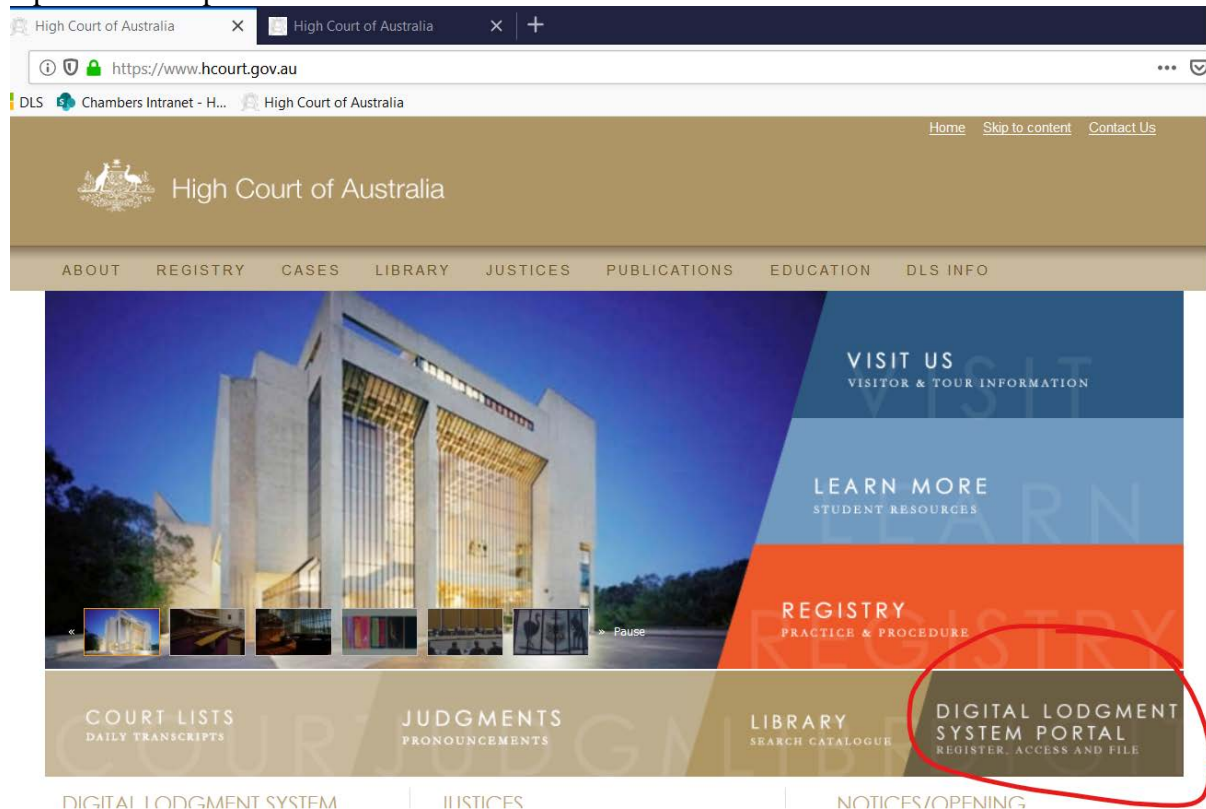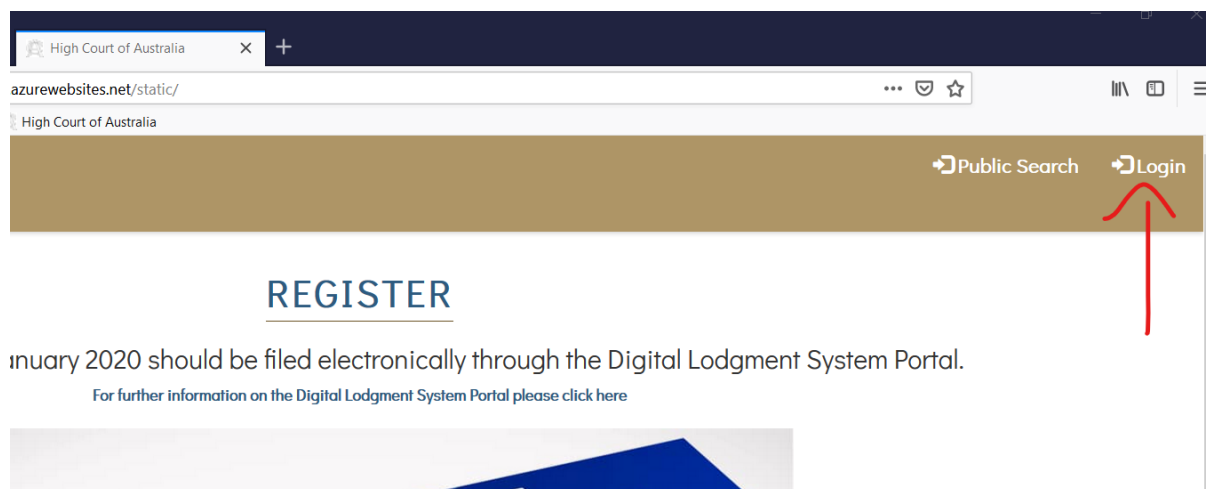# HIGH COURT OF AUSTRALIA

