



WHS MSPP guide for candidates

Registering for an account

Open the Mining Statutory Positions Portal and click on the *Register* tab on the menu bar. You will need to have your Unique Student Identifier (USI) handy as it is required for registration.

Complete all mandatory fields on the registration page:

- Given name
- Middle name
- Last name
- Date of birth
- Gender
- Address, Suburb, State, Postal code and Country
- City of birth
- Country of birth
- Unique Student Identifier (USI)
- Email
- Password.

Please note that your registered name must be your legal name as given on your Australian identification document (e.g. passport). This includes your middle name if you have one. This name will be used for examination and certification purposes and must be accurate. Do not use abbreviations or nick names.

Welcome Register Login Info

Register

Please provide the following information to register. Fields marked with an asterisk (*) are mandatory.

Given name *

Middle Name

Last name *

Date of Birth (e.g. Apr 17, 1980) *

Gender *

Please select ▼

Address Line 1 *

Address Line 2

Suburb *

Once all the mandatory fields have been completed, read and accept the Information Collection Notice 6 (accessed by clicking on the link) then click *Register*.

Welcome Register Login Info

Postal Address (if different from above)

City of Birth *

Country of Birth *

Australia ▼

Phone Number *

Please select... ▼

Unique Student Identifier (USI) see www.usi.com *

E-mail *

Password (10 char - 1 Upper - 1 Lower - 1 Symbol) *

Repeat password *

☐ I accept the [Information Collection Notice 6](#)

Register

An email with the activation link will be sent to your nominated email address. Click on the activation link and log into your account to complete the registration process. You have 24 hours to do this, otherwise you will need to start again.

Dear

Your Mines Statutory Positions Portal account still needs to be activated. Please click on the following link or copy it into the address field of your browser:

<https://dmirs-test.lms-saas.com/ilp/pages/accountactivation.jsf?activationToken=700cd5fa06068a8acc8fc3b623bc10a9&client=stat>

This activation link is valid for the next 1 days. Should the account not be activated within this time, it will automatically be deleted and you will need to complete the registration process again.

Once you have successfully activated your account, you can access the Mines Statutory Positions Portal using your login information.

Kind regards,
Department of Mines, Industry Regulation and Safety

We acknowledge Aboriginal and Torres Strait Islander people as the Traditional Custodians of this land on which we deliver our services. We pay our respects to elders and leaders past and present.

Logging into your account

To log into your account, click on the *Login* tab. Enter the email address you used for your registration and the password you created, then click *Login*.

You now have access to the Mines Statutory Positions Portal. Please read the other guidance provided before proceeding.



[Welcome](#) [Register](#) [Login](#) [Info](#)

Login

Email address

Password

[Forgot your password?](#)

[You can register here.](#)

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