

Development Facilitation Portal

Creating an account

Purpose

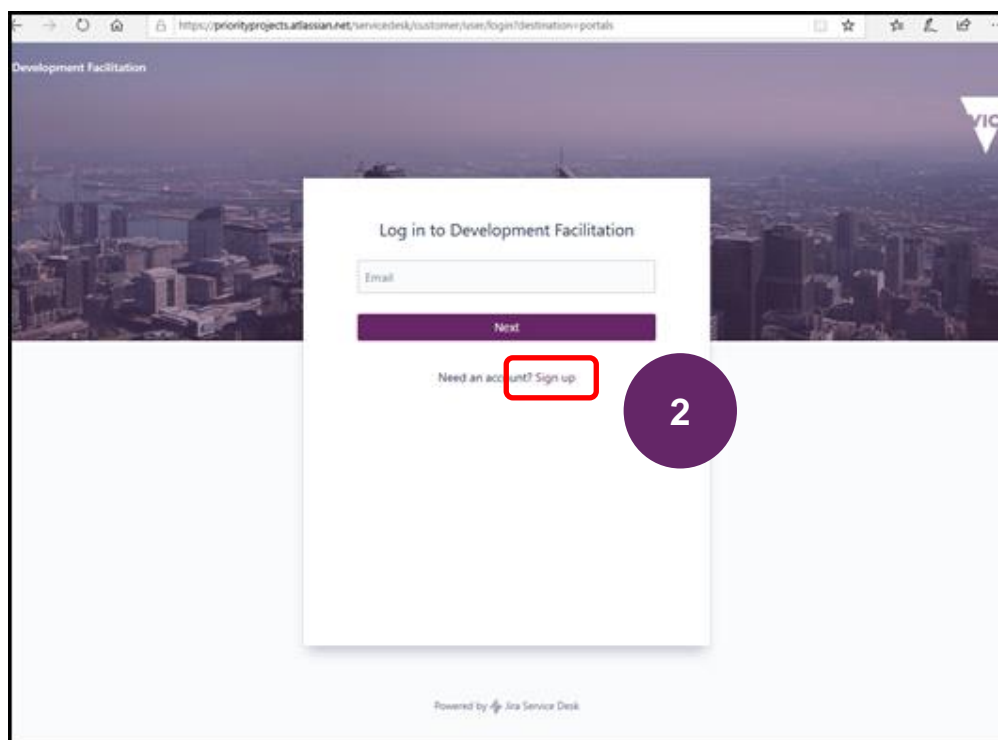
The following guide steps applicants on how to create an account to access the Development Facilitation Portal. By creating an account, the applicant will be able to:

- Save and resume an application
- Track the progress of an application
- Share an application with other collaborators
- Withdraw their application via the portal
- Respond to any requests for further information
- Provide additional supporting documentation

We use Atlassian's software to collect forms and manage the process for Development Facilitation. The portal can be used to lodge requests for Priority Projects or Facilitation Assistance. When signing up, you agree to Atlassian's Privacy Policy and Notice and Disclaimer

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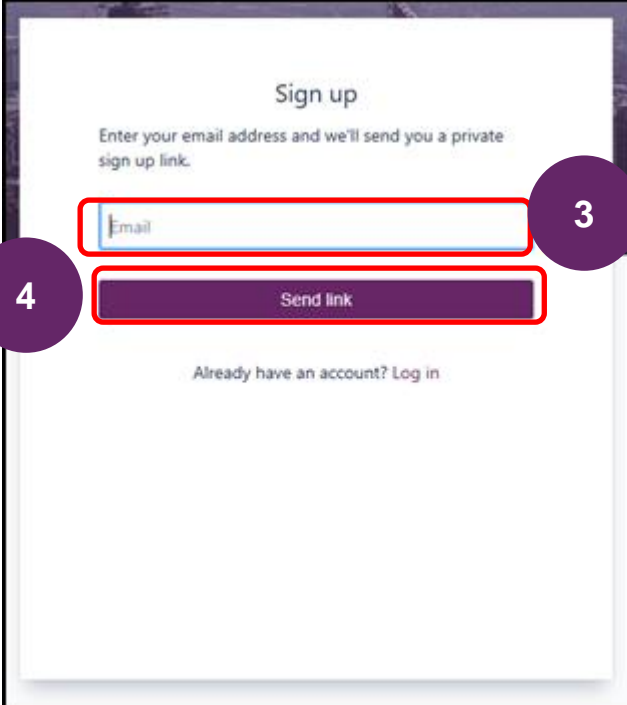
1. Go to: <https://priorityprojects.atlassian.net/servicedesk/customer/user/login?destination=portals>
2. Select Sign Up



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3. Enter your email address to have an activation link sent to you.
4. Select **Send Link**.



The screenshot shows a 'Sign up' form with the following elements:

- Header: 'Sign up'
- Text: 'Enter your email address and we'll send you a private sign up link.'
- Input field: 'Email' (highlighted with a red box and callout 3).
- Button: 'Send link' (highlighted with a red box and callout 4).
- Text: 'Already have an account? Log in'

5. Check your email and open the email from Development Facilitation titled 'Finish signing up to Development Facilitation'.
6. Select **Sign Up**.



The screenshot shows an email titled 'Finish signing up to Development Facilitation' with the following elements:

- Sender: 'Development Facilitation <jira@priorityprojects.atlassian.net>'
- Text: 'Almost done!' and 'Follow the link below to finish signing up to Development Facilitation. For security, don't share this link with anyone.'
- Button: 'Sign up' (highlighted with a red box and callout 6).
- Footer: 'Powered by Jira Service Desk'

7. At the signup screen, enter your full name
8. Enter a strong password
9. Refer to the **Privacy Policy and Notice and Disclaimer information** pages to ensure you agree with the policies.
10. Select **Sign up**

The image shows a 'Sign up' form with the following fields and elements:


- 7**: A purple circle next to the 'Full name' field, which contains the text 'Paul Simple'.
- 8**: A purple circle next to the 'Choose a password' field, which contains a masked password '*****' and a toggle icon.
- 9**: A purple circle next to the text 'By clicking *Sign up*, you agree to the Privacy Policy and this Notice and Disclaimer.'
- 10**: A purple circle next to the 'Sign up' button.


The form also includes an 'Email address' field with the value 'paul.simple52@gmail.com' and a 'Sign up' button.

It is recommended that you further secure your account using multi-factor authentication. Instructions are available from [Atlassian](#).

Need further help?

If you require further assistance with your request, contact the Development Facilitation team:

 1800 950 088

 development.facilitation@delwp.vic.gov.au