# Candidate User Guide

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to join the Boards Register</td>
<td>3</td>
</tr>
<tr>
<td>How to log in and update your information</td>
<td>5</td>
</tr>
<tr>
<td>How to reset your password</td>
<td>7</td>
</tr>
<tr>
<td>How to remove yourself from the Register</td>
<td>9</td>
</tr>
<tr>
<td>How to search the site for vacancies</td>
<td>10</td>
</tr>
</tbody>
</table>
How to join the register

Navigate to the *NSW Government Boards and Committees Register* area of the NSW Government website. On this page, click the ‘Join the Register’ button, to begin the process.

This will take you to the Register application form. Fill in your *Personal Details*, *Location Details*, and *Background and Experience*. These fields will populate your Candidate profile on the Register, so be sure to include as much information as possible, clicking the *Continue* button as you complete each section.

You must complete fields marked as mandatory with an * in order to save your profile. You can edit your profile after completion.
Personal Details

In the *Personal Details* step, enter your basic identification information, as you would like it to appear in your profile.

Location Details

In the *Location Details* step, enter your residential and postal address. Note that some location-specific board or committee positions will use location information when searching for Candidates.

Background and Experience

In the *Background and Experience* step, fill in details of your professional history. These details will be used to search and filter for candidates with qualifications and experience to suit specific vacancies, so make sure they are correct and up to date.

Some fields allow you to select multiple answers.

![Industries where you have had significant, recent experience](image)

In the Areas of Qualifications and Expertise section, tick the check-box for each relevant area, and then select your highest qualification in that area using the drop-down. Please tick the ‘I have expertise gained from working in this field’ check-box if you have experience working in a position related to this field.

![Checkboxes and dropdown](image)

Account Settings

In the *Account Settings* step, enter the password and email address you would like to use for the Register. Be sure to use a password that has a minimum of 10 characters with both numerals and mixed case letters. Record/remember these, as you will need to use them to log in.

Choose your email notifications settings - you can elect to be notified for all vacancies or only those that relate to your areas of interest. You will be able to edit these settings once your account has been created under ‘Account Settings’. Tick the declaration, and then click *Create Profile* to save your information. You will receive a confirmation email at the address you entered.
How to log in and edit/update your information

Navigate to the NSW Government Boards and Committees Register page of the NSW Government website. On this page, click/tap the ‘Log In’ button.

Then, on the Log In page, fill in your email and password, and click/tap ‘Log In’.
Once you have successfully logged in, you will be taken to the *Your Profile* page. Here you can edit your profile by toggling any of the areas open (Personal Details, Location Details, Background and Experience, Account Settings). Then, you can edit any of the fields.

When you've finished making changes, scroll to the bottom of the profile section and click the ‘Save Profile’ button.

There are various reasons why you might need to edit your profile. For example you may need to change your address, password, add an additional skill or qualification or you might need to edit some incorrect details on your profile. It will be in your best interest to keep your profile up to date to ensure that Agencies can search your profile and view current and relevant information.

It is important to note, that you are required to update your profile at a minimum of once per year. You will be sent an email notification to remind you to do so, however if your profile is not updated within the year it will expire.
How to change your email address and notification settings

To change the email address that you use to log in, open the ‘Account Settings’ toggle and change the email address that is displaying under the ‘Email Address’ field. Be sure to keep this up to date, to ensure you are able to login and notifications are being sent to an active address.

Here you will also be able to change your email notification settings. Once complete, press the ‘Save Profile’ button.

How to reset your password

Navigate to the NSW Government Boards and Committees Register page of the NSW Government website. On this page, click/tap the ‘Log In’ button, to go the Log In page.

Click the “I've lost my password link” below the log in form.
Type the email address you used to sign up to the register in the field, and click ‘Send Me The Password Reset Link’. If this was the correct email address, you will receive an email at that address with instructions on how to reset your account password.

If you have lost access to the email address used to log into your Candidate account, you will need to use an alternative email address to contact the Department of Premier and Cabinet. To do this, email boards@dpc.nsw.gov.au and request to regain access to your account.

It is important to follow this process if you have forgotten your password. If you attempt to guess your password incorrectly up to five times, you will be locked out of your account for a minimum of 15 minutes. This amount of time is controlled by the system and may vary. This is outside of the control of the Department of Premier and Cabinet.
How to remove yourself from the Register

After logging in to the *NSW Government Boards and Committees Register* page of the NSW Government website, navigate to your profile page by clicking the ‘Edit Profile’ button.

Once on that page, scroll down to the Deactivate Profile area. You have two buttons here, you can either choose to ‘Deactivate My Profile’, which will remove your profile from the candidate search, but retain your information in case you decide to reactivate the profile in the future. Or, you can choose to ‘Erase My Profile’, which will remove your profile from the candidate search system, and also delete your profile and information from the database.

How to reactivate your profile

Your details will be stored in the system if you choose to deactivate your account. This means that you are able to reactivate your profile should you choose. You will need to login to your account using the same details as previously and re-create your profile by following the prompts.

If you have forgotten your details, follow the ‘Password Reset’ instructions as detailed on pages 7 and 8. Note: if your account has been erased then you will need to complete a new registration.
Searching the site for vacancies

Navigate to the NSW Government Boards and Committees Register page of the NSW Government website. Then, scroll down to the ‘List of vacancies’ section.

You can use the vacancy filters to:

- search the listings with keywords
- sort the results
- filter by areas of interest
- by vacancies that are due to close
- or show results by location

Clicking on the board title will take you to the full advertisement, where you can find detailed information on the vacancy, along with details of how to apply.

**Food Regulation Forum**
- Closing date: 2nd April, 2018
- Published: 18th December, 2016
- Related Interests: Corrections, Transport and Infrastructure
- Region: Illawarra
The Forum is primarily responsible for the development of domestic food regulatory policy and the development of policy guidelines for setting domestic food standards. The Forum also has the capacity to adopt, amend or reject standards and to request that these be reviewed.

**Chinese Medicine Council of NSW**
- Closing date: 3rd April, 2018
- Published: 18th December, 2016
- Related Interests: Sport
- Region: New England & North West
The Chinese Medicine Council of New South Wales is a statutory body that was established on 1 July 2013 under the Health Practitioner Regulation National Law (NSW). The Council manages notifications (complaints) about the conduct, performance or health of Chinese medicine practitioners and students.