

Managing your MSPP Account

Welcome to the WHS Mines Statutory Positions portal. This video will show you how to create, access and maintain your portal account.

Before you proceed it is important that you have a unique student identifier or USI available and ready before you proceed with the signup process.

If you have previously enrolled in a TAFE or university course, or any other form of formal training in Australia, you will already have a USI.

If you have not previously enrolled in an educational course or recognised training, you will need to obtain a USI at usi.gov.au, and follow the steps on their website.

Once you have your USI, you can register for your MSPP account.

To register for an account, click on the Register tab on the menu bar.

On the registration page, complete all mandatory fields marked with an asterisk. Once all mandatory fields have been completed, read and accept the terms of the information collection notice, then click Register.

A notification with an account activation link will be sent to your email address. Click on the activation link to complete the registration process.

To log in for the first time, navigate to the portal home page, click on the Login tab, enter your email address and password, then click Login.

Once you have logged in, you'll be presented with the MSPP portal home page.

Let's look at some of the tools on the portal home page that are available to help you navigate the portal.

If you click on the profile icon in the menu bar, you can edit your profile, view our information collection notice or sign out. Clicking on the profile option will take you to your user profile page. This page gives you some options to edit your profile. Fields in grey cannot be edited, only fields in white are editable. To save your changes, click the Save changes button. If you make changes to your profile, you'll need to click, Save changes before proceeding.

If you want information on statutory positions, statutory certificates, the MSPP itself, or any frequently asked questions, you can click on the Info button in the menu bar. This page will open in a new tab. You can access this page any time outside of the MSPP.

The How-to guides button in the menu bar will open up in another tab with topics relating to how to use the MSPP listed on our website.

This video and other videos in the MSPP Help series will also be located here. In particular, we recommend you viewing the Preparing for an Examination video as this will help you to prepare for your exams.

You can bookmark this page so that you can access all of these resources at any time outside of the MSPP.

Further down on the home page, there is a section that will let you try some example questions to help you familiarise yourself with how questions in the exams work.

You can also provide feedback by clicking on the Feedback icon. If you need to update any details you cannot edit on your profile, use the contact us link to get in touch with our team to assist you with this.

Candidates who have a disability, illness and or a medical condition affecting their capacity to apply for or sit a statutory examination may wish to apply for a reasonable adjustment. To view the reasonable adjustments application form go to the Reasonable adjustments tab in the menu bar. This will take you to a page on our website where you can download a copy of the reasonable adjustments form.

After you have logged in and familiarise yourself with the home page, you will need to enrol for a statutory learning pathway. Statutory learning pathways are used to manage statutory certification processes and examination enrolments applicable to statutory positions on mining operations.

For statutory positions for which a statutory certificate is a requirement for appointment, a learning pathway is used for the application process to obtain the certificate. This includes any examinations required to be eligible for the position.

A learning pathway is also used to manage the enrolment process for examinations required to either meet the requirements for a non-certificated statutory position or to transition to a certificate of competency issued under previous legislation so that it meets requirements under the Work Health and Safety Mines Regulations.

To enrol for a statutory learning pathway, click on the Enrolment catalogue tab in the menu bar.

You can either search for the learning pathway you wish to undertake by using the search bar or scroll through the list to find the required pathway.

Once you have found the learning pathway you wish to undertake, click on the icon to go to the enrolment page. On the right hand side of the screen, click on the Enrol button.

Some people may have disabilities or conditions that may affect their ability to sit an exam and therefore will require reasonable adjustments to be made to the exam process. If you require a reasonable adjustment at this step, select, I do require a reasonable adjustment. If this is the case, you will need to stop the process here and go to the Reasonable adjustments tab.

You will then need to download a copy of the reasonable adjustments form. Download this form, fill it out and send it to whscac@dmirs.wa.gov.au. Once the email has been

received, your request will be reviewed and we will contact you to confirm if your requirements can be accommodated.

If you do not require a reasonable adjustment to the exam, then you will need to select, I do not require reasonable adjustments, then click Enrol.

Once you have enrolled in your chosen learning pathway, depending on the requirements, you may be required to submit documentation to provide evidence that you meet the minimum requirements for that pathway.

We have two videos available to walk you through this process.

If you are transitioning from a certificate of competency, view the [Uploading Supporting Documentation for Transitional Certificates](#) video.

Once your application has been confirmed as complete, you'll receive an email advising that you can book an examination session.

If you are enrolling for a statutory certificate, view the [Uploading Supporting Documentation for Statutory Certificates](#) video.

This video is available on our website in the MSPP Help section and is also accessible on the portal.

For more information about the process for enrolling for an examination, please view the [Enrolling for a Statutory Examination](#) video.

This video is available on our website in the MSPP Help section and is also accessible on the portal.

To reset your password, click on the Login tab in the menu bar and then click [Forgot your password](#). Enter your email address in the field and then click [Request password](#).

A notification will be sent to your email address with a link to change your password. Click on the link and complete the email and password fields. You can then log into your account using your new password.

You should now have all the information you need to create, access and maintain your portal account and enrol in a learning pathway.

If you require further assistance, please get in touch with our contact centre by calling 1300 307 877 during business hours.

Thank you for watching this video.