# To create a new User Registration in the HCA DLS Portal
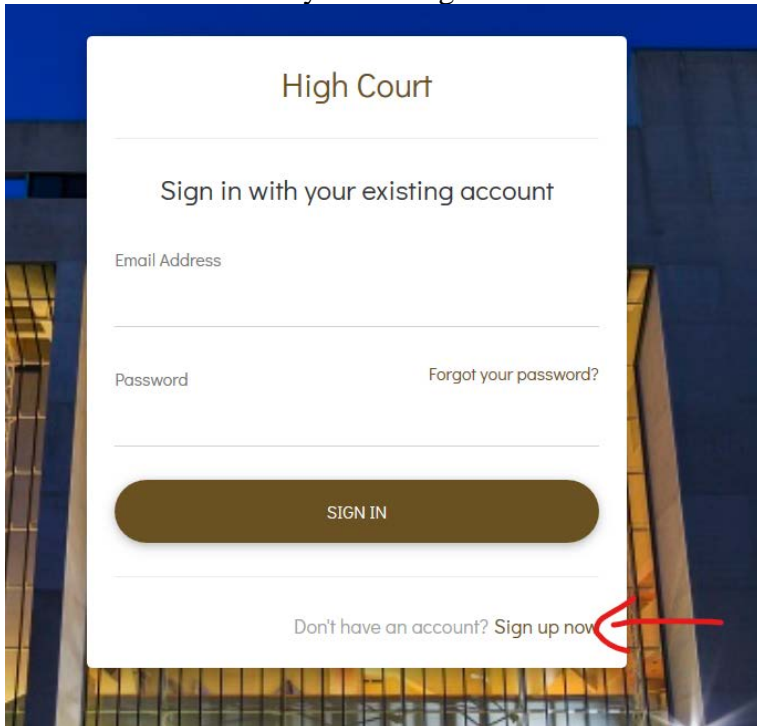
Open the DLS portal:



You can either click the word "Register" or the login button at the top of the screen.

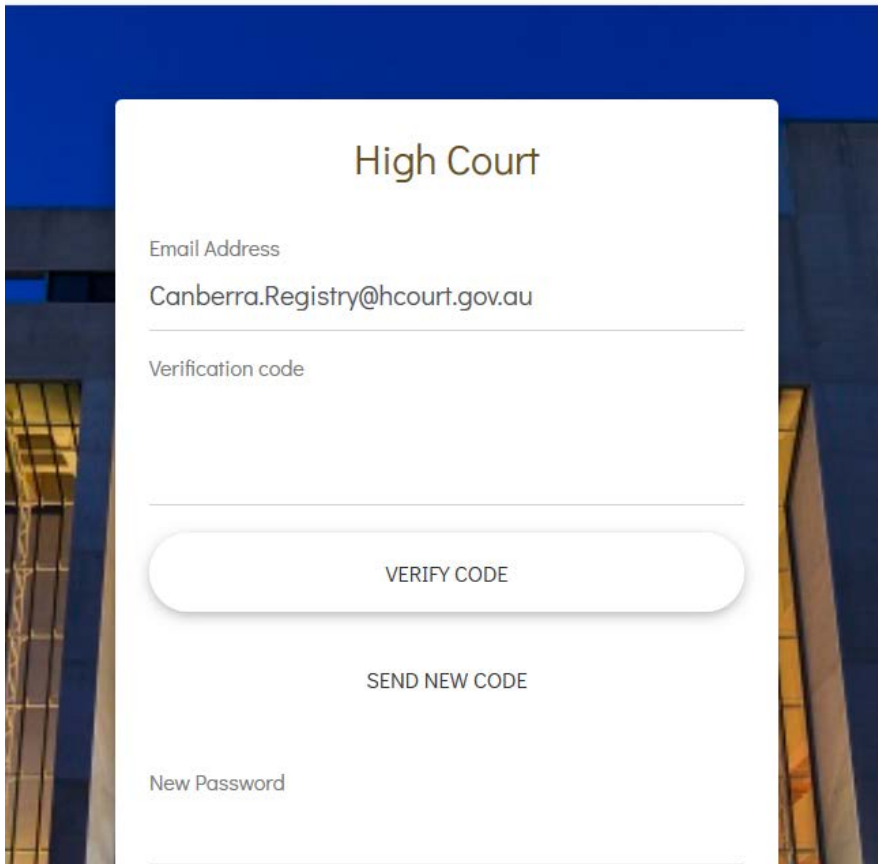Both of these will take you to a login screen:



