Online Reporting Platform (ORP)

Log In to ORP

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# Log In to ORP

This guide demonstrates how existing users with active accounts login to the ORP.

## Audience

All ORP users

## Pre-Requisites

* User account pre-exists and active  
  See user guide: Accessing ORP - Activate Account

## Email notifications

You may receive email notifications from Shibumi related to this process. To avoid missing communications flag Shibumi as a trusted sender in your email application.

## Support

For support email [gateway.helpdesk@dtf.vic.gov.au](mailto:gateway.helpdesk@dtf.vic.gov.au).

## Steps

|  |  |
| --- | --- |
| Step | What to Do |
|  | Navigate to: <https://ap.shibumi.com/shibumi/login>  **Login** screen displays:  Screenshot of Login screen. Left side bar displaying email address field and Next button. Right of screen Shibumi marketing text and sampled software image depicting a generic screen layout showcasing header, tabs, buttons, data tables and charts. |
|  | Type **Email address**. |
|  | Click: **Next** |
|  | Which screen do you see?   |  |  | | --- | --- | | **Home Page** | Screenshot of Home Page.   Left of screen is a dark blue side bar displaying left navigation menu; and right, content.   Content top down includes ‘Page Header’ containing breadcrumb menu, Page Name, and Top navigation menu (tabs). Below panels including logged in users Display Name, Introductory message, Guidance Materials, Quick links, and dashboard style panels denoting pending activity counts by type.  You’re a VPS user accessing ORP via a recognised network. You were authenticated via Single Sign-On during log in.  **You are now logged in.** | | **Password Request** | Screenshot of Password Request screen. Left side bar displaying First name, last name, password, confirm password fields and Create Account button. Right of screen Shibumi marketing text and sampled software images depicting a generic screens layout showcasing a risk matrix and data table.  Your access to ORP is authenticated by Two Factor Authentication. You need to enter the Password and Multi Factor Authentication (MFA) Token your created when you activated your account.  **Go to next step.** | |
|  | In **Password** field, type your password. |
|  | In **MFA Token** field, type current code displayed in your Authenticator App. |
|  | Click: **Sign in** |
|  | Did message **“The email address or password you provided does not match our records.”** present?   |  |  | | --- | --- | | **Yes** | See user guide: **Accessing ORP - Reset Password**. | | **No** | **Home Page** displays:  Screenshot of Home Page.   Left of screen is a dark blue side bar displaying left navigation menu; and right, content.   Content top down includes ‘Page Header’ containing breadcrumb menu, Page Name, and Top navigation menu (tabs). Below panels including logged in users Display Name, Introductory message, Guidance Materials, Quick links, and dashboard style panels denoting pending activity counts by type. | |
| Information outline | **Home Page**  Access to the home page is managed by the Gateway Unit. If you do not see a screen similar to above contact a Gateway Unit Analyst.  Information displayed is unique to your Role, and what Projects and Gates you’re assigned to. |
| Information outline | Following log in users may be presented privacy notification. This message will continue to display until accepted.  Screenshot of Privacy dialog box.   Displays message “We value your privacy. This website only stores cookies on your browser that are categorized as "Necessary" as they are essential to the functionality of the application. These cookies do not track users or store any personally identifiable information.”   Below left being link text to View Necessary Cookies, and right link text to Accept. |