



To sign up for the portal and create an account please follow these

steps: Go to the [Australian Honours and Awards Portal](#).

1. Click on the **online portal** link
2. Click the **My Portal** button
3. Click on **Sign up now**

A screenshot of the login/sign-up page. It features a 'Password' input field, a 'Forgot your password?' link, a blue 'Sign in' button, and a 'Don't have an account?' link with a 'Sign up now' link highlighted in a red box. A solid blue vertical bar is on the right side of the page.

4. Type in your email address (a personal email is preferred), and click on **Send verification code**, as below. (Please note that it can take a few minutes for the verification email to come through, therefore do not press the button multiple times.)

Please note: An email address can only be registered and used by one person.

A screenshot of the 'User Details' registration page. It shows a 'Cancel' button, the title 'Australian Honours and Awards Portal', and the heading 'User Details'. There is an 'Email Address' input field with a red asterisk, a blue 'Send verification code' button highlighted in a red box, and a partially visible 'New Password' input field with a red asterisk. The page is framed by blue vertical bars on the left and right.



5. Enter the six digit code from the email in and click **Verify code**.

The screenshot shows the 'User Details' registration page. At the top, there is a 'Cancel' link. The title is 'Australian Honours and Awards Portal User Details'. Below the title, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are four input fields: 'Email address', 'Verification code', 'New Password', and 'Confirm New Password'. Each field has a red asterisk to its right. The 'Verification code' field and the 'Verify code' button are highlighted with a red border. Below the input fields are two buttons: 'Verify code' and 'Send new code'. At the bottom of the form is a 'Create' button.

6. Once your email has been verified you can then create your password. (Passwords must be at least 8 characters long, contain one number or symbol and at least one capital letter.) Enter again and click **Create**
7. You can now login. You will need to verify every time you login to the portal. You will be asked to enter some basic profile details before you can fill out any forms.

You can now freely use the portal to log in, work on and save nominations before you complete and submit. You will be able to monitor the status of a nomination from submission to completion and fill in any referee requests that you receive.

**Please note:**

An email address can only be registered and used by one person.

If you were contacted by the Secretariat and the email used is not your preferred, please email [honours@gg.gov.au](mailto:honours@gg.gov.au) with your current and preferred email address. We will advise once this is complete and you are able to finalise the process.