



## HSE – Delegation Portal for Adult Safeguarding

### 1. Secure Login – New User

To use the Delegation Portal for viewing and managing tasks that have been assigned to you, you will need to access the Delegation Portal Link below:

<https://AdultSafeguardingDelegationPortal.hse.ie>

You will see the below landing page for **Step 1**, with the options to **Register for a new account**. You will only need to do this once.

Home > Secure login - step 1

### Secure login - step 1

New to HSE Adult Safeguarding Portals Live? [Register for an account here](#) or use the button below.  
Already using HSE Adult Safeguarding Portals Live? Sign in below.

#### Existing users

Email

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Forgotten password?](#)

#### New users

If you're new to HSE Adult Safeguarding Portals Live, sign up for an account here

If you already have a portal account, you will not need to register every time you log in. Once your work email address and password are entered, you will be sent a verification code to your email. This verification code is then entered into the field provided and you will then be logged in to your account.

You will be taken to the below screen to enter all your details.

Once you have completed this section, click **Next**.

[Home](#) > Register a new account - step 1

## Register a new account - step 1

Forename \*

Surname \*

Is this account being used in a professional capacity?

Property name

House number or name

Street \*

Area

Town/City \*

County

**Step 2** is where you will be asked to enter your email address and a password. Please use your work email address to register. There are password policy guidelines to the right-hand-side of the screen to help you with choosing a safe, secure password.

[Home](#) > Register a new account - step 1

## Register a new account - step 2

Email address \*

Password \*

Confirm password \*

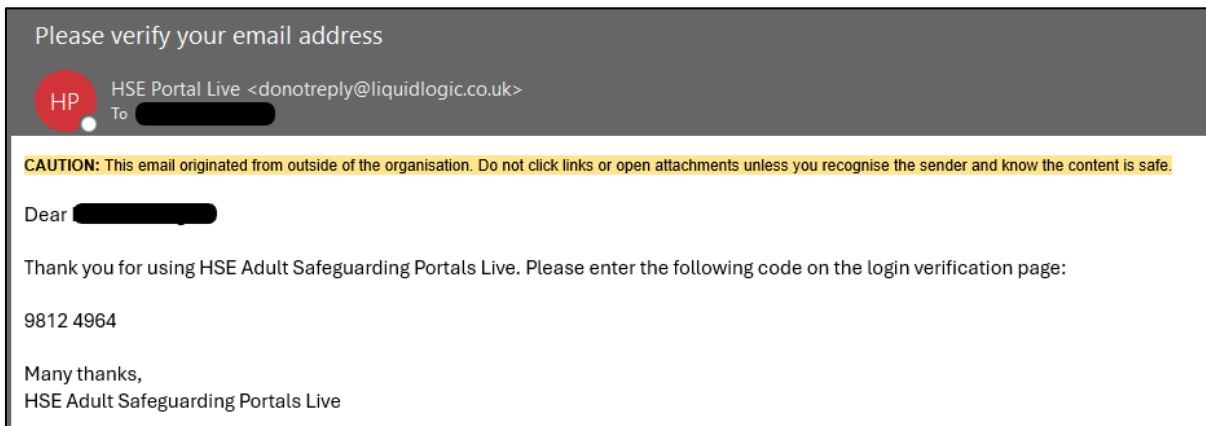
### Password policy

Your password must meet the following requirements:

