How to set up My Account

Overview

Setting up **My Account** allows you to:

- receive daily email alerts for updates to legislation that match your criteria;
- maintain a list of saved titles so that you can quickly access your most frequently required titles;
- maintain a list of saved searches so that you can quickly run a search again without having to set up the search criteria.

Sign up to My Account

To sign up for an account:

Either click on the **Sign-up** button in the boxed **My Account** section at the bottom right-hand side of the Homepage or **Register for My Account** in the blue ribbon at the very top right-hand side of any Register page.

Add your details to the form and click **Sign Up**.

Verify your account by following the prompts in the email sent to your nominated email address. The verification step is important as you will not receive any emails from your alerts until your **My Account** has been verified.

You are now ready to create alerts, save titles and save search queries to your **My Account**. You will need to be logged in to **My Account** to save your queries. If you are not logged in you will be prompted to log in when you try to save a search query.

How to set up My Account

Save titles to My Account

You can save links to your favourite titles in **My Account**.

When viewing a title click on the **Save icon** in the top right corner of the **Version box**.

Once the title has been saved to your **My Account**, the **Save icon** will turn green and a notification will appear on screen:

Saved titles will appear in alphabetical order on the right-hand side of your **My Account** page.

Click on the **Delete icon** to the right of a title to remove it from your **Saved titles** list.

How to set up My Account

Save search queries to My Account

You can save search queries to your **My Account** so that you can easily run the same search again.

When you perform a search on the website, click on the **Save search** button that appears in the top right of the **Search results page**.

You will be prompted to give that search query a name. Enter a name in the **Search name** field and click **Save**.

Saved searches will appear on the right-hand side of your **My Account** page, in alphabetical order as you have named them.

Click on the **Delete icon** 🗑 to the right of the search query name to remove it from your **Saved searches** list.

How to set up My Account

Create and save an alert

What is an alert?

An alert allows you to receive notification about updates to legislation where those updates match your alert query. The email alert process runs overnight, and notifications are sent to your email daily. You will only receive an email if there has been a match against your alert query.

How to set up an alert

You can set up an alert by either:

- • creating a new alert based on a title, directly from the title page; or
- • creating a new alert on the **My Account** page.

Creating a new alert based on a title, directly from the title page

When viewing a title, click on the **Alert icon** 🔔 in the top right corner of the **Version box**.

You will be prompted to give the alert a name. The **Alert name** field defaults to the title of the legislation you are viewing, which you can then edit.

If you would also like to also get alerts for any titles that are authorised by the title you have selected, click the checkbox under the **Alert name** field.

Once you have completed these steps, click **Save**.

How to set up My Account

Once the alert has been saved to your **My Account**, the **Alert icon** will turn green and a notification will appear on screen:

Clicking on a green **Alert icon** will take you to your **My Account** page, where you can manage the alert relating to that title.

Any **Alerts** you create will appear on the right-hand side of your **My Account** page, below Saved searches.

Creating a new alert on the My Account page

In your **My Account**, in the **Alert management** section, click on the **Create new** button to open the available options for alert queries.

Step 1: You will be prompted to give the alert a name in the **Alert name** field.

Step 2: In the **Find and subscribe** section, start building your alert query using the options below.

Search for, Search in and Search using options

You can use the **Search for** option to find matches to a particular search term, for example, "green parrot".

You can then use the **Search in** option to choose where you want to look for that term. Select **Name** to limit this to titles of legislation only or **Name and text** to find the search term in both titles of legislation and contents of documents on the Register.

You can set how close a match is required by choosing options from the **Search using** drop-down:

- **Contains phrase**—this will find the text or phrase as shown exactly in the **Search for** field, for example "green parrot" but not "parrot green" or "green crested parrot";

- **At least one of the words**—this will find any of the words in your phrase and will return a result even if all of the words in your phrase are not found, for example, any references to "green" or "parrot" even if both words do not appear in the document;

- **Contains all the words**—this will find all of the words but the words don't need to be in the same order as they appear in the **Search for** field, for example, where both "green" and "parrot" appear but not necessarily together as a phrase, such as a document relating to the Australian green tree frog and the Australian king parrot.

