Access and use the Dataplace Training environment (pink and black coloured environment)

1 **Review** the onboarding process and ensure your organisation has completed the steps, including reading and agreeing to the 'Terms of Use' for the organisation.

NOTE - agreeing to the Terms is for the Training environment ONLY. You will need to also (properly) agree to the Terms when you seek access to the production/live Dataplace environment.
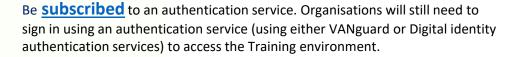
2 Be **subscribed** to an authentication service. Organisations will still need to sign in using an authentication service (using either VANguard or Digital identity authentication services) to access the Training environment.

University users will need to seek assistance from ONDC via the Contact us form, as the AAF authentication service is not accessible in the Training environment.

NOTE – Contact us using the (official/live) Dataplace contact us form (embedded link above takes you to the form). You don't have to be signed in to use the form. You will notice the banding changes to the (official/live) Dataplace colour of light blue and dark blue. The contact us form does work in the Training environment, but we wont be checking that as regularly.

3 **Assign** key Dataplace roles of Organisation administrator and Approving officer, so you can facilitate the data request workflow.

Allocate Data coordinators if you are a custodian (Australian Government agency) or if you want to test how you might otherwise use this role for your organisation.

4 If you **Add** additional contributors to the request they will be notified via an email. So make sure the request has something in the title to indicate it is a test; so users are aware of its training nature.

The email will be sent from **Dataplace (pre-prod)** if it comes from the Training Environment.

5 **Select** a 'Data custodian'. While this must be an Australian Government agency when you are sending a real request. For training purposes:
- State, territory and universities should select the *Department of Finance* as the lead Data custodian. This will send it to the Dataplace and we will action and return the 'assessed request' so you can progress to the collaborate stage.

- Australian Government agencies can send a request to themselves to progress to the collaborate stage. The request will be visible in the 'Manage data requests', Sent/Received tabs.

6 **Extract** your 'dummy' data if you wish to keep data entries from the Training environment.

Data requests created in the Training environment will be cleared on the last day of each calendar month.

Export your requests from the "**Manage data requests**" by selecting the request in the table and click on the more commands (three dots) and select **Print**.