



# How to Authorise Access to SkillPASS Mobile App



Click on "Get Started"



Click on "Login"

All SkillPASS clients get access to their own SkillPASS Portal.

Please login to the SkillPASS Portal

Username

Password

Forgotten your username/password?  
Need help? E-mail SkillPASS.

Use your company login (e.g. Chris Clague and password)



The dashboard features a top navigation bar with the following items: HOME, COMPANY, EMPLOYEE, ORDER CARDS/REGISTER, SKILLS MATRIX, EXPIRIES, and LOG OUT. Below the navigation bar is a grid of six main menu items, each with an icon and a label: ORDER CARDS or REGISTER (with a sub-menu dropdown), + ADD NEW EMPLOYEES, COMPANY DETAILS, EMPLOYEE DETAILS, EXPIRIES, and COMMUNICATIONS. The sub-menu dropdown under 'COMPANY' is open, showing three options: 'Company details', 'Login account management', and 'Communications'. A red circle highlights the 'Login account management' option.

On this screen, go to drop down menu under “Company” in top line. Select ‘Login account management’

HOME COMPANY EMPLOYEE ORDER CARDS/REGISTER SKILLS MATRIX EXPIRIES

### SkillPASS Portal Account

Username: MarketingESQ [Update Username](#) These details are for the SkillPASS Portal account that is currently logged in.

Password: [Change Password](#)

Name: Marketing \* Changing your e-mail address will deactivate your account until you activate it through the link sent to your new e-mail address. The activation e-mail will be sent immediately upon saving.

E-mail\*: marketing@energyskillsqld.com.au [Update Name/E-mail](#)

### SkillPASS Portal Accounts

SkillPASS Portal Accounts [Employee Accounts](#)

Account Holder	E-mail	Username	Can Edit Company Details	Status

You will arrive at this screen which shows details of your company employees.

Click on “Employee Accounts”

[Update Name/E-mail](#)

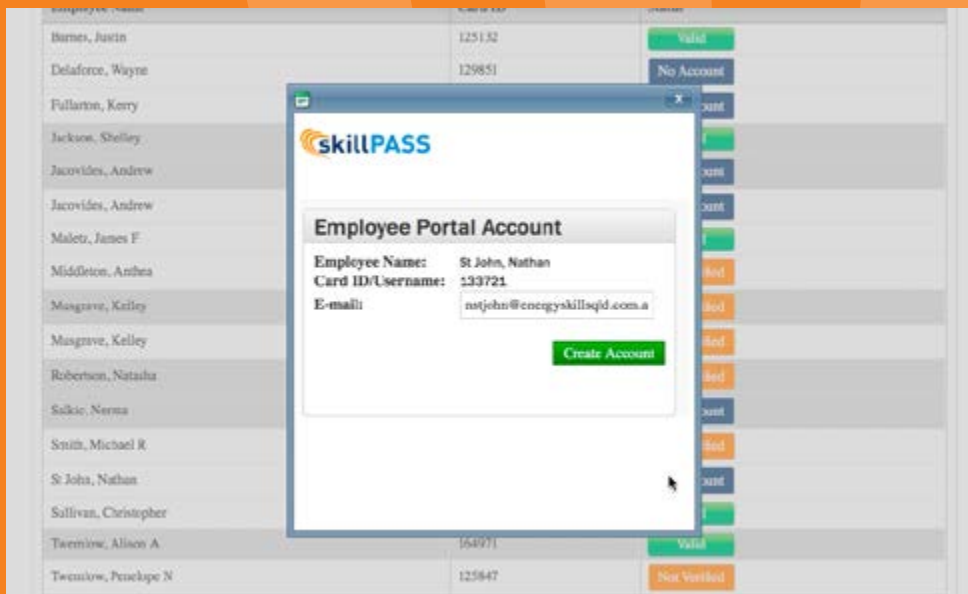
### SkillPASS Portal Accounts

SkillPASS Portal Accounts [Employee Accounts](#)

Employee Name	Card ID	Status
Barnes, Justin	125132	Valid
Delaforce, Wayae	129851	No Account
Pullerton, Kerry	130355	No Account
Jackson, Shelley	141136	Valid
Jacovides, Andrew	125866	No Account
Jacovides, Andrew	131135	No Account
Maletz, James F	160600	Valid
Middleton, Anthea	132254	Not Verified
Musgrave, Kelly	125367	Not Verified
Musgrave, Kelly	132473	Not Verified
Robertson, Natasha	126539	Not Verified
Salkic, Nerma	161807	No Account

This will take you to a screen showing your employee names, including your own name.

Go to the name you wish to approve for the SkillPASS App and click on “No Account”.



The next screen will show a response box advising that the account has been created and the employee has had their details emailed to them.

Your SkillPASS APP Portal account has been created. To activate your account, the below steps must be followed:

**Step 1**

You need to verify and activate your SkillPASS APP Portal account. To do this, click [this link](#). If you are unable to open the above link, please copy and paste the following into your browser:

<https://SkillPASS.damstra.com.au/Verify.aspx?AccessCode=1972971398649368&Username=164971>

Please note that you will not be able to log in until your account has been verified via the links above.

**Step 2**

Once your account has been verified you will need to download the SkillPASS APP, use the below username and password to log in.

Your username is set to: 909090

Your temporary password is set to: OWPRFY

The password replaces your current password. The password is case-sensitive and must be entered as above.

When the employee (or you) checks their emails, there will be a message like this:

You must click on the link to activate the SkillPASS App account.

Search the App Store for 'SkillPASS mobile' and download it to your mobile. It is free.

Using the Username (six numbers) and the temporary password supplied to login.