



How to access SafeScript NSW as a NSW Health Employee

SafeScript NSW is now available to NSW Health employees. This includes NSW Health employees who support the Opioid Treatment Program (OTP) including administration staff, registered nurses, and staff working in Justice Health.

Before you register

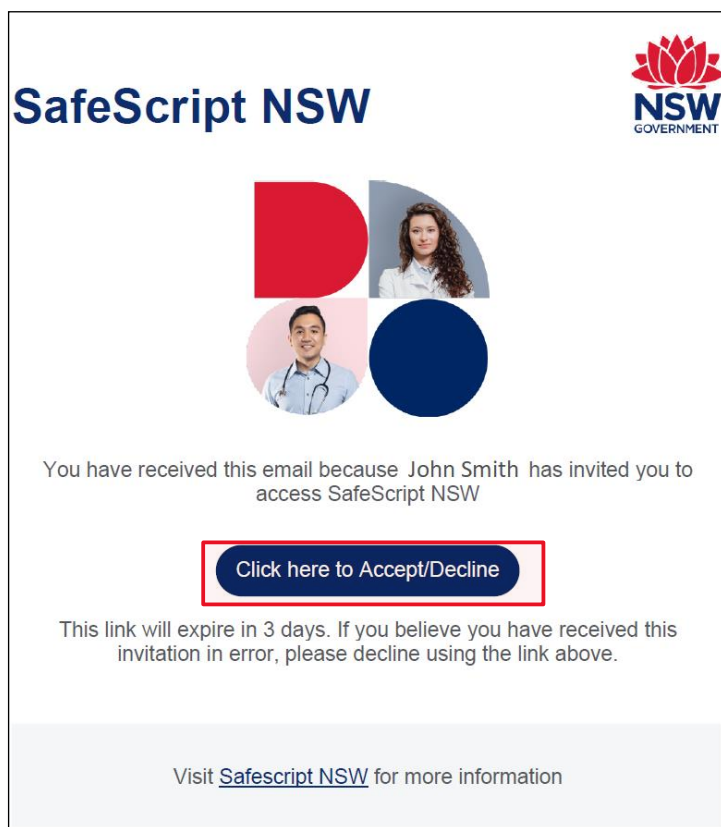
Before you begin using SafeScript NSW you will need an invitation link from a prescriber in your clinic, practice, or organisation.

SafeScript NSW uses information held by NSW Health to correctly identify you. The prescriber will need your Stafflink number and your NSW Health email address to add you into the system. This email address should look like this: "example.name@health.nsw.gov.au". Please ensure that these details are up to date.

SafeScript NSW uses your email address to verify your access and set up your account. If you require any assistance verifying your account, please contact Fred IT Technical Help 1800 776 633.

Step 1: Accept Your Invitation

1. Click on the **Click here to Accept/Decline** link in your SafeScript NSW invitation email. The SafeScript NSW Invitation link will open a page on your web browser.



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2. Enter the email address the invitation was sent to in the associated field and click the **Next** button.

The form has a white background with a blue header "SafeScript NSW". Below the header, it says "You have been invited to access SafeScript NSW by a practitioner within your organisation." and "To accept or decline, please enter your email address." There is a red-outlined text input field with the placeholder "Enter email address". At the bottom right is a grey button labeled "Next".

The "Next" button will enable once you enter your email.

3. A) Complete the declarations and read the Privacy Policy. Once you have checked both boxes, click on the **Submit** button.
B) If you believe you shouldn't have received the invitation, click the **Decline Invitation** button. This will notify the prescriber that you have declined this invitation.

The form has a white background with a blue header "SafeScript NSW". Below the header is the section "Decline" with the text "If you believe you shouldn't have received this invitation, please decline by clicking the Decline Invitation button." and a blue button labeled "Decline Invitation" with a red circle containing the letter "B" next to it. Below this is the section "Accept" with the text "To accept the invitation, please complete the declarations." and two checkboxes, both of which are checked: "I confirm I need access to SafeScript NSW to perform my role." and "I confirm I have read and accept the SafeScript NSW Privacy Policy." At the bottom right is a blue button labeled "Submit" with a red circle containing the letter "A" next to it.

4. If you have accepted the invitation, you will see a confirmation message and a link to the SafeScript NSW log in portal. Your SafeScript NSW account is now set up and you can log in via the link or from our website.

The form has a white background with a blue header "SafeScript NSW". Below the header, it says "Thank you for completing the registration process. You are now able to log into SafeScript NSW." and "Your username is your NSW Health email address." There is a large blue button labeled "Access SafeScript NSW". At the bottom, it says "For information and support on how to login or access SafeScript NSW, click here."

