

Fact Sheet

Registering for ScriptCheckSA

This Fact Sheet provides information on registering for access to **ScriptCheckSA**. Prescribers and pharmacists in SA will be able to access **ScriptCheckSA** from late March 2021.

Before you register

Ensure that you have:

- Your AHPRA number
- A unique email address accessible only to you.

ScriptCheckSA uses your AHPRA registration details to identify you so it is important that they are up-to-date. By default, **ScriptCheckSA** uses the email address held by AHPRA. If this email address is shared by other practitioners, you will need to enter a unique email address during registration.

Registration details

1. Click the link in your **ScriptCheckSA** invitation email¹ OR visit <https://register.scriptcheck.sa.gov.au> to open the Registration Portal.

NOTE: if you open the Registration screen from the link in your invitation email, your AHPRA number will be pre-populated. If your AHPRA number is incorrect, please contact **ScriptCheckSA** IT Support via phone 1300 652 584 (select option 2) or email Health.ITsupport.ScriptCheck@sa.gov.au. If you open the screen directly from the link <https://register.scriptcheck.sa.gov.au>, you will need to enter your AHPRA number.

2. Enter your **Date of Birth (DOB)** then tick **I consent to using AHPRA to verify my details and retrieve my email address in my AHPRA profile.**

NOTE: If your DOB is correct and your registration is current, further details from your AHPRA registration will be displayed. **ScriptCheckSA** will send an email containing a Verification code to the email address associated with your AHPRA registration. If your AHPRA registration details or your DOB are incorrect, please contact [AHPRA](#).

ScriptCheckSA Practitioner Registration

Registering for ScriptCheckSA is a simple four step process that will take about 10 minutes to complete.

To complete the registration process you will require your AHPRA Number, date of birth, and a unique email address only accessible to you.

[Already Registered?](#)

Step 1. Registrant Details

Please provide the following information about yourself. The information will be validated against your AHPRA registration.

Enter AHPRA number

LLL0000000123

Enter date of birth



I consent to using AHPRA to verify my details and retrieve my email address in my AHPRA profile.

Next

¹ All eligible prescribers and pharmacists currently with unrestricted registration with AHPRA will be invited (by email from the Department for Health and Wellbeing) to register for **ScriptCheckSA**.

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Contact details

1. For prescribers only: enter your **Prescriber Number**. If you are a prescriber but do NOT have a Prescriber Number, please contact **ScriptCheckSA** IT Support via phone 1300 652 584 (select option 2) or email (Health.ITsupport.ScriptCheck@sa.gov.au).
2. Optional: enter your **Contact Phone Number**. If provided, this number will be kept confidential and will be used only for the purpose of communicating with you about **ScriptCheckSA**.
3. Enter the **Verification Code** that was sent to your email account then click **Verify**.

Preferred email address

1. To continue with the email address you currently use for AHPRA, click **Next**
- OR**
1. Enter your *Preferred Email Address* then click **Send Code** (a Verification code will be sent to the new email address you entered).
 2. Enter the *Verification code* then click **Verify**

Step 2. Contact Details

Please verify that you have access to the email address below.

AHPRA email

i We have sent an email to verify your email address. Please enter the verification code included in the email above.

If you are having trouble receiving the email, please check your junk folder or click [here](#) for technical support.

Enter verification code

Re-Send

Verify

Enter prescriber number
1234567 (required)

i Please enter your prescriber number if you have one. This information is mandatory for completing your registration.

Enter contact number
0400 000 000 (optional)

i The contact number entered will only be used for communications from ScriptCheckSA.

Next

Step 3. Preferred Email

The AHPRA email address above is already associated with a registration. Please provide a unique preferred email address that only you have access to.

i Communications from ScriptCheckSA, such as password reset must be sent to an email address only you have access to.

Enter preferred email address
|

Send Code

i We sent an email to verify the alternate email address provided. Please enter the verification code below.

If you are having trouble receiving the email, please check your junk folder or click [here](#) for technical support.

Enter verification code

Re-Send

Verify

Next

Account information

Your username is your email address (either the email address associated with your AHPRA registration, or an alternate email if provided). You can only change your username by re-starting the registration process with a new email address.

1. Enter the **Password** you will use to access **ScriptCheckSA** then enter it again in the *Re-Type Password* field.

NOTE: your password must be between 8 and 16 characters, and contain both uppercase and lowercase letters, at least one number or symbol (e.g.!,?,&), and no spaces.

2. Tick the checkbox to confirm you have read and accept the **Privacy Policy** then click **Submit**.

Your registration is now complete! The registration portal will display a message to confirm you have successfully completed the registration. You will also be sent an email confirming your registration and username. Please keep this email for future reference.

Step 4. Account Information

Your username to access **ScriptCheckSA** is shown below. We suggest that you keep a record of your username, as it will be required during login. To access **ScriptCheckSA**, you will need to create your password.

Username

i Please note the following password requirements. A password must:

- have a minimum of eight (8) characters
- include at least one (1) upper case alphabetical character
- include at least one (1) lower case alphabetical character
- include at least one (1) numeric or special character

Create password
password (required)

Re-type password
password (required)

I have read and accept the [ScriptCheckSA Privacy Policy](#).

Submit

OFFICIAL: Sensitive



Thank you for registering for ScriptCheckSA.

Your ScriptCheckSA username is:
%UserName%

To access training on how to use ScriptCheckSA and on the safer prescribing and dispensing of monitored medicines, visit the [ScriptCheckSA eLearning Portal](#).

Please keep this email for reference.

[Find out more about ScriptCheckSA here](#)

For help using ScriptCheckSA click [here](#) or call 1300 652 584

ScriptCheckSA Drugs of Dependence Unit | SA Health | PO Box 6 Rundle Mall Adelaide SA 5000

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This email may contain confidential information, which also may be legally privileged. Only the intended recipient should access this information.

Logging into ScriptCheckSA

You are now ready to log into **ScriptCheckSA**. For more information on logging in (after **ScriptCheckSA** is released at the end of March 2021), including setting up your additional security verification and creating your PIN, refer to the *Logging into **ScriptCheckSA** for the First Time* Fact Sheet available on the [ScriptCheckSA website](#).

For more information

ScriptCheckSA
Drugs of Dependence Unit (DDU)
PO Box 6, Rundle Mall
Adelaide SA 5000
1300 652 584
Health.RTPM@sa.gov.au
www.sahealth.sa.gov.au/scriptchecksa

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