

13 March 2017 v0.1

# User Guide

## Data Portal

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## Accessing the AEC system

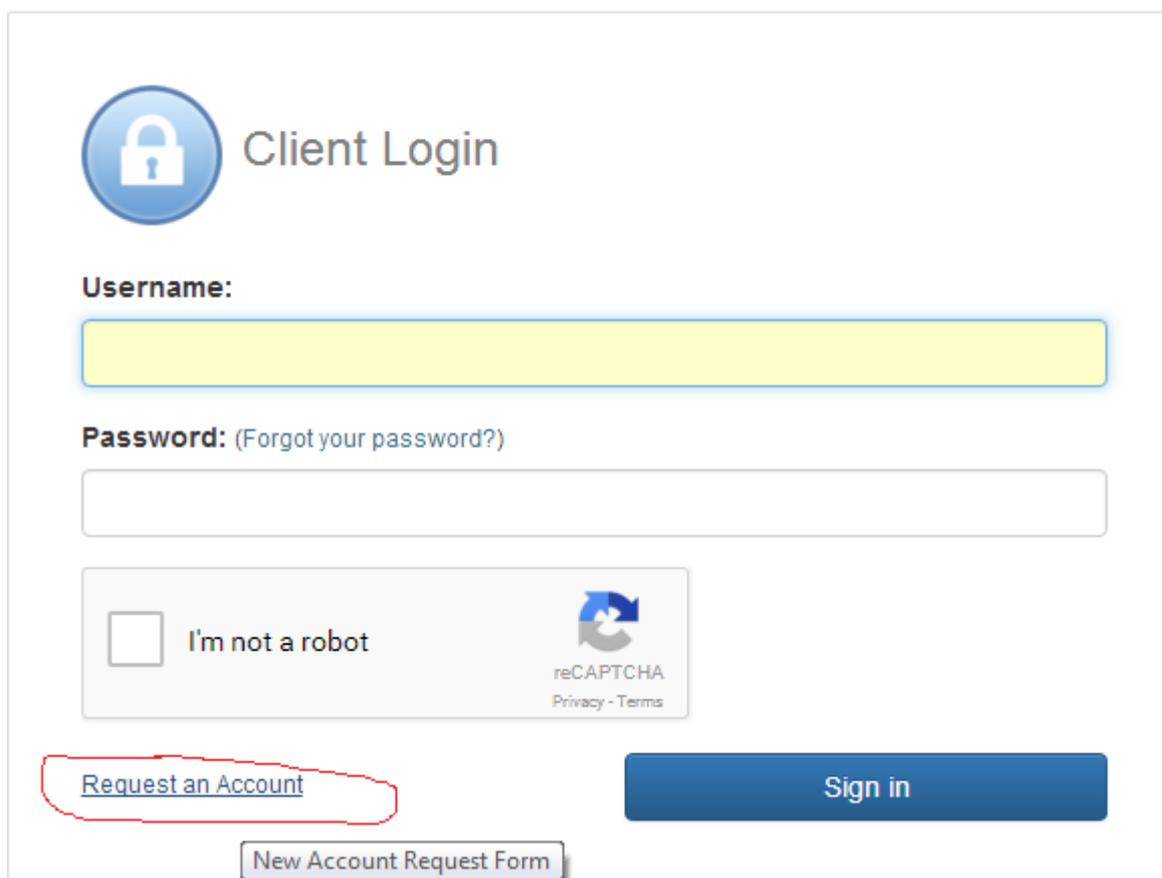
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Browse to <https://data.aec.gov.au>

## New Users

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To request a new account click on **Request an Account**



 Client Login

**Username:**

**Password:** (Forgot your password?)

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Request an Account](#)

**\*\*\*\*\* NOTE: IF YOU ARE ACCESSING THE AEC PORTAL VIA AN APPLMAC DEVICE IT IS RECOMMENDED THAT YOU USE THE SAFARI BROWSER FOR THIS PURPOSE.**

