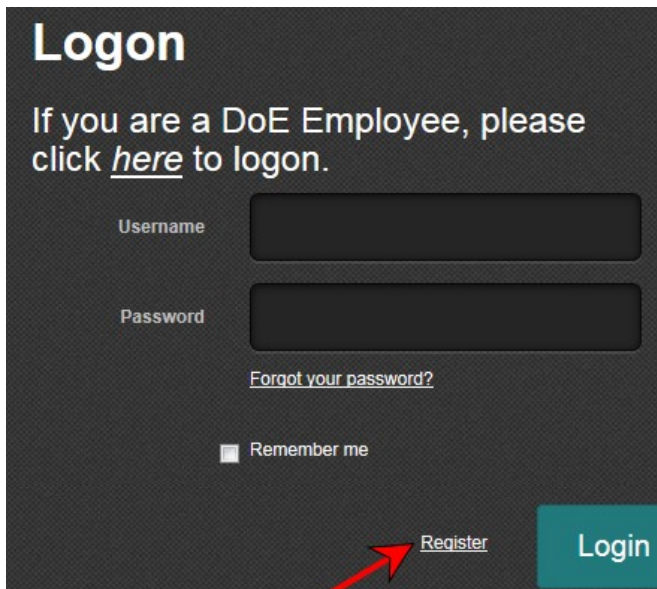# Creating a Non-DoE Account

This reference guide is only applicable to Non-DoE users. Department personnel automatically gain access to MyPL and can access the system through the MyPL link in the "My Applications" page of their DoE Staff Portal.

Users who have multiple Non-DoE accounts can have these accounts merged when this functionality becomes available in Release 2 of MyPL due beginning of 2017

Step1: Navigate to   https://mypl.education.nsw.gov.au

You will need to firstly obtain a User Name and Password to access MyPL

Logon If you are a DoE Employee, please click *here* to logon. Username [ ] Password [ ] Forgot your password? ☐ Remember me Register Login **2**	Step 2: Click the **Register** link.

Sign Up

Create your account. Login if you already have an account.

Field	Value
Title	Mr
First Name*	Jack
Middle Name	
Last Name*	Reacher
Preferred Name	
Address Line 1	
Address Line 2	
Suburb*	Panania
Postcode*	2213
State*	New South Wales
Country*	Australia

Step 3: Enter in the relevant information for each field presented. Fields marked with an asterisk are mandatory.

My PL

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		Step 4: Enter a valid email address. This will become your User Name and is used in the next step to validate your account.
	Time Zone (UTC+10:00) Canberra, Melbourn... ✕ ▼ **Work Phone** **Mobile** **Email*** jack.reacher@bigpond.com **Re-enter email*** jack.reacher@bigpond.com ✔ Acceptable use of the department's portal services * denotes mandatory fields **Sign Up**	
	Thank you! An email has been sent with instructions on how to get started. Please check your email now. Return to login	Step 5: Click the link in the email which has been sent to the address specified in the previous step.

Step 6: Type in the password to be used.

Step 7: Click the **Set Password** button to setup your password and take you automatically to the MyPL site.