



How to access SafeScript NSW as a NSW Health Employee

SafeScript NSW is now available to NSW Health employees. This includes NSW Health employees who support the Opioid Treatment Program (OTP) including administration staff, registered nurses, and staff working in Justice Health.

Before you register

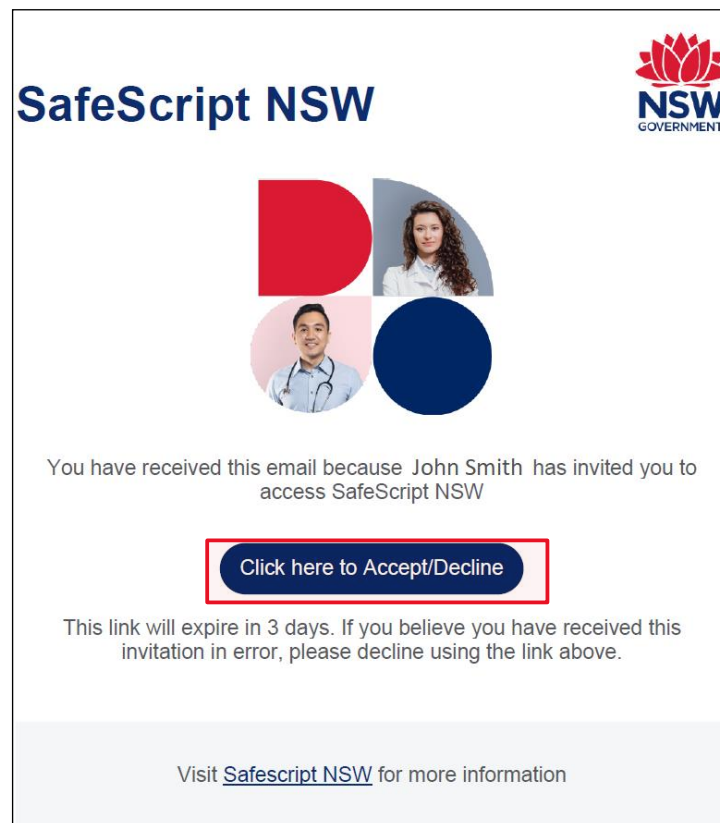
Before you begin using SafeScript NSW you will need an invitation link from a prescriber in your clinic, practice, or organisation.

SafeScript NSW uses information held by NSW Health to correctly identify you. The prescriber will need your Stafflink number and your NSW Health email address to add you into the system. This email address should look like this: "example.name@health.nsw.gov.au". Please ensure that these details are up to date.

SafeScript NSW uses your email address to verify your access and set up your account. If you require any assistance verifying your account, please contact Fred IT Technical Help 1800 776 633.

Step 1: Accept Your Invitation

1. Click on the **Click here to Accept/Decline** link in your SafeScript NSW invitation email. The SafeScript NSW Invitation link will open a page on your web browser.





2. Enter the email address the invitation was sent to in the associated field and click the **Next** button.

SafeScript NSW

You have been invited to access SafeScript NSW by a practitioner within your organisation.

To accept or decline, please enter your email address.

Enter email address

Next

The “Next” button will enable once you enter your email.

3. A) Complete the declarations and read the Privacy Policy. Once you have checked both boxes, click on the **Submit** button.
- B) If you believe you shouldn't have received the invitation, click the **Decline Invitation** button. This will notify the prescriber that you have declined this invitation.

SafeScript NSW

Decline

If you believe you shouldn't have received this invitation, please decline by clicking the Decline Invitation button.

B Decline Invitation

Accept

To accept the invitation, please complete the declarations.

I confirm I need access to SafeScript NSW to perform my role.

I confirm I have read and accept the SafeScript NSW Privacy Policy.

A Submit

4. If you have accepted the invitation, you will see a confirmation message and a link to the SafeScript NSW log in portal. Your SafeScript NSW account is now set up and you can log in via the link or from our website.

SafeScript NSW

Thank you for completing the registration process. You are now able to log into SafeScript NSW.

Your username is your NSW Health email address.

Access SafeScript NSW

For information and support on how to login or access SafeScript NSW, click here.

SafeScript NSW



Step 2: Logging into SafeScript NSW

Once your account has been set up in SafeScript NSW, you can log in with four simple steps.

1. Open SafeScript NSW and enter your **NSW Health email** and then click the **Next** button.
2. You will be directed to the NSW Health log in screen, where you will need to enter your **Stafflink ID** and **NSW Health password**.

The diagram illustrates the first two steps of the login process. On the left, the 'SafeScript NSW login' page features the NSW Government logo, a text input field for 'Enter email (username)', a 'Next' button, and a 'Forgot your username?' link. Below this is a footer with troubleshooting instructions and contact information. A large blue arrow points to the right, where the 'NSW Health | Health' login form is shown. This form includes the NSW Government logo, the title 'Login Form', a text input field for 'Enter your Username or Stafflink ID', a 'Username:' label, another text input field, a 'Continue' button, and a link for 'Where do I enter my password?'.

3. Enter a **6-digit PIN** after logging in.
This pin can be used to easily log back into the system throughout the day without having to apply your Stafflink and password each time.
4. Click on **Save PIN and Login**.



Step 3: Check you are linked to your organisation

Once you have access to the SafeScript NSW portal, you will need to ensure you are linked to the organisations you work at.

Linking employees to organisations can only be done by prescribers.

If you have been incorrectly linked to an organisation or you do not have an associated organisation in your profile, contact your prescriber to verify your access.

The screenshot shows the top navigation bar of the SafeScript NSW portal. The user is logged in as 'John Smith'. A dropdown menu is open, showing options: Profile, Help, About, and Log Out. A red circle highlights the user's name 'John Smith' in the dropdown, and a blue arrow points to it from a text box on the right.

Click on the top-right corner to access your **profile page**.

The screenshot shows the 'Personal Details' page of the user's profile. The page displays the user's first name 'John', surname 'Smith', and stafflink number '9999999'. Below this is a table of linked organisations. A red box highlights the table, and a blue arrow points to it from a text box below.

Name	S...	Organisation Subtype	Address	Suburb	Postc...	State	Phone	Email
[REDACTED]	Public	Hospital - inpatients only	[REDACTED]	[REDACTED]	3456	NSW	[REDACTED]	[REDACTED]
[REDACTED]	Public	General practice/specialist medical...	[REDACTED]	[REDACTED]	2646	NSW	[REDACTED]	[REDACTED]
[REDACTED]	Public	Other	[REDACTED]	[REDACTED]	2083	NSW	[REDACTED]	[REDACTED]

The organisations listed within this grid are the clinics, practices, or organisations you are linked to.

To gain access to other locations, a prescriber at that organisation must assign your account to that organisation.