

# ORDA Agency User Guide 1

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## 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](mailto:agency.queries@prov.vic.gov.au), to provide the above details and to consult with PROV's Appraisal and Documentation (A&D) team. A Guideline on developing an RDA ('PROS 10/13 G1 Developing an RDA Guideline') 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

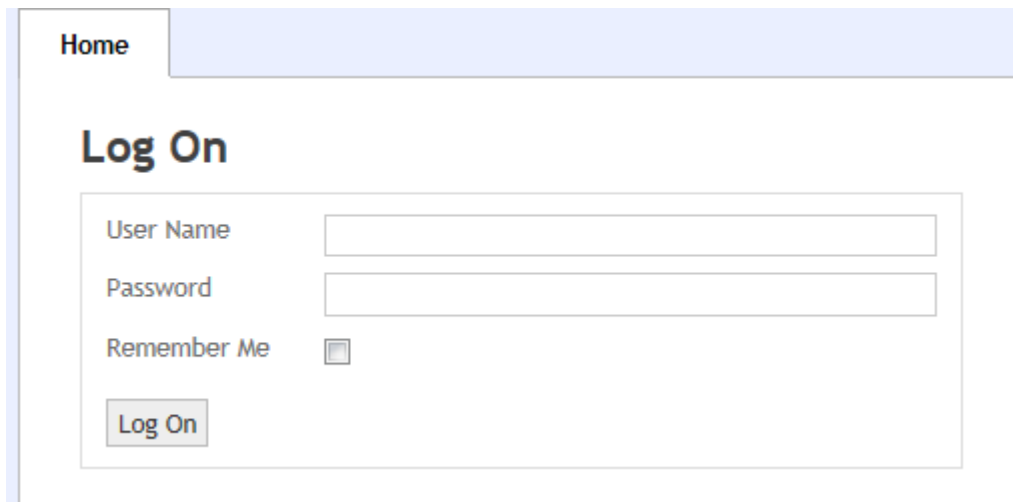
### 1.1 Logging on

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

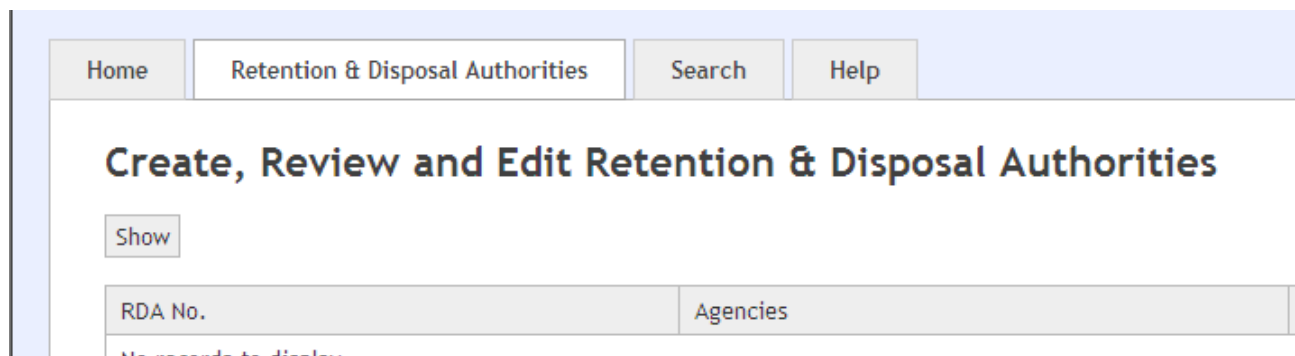
**Step 2:** Click on the underlined 'Log On' link at the top right hand corner of the home page



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



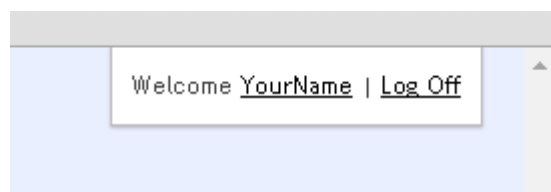
Once you have logged on additional tabs will appear, and you will automatically be taken to the 'Retention & Disposal Authorities' tab. From this you can access any RDAs currently assigned to you.



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](mailto:agency.queries@prov.vic.gov.au) to request a new temporary password.

## 1.3 More information

For more information on using ORDA go to:

<http://prov.vic.gov.au/government/>

For a guideline on developing an RDA go to:

<http://prov.vic.gov.au/government/standards-and-policy/all-documents/pros-1013-g1>

For further information regarding disposal go to:

<http://prov.vic.gov.au/government/disposal-and-transfer>

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](mailto:agency.queries@prov.vic.gov.au)