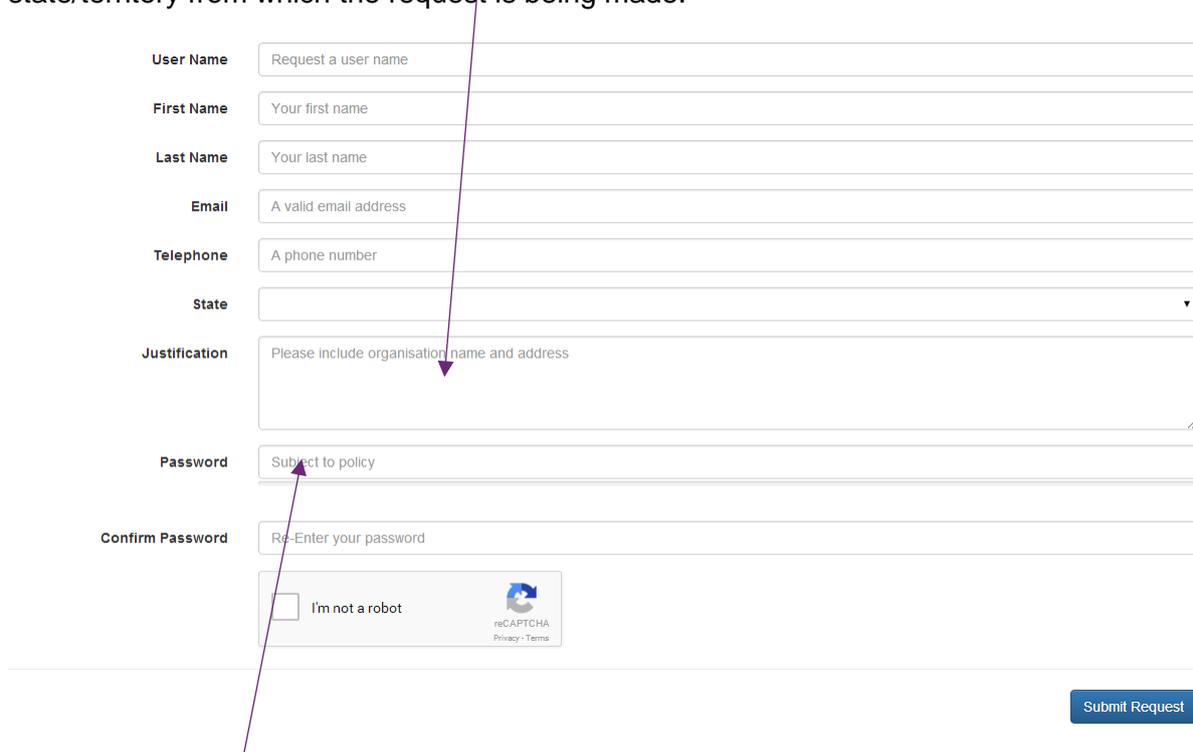
## Australian Electoral Commission

Please fill out all fields.

Note the User Name field is the name you will use to login the portal.

**It is recommended that the first part of the user name be the organisation abbreviation followed by any other detail to allow easier identification when documents are received by the AEC eg. AWUMaryS.**

\*\*\*\*\* In the justification field please indicate the name of the organisation and the state/territory from which the request is being made.



The form contains the following fields and elements:

- User Name:** Request a user name
- First Name:** Your first name
- Last Name:** Your last name
- Email:** A valid email address
- Telephone:** A phone number
- State:** A dropdown menu
- Justification:** Please include organisation name and address
- Password:** Subject to policy
- Confirm Password:** Re-Enter your password
- reCAPTCHA:** I'm not a robot checkbox and reCAPTCHA logo with links for Privacy and Terms.
- Submit Request:** A blue button at the bottom right.

A purple arrow originates from the 'Justification' field and points to the 'Password' field.

Please note the **password must contain at least 9 characters, 1 letter, 1 number, 1 special character**

Click on **I'm not a robot** and follow any prompts. Click **Submit Request** to request account.

An AEC staff member will process your application and you will receive an email once your account has been activated.

