

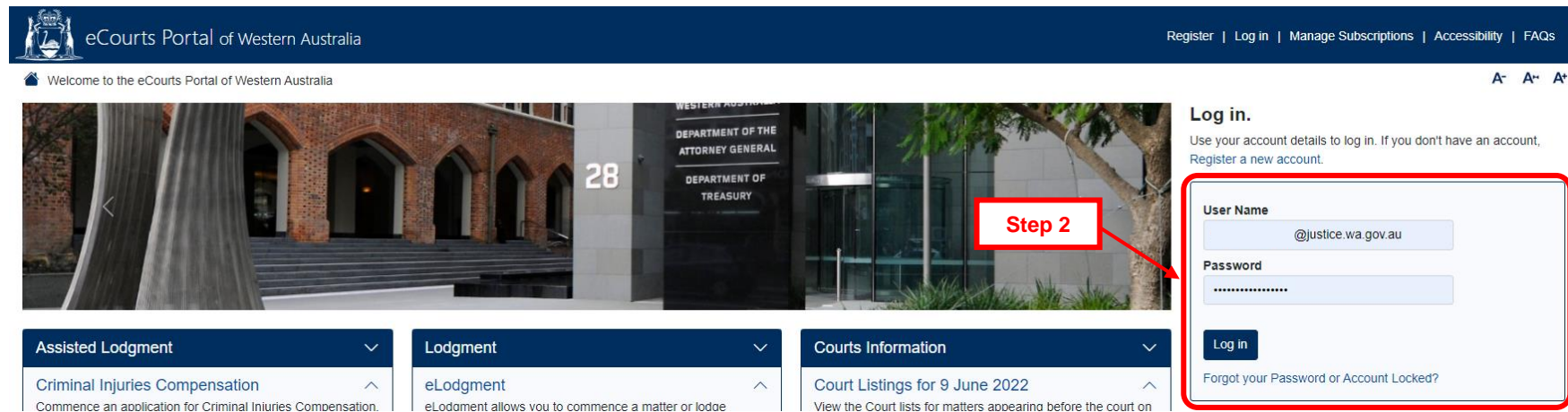
Help Card #8

eCourts - How do I register staff within my organisation? (eCourts Manager only)

This will help you register staff within your organisation for the eCourts Portal. Please note this can only be done by the eCourts Manager for your organisation.

STEP 1: Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](#)

STEP 2: Enter your Log In details in the box on the Top-Right of the page and click 'Log In'.



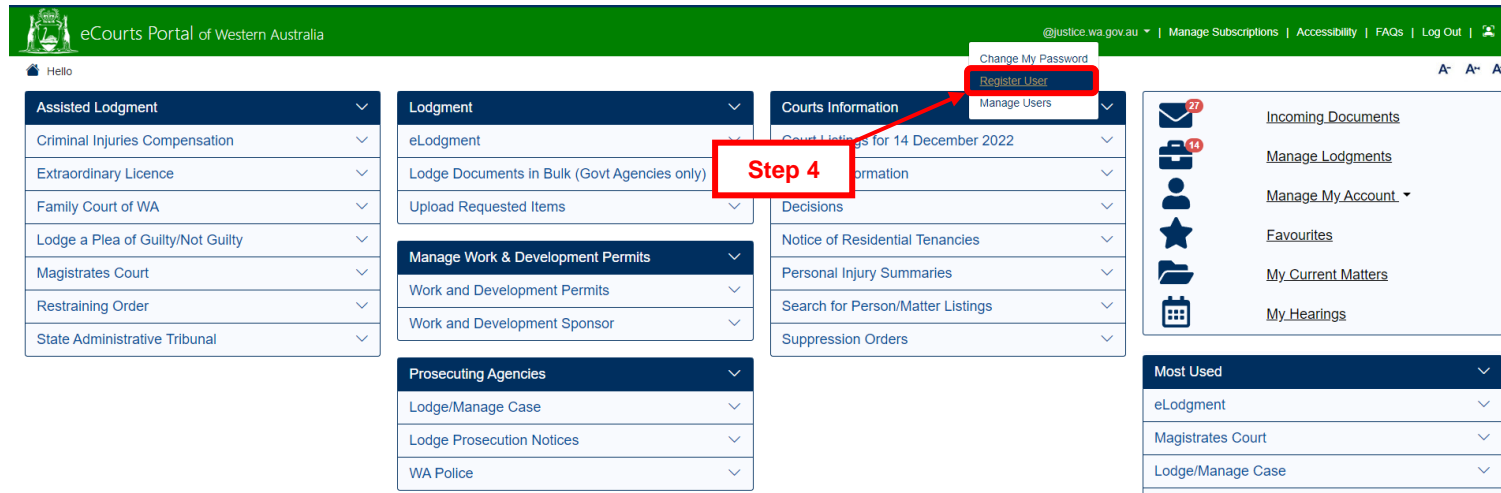
The screenshot shows the eCourts Portal of Western Australia. The top navigation bar includes links for Register, Log in, Manage Subscriptions, Accessibility, and FAQs. A red box highlights the login form on the right side of the page, which includes fields for User Name (with a dropdown menu), Password, and a Log in button. A red arrow points from a box labeled 'Step 2' to the login form.

