



Logging in to STS Online using an AUSKey on a USB drive – 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, and who will access *STS Online* with an AUSKey located on a USB Drive.

Before you begin

Before you begin, you must have an AUSKey already installed on a USB drive.

For information about installing an AUSKey on a USB drive, 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 USB stick** 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 information about AUSKey, refer to the fact sheet *Overview of AUSKey and STS Online* on the STS Online Help webpage at:

http://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

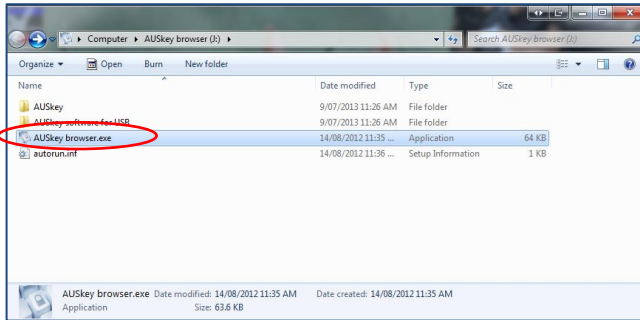
You may experience problems using a Chrome browser as this is not compatible with AUSKey.

The optimal supported platform is Microsoft Windows 7.

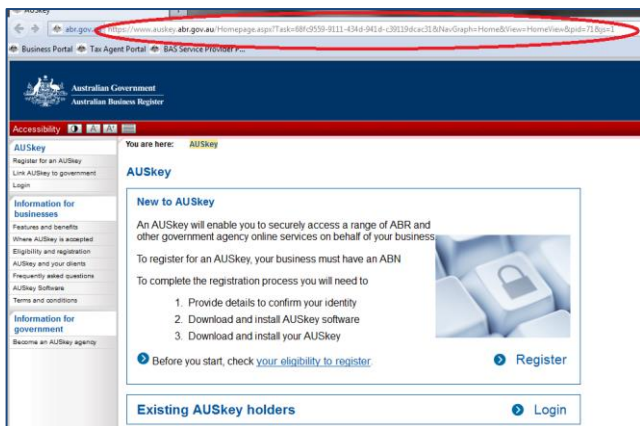
Logging in to STS Online using an AUSKey on a USB drive (first log in)

Use this procedure the first time you attempt to log in to *STS Online* using an AUSKey on a USB drive.

1. Plug the USB drive into your computer.
2. Locate the 'AUSkey browser.exe' file on the USB drive and double-click on it.



The **AUSkey Login** page is displayed in a new browser.



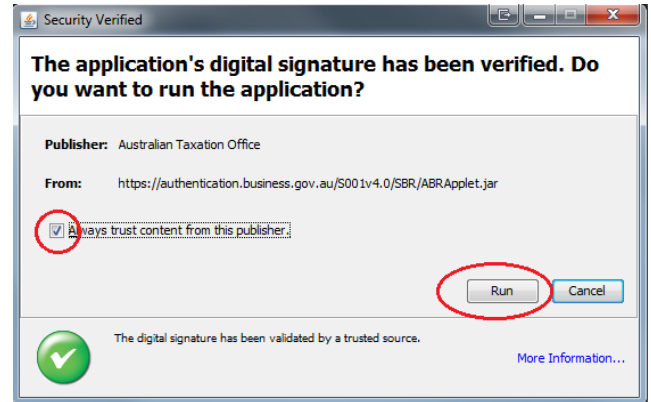
Note: DO NOT click the Login button on this screen.

3. Copy the following address: <https://www.det.nsw.edu.au/rtow>, and paste it into the address line in the browser that was opened via the USB drive.



4. Press **[Enter]** on your keyboard.

The following screen will only appear the first time you log in using the same computer.

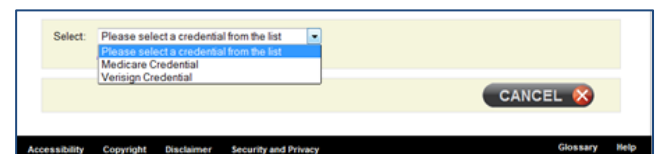


5. Tick 'Always trust content from this publisher' and click **Run**.

The **Australian Government Authentication Service – Login** screen is displayed.



6. Click on the drop-down arrow in the **Select** field to view the AUSkeys.



7. Does your AUSKey appear in the drop-down list?
 - If **yes**, go to step 10.
 - If **no**, go to step 8.

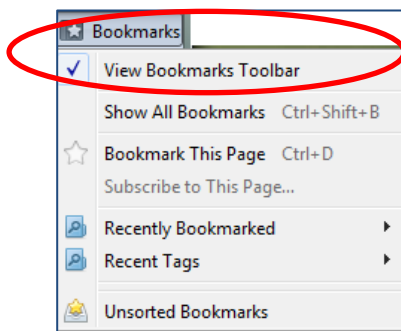
Note: If your AUSKey is not displayed, you will not be able to log in to *STS Online*.

8. Check if you have a 'Keystore.xml' file on the USB drive. The location of the file should be: **USB drive > AUSkey browser > AUSKey > keystore.xml**.

Note: The 'Keystore.xml' file is downloaded automatically to the USB or computer when you register for an AUSKey.

