NEW SYSTEM REGISTRATION

How to Register as a User of the New Booking 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 1st January 2013 you will no longer be able to use the old booking 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/CP_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:

Complete all the details and hit 'SUBMIT'. If you are a DHS or DOJ Creditline user, please enter your PIN to assist us in verifying your account.

The full window is shown on the next slide.

STEP 2: The Registration Portal

The registration window looks like this:

ONCALL
INTERPRETERS
& TRANSLATORS

ONCALL LANGUAGE SERVICES
BOOKING SYSTEM
CLIENT REGISTRATION

Welcome to the ONCALL Interpreters & Translators Client 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	
Surname	
Position	
Organization Name	
Department Name	
Street Name	
Suburb	
State	
Postcode	
Contact Phone	
Mobile Phone	
Email	
Username	
	You need to nominate a Username for yourself in order to make and cancel bookings. We suggest you choose a Username closely matching your name
Password	
Confirm Password	

If you are part of the DHS or DOJ Creditline Programs, please complete the following information

PIN [ ]

If you are a DHS or DOJ Creditline User, enter your PIN here

When you're finished, hit 'SUBMIT'

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 choose to login, you will then see this window:

You will need to wait for an email from ONCALL which will inform you that your account has been activated.

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 to the new system 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 booking system where you can create, cancel and replicate bookings:
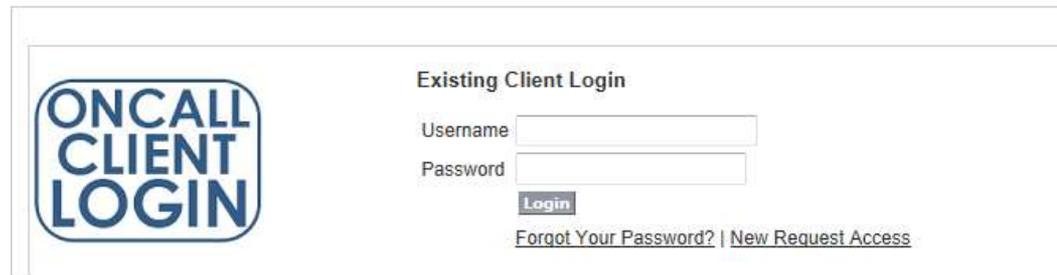
http://oncall.force.com/CP_Login

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

You will not be able to make bookings in the old booking system after 1st January 2013. Any bookings you make up to this date for the period 1st January 2013 onward will be transferred into the new system.

STEP 6: The New Login Window

The new login window looks like this:

For more information about the new system, how to make, cancel and replicate a booking, 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:

administrator@oncallinterpreters.com

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

Meeting your language needs and exceeding your expectations