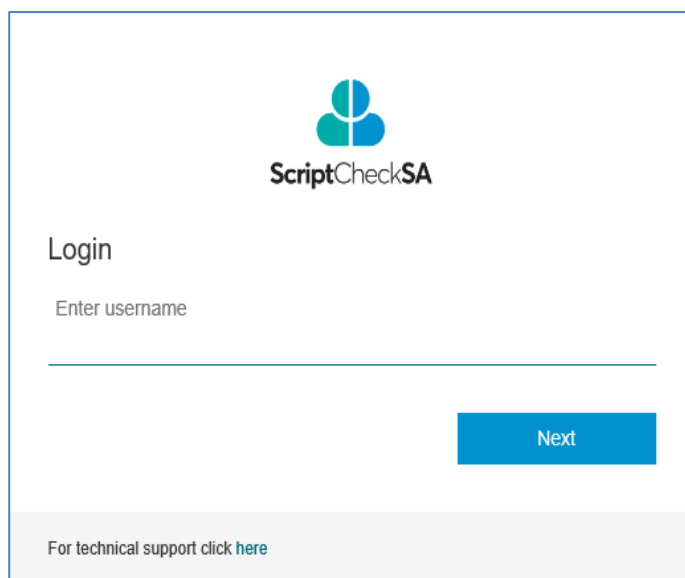


# Logging into ScriptCheckSA

This Fact Sheet provides information on logging into **ScriptCheckSA** for the first time, setting up your preferred authentication method, and creating your quick-access PIN.

## Enter your username

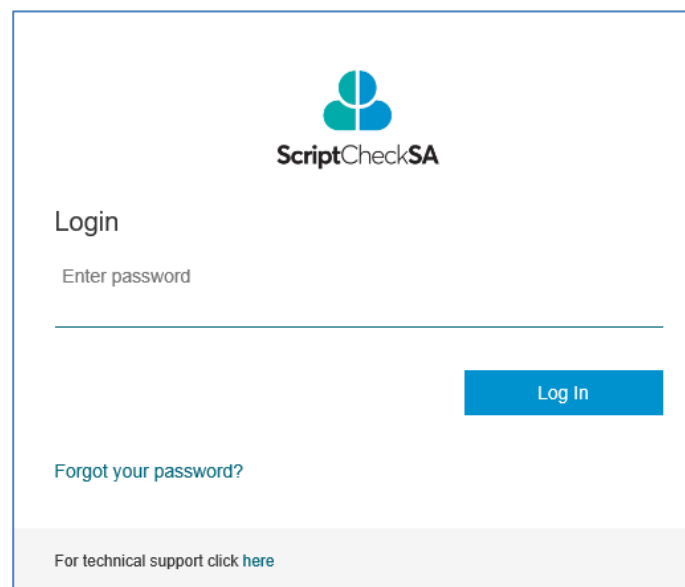
1. Go to [www.scriptcheck.sa.gov.au](http://www.scriptcheck.sa.gov.au)
2. Click **Login**
3. Enter your username<sup>1</sup>
4. Click **Next**



The screenshot shows the ScriptCheckSA login interface. At the top is the ScriptCheckSA logo. Below it, the word "Login" is displayed. There is a text input field labeled "Enter username" with a horizontal line underneath it. To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a link that says "For technical support click here".

## Enter your password<sup>2</sup>

- Click **Log in**



The screenshot shows the ScriptCheckSA login interface. At the top is the ScriptCheckSA logo. Below it, the word "Login" is displayed. There is a text input field labeled "Enter password" with a horizontal line underneath it. To the right of the input field is a blue button labeled "Log In". Below the input field, there is a link that says "Forgot your password?". At the bottom of the page, there is a link that says "For technical support click here".

<sup>1</sup> You created your username during the registration process, and it is either the email address associated with your AHPRA registration, or an alternate email if provided.

<sup>2</sup> You created your password during the registration process. It is between 8 and 16 characters long, and contains both uppercase and lowercase letters, at least one number or symbol (e.g. !,?,&) and no spaces.

You will only need to set up your Additional Security Verification and accept the Terms and Conditions the first time you log into **ScriptCheckSA**.

### Additional security verification

To protect patients' data stored in **ScriptCheckSA** against unauthorised access, your identity must be verified (authenticated) each time you log in. The first time you log, you will need to set up how you will authenticate yourself.

