

ORDA Agency User Guide 1

Logging on and managing passwords

Before you can use ORDA you will need to contact PROV to request an Agency User registration. PROV will need to know:

- Details of your Agency if it is not already registered on ORDA
- Details of the RDA you have arranged (with PROV) to develop
- Your name, agency, email address, and phone number
- If you need read and write (edit), or just read (review) access to your draft RDA's.

You can contact PROV on agency.queries@prov.vic.gov.au, to provide the above details and to consult with PROV's Appraisal and Documentation (A&D) team. Step-by-step advice about developing an RDA can be downloaded from PROV's [website](#).

Important: An Agency or External user will not be able to draft, edit or review a draft RDA until PROV has registered the development project and linked it with the user.

Once you have been registered the PROV A&D team will send you an email containing the following information:

- Your user name
- An initial password
- The URL address to access ORDA

On your first login you should reset your password

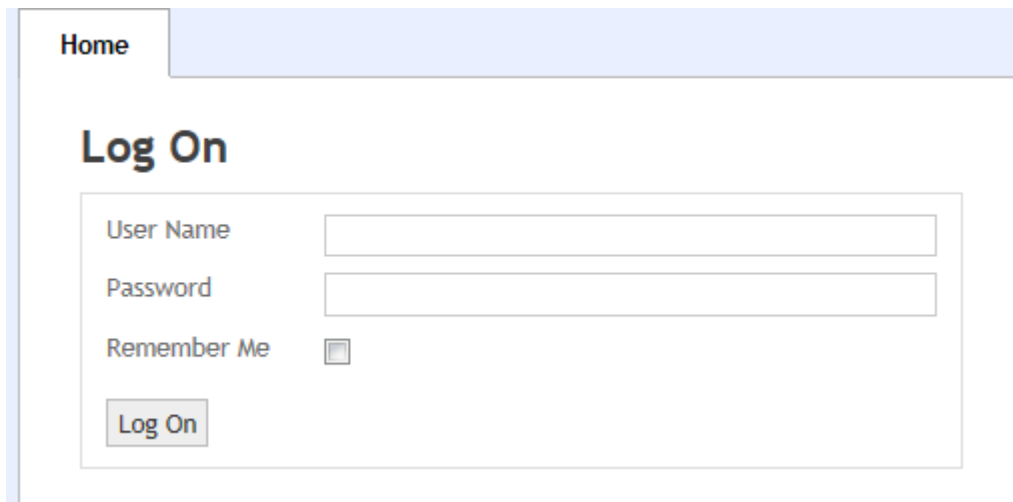
1.1 Logging on

Step 1: Open your Internet browser and enter the ORDA URL address. For best performance, PROV recommends the use of the Google Chrome browser.

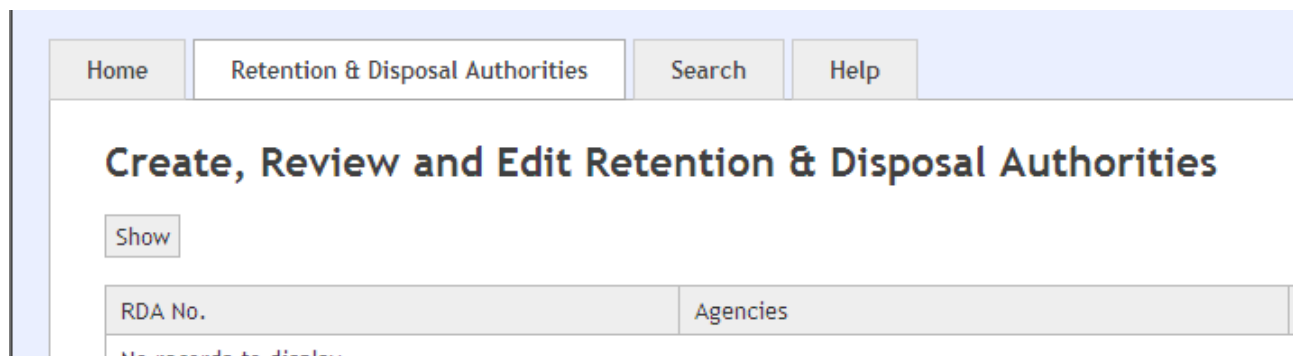
Step 2: Click on the underlined 'Log On' link at the top right hand corner of the home page



Step 3: Enter your user name and password then click the 'Log On' button



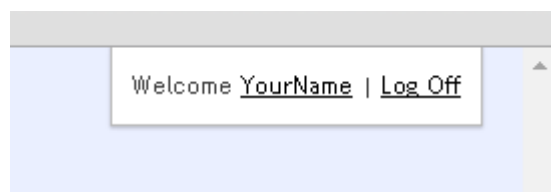
Once you have logged on additional tabs will appear, and you will automatically be taken to the 'Retention & Disposal Authorities' tab. From this you can access any RDAs currently assigned to you.



When you log off, you will be returned to the system's home page.

1.2 Managing Passwords

To change your password at any time, logon and then click on your name in the top, right corner next to 'Welcome'



This will open your account profile

My Account


User Name	username
Name	Surname, YourName
User Type	External User

Clicking on the 'Change Password' button will open the Change Password form where you can enter a new password. A gauge will indicate the strength of your selected password, it is recommended that you create a 'strong' or 'very strong' password

Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in length.

Current Password	<input type="password" value="....."/>
New Password	<input type="password" value="....."/>  Very strong
Confirm New Password	<input type="password"/>

Important: For security reasons, your password cannot be retrieved from the system. If you forget your password, please contact the PROV A&D Team at agency.queries@prov.vic.gov.au to request a new temporary password.

1.3 More information

For more information on using ORDA go to:

<https://prov.vic.gov.au/recordkeeping-government/learning-resources-tools/orda>

For a step-by-step advice on developing an RDA go to:

<https://prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept/rda-development-step-by-step>

For further information regarding disposal go to:

<https://prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept>

Should you require further assistance or advice with ORDA, or the Retention and Disposal of public records, email the PROV Appraisal and Documentation team at: agency.queries@prov.vic.gov.au