

ADG PORTAL INSTRUCTIONS

1. Visit <http://www.ausdentalgroup.com/> and click on the Member Login tab
2. Sign in with your allocated Login and Password issued by head office
3. Once logged in, you can change the password by clicking on the button next to 'Hi name' and select 'My Profile'
4. The News tab; contains any new relevant information from ADA or Head office
5. The Resources tab; contains Education tools, E-magazines, Christmas party photographs, Policies/Procedures, Manuals and Drug information.
6. The Forms tab; contains *Annual leave application* form that can be filled in 24/7 and is sent to your Practice Manager who will then approve or not. If approved the form will come to head office as approved for leave. There is also a *Further education* form for Providers to fill in for head office approval for any training, which can be filled in 24/7. Other Online forms are *Employee Manual Acknowledgement Form, Cancellation Request Form, Change of Personal Details Form* and more.
7. The Live Support Messaging tab; this feature for is for staff members to chat with head office during working hours to address important work-related concerns. This can be reviewed at any time to ensure that appropriate content is being discussed.
8. The Chat tab; known now as Google Hangouts, is the messaging app which is being used by Practice managers and Head Office staff to discuss workplace matters only. This can be reviewed at any time to ensure that appropriate content is being discussed.

Any new additions to policies or manuals that are uploaded onto the portal will be informed to you via email and you will be required to login to view the appropriate change.

Should you experience any technical glitches please contact Ron Parreno, our Marketing manager on ron@ausdentalgroup.com