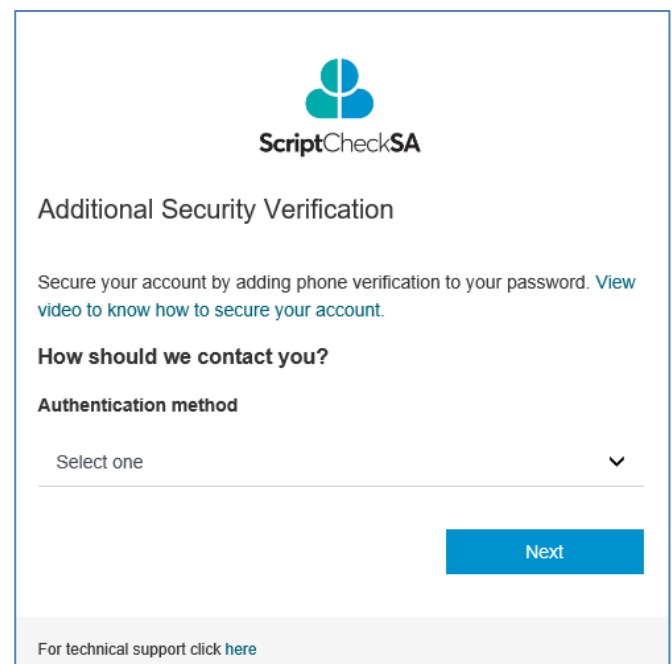
- Click **Set it Up Now**



There are two ways to receive a verification code:

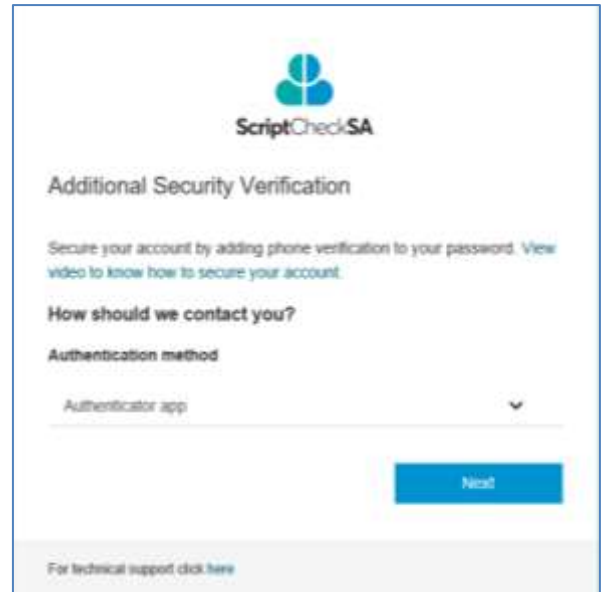
1. Authenticator app **OR**
2. Text message

You can change your authentication method or phone number at any time.



## To receive the verification code via the Authenticator app

- Select **Authenticator app** as the *Authentication method* and click **Next**



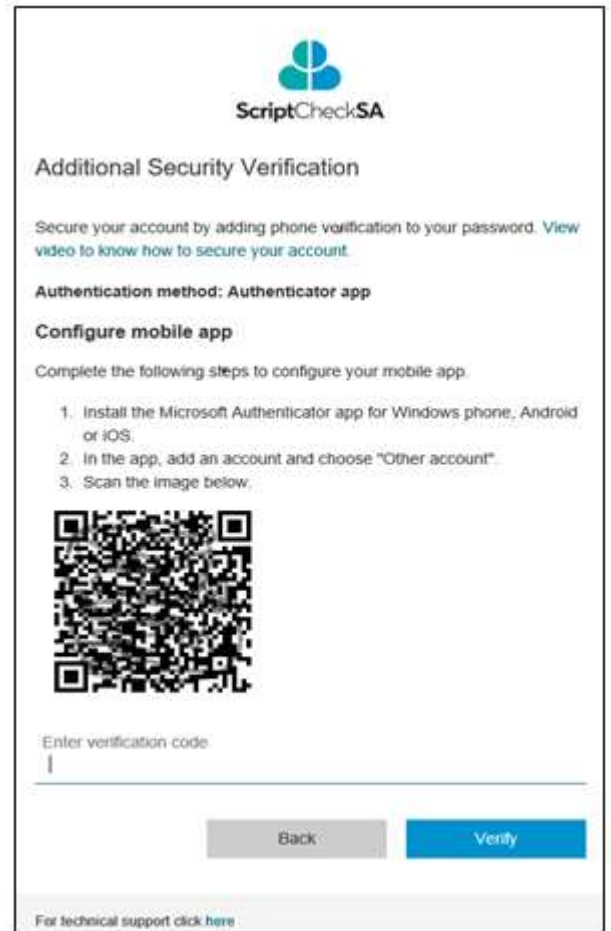
The *Configure mobile app* screen will be displayed in **ScriptCheckSA**.