If you are creating a new registration click the "sign up now"

Enter your email address and click the 'send verification code' button. This will send a code to your email address you can use to continue with your registration.

Please note that the DLS Portal doesn't recognise certain special characters in a username, such as apostrophes, quotes, brackets and ampersands. So, if your email address has one of these characters in it the registration will not create the user account properly. These characters are not recognised by the underlying Microsoft infrastructure and the Court cannot make the system accept them. If your email address is issued by a firm, you may be able to request an alias from your IT area so that you can register with the DLS Portal.
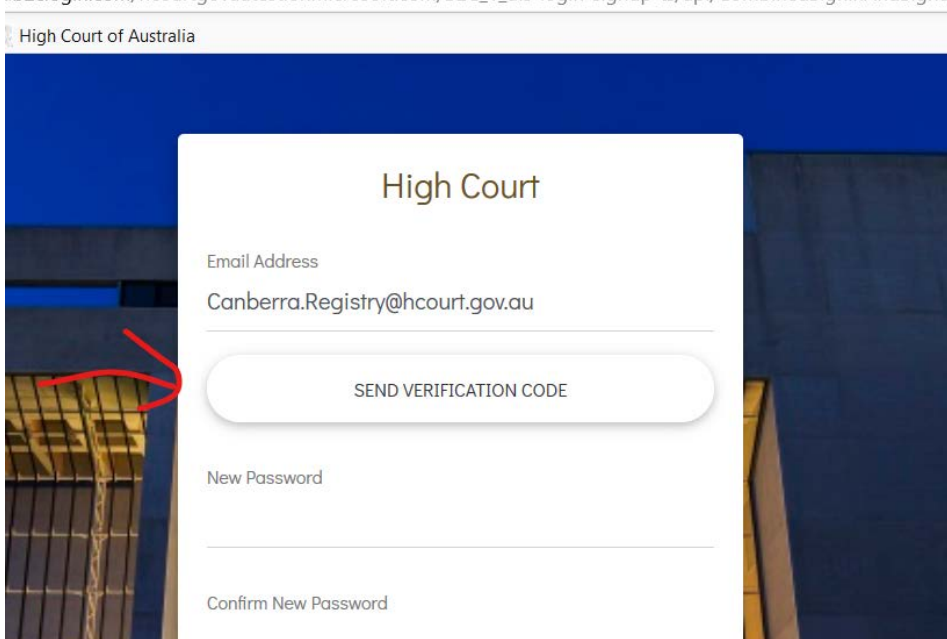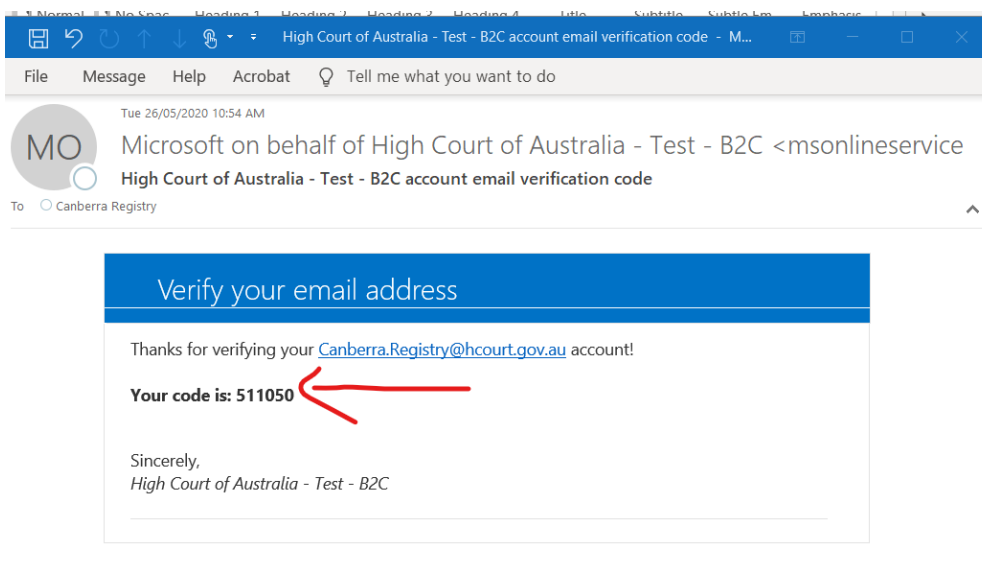
Once you have clicked the button a new field to enter the verification code will appear. Without closing the registration screen open the email you will have received.
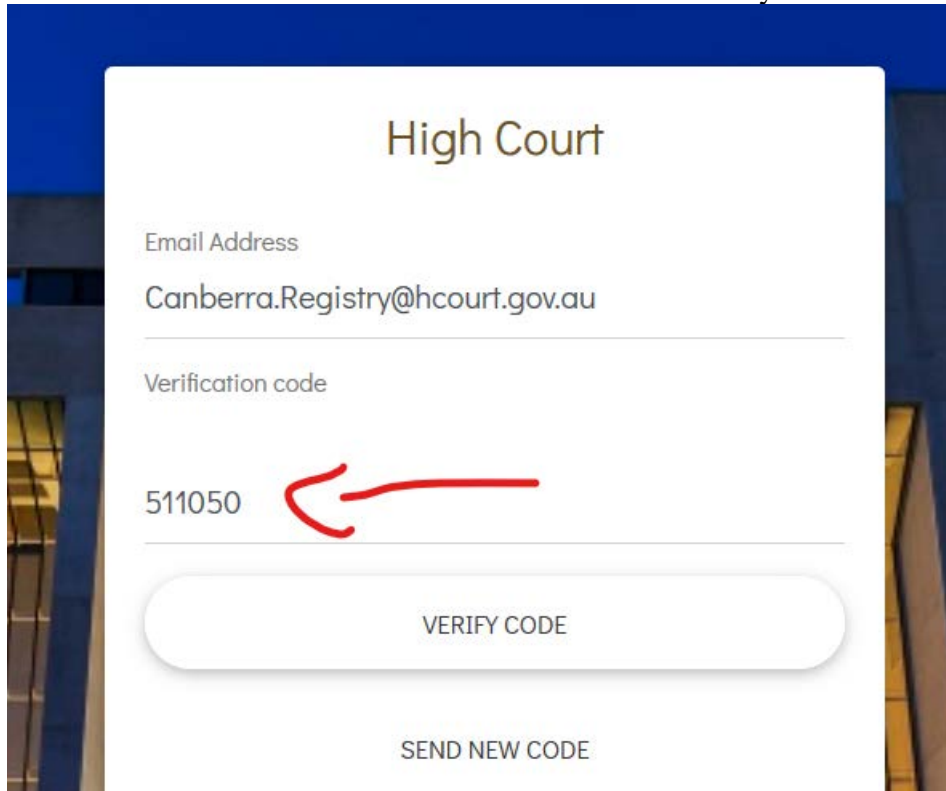


