

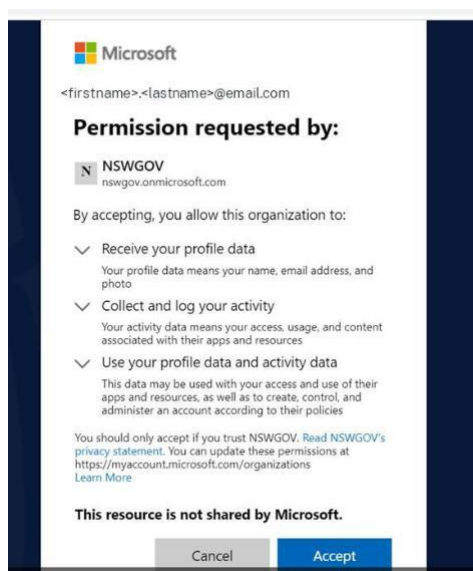
# Final User Guide: New Security Control for CCD

This document will provide a step-by-step guide on how to log in using a new security control for CCD

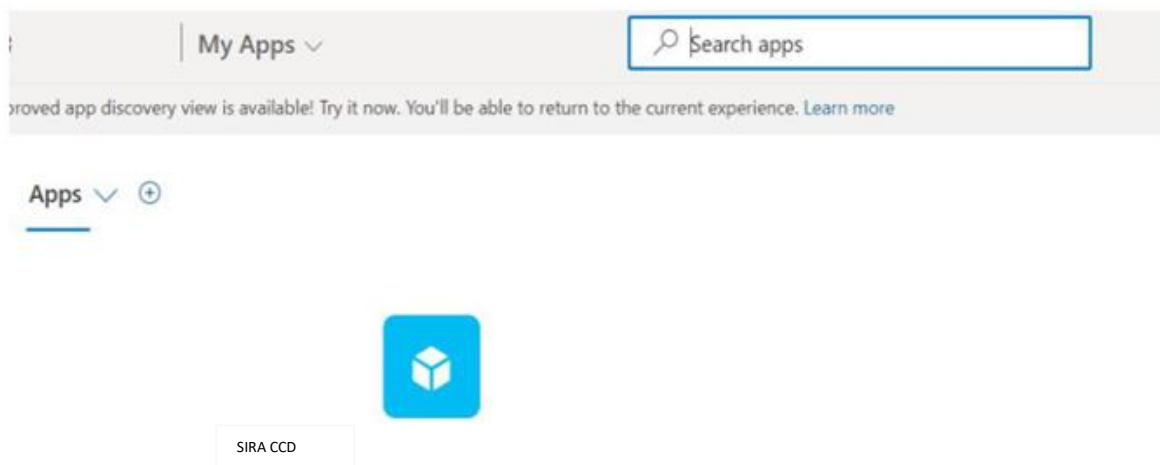
Step #1: Please click on the URL/link sent in this email above or copy and paste the URL in your browser and click on the URL.

ccd.sira.nsw.gov.au

Step # 2: After clicking the URL link above, if you have an existing Microsoft 365 account, you should be able to log on as usual and will see this prompt below, click ACCEPT



If you don't have an existing Microsoft 365 account, you will be asked to create an account before you can proceed. Please go to [Step # 7.](#)



Step # 4: Click the CCD icon and you will be asked to set up a multi-factor authentication for additional security verification.

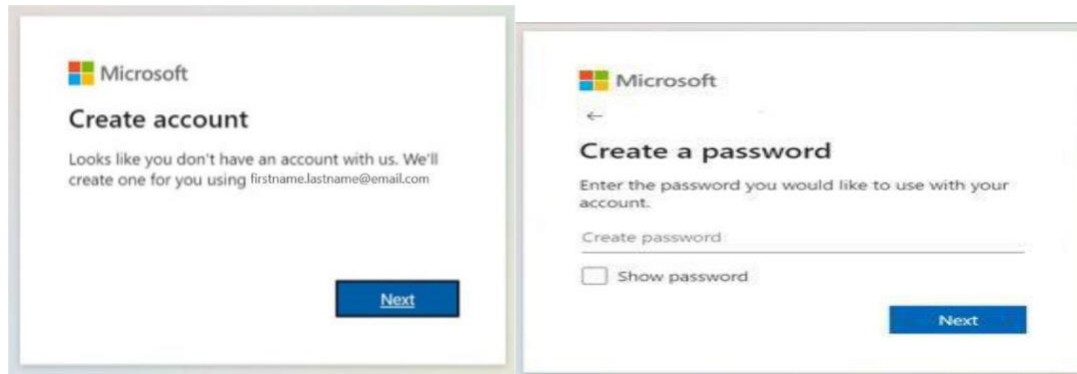
Step # 5: After setting up the additional security verification. You will be able to see the usual screen of CCD.

Step # 6 (Final Step): For future bookmarking, you can access the CCD using the link below:

<https://www.ccd.sira.nsw.gov.au>

You will be asked to sign into your Microsoft account before being redirected to the log-in page of CCD.

Step # 7: If you don't have a Microsoft 365 account, after clicking on the URL link you will be asked to create an account. Please follow the prompts accordingly.



The image displays two side-by-side screenshots of the Microsoft account creation interface. The left screenshot, titled 'Create account', features the Microsoft logo and a message stating, 'Looks like you don't have an account with us. We'll create one for you using firstname.lastname@email.com'. A blue 'Next' button is positioned at the bottom right. The right screenshot, titled 'Create a password', includes a back arrow, the Microsoft logo, and instructions to 'Enter the password you would like to use with your account.' It contains a password input field, a 'Show password' checkbox, and a blue 'Next' button at the bottom right.

Step # 8: After successfully creating a Microsoft Account, please follow the steps mentioned above from [Step #2](#) to log in.

For any technical issues or enquiries, please contact our Operational Platforms team at [opt@sira.nsw.gov.au](mailto:opt@sira.nsw.gov.au).