### On your mobile phone:

1. Install the *Microsoft Authenticator app* from your phone's App store.
2. Open the App on your phone and select **I agree**.
3. Select **Add account** and choose **Other account**.
4. Use your phone to scan *the QR code image* shown on the **ScriptCheckSA** screen. This will add your **ScriptCheckSA** account to the App.

### In ScriptCheckSA:

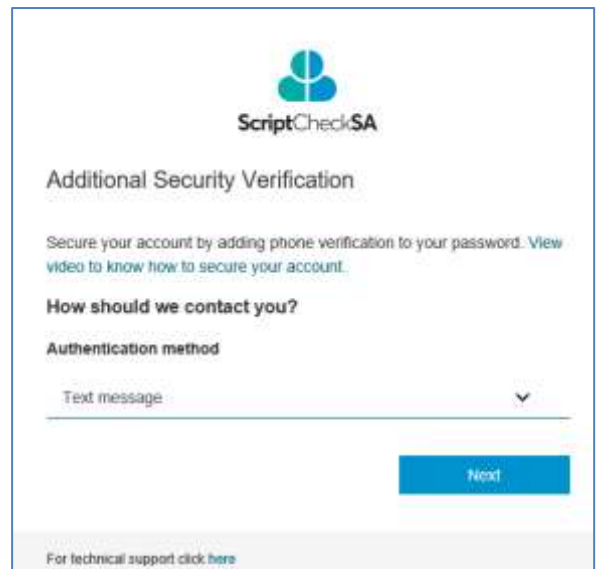
- Enter the *verification code* currently displayed in the Microsoft Authenticator app on your phone (the verification code automatically resets every 30 seconds) and click **Verify**.



## Fact Sheet

### To receive the verification code via Text message

- Select **Text message** as the *Authentication method* and click **Next**.
- Select **Australia (+61)** for the country then enter your mobile phone number (with or without the leading zero) and click **Text Me**.
- Enter the verification code received via text message and click **Verify**.



ScriptCheckSA

### Additional Security Verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account.](#)

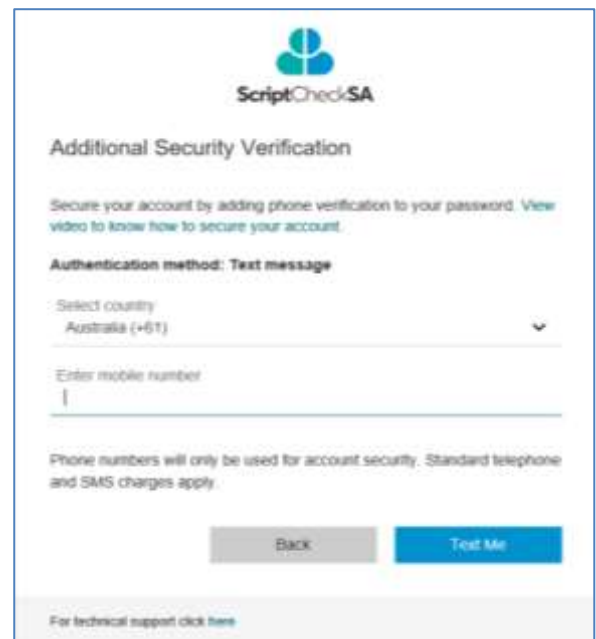
**How should we contact you?**

**Authentication method**

Text message

[Next](#)

[For technical support click here](#)