If you do not want to search for any text in particular, leave the **Search for** field blank, and you can instead set up an alert using the **Filters**.

What filter options are there?

There are many additional filters that you can select to refine the alerts that you will receive. You should consider carefully how these filters will work together to ensure that you get the result you want.

Filter by Type

Click on the **Type** filter to expand the available options.

Using this filter, you can select whether to receive alerts for just principal or amending legislation and for as made (new) legislation or compilations (versions of the law with amendments incorporated). For example, if you are only interested in getting alerts when a Bill has been given Royal Assent and registered as a new Act, you should select the **As Made** checkbox (and also Act under the Collections filter). If you are not interested in amending legislation, you should check the **Principal** checkbox.

How to set up My Account

*Filter by **When this event occurs***

Click on the **When this event occurs** filter to expand the available options.

You can select to be alerted when an event in the drop-down list occurs for a title that matches your alert criteria. If you do not apply any of the event filters, you will receive results for all events. If you select only some events, you will only receive alerts for those events.

When this event occurs ⌄
☑ Amended (an amendment to a title has commenced)
☐ Ceased (a title has been ceased)
☐ Modified (a title has been modified)
☐ Registered (a version of a title has been registered)
☐ Repealed (a title has been repealed)
☐ Saving, Application and Transitional provisions (a title has been affected by one of these provisions)

For example, if you have set up an alert for the term "green parrot" in **Name and text** as a phrase, and then select the **Amended** event checkbox (as above), you will receive notification if any results from a search of "green parrot" are amended.

You may also choose to set up an alert with nothing in the **Search for** field, and just select an event. For example, if you would like to be alerted anytime there is a repeal of a title, you would select the **Repealed** event checkbox and not select any other options.

*Filter by **Collections***

Click on the **Collections** filter to expand the available options.

Select one or more options. If you would only like results for a particular type of content, for example legislative instruments, then select the Legislative instrument checkbox (as below), which will limit results to the Legislative instruments collection.

Collections ⌄
☐ Act
☐ Administrative Arrangements Order
☐ Constitution   ☐ Gazette
☑ Legislative instrument
☐ Norfolk Island
☐ Notifiable instrument
☐ Prerogative instrument

*Filter **For these titles***

Click on the **For these titles** filter to expand the available options.

If you would like an alert for a particular title/s and anything authorised by those titles, you can search for the titles in the text field. Start typing part of the title and then select from the list of available titles.

As you type, titles will populate below.

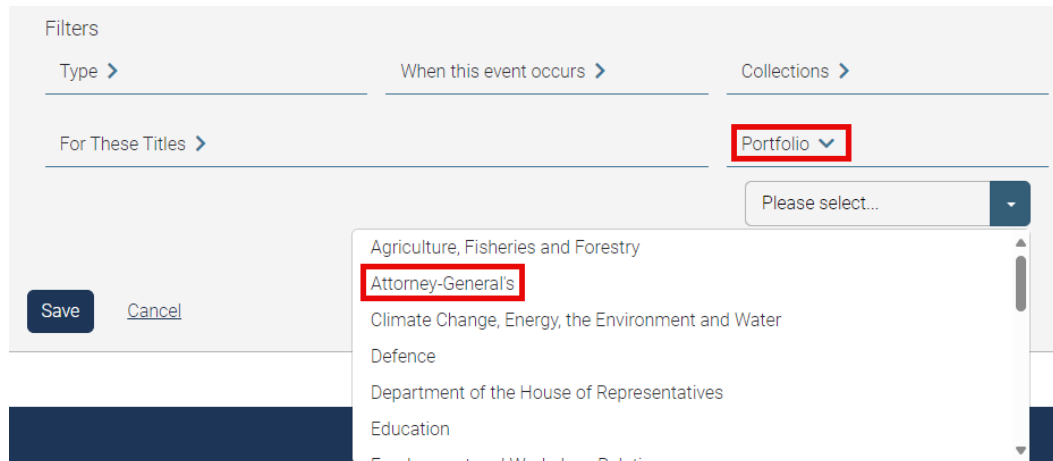Once selected, the title will appear as follows:

