Accessing the Training Environment

The training website uses **generic login credentials**. Below is the list of all the respective user/s (roles) access details. All user roles are available to all as this will allow visibility and experience of the whole end to end process.

Web address to access the NSW (FACS) RPA System Training website : https://trainingrpa.facs.nsw.gov.au

Service Provider user	Service Provider Admin user	Behaviour Support Practitioner user	FACS Independent Specialist user	Independent Specialist user	Other Panel member user
Username/Email: sp1@rpa.com **OR** sp2@rpa.com	Username/Email: spadmin@rpa.com	Username/Email: bsp1@rpa.com **OR** bsp2@rpa.com	Username/Email: FacsIS1@rpa.com **OR** FacsIS2@rpa.com	Username/Email: independent1@rpa.com	Username/Email: other1@rpa.com **OR** other2@rpa.com
Password (case sensitive): Password123@	Password (case sensitive): Password123@	Password (case sensitive): Password123@	Password (case sensitive): Password123@	Password (case sensitive): Password123@	Password (case sensitive): Password123@
Purpose: Multiple logins for use **a)** as a service provider user applicant for creating and submitting RPA submissions and **b)** as a service provider senior manager for panel assignment.	Purpose: To be used as a service provider admin. An admin can create branches and users in the system.	Purpose: To be used as a practitioner who is with either initiating a submission OR endorsing a submission OR has been assigned to a panel.	Purpose: To be used as a FACS funded Independent Specialist who is assigned to a panel for: panel meeting accept/decline, update of availability calendar (in future) and approving a submission or review decisions.	Purpose: To be used as an independent on the panel of a submission or review. They act as someone independent to the organisation.	Purpose: To be used for other panel member on a submission or review. You have the choice from a medical practitioner and a justice officer account.

Exceptions apply ONLY to the training site:	Exceptions apply ONLY to the training site:	Exceptions apply ONLY to the training site:	Exceptions apply ONLY to the training site:	Exceptions apply ONLY to the training site:	Exceptions apply ONLY to the training site:
They will not receive or see notifications when submission/ outcome/review is released or completed. Also the user cannot create new practitioner accounts (will have access to all the creation steps).	The user will not receive or see notifications when submissions/outcome/review release or completion occurs. They can access a user setup form however they cannot create one. Similarly they also cannot create new practitioner accounts.	They will not be receiving any notifications for endorsement and approvals. To workflow a submission and to progress it onto the next stage, a user will need to login with above credentials and facilitate the process.	They will not be receiving any notifications for panel assignment and approvals To workflow a submission and to progress it onto the next stage, a user will need to login with above credentials and facilitate the process.	They will not be receiving any notifications for approvals. To workflow a submission and to progress it onto the next stage, a user will need to login with above credentials and facilitate the process.	They will not be receiving any notifications for approvals. To workflow a submission and to progress it onto the next stage, a user will need to login with above credentials and facilitate the process.

Business Rules and Housekeeping

1. The **RPA System training website is to be utilised by registered users** of the RPA System.
2. The training website can only be accessed using the above provided user login credentials. It **does not allow for change of password**.
3. This website allows a user to **simulate a real scenario so they can experience the complete process**.
4. As multiple users are expected to create and submit forms, we advise you to **keep a note of your submission/review IDs**. This will help you follow through on the end to end authorisation process in the RPA System.
5. A **user is expected (can) to login as a different user type at various stages of the submission journey**. This will allow you to understand and experience the whole authorisation process.
6. Always **remember to logout of any existing sessions and accounts before logging in again as another user**. Having multiple sessions open with different user accounts could cause the RPA Training System to stale and return error messages.
7. This is a shared training website among all RPA System users. **Any submission form and review form created by a user is visible to all other users**.
8. We expect users to **maintain the integrity of the system** at all times, **enter un-identifiable information** and refrain from using unlawful/hateful/derogative/illicit text & documentation.