ScriptCheckSA

### Additional Security Verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account.](#)

**Authentication method: Text message**

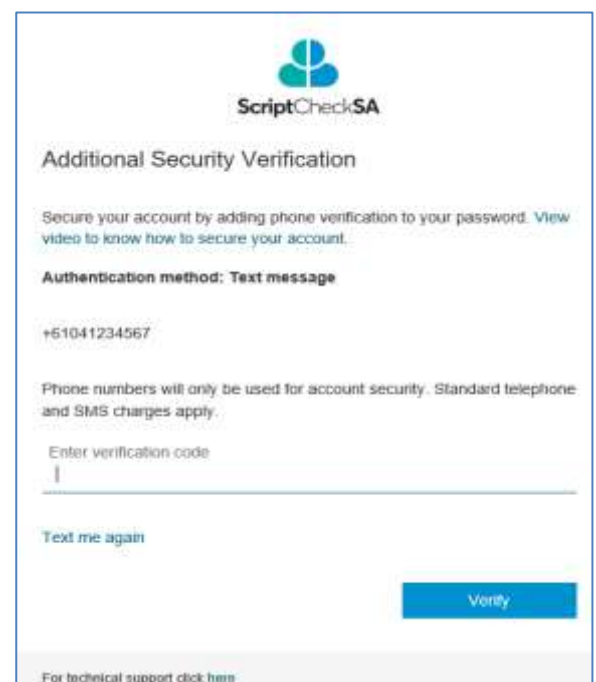
Select country  
Australia (+61)

Enter mobile number

Phone numbers will only be used for account security. Standard telephone and SMS charges apply.

[Back](#) [Text Me](#)

[For technical support click here](#)



ScriptCheckSA

### Additional Security Verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account.](#)

**Authentication method: Text message**

+61041234567

Phone numbers will only be used for account security. Standard telephone and SMS charges apply.

Enter verification code

[Text me again](#)

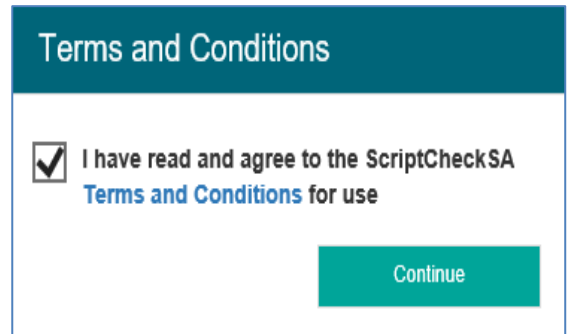
[Verify](#)

[For technical support click here](#)

## Accept the Terms and Conditions

The first time you log in to **ScriptCheckSA** after registering, the **Terms and Conditions** window will be displayed.

1. Click the **Terms and Conditions** link. The **ScriptCheckSA** Terms and Conditions document will open in a new tab. Please read this document before continuing.
2. To accept the Terms and Conditions, tick **I have read and agree to the ScriptCheckSA Terms and Conditions for use** and click **Continue**.



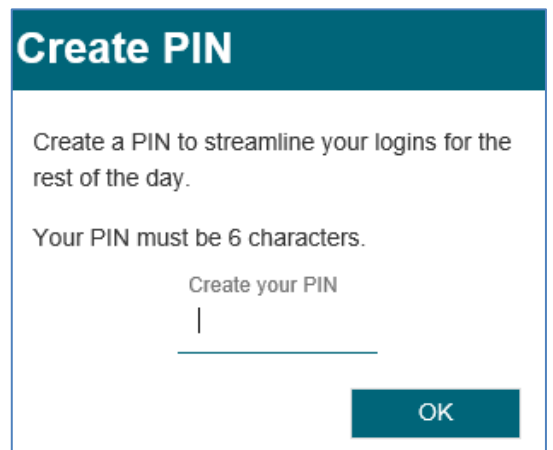
You will be prompted to create a PIN for quick access to **ScriptCheckSA** for the rest of the day.

## Create a PIN

Each day when you log in to **ScriptCheckSA**, you will be asked to set up a PIN. You can use your PIN to quickly access **ScriptCheckSA** on that device for the rest of the day without needing to re-enter your username, password and authentication code.

**NOTE:** your PIN expires after 12 hours, it can be any six letters or numbers, and does not need to be changed every day (i.e. you can keep using the same PIN for as long as you believe it to be secure).

- Create your PIN then Click **OK**.



Your PIN is now saved and will remain active on this device for 12 hours or until you log out or close your browser. For quick access to **ScriptCheckSA**, keep your browser open after logging on. **ScriptCheckSA** will automatically lock your session after 15 minutes of inactivity. Simply re-enter your PIN to restore your **ScriptCheckSA** session.

You are now logged in and can start using **ScriptCheckSA**.

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## 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](mailto:Health.RTPM@sa.gov.au)  
[www.sahealth.sa.gov.au/scriptchecksa](http://www.sahealth.sa.gov.au/scriptchecksa)

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