If you would also like to also get alerts for any titles that are authorised by the title you have selected, click the checkbox under the title.

Click on the **Delete icon** 🗑 next to a title to remove it from the alert query.
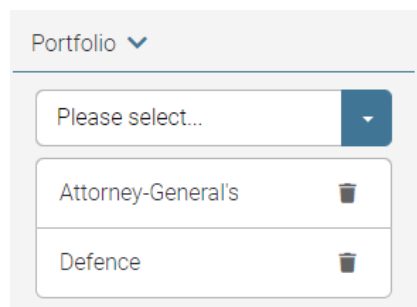
*Filter by **Portfolio***

Click on the **Portfolio** filter to expand the available options.

If you would like to limit your results to a particular portfolio, then select that portfolio from the drop-down menu. For example, if you would only like alerts for titles administered by the Attorney-General's Department then select Attorney-General's from the list (as below).

You can select more than one portfolio, but you must select them one at a time. Once selected, they will appear as follows.

Click on the **Delete icon** 🗑 next to a portfolio to remove it from the alert query.

Step 3: Once you have built your alert query, click **Save**.

Any alerts you create will appear on the right-hand side of your **My Account** page, in alphabetical order.
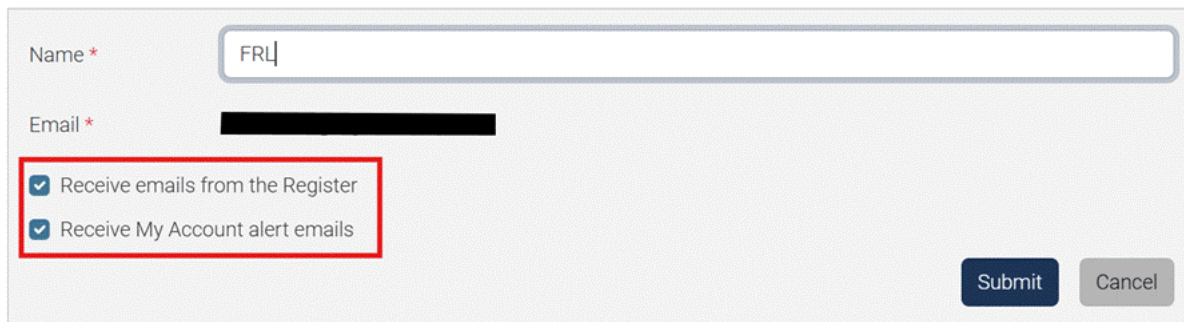

View, edit and delete your alerts

To view, edit and/or delete alerts, click on the **My Account** button in the blue ribbon at the top of the Homepage. Click on the **Edit icon** ✎ , which will give you the options for building alert queries described above, or the **Delete icon** 🗑 to delete an alert.

How to set up My Account

Edit or turn off your alert emails

You can choose which categories of emails you receive. When logged into My Account, click **Edit my details**. You can deselect a checkbox to stop receiving emails in that category.

To keep receiving My Account alert emails, make sure both checkboxes are ticked.

Select **Receive emails from the Register** to receive informational emails from the Register. Deselecting this option means you will not receive any emails from the Register, including My Account alert emails. Lodgement emails, relevant to government employees only, are also included in this category.

Select **Receive My Account alert emails** to receive emails for your My Account alerts. Deselecting this option means you will not receive My Account alert emails regardless of the settings in your alert management.