

# Activate your VAD-IMS account

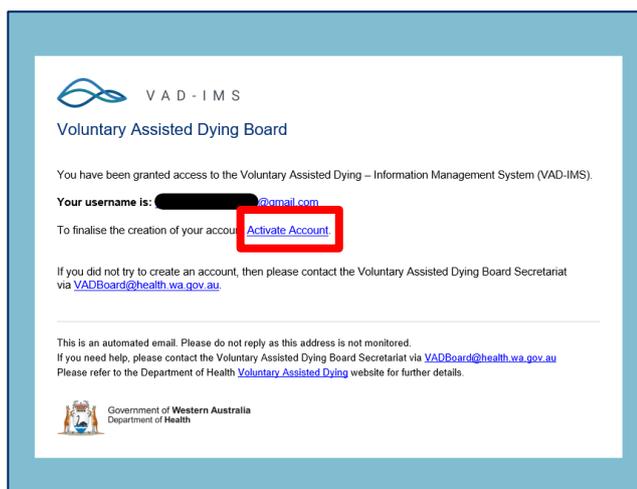
## VAD-IMS Quick Reference Guide

- You will need to have already:
  - Applied for access to VAD-IMS using the Practitioner Registration form; and
  - Completed the Department of Health's practitioner eligibility verification process.
- You will receive an email with a link to activate your account.

**Note: If you believe you should have received this email and cannot locate it, please check your spam or junk mail folder.**

### Step 1

Click on the **Activate Account** link in your email.



**NB: Until 1 July 2021, any system generated notifications from VAD-IMS that refer to the Board are to be understood as coming from the Board Secretariat.**

### Step 2

A new browser tab with a page titled **Activate Account** will open.

Create a password for your account that is:

- at least 10 characters long; and
- does not include common words or abbreviations.

Click the **Activate** button.

**Note:** Passwords are active for 1 year. You will receive an email 7 days before your email is due to expire with instructions on how to set a new one.

The **Login** screen will open.

### Step 3

Login to the account you just created.

1. Your **Username** is your email address.
2. Your **Password** is the one just created in Step 2.
3. Click the **Login** button.

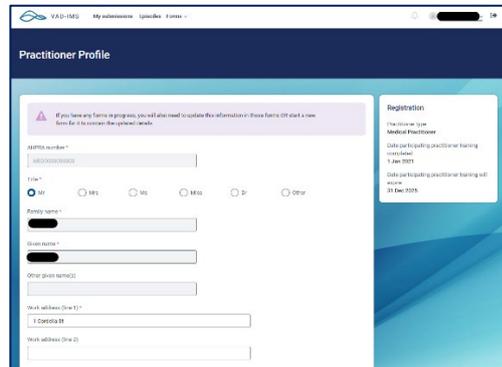


Your **Practitioner Profile** will open.

### Step 3

The Practitioner Profile will be populated with information you provided in the Practitioner Registration form.

- You can **update your contact details now** if needed by clicking into the relevant field/s and typing the updated details.
- You can also update these details at any time from within your VAD-IMS account.
- If you need to update your **AHPRA number** or **name**, please contact the VAD Board Secretariat.



Indicate whether you **do** or **do not consent** to your contact details being shared with the WA VAD Statewide Care Navigator Service.



Click **Save changes**.



You will receive an on screen message that your profile has been successfully updated.

### Next Steps

Your account has now been created.

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