## Logging In

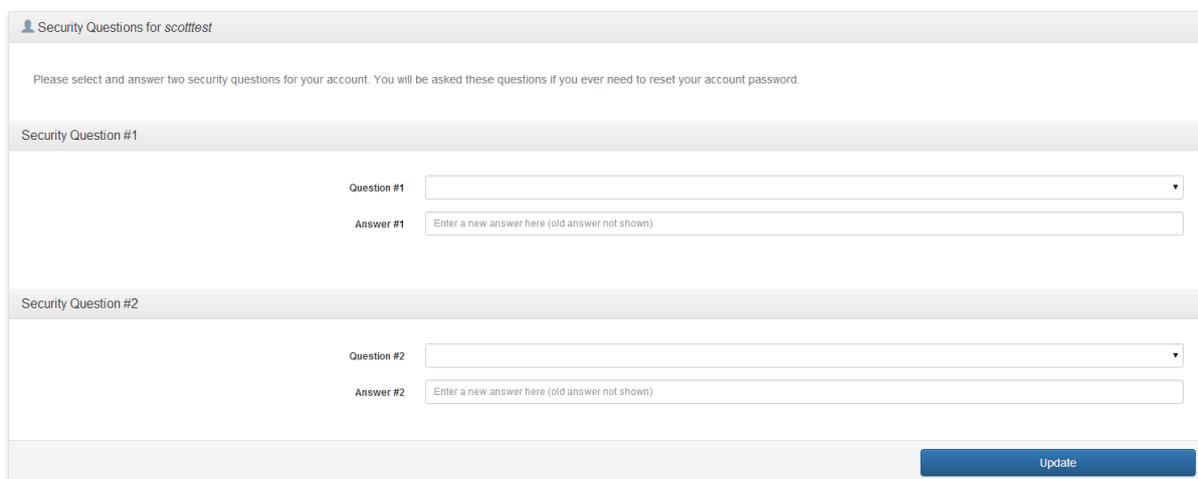
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Once you have an account browse to <https://data.aec.gov.au> and login with the User Name and password you specified when requesting an account.

Click on **I'm not a robot** and follow any prompts. Click **Sign In** to request account.

If this is your first login you will need to provide answers to secret questions. This will be used as verification if you ever need to reset your password.

When you have answered the secret questions click on **Update** button.



The screenshot shows a web form titled "Security Questions for scotttest". Below the title is a grey bar with the text: "Please select and answer two security questions for your account. You will be asked these questions if you ever need to reset your account password." The form contains two sections, "Security Question #1" and "Security Question #2". Each section has a "Question #1" dropdown menu and an "Answer #1" text input field with the placeholder text "Enter a new answer here (old answer not shown)". At the bottom right of the form is a blue "Update" button.

\* Please take note of the answers to the two security questions for future reference (eg. to request a reset to your password)

## Resetting Password

Browse to <https://data.aec.gov.au> and select **Forgot your password?**



### Client Login

**Username:**

**Password:** (Forgot your password?)

I'm not a robot   
reCAPTCHA  
[Privacy - Terms](#)

[Request an Account](#)

Enter your details.

 Password Reset

Please enter your account's username, first name, and last name and we will send a password reset email to your account's email address.

**Username:**

**First Name:**

**Last Name:**

I'm not a robot   
reCAPTCHA  
[Privacy - Terms](#)

## Australian Electoral Commission

Then select **I'm not a robot** and follow any prompts. Then select **Submit**.

An email will be sent to you with a link to reset your password.

You will then be asked to provide answers to your secret questions. After this is completed hit Submit button.

 Security Question

User ID: scotttest

Please answer the following question:

**Question #1:**

In what city did you meet your spouse/significant other?

**Answer #1:**

**Question #2:**

What street did you live on in third grade?

**Answer #2:**

[→ Submit](#)

Enter a new password and confirm password

 Change Password

All form fields are required.

