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

Step 1	V A D - I M S Voluntary Assisted Dying Board
Click on the Activate Account link in your email.	You have been granted access to the Voluntary Assisted Dying – Information Management System (VAD-IMS). Your username is: To finalise the creation of your account. If you did not try to create an account, then please contact the Voluntary Assisted Dying Board Secretariat via VADBoard@health.wa.gov.au.
	This is an automated email. Please do not reply as this address is not monitored. If you need help, please contact the Voluntary Assisted Dying Board Secretariat via <u>VADBeard@heath.wa.gov.au</u> Please refer to the Department of Heath <u>Voluntary Assisted Dying</u> website for further details.

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.



Step 3		
 Login to the account you just created. Your Username is your email address. Your Password is the one just created in Step 2. Click the Login button. 	VAD-IMS Log in to your account Username * 1 Password * 2 Cogot bassword? 3 Login	
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. 	We have a first any grant source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Control of the source - Image: Contro	
Indicate whether you do or do not consent to your contact details being shared with the WA VAD Statewide Care Navigator Service.	Practitioner consent relating to WA Voluntary Assisted Dying Statewide Care Navigator Service Watch Parameter (
Click Save changes .	Practitioner consent relating to WA Voluntary Assisted Dying Statewide Care Navigator Service Image: Antrain Practice Image:	
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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