

ORDA Quick Tips Library

ORDA is a secure, web-based system to manage the drafting and submission of your agency's Retention and Disposal Schedule.

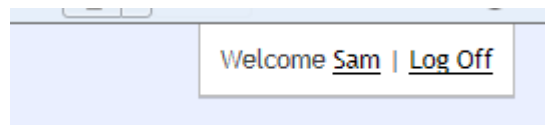
Through ORDA, you can draft or import your disposal schedule, export your disposal schedule in different formats, and search across other approved disposal schedules for existing precedents. The Government Information Strategy Unit (GISU) within the Tasmanian Archive + Heritage Office (TAHO) will review your draft schedule within ORDA and provide comments to guide your development project. Collaboration between you and GISU to develop your disposal schedule, from draft to final approval, is conducted entirely through ORDA.

The ORDA Quick Tips Library is a series of 'how to' documents designed to provide staged instruction to agency staff and representatives responsible for drafting schedules through ORDA.

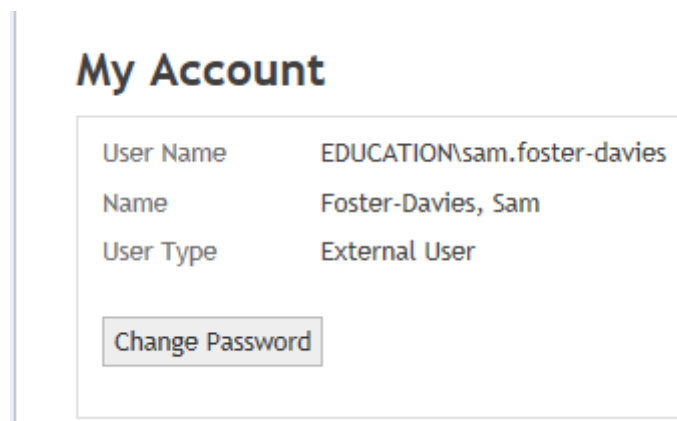
OQT 2.3 – Managing passwords

As a security feature, passwords cannot be accessed either internally or externally. You will need to set your own password when activating your account via the activation hyperlink in your initial notification email.

You can change your password at any time, by logging into the system and clicking on your name in the top, right corner of the ORDA display:



This will take you to your account page where you can change your password:



You can now enter your new password and save it. Your password must be at least 8 characters long. A password strength meter is also provided - it is recommended that you choose a password of at least MEDIUM strength. Selecting a password that contains a mix of letters, numbers, lowercase/uppercase, symbols, etc, will typically provide a more secure password.

ORDA will provide an auto-prompt when you re-set your password if there are any errors in the password confirmation.

Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in length.

The screenshot shows a 'Change Password' form with the following elements:

- Current Password:** A text input field containing three black dots.
- New Password:** A text input field containing 15 black dots. Below the field is a yellow progress bar that is approximately 60% full, with the word 'Medium' written in orange text below the bar.
- Confirm New Password:** A text input field containing 15 black dots.
- Buttons:** Two buttons at the bottom: 'Change Password' and 'Cancel'.

Should at any stage you forget your password, the GISU ORDA Admin can issue a new temporary password by resetting your user account registration. Contact the GISU reviewer assigned to your schedule development project if you require assistance in this regard, at GISU@education.tas.gov.au or ph 03 6165 5581.

Once you have been issued a temporary password to regain access, you can update to a secure password of your own choice as before.

Related TAHO Resources:

Appraisal Statement for State records required as State Archives

Guideline 2 Retention and disposal of State records

Guideline 4 Agency determination of access restrictions

Guideline 6 Developing a functional records disposal schedule

Advice 2 All about appraisal

Advice 13 Writing disposal classes

Advice 28 Getting started on the development of an agency functional disposal schedule

Information is available via the GISU website on relevant training programs recommended for agencies undertaking Retention + Disposal Schedule development projects.

Contact us:

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Information Security Classification

This document has been security classified using the Tasmanian Government Information Security classification standard as PUBLIC and will be managed according to the requirements of the Tasmanian Government Information Security Policy.

Document Development History

Build Status

Version	Date	Author	Reason	Sections
2.0	August 2015	Sam Foster-Davies	Review	Introduction; Resources; Contact Us
1.0	December 2014	Sam Foster-Davies	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
Contact Us; Introduction		Updated Unit name and email address
Resources		Removed hyperlinks and updated to reflect revised tools

Issued: August 2015

Ross Latham
State Archivist