



Victorian
Agency for
**Health
Information**

Victorian Health Incident
Management System

Victorian Health Incident Management System Central Solution

Logging in for the first time

This guide has been created to assist staff members with their first login to the VHIMS Central Solution (VHIMS CS).

Guidance for staff members requiring assistance with your first login to VHIMS Central Solution (VHIMS CS).

Step 1: Your Victorian public health organisation's VHIMS CS Delegate submits a request for you to be onboarded. **No action is required from you at this stage.**

NOTE: The login process may slightly vary depending on which organisation you work for. Please refer to the note in Step 2.

Step 2: VHIMS CS Delegate is notified when request has been processed, and Microsoft Verification Email is sent to your Inbox (see example below).

Application has been granted.

 DHHS User Portal <noreply@userportal.dhhs.vic.gov.au>
Wed 17/06/2020 1:57 PM
To: You

Dear [REDACTED],

Your access has been granted to the following DHHS application(s).

- Application: VHIMS Functional Role: VHIMS User Environment: Production

Please click the link below and follow the prompt to finalise your account.

[Finalise your account](#)

Kind regards,
The DHHS Onboarding Team



Above: Microsoft Verification Email.

Please note that Verification Emails may look different to the example above. The most common version is shown above.

IMPORTANT NOTE: You may not need to accept this Microsoft Invite - the process may be automated depending on how your organisation has been set up. Please enquire with your Victorian public and community health services organisation's VHIMS CS Delegate. If this process is automated for your organisation, please move forward to step 3.

Step 3: Select 'Finalise your Account' within the email – this will open in an Internet Browser and will lead you to the VHIMS CS Website.

Step 4: Attempt your Login to VHIMS CS. When prompted for login, enter your email address, followed by your VHIMS CS password.

IMPORTANT NOTE: Your VHIMS password may be the same as your network password, or you may be assigned a separate password. This may vary depending on which organisation you work for. Your organisation's VHIMS CS Delegate will be able to help you.



TIP: Google Chrome is the most compatible Internet Browser.

Still unsuccessful? Email VHIMS.Support@dhhs.vic.gov.au with a screenshot of the error/s experienced.

Guidance for staff members requiring assistance if you have previously been onboarded, and your Microsoft Invite has been resent.

Step 1: Your Victorian Public and Community Health Service's VHIMS CS Delegate requests your Microsoft Invite to be resent. **No action is required from you at this stage.**

Step 2: VHIMS CS Delegate is notified when request has been processed, and Microsoft Verification Email is sent to your Inbox (see example below).

Department of Health and Human Services. Victoria invited you to access applications within their organization



Microsoft Invitations on behalf of Department of Health and Human Services. Victoria <invites@microsoft.com>

Wed 17/06/2020 2:12 PM
To: You

! Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Department of Health and Human Services. Victoria
Domain: [dhhsvicgovau.onmicrosoft.com]dhhsvicgovau.onmicrosoft.com

If you accept this invitation, you'll be sent to <https://myapps.microsoft.com>.

[Accept invitation](#)

[Block future invitations](#) from this organization.

This invitation email is from Department of Health and Human Services. Victoria ([dhhsvicgovau.onmicrosoft.com]dhhsvicgovau.onmicrosoft.com) and may include advertising content. [Read Department of Health and Human Services. Victoria's privacy statement.](#) Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



Step 3: Select 'Accept Invitation' within the email – this will open in an Internet Browser and lead you to the VHIMS CS website.

Step 4: Attempt your Login to VHIMS CS.

If prompted for log in, enter your email address and your VHIMS CS password.

Important Note: Your VHIMS password may be the same as your network password, or you may be assigned a separate password. This may vary depending on which organisation you work for. Your organisation's VHIMS CS Delegate will be able to help you.



TIP: Google Chrome is the most compatible Internet Browser.

Still unsuccessful? Email VHIMS.Support@dhhs.vic.gov.au with a screenshot of the error/s experienced.



Victorian
Agency for
**Health
Information**