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Step 2: Logging into SafeScript NSW

Once your account has been set up in SafeScript NSW, you can log in with four simple steps.

1. Open SafeScript NSW and enter your **NSW Health email** and then click the **Next** button.
2. You will be directed to the NSW Health log in screen, where you will need to enter your **Stafflink ID** and **NSW Health password**.

A diagram showing the transition from the SafeScript NSW login screen to the NSW Health login form. A large blue arrow points from the left screen to the right screen.

SafeScript NSW login screen:

- NSW GOVERNMENT logo
- SafeScript NSW login
- Enter email (username) [text input field]
- Next button
- Forgot your username?
- Having trouble logging in? You need to [enable third-party cookies](#) in your web browser.
- If you have any questions or issues, please contact the Help team at nswrtpm@fred.com.au.
- For more information visit SafeScript NSW.

NSW Health login form:

- NSW GOVERNMENT | Health logo
- Login Form
- Enter your Username or Stafflink ID
- Username: [text input field]
- Continue button
- Where do I enter my password?

3. Enter a **6-digit PIN** after logging in.
This pin can be used to easily log back into the system throughout the day without having to apply your Stafflink and password each time.
4. Click on **Save PIN and Login**.

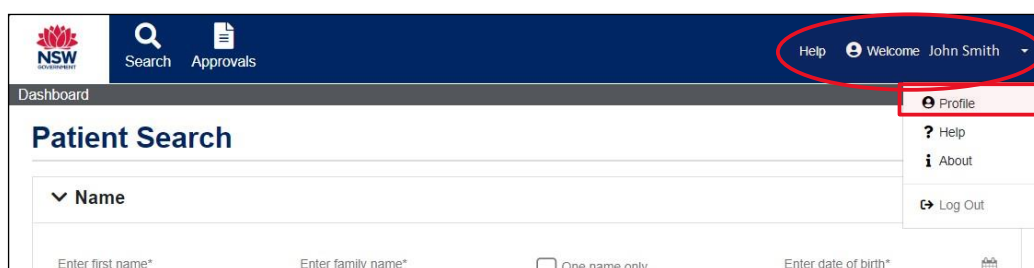


Step 3: Check you are linked to your organisation

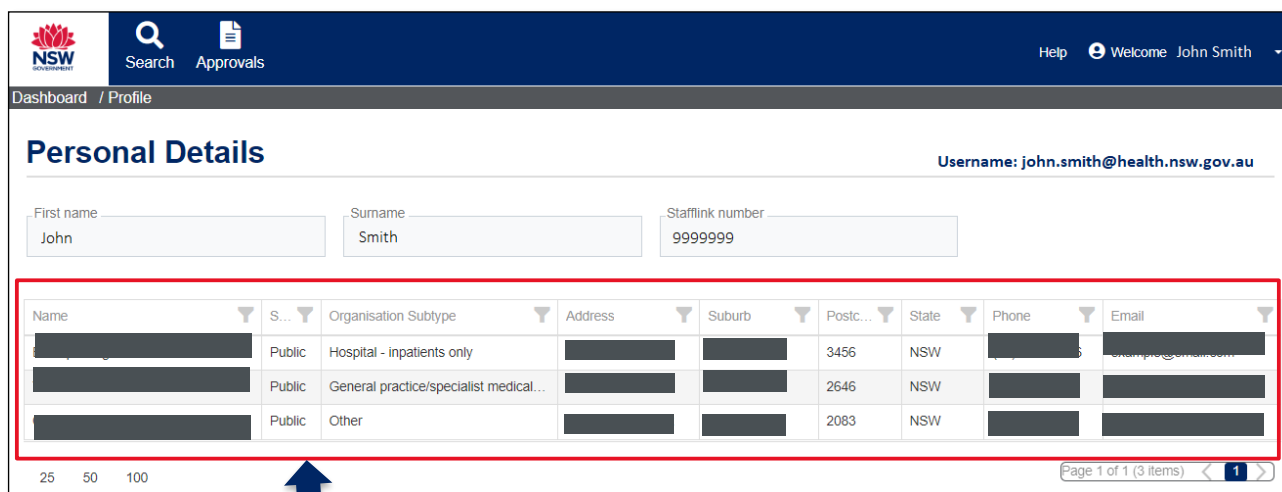
Once you have access to the SafeScript NSW portal, you will need to ensure you are linked to the organisations you work at.

Linking employees to organisations can only be done by prescribers.

If you have been incorrectly linked to an organisation or you do not have an associated organisation in your profile, contact your prescriber to verify your access.



Click on the top-right corner to access your profile page.



The organisations listed within this grid are the clinics, practices, or organisations you are linked to.

To gain access to other locations, a prescriber at that organisation must assign your account to that organisation.