**Australian Government**

**Department of Social Services**

# National Rental Affordability Scheme
# Participant Portal Access Request
(Tenancy/Property Managers Only)

## (A) Background

Have you previously used the FOFMS system? ☐ Yes ☐ No    If 'yes' what was/is your User ID? [ ]

## (B) Request Type Details
*Select at least one option*

☐ New User    ☐ Change Existing User    ☐ Remove Existing User    ☐ Rename User

## (C) Personal Details

| | | |
|---|---|---|
| Title [ ] | First Name [ ] | Surname [ ] |
| Email [ ] | Contact Number [ ] | Mothers Maiden Name [ ] |
| Other Contact Number [ ] | Organisation [ ] | |
| Address [ ] | | ABN [ ] |

**Tenancy Property Manager User Access Role**

**NRAS Tenancy/Property Manager**    Create Tenant Demographic Assessments (TDAs) for dwellings you currently manage. Submit TDAs to Participant to review and finalise. Search dwelling records, create new TDAs.

## (D) Access Required

☐ **Add** NRAS Tenancy/Property Manager          ☐ **Remove** NRAS Tenancy/Property Manager

Please enter the Approved Participants organisation name that you are entering data on behalf of.

[                                                                    ]

*When the information in Section E is complete, select the 'Email Your Manager' button. This will attach the completed form into an email as an attachment for submission to the Approver.*

## (E) User's Acceptance

☐ I accept the system user responsibilities and attest that the above details are correct.

Full Name [ ]    Date [ ]

**Please note**: *The **Manager** is the primary approved participant contact person for the organisation. You can not endorse your own request for access to the NRAS Participant Portal.*

After completing Section F, the Manager should select the 'Email NRAS IT Helpdesk' button. This will create an email and attach this form for submission to NRASITHelpdesk@dss.gov.au.

## (F) Manager's Approval

☐ I approve this request and can confirm that the above details are correct.

Full Name [ ]    Date [ ]

Position [ ]

Organisation Name
(NRAS Approved Participant) [ ]    ABN [ ]

Organisation Address [ ]

**Please note:** *If you are having trouble submitting the form please contact the NRAS IT Helpdesk on 1300 911 235.*

# FOFMS System User Responsibilities

FOFMS is an Australian Government computer system managed by the Department of Social Services (DSS).

Data contained on FOFMS is subject to the Privacy Act 1988. Any unauthorised use or disclosure of data contained on FOFMS may be a breach of the Privacy Act 1988.

It is a criminal offence for unauthorised persons or devices to connect to this system. Usage of this system is monitored. Evidence of suspected misuse may be used in a court of law. By submitting this form, you are representing yourself as an authorised user of FOFMS.

You are also agreeing to:

   - only access data relating directly to your agency's responsibilities;
   - only access data necessary to perform approved activities relating to your agency's responsibilities.

You are advised that giving false or misleading information is a serious offence.

DSS may revoke FOFMS access rights for anyone who fails to comply with these requirements.


# NRAS Participant Portal System User Responsibilities

It is the responsibility of all employees, agents and contractors of NRAS Approved Participants and Applicants to ensure that the NRAS Participant Portal is used in an ethical and legal manner, The NRAS Participant Portal must remain properly secured and controlled at all times and that the IT Security Policy is adhered to. In particular all employees, agents and contractors of NRAS Apporved Participants have a responsibility to ensure:

**Access Privileges**
   - they only access facilities that they have been authorised to use. The NRAS Participant Portal is not be used in any manner for any business, professional or other activity that is unrelated to the purpose of your Allocation(s).
   - that so attempts are to be made to bypass or defeat the security systems or to obtain the use of privileges issued to other employees, agents or contractors of NRAS Approved Participants and Applicants.
   - they are personally responsible for any computer processing performed under their User ID. Should security breaches of this type occur, the access of those involved will be disabled.Access will be monitored by DSS.

**Confidentiality of Passwords**
   - Personal passwords are regarded as sensitive and must be protected from disclosure and compromise. Responsibility for protecting personal identification details and password(s). Users must not share account privileges with anyone or knowingly permit any unauthorised access to the NRAS Participant Portal. If sharing is detected, the access of those involved will be disabled.
   - Passwords must be a minimum of 8 characters or more, with at least one Capital Letter and a number or punctuation. The password must be changed by the user immediately following a Password Reset.

**Software Security**
   - The copyright of software and the integrity of system configurations and software are not violated. All users of the system agree not to duplicate or use copyrighted information without proper authorisation.

**Data Transmission Security**
   - Only approved medium is used to transmit data, including the use of encryption where required.


# Contractual Responsibilities for NRAS Participant Portal Users

This is a summary of the relevant terms and conditions for access to the NRAS Participant Portal system: Any unauthorised and intentional access, destruction, alteration, addition or impediment to access or usefulness of personal information stored in any computer in the course of performing this Contract is an offence under the *Crimes Act 1914 and Criminal Code Act 1995* which may attract a substantial penalty, including imprisonment.

**Privacy**
   - DSS is collecting the personal information on this form in order to authorise NRAS Approved Participants and Applicants to access the NRAS Participant Portal. The collection of your personal information is authorised under the social security and family assistance law. This personal information may be given to other agencies providing services to DSS for the purpose of administering FOFMS. Your personal information will not be used for any other purpose, added to any mailing list or be disclosed to any person or organisation, without your consent unless authorised or required by law.

**Promoting efficient, effective and ethical use of IT resources**
   - use of Commonwealth computing facilities for unauthorised purposes including; illegally accessing a computing service, down loading or distribution of inappropriate, undesirable or offensive material may result in court prosecution.

**Reporting Lapses of Security**
   - Any known or suspected attempts to breach the User Responsibilities specified above must be reported immediately to the FOFMS Helpdesk on 1800 020 283.