It should appear quickly and look like this:



If you do not get an email check if it has been caught in your junk mail filter. You cannot proceed without the verification code.

Enter the verification code into the field and click the verify code button:



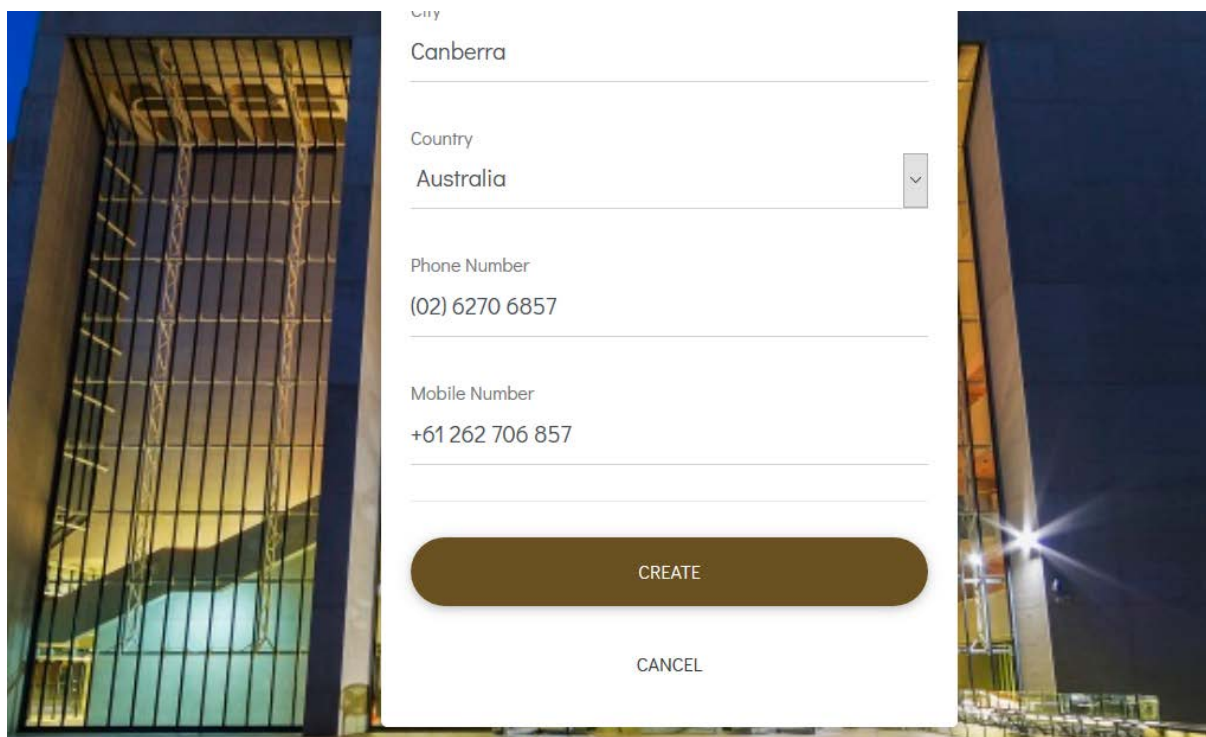Enter the rest of the details and click the create button. When you create your password it must include an uppercase letter, a lowercase letter, a special character and a number. It must be at least 13 characters long. An error message