STEP 3: Select your email address from the coloured bar at the top of the page to open the drop-down menu.

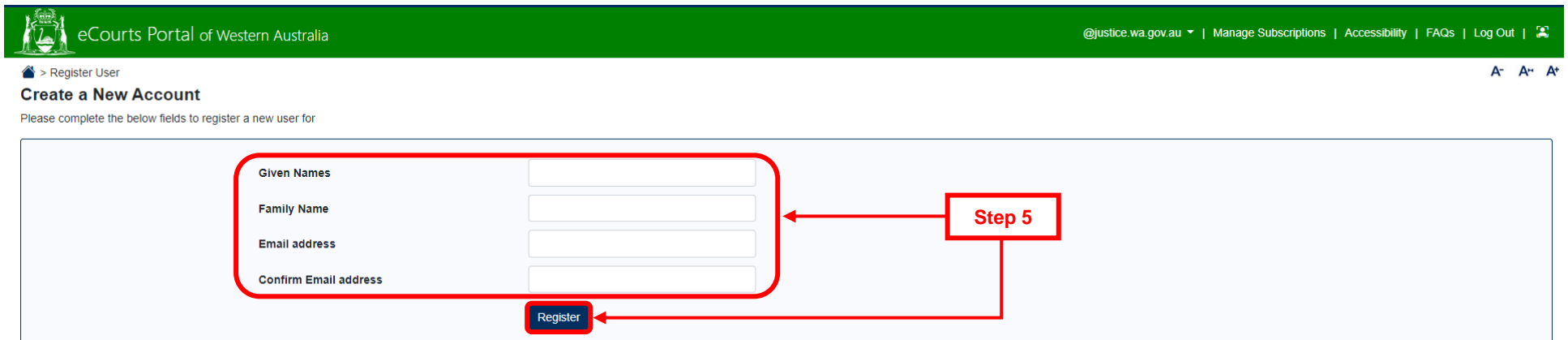


The screenshot shows the eCourts Portal of Western Australia after the user has logged in. The top navigation bar is green and displays the user's email address '@justice.wa.gov.au' with a dropdown arrow. A red box highlights this dropdown menu, and a red arrow points from a box labeled 'Step 3' to it. The main content area shows various service categories like Assisted Lodgment, Lodgment, and Courts Information, along with a sidebar for Incoming Documents, Manage Lodgments, and Manage My Account.

STEP 4: From the drop-down menu select 'Register User'.



STEP 5: Fill in the details for the staff member and click 'Register'.



STEP 6: The staff member will receive an email advising them of the new account and prompting them to choose a password.

Additional information:

- If your organisation does not have an eCourts manager please contact the Courts Technology Group (CTG) on 9425 2645.
- To remove a staff member's account please choose 'Manage Users' under Step 4 of this Help Card.