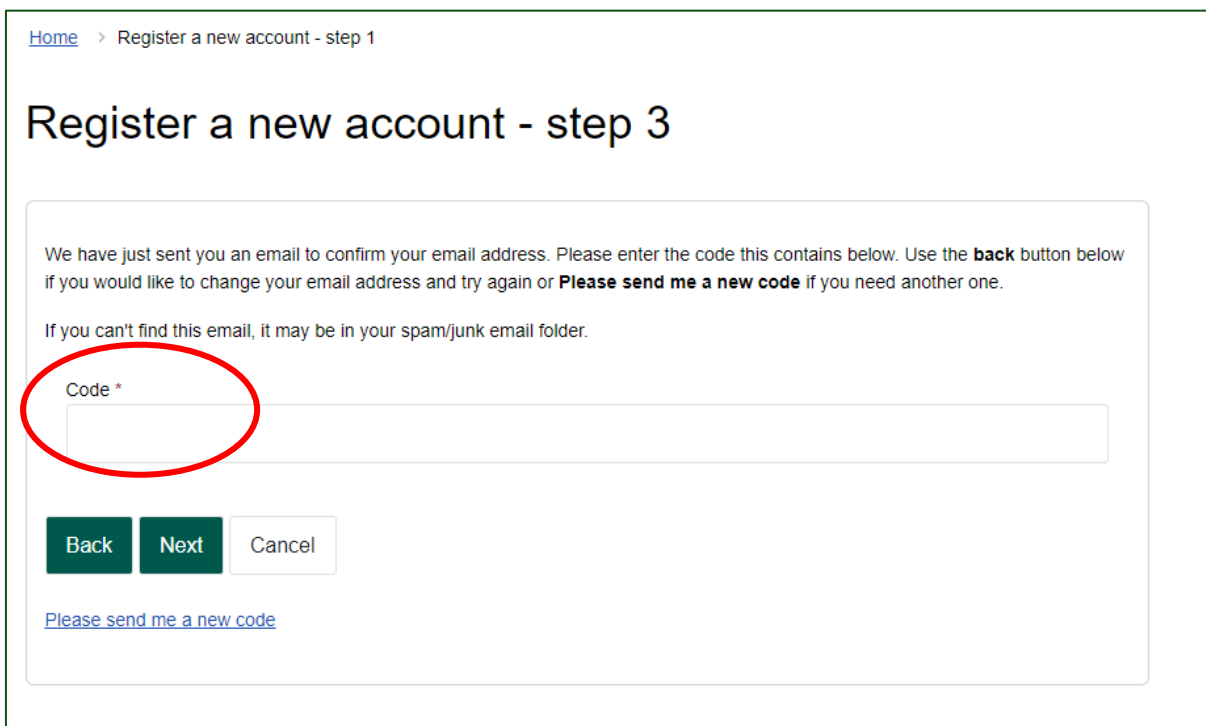
- It must be at least 8 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must start with a letter
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.
- It must be different to your current password
- It must be different to your previous 8 passwords.

[View the list of special characters.](#)

Once you have set your password, click the **Next** button again, and this will bring you to **Step 3** in the process, which will trigger a passcode to be sent to your work email (see screenshot below)



Now, enter this into the field marked **Code** and click **Next**.



## 2. Viewing your Currently Assigned Tasks

Once you log in you will be able to see the delegated tasks that have been assigned to you. They will appear under the **Currently Assigned Tasks** tab as seen below

### Delegation Portal

#### Tasks

The following forms have been delegated to you to complete.

**Currently Assigned Tasks**    Recently Retracted Tasks    Recently Submitted Tasks

No.	Form Type	Name	Due Date	Comments
1	Formal Safeguarding Plan	Sinead Ryan	13-Aug-2024	reassign to Dee
2	Formal Safeguarding Plan	Graham Norton	16-Aug-2024	test FSP2
3	Safeguarding Adults - Initial Information Gathering	John McEnroe	24-Aug-2024	Complete information requested

To access a form for a client, click on the line of the task that you want to view.

You will then be brought the below screen to allow you to complete the **PSF3 Review** and provide additional information or upload any supporting documents.

### Delegation Portal

#### Task

- 1 **PSF3 Review**
- 2 [Supporting Documentation](#)

**Name:** Train13 Service DOB: 11-Jan-2000 Address: Stranorlar, Lifford, Creggan, Donegal, F93HW68  
**Form Type:** Safeguarding Adults - Initial Information Gathering  
**Comments:** Add useful notes here for Designated Officer

**Required By:** 23-Sep-2024  
**Sent By:** IAS Admin  
**Department:** HSE  
**Address:** Dr. Steevens' Hospital, Steeven's Lane, Dublin 8  
D08 W2A8

#### PSF3 Review

Date reviewed by SPT \*

Preliminary Screening agreed by SPT team \*  Yes  No

If you are not in agreement with outcome, complete the PSF3 and delegate the PSF4A for additional information/action

Commentary on areas of form needing clarity or further information

Any other relevant feedback, including any follow up actions requested

Date review form returned to Designated Officer/ Service Manager

[Next](#)

Once completed, click **Next**.

If you do not have any supporting documents to upload and want to finish out the task, click on the **Submit Contribution** button.

