



Logging in to STS Online using an AUSKey on a computer – Fact Sheet

STS Online is a secure portal for Registered Training Organisations (RTOs) to do business with Training Services NSW.

This fact sheet is aimed at RTO staff who need to use *STS Online* to perform duties related to managing Smart and Skilled and Approved Providers List (APL) contracts, or Apprenticeships and Traineeships.

Before you begin

Before you begin, you must have an AUSKey installed on your computer.

For information about installing an AUSKey on a computer, refer to the AUSKey website:

- Access the ABR's AUSKey website: <https://abr.gov.au/AUSkey/>
- Select **Setting up your AUSKey > Set up an AUSKey on a computer** from the menu at the top of the page
- Follow the instructions provided

If you do not have an AUSKey, contact your organisation's Administrator AUSKey to request one.

For general information about AUSKey, refer to the fact sheet *Overview of AUSKey and STS Online* on the STS Online Help webpage at:

www.training.nsw.gov.au/about_us/login/index.html.

Note

If you are logging in to *STS Online* using an AUSKey located on a USB drive, refer to the fact sheet *Logging in to STS Online with an AUSKey on a USB drive* on the STS Online Help webpage at:

www.training.nsw.gov.au/about_us/login/index.html.

Note

Ensure that you use one of the following supported browsers for *STS Online*:

- Internet Explorer 10 (optimal)
- Internet Explorer 11
- Firefox

You may experience problems using a Chrome browser as this is not compatible with AUSKey.

The optimal supported platform is Microsoft Windows 7.

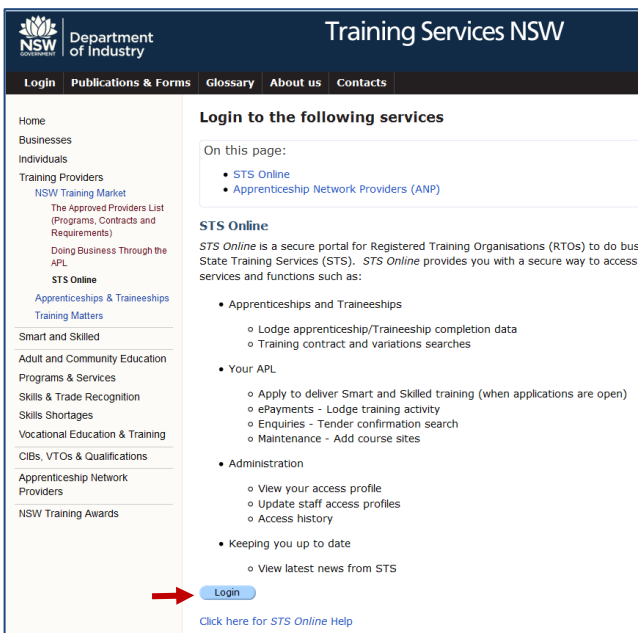
Logging in to STS Online with an AUSKey located on your computer

1. Access the Training Services NSW website:
www.training.nsw.gov.au/index.html.



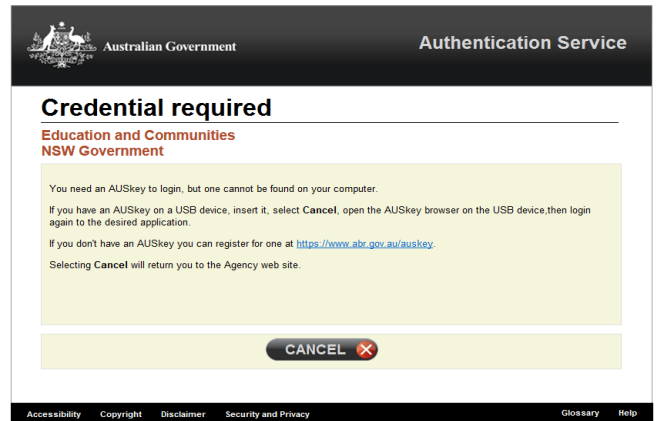
2. Click on the **Login** link at the top left-hand corner of the screen.

The **Login to the following services** screen is displayed.



