



NEW BOOKING SYSTEM REGISTRATION

**How to Register as a User on the
New System**

Meeting your language needs and exceeding your expectations

IMPORTANT NOTICE

It is very important that you remove any bookmarks, shortcuts or links to the old booking system.

After January 1st 2013 you will no longer be able to use the old system.

Please make sure you update your browser with the new information found in this guide.

Thank you!

STEP 1: Registering as a New User



To register for the new booking system, visit:

http://oncall.force.com/IP_Registration

You can register at any time, but you cannot use your new user name and password until 1st January 2013.

Please use your existing username and password with the old booking system until the new year.

STEP 2: The Registration Portal



The registration window looks like this:

ONCALL LANGUAGE SERVICES
BOOKING SYSTEM
INTERPRETER REGISTRATION

Welcome to the ONCALL Interpreters & Translators Interpreter Portal registration page.

First time users need to go through the registration process before they can access the online booking service.

In order to register you need to complete this form and provide a valid email address. Your details will be verified by ONCALL before login details are mailed to you.

Please make sure that the email address you provide in the form below is valid and belongs to you.

New User Registration

First Name

Please carefully follow all instructions and set your username and password. You will need to provide three (3) job numbers from the past two (2) months in order to register.

If you have not completed three jobs in the past two months, you will need to call ONCALL Head Office Reception on (03) 9867 3788.

STEP 3: Waiting for Activation



Once you have registered, you need to wait for your account to be activated. Once you press submit, you will be taken to a login window. If you try to login to your account before it has been activated, this window:

A screenshot of the ONCALL website. The header is light blue and contains the ONCALL logo on the left and navigation links "Contact Us", "Change Password", and "Logout" on the right. A green "Home" button is positioned on the right side of the header. Below the header, a white box with a red border contains a message: "Thank you for registering with ONCALL's new online booking portal. You can use your new username and password from the 1st of January 2013. Prior to 1st January 2013, continue to use your existing username and password with the old booking system." Below this message, the text "About ONCALL" is displayed in a large, blue, sans-serif font. Underneath, the text "Our Vision" is visible in a smaller, blue, sans-serif font. A small, partially visible image of a person's head is on the right side of the page.

You will need to wait for an email that will inform you that your account has been activated before you can have full access.

STEP 4: Activation Email



Once your username and password have been activated, you will receive an email with the following:

Thank you for registering with ONCALL's online booking system. Your login has been activated.

Your access is governed by the terms and conditions that are available on the website. By accessing the system using the details above, you agree to these terms and conditions.

This will mean that your username and password can be used to log in after 1st January 2013.

Please remember to use your existing username and password with the old booking system until this date.

STEP 5: New Login Navigation



After 1st January 2013, you will need to use the following link to login to the new system where you can self allocate jobs, check your remittance advice and provide feedback.

http://oncall.force.com/IP_Login

Please make sure that you update any bookmarks, shortcuts or links to the old system after 1st January 2013.

You will not be able to assign yourself any bookings in the old booking system after 1st January 2013. Any assignments you have allocated to yourself in in the old booking system for the period after 1st January 2103 will be transferred into the new system.

STEP 6: The New Login Window



The new login window looks like this:

A screenshot of the ONCALL Interpreter Login window. On the left is a rounded rectangular logo with the text "ONCALL INTERPRETER LOGIN". To the right, under the heading "Existing Interpreter Login", are two input fields: "Username" and "Password". Below the password field is a "Login" button. At the bottom of the form are two links: "Forgot Your Password?" and "New Request Access".

ONCALL
INTERPRETER
LOGIN

Existing Interpreter Login

Username

Password

Login

[Forgot Your Password?](#) | [New Request Access](#)

For more information about the new booking system, how to self allocate bookings, provide feedback and check your remittance advice, please see the additional resources on the bookings webpage of the ONCALL website:

www.oncallinterpreters.com/bookings.html



Thank you for completing this training module.

If you have completed the training and you are still having issues, please email:

systemadministrator@oncallinterpreters.com

And ensure the subject line reads 'New System Registration Issue'.