The screenshot shows the 'Delegation Portal' interface. On the left, a 'Task' sidebar lists '1 PSF3 Review' and '2 Supporting Documentation'. The main content area is titled 'Supporting Documentation' and features an 'Attachment' section with an 'Upload Document' button. A light blue box contains task details: Name: Train13 Service DOB: 11-Jan-2000 Address: Stranorlar, Lifford, Creggan, Donegal, F93HW68; Required By: 23-Sep-2024; Sent By: IAS Admin; Department: HSE; Address: Dr. Steevens' Hospital, Steeven's Lane, Dublin 8 D08 W2A8; Form Type: Safeguarding Adults - Initial Information Gathering; Comments: Add useful notes here for Designated Officer. At the bottom left is a '← Previous' button, and at the bottom right are buttons for 'Print', 'PDF', 'Close', 'Save', and 'Submit Contribution'.

You will then be prompted to ensure that you have entered all the information needed. Click **Yes** to proceed, or **No** to cancel and go back to the task.

The screenshot shows a 'Submit Form' dialog box with a close button (X) in the top right corner. A yellow warning bar contains the text: 'Have you entered all the information you need to? You will not be able to make any further changes once you press the 'Submit' button.' Below the bar are two buttons: 'Yes' (highlighted in green) and 'No'.

Other tabs within the main page include **Recently Retracted Tasks** and **Recently Submitted Tasks**.

Delegation Portal

Tasks

The following forms have been delegated to you to complete.

Currently Assigned Tasks    Recently Retracted Tasks    Recently Submitted Tasks

Recently Retracted Forms (Last 30 Days)

Form Type	Name	Date Retracted
Safeguarding Adults - Initial Information Gathering	Mrs Carmel Shelly	22-Aug-2024 11:52

Home

Delegation Portal

Tasks

The following forms have been delegated to you to complete.

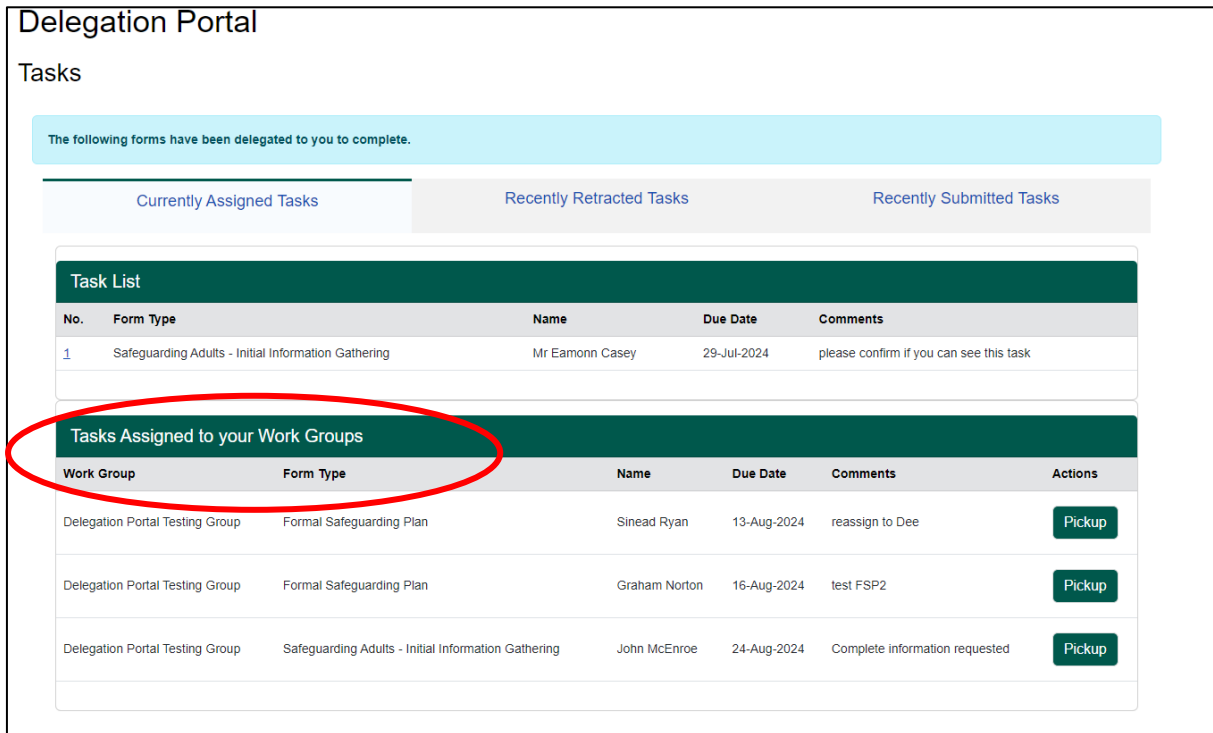
Currently Assigned Tasks    Recently Retracted Tasks    Recently Submitted Tasks