**New Password:**

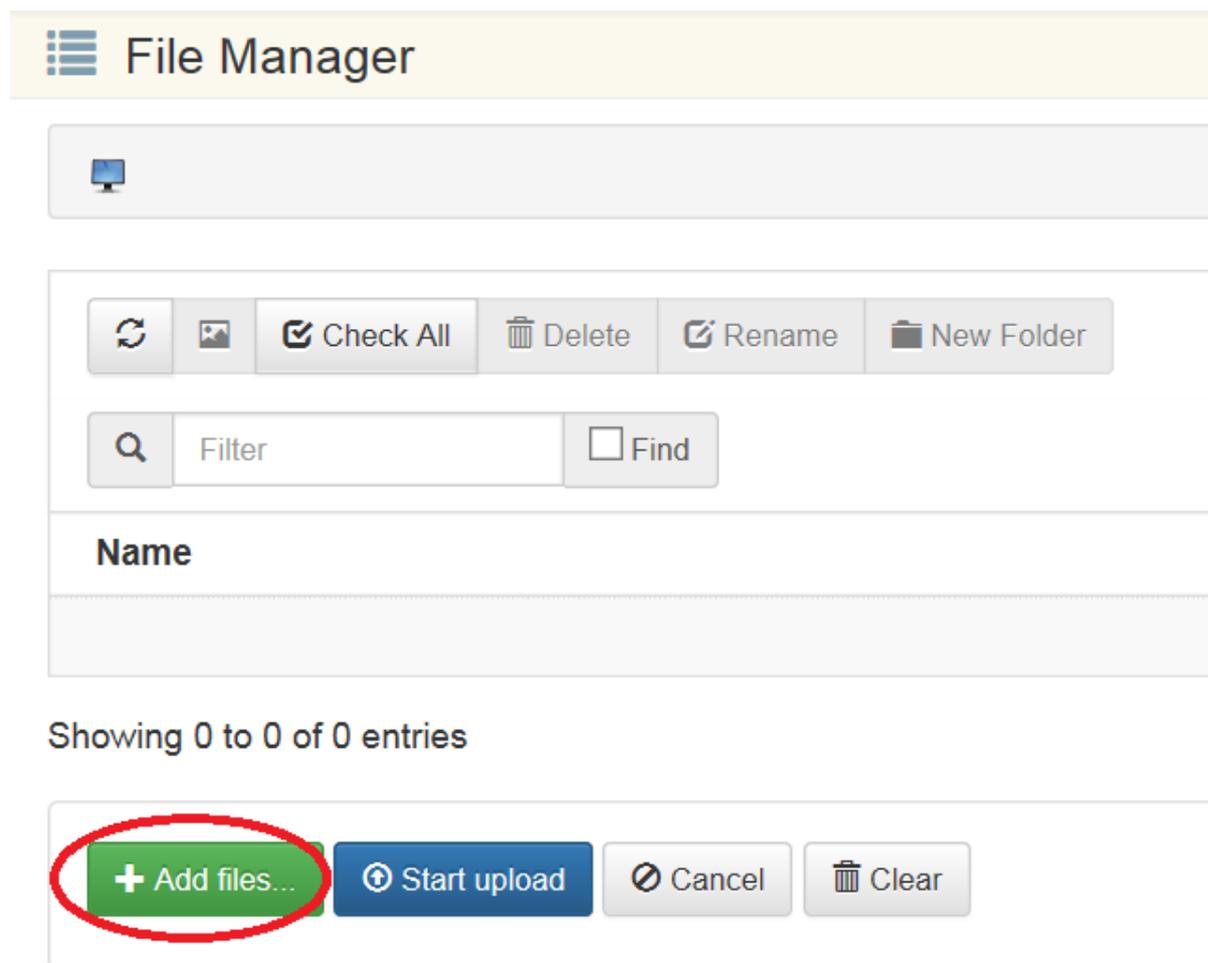
**Confirm Password:**

[→ Submit](#)

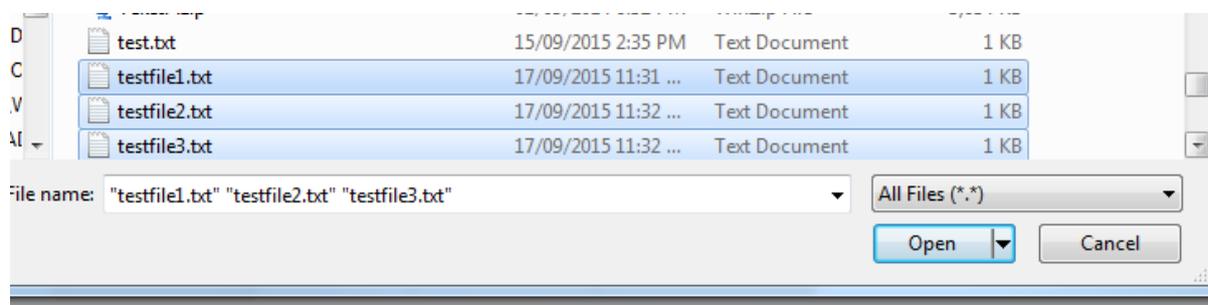
## Uploading Files

Login to the system at <https://data.aec.gov.au>

Click on **Add files**



Select 1 or more files



You can click on **Add files** again to add more files.

Click **Start upload** to upload all selected files

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↻ 📁 ☑️ Check All 🗑️ Delete ✎️ Rename 📁 New Folder

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Name	Type
No data available	

Showing 0 to 0 of 0 entries

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+ Add files... 📤 Start upload ⌛ Cancel 🗑️ Clear

testfile1.txt	0.01 KB	<input type="text"/>
testfile2.txt	0.01 KB	<input type="text"/>
testfile3.txt	0.01 KB	<input type="text"/>

## Australian Electoral Commission

Once file(s) have been uploaded you can select **Logout** from top right.