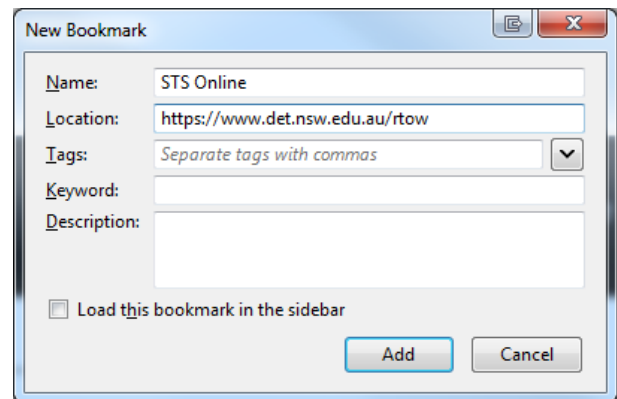
9. If the 'Keystore.xml' file is missing, contact the person who registered the AUSkeys for your organisation (usually the STS Online Administrator) and ask them to copy the 'Keystore.xml' file to your USB drive. When you have the 'Keystore.xml' file on your USB drive, repeat this procedure from the beginning.

10. To bookmark the Login page on your USB drive browser:
 - Select **Bookmark > View Bookmarks Toolbar**.



11. Right-click anywhere in the blue/grey stripe near the **Bookmarks** button, and select **New Bookmark**.

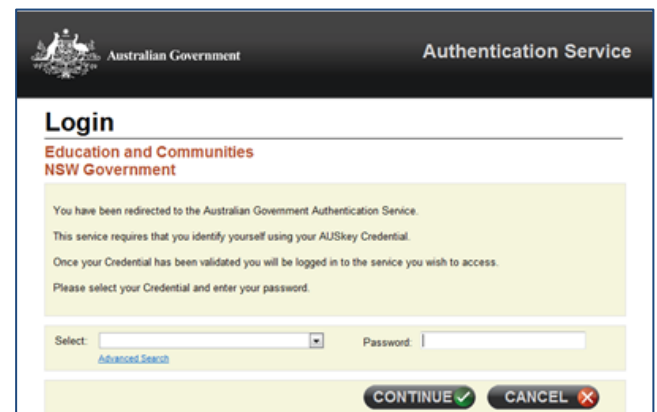
The **New Bookmark** screen is displayed.



12. Click **Add**.

The AUSkey page bookmark will be displayed in your browser bookmark toolbar.

13. In the **Login** screen, select your AUSKey from the drop-down list in the **Select** field.



14. 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. 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 is divided into two sections. The 'My applications' section (4) has buttons for 'Apprenticeships & Traineeships' and 'RTO Contract Services'. The 'Administration' section (5) has buttons for 'My Profile', 'Manage Access', and 'Access History'. On the right, a 'Keeping you up to date' box (3) 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: http://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: http://www.training.nsw.gov.au/about_us/login/index.html:
- **Access History** – here you can view a record of all logins.

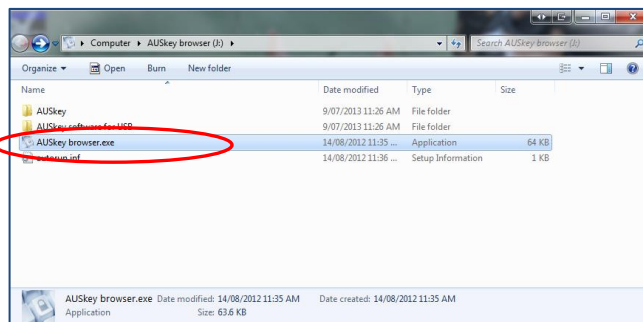
15. To log out, click **Log out** at the top right-hand corner of the screen.

Logging in to STS Online using an AUSKey on a USB drive (subsequent log in)

The next time you log in to *STS Online* using an AUSKey on a USB drive, you will not have to copy the URL or bookmark the AUSKey page.

Follow the steps below for subsequent log ins.

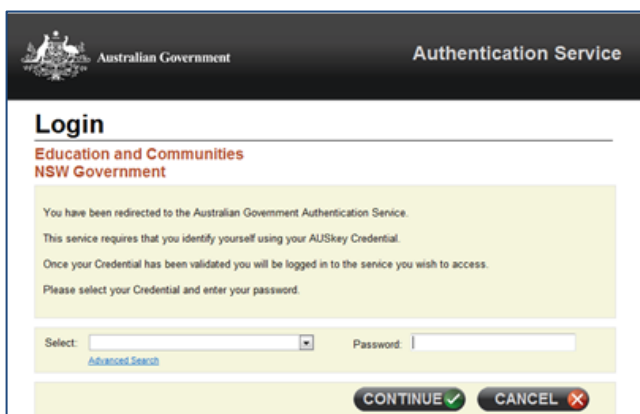
1. Plug the USB drive into your computer.
2. Locate the 'AUSkey browser.exe' file on the USB drive and double-click on it.



The **AUSkey Login** page is displayed in a new browser.

3. Click on the **STS Online** bookmark on the browser bookmark bar.

The **Australian Government Authentication Service – Login** screen is displayed.



4. In the **Select** field, select your AUSKey from the drop-down list.
5. Enter your **Password**, and click the **CONTINUE** button.

The *STS Online* homepage is displayed.

For more information

For more information about AUSKey and *STS Online* refer to the STS Online Help webpage at: http://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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