Cancer Institute NSW

Joining the Cancer Research Education (CREd) Portal
Process for external members and users (outside NSW Health)
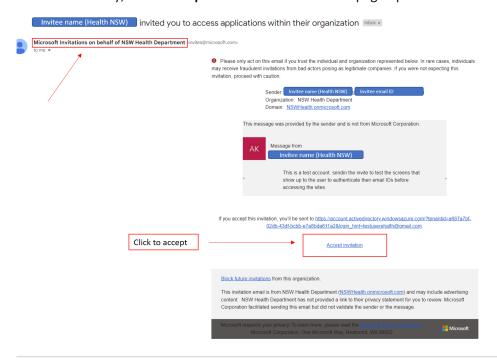
The CREd Portal is a SharePoint site hosted by the NSW Health. Access for non-NSW Health requires a two-step process whereby users are first invited to the NSW Health "Active Directory" and then invited to join the CREd Portal.

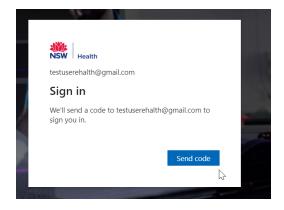The below is a brief outline of the steps involved.

Please note, if you have previously been given access to a NSW Health SharePoint site, Step 1 may not apply.

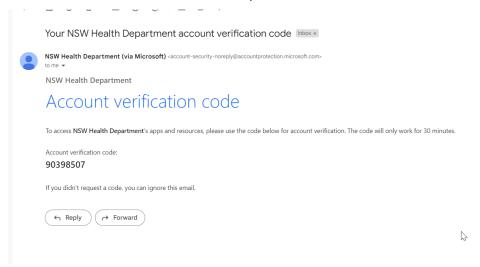## Step 1: Accept the invitation to the Active Directory

1. Check your inbox (as well as junk or spam folders) for an email from "Microsoft Invitations on behalf of NSW Department of health" or "MSFT"

2. In the email body, select **Accept invitation**. A **Send Code** page opens in the browser.
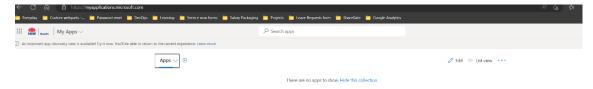

3. Click on Send Code. Another email is triggered to your email ID with the Authentication code.

4. The code is sent from NSW Health Department and has a number in it

Your NSW Health Department account verification code Inbox ×

NSW Health Department (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
to me ▾

NSW Health Department

Account verification code

To access **NSW Health Department**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

90398507

If you didn't request a code, you can ignore this email.

↩ Reply   → Forward

5. Enter the Code in the Next screen and hit enter.

6. Select Accept.

7. The 'My Apps' page will open. You may see the message "There are no apps to show."

8. Close the window and refer to Step 2 of the process as below.

Step 2: Accept the invitation to the CREd Portal

You will be sent a link to the CREd Portal (please note this is a manual process so may not be immediate).

1. Check your inbox (including junk or spam folders) for an email from CINSW-CREdPortal@health.nsw.gov.au

2. Click on "Cancer Research Education Portal" to visit the site

3. Add the page to your bookmarks for quick access.