will display until you have a password which satisfies all of those criteria. Make sure you remember your password as you will need it to log into the system in future.
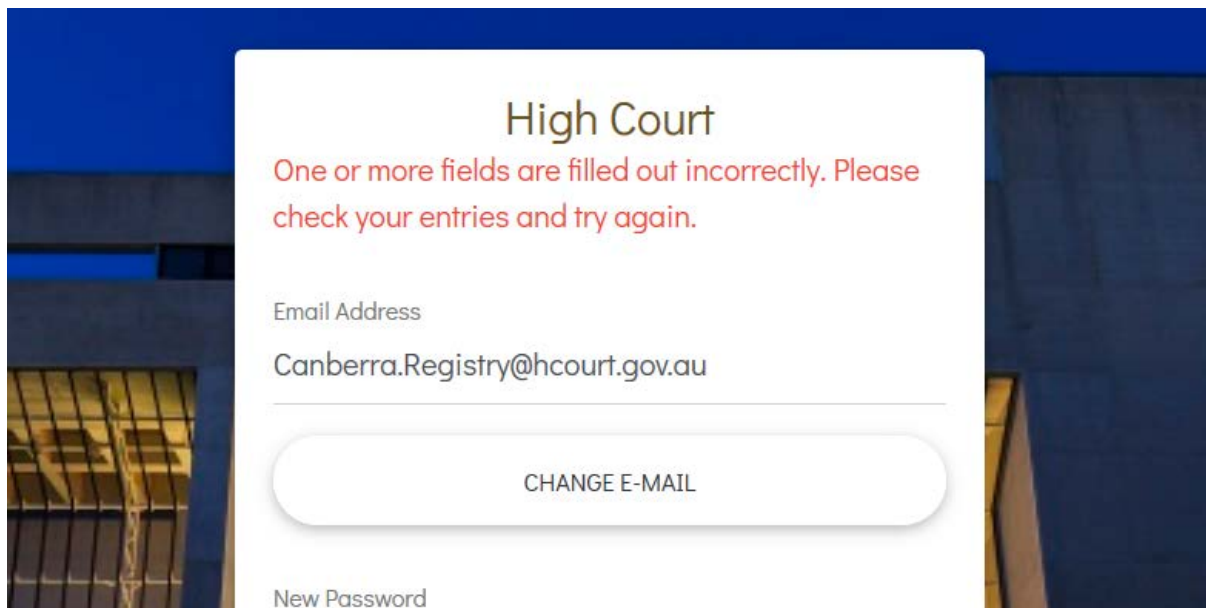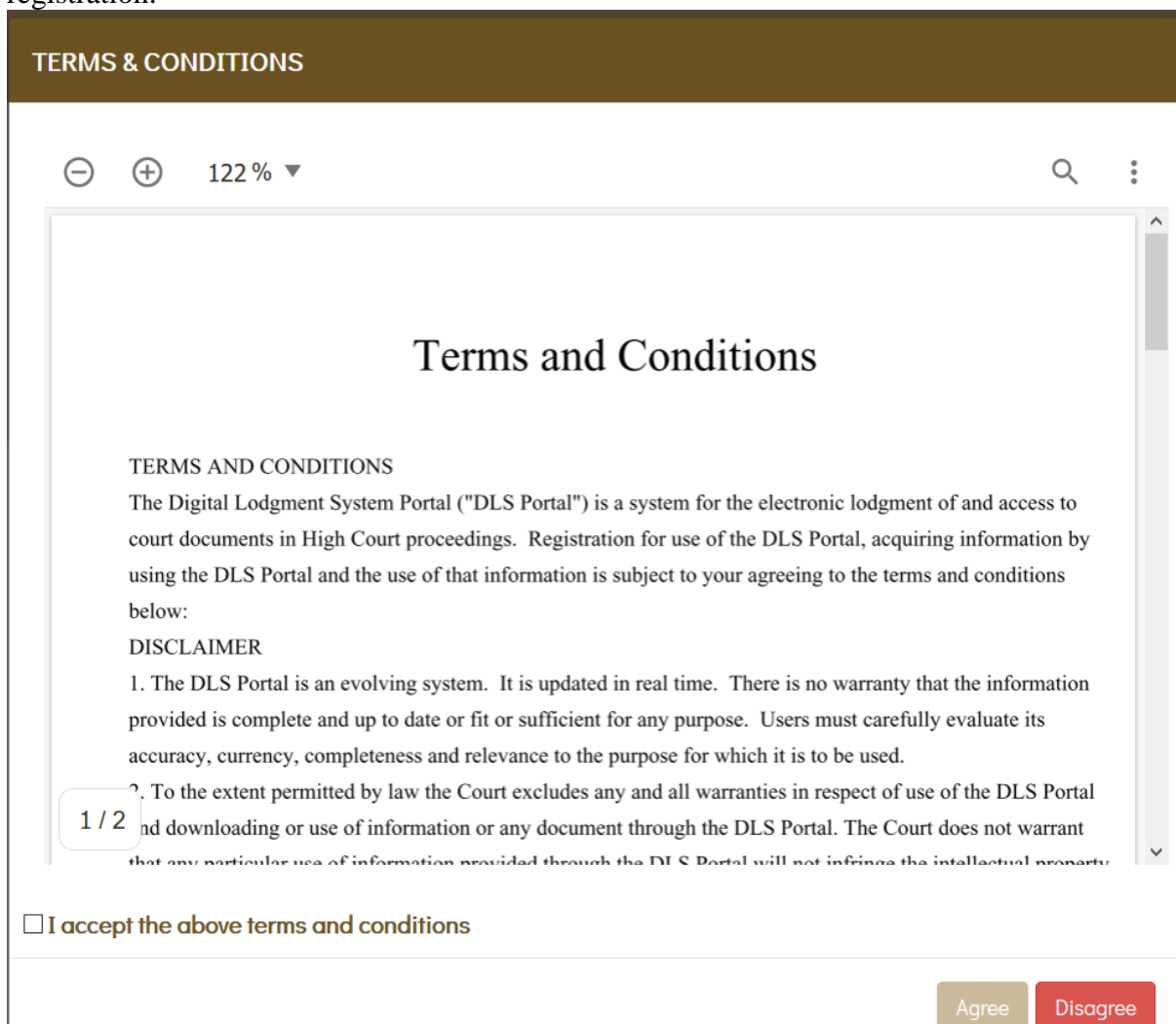
If you have missed anything you will get an error message at the head of the form:



If you have managed to create successfully you will be asked to agree to the terms and conditions of using the Court's DLS Portal. If you do not agree the system will not create the registration.