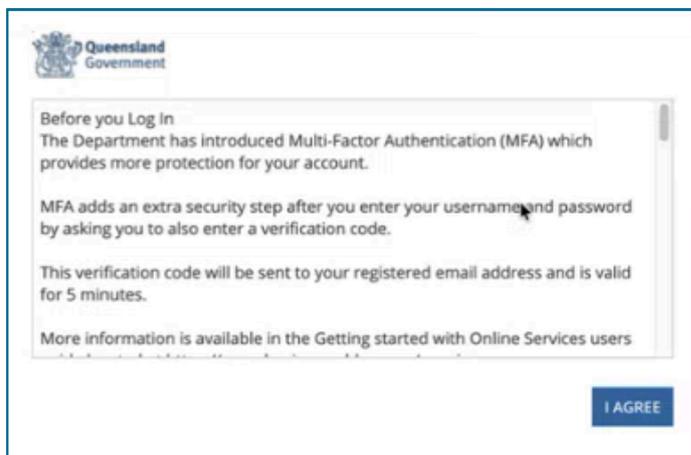
Return to the homepage shown in Step 1, and click 'Log in to Online Services.'



### STEP 4

When you attempt to log in, there will be a pop-up informing you of DETSI's use of two-factor authentication. Read through, then press 'I Agree.'

This will take you to the login page. Enter your nominated email address and the temporary password. You will then be prompted to change your password, be sure to save this somewhere so you do not forget it.



**You will now have an Individual Online Services account set-up which can be linked to your Organisation.**