



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

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

1. Click on [Sign up now](#)

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

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.

< Cancel

Australian Honours and
Awards Portal

User Details

Email Address *

Send verification code

New Password *



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

← Cancel

Australian Honours and Awards Portal

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email address *

Verification code *

Verify code Send new code

New Password *

Confirm New Password *

Create

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.
8. You may be directed automatically to My Reference Requests tab. However, if you are on the Home tab, please click on the top menu bar My Reference Requests.



Please note:

If you were contacted by the Secretariat and the email used is not your preferred or you do not see any reference requests, please email honours@gg.gov.au with your current and preferred email address after completing the above. We will advise once you are able to complete the request.