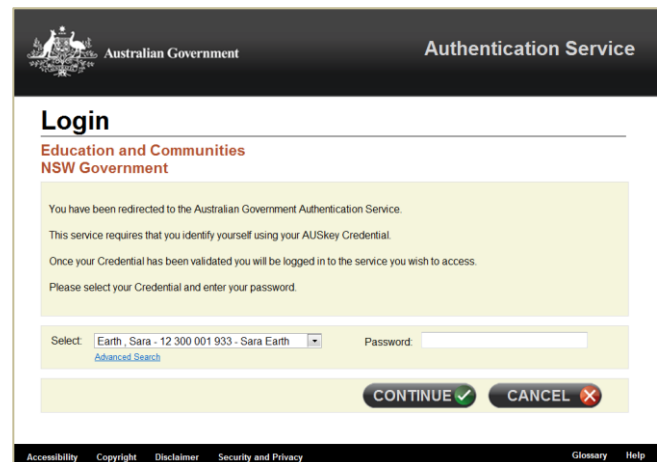
3. Click the **Login** button at the bottom of the screen.

- If you do not have an AUSKey installed on your computer, the **Australian Government Authentication Service - Credential required** screen is displayed.



Click **CANCEL**, then contact your organisation's Administrator AUSKey to request an AUSKey. You will not be able to continue until you obtain an AUSKey.

- If you have an AUSKey, the **Login** screen will be displayed.



4. In the **Select** field, click on the drop-down arrow, and select your AUSKey.

5. Enter your **Password**, and click the **CONTINUE** button.

The *STS Online* homepage is displayed.

The screenshot shows the STS Online homepage. At the top left is the NSW Department of Industry logo and 'State Training Services'. The main header is 'State Training Services' with 'STS Online' on the right. A navigation menu (1) includes 'Home', 'Apprenticeships & Traineeships', 'RTO Contract Services', and 'Administration', with a 'Log out' link. Below the menu is a grey bar (2) containing user information: Legal Name 'Ping Pong Association of NSW Ltd', Trading Name 'Ping Pong Alliance', Legal Org ID '123456', National Code '9111', and a welcome message 'Welcome Ray Jones'. The main content area has two sections: 'My applications' (4) with buttons for 'Apprenticeships & Traineeships' and 'RTO Contract Services', and 'Administration' (5) with buttons for 'My Profile', 'Manage Access', and 'Access History'. On the right, a 'Keeping you up to date' (3) box contains the text 'There are no current notices.' The footer includes the NSW Department of Industry logo, a list of links (Accessibility, Privacy, Copyright, Enquiry/Feedback, Subscribe, Disclaimer, Information access, Policies), and the URL 'jobs.nsw'.

Below is a description of the main components of the *STS Online* homepage.

1. Main menu – provides access to applications and Administration.
2. Your RTO's Legal Name, Legal Org ID, National Code and Trading Name, as well as your name, will be displayed in the grey bar under the main menu.
3. **Keeping you up to date** - Updates will be posted in the box on the right-hand side of the screen.
4. **My applications** – This will display the applications you have access to.

Note: If you have a Standard AUSkey, and this is the first time you have logged in, only the **Apprenticeships & Traineeships** option will be available. If required, you must contact the STS Online Administrator to request access to RTO Contract Services.

5. **Administration** – This contains links to:

- **My Profile** – here you can view the areas you have access to, and the STS Online Administrator(s). For more information, refer to the fact sheet *STS Online user profiles and access* on the STS Online Help webpage at:
www.training.nsw.gov.au/about_us/login/index.html
- **Manage Access** – for STS Online Administrators only to allocate and update the access of other *STS Online* users. For more information, refer to *STS Online user profiles and access* on the STS Online Help webpage at:
www.training.nsw.gov.au/about_us/login/index.html
- **Access History** – here you can view a record of all logins.

7. To log out, click **Log out** at the top right-hand corner of the screen.

For more information

For more information about AUSkey and *STS Online* refer to the STS Online Help webpage at:
www.training.nsw.gov.au/about_us/login/index.html

For comprehensive information about AUSkey, refer to the AUSkey section of the Australian Business Register website at <https://abr.gov.au/AUSkey/>.

Contact

Training Market Customer Support at:
training.market@industry.nsw.gov.au or call
(02) 9266 8008.

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