Recently Submitted Forms (Last 30 Days)

Form Type	Name	Date Submitted
<a href="#">Safeguarding Adults - Initial Information Gathering</a>	Mr Eamonn Casey	17-Sep-2024 16:39
<a href="#">Safeguarding Adults - Initial Information Gathering</a>	Sue Barker	23-Aug-2024 08:51

### 3. Viewing your Currently Assigned Tasks when you are a part of a Group

If you are a part of a group that has been set up in the portal, you will also be able to see the tasks assigned to your Work Group



The screenshot shows the 'Delegation Portal' interface. At the top, there is a 'Tasks' section with a light blue notification bar stating 'The following forms have been delegated to you to complete.' Below this are three tabs: 'Currently Assigned Tasks', 'Recently Retracted Tasks', and 'Recently Submitted Tasks'. The 'Currently Assigned Tasks' tab is active, displaying a 'Task List' table with columns for 'No.', 'Form Type', 'Name', 'Due Date', and 'Comments'. A single task is listed with the number '1' and the form type 'Safeguarding Adults - Initial Information Gathering'. Below the task list, a section titled 'Tasks Assigned to your Work Groups' is circled in red. This section contains a table with columns for 'Work Group', 'Form Type', 'Name', 'Due Date', 'Comments', and 'Actions'. Three tasks are listed, each with a 'Pickup' button in the 'Actions' column.

No.	Form Type	Name	Due Date	Comments
1	Safeguarding Adults - Initial Information Gathering	Mr Eamonn Casey	29-Jul-2024	please confirm if you can see this task

Work Group	Form Type	Name	Due Date	Comments	Actions
Delegation Portal Testing Group	Formal Safeguarding Plan	Sinead Ryan	13-Aug-2024	reassign to Dee	Pickup
Delegation Portal Testing Group	Formal Safeguarding Plan	Graham Norton	16-Aug-2024	test FSP2	Pickup
Delegation Portal Testing Group	Safeguarding Adults - Initial Information Gathering	John McEnroe	24-Aug-2024	Complete information requested	Pickup

To Pick-Up a task assigned to your group, navigate to the **Pick-Up** button on the line of the task that you want to view.

A box will pop up to ask if you want to pick up this form. Select **OK** or **Cancel**.

Once you click **OK** to access the task, you will be brought the below screen to allow you to complete the **PSF4 Part A** and provide additional information or upload any supporting documents.

**Delegation Portal**

Task

- 1 PSF4 - Part A >
- 2 Supporting Documentation >

**Name:** Mr Eamonn Casey **DOB:** 23-Oct-1945 **Address:** Donegal Presbyterian Church, Meetinghouse Street, Donegal, F94VX02  
**Form Type:** Safeguarding Adults - Initial Information Gathering  
**Comments:** please confirm if you can see this task

**Required By:** 29-Jul-2024  
**Sent By:** Don Test  
**Department:** CHO1 - Cavan, Donegal, Leitrim, Monaghan and Sligo

**PSF4 - Part A**

If not in agreement with outcome at this point outline of reasons

not in agreement with outcome

Commentary on areas of form needing clarity or further information

areas of form needing clarity

Any other relevant feedback, including any follow up actions requested

- relevant feedback

Reply with any clarifications, additional information or follow-up actions requested: \*

Next →

Once completed, click **Next**.

If you do not have any supporting documents to upload and want to finish out the task, click on the **Submit Contribution** button.

**Delegation Portal**

Task

**Name:** Sinead Ryan **DOB:** 18-Apr-1989 **Address:** 13 Newtown Park, Limerick, Castletroy, V94KX3T  
**Form Type:** Formal Safeguarding Plan

**Required By:** 13-Aug-2024  
**Sent By:** Don Test  
**Department:** CHO1 - Cavan, Donegal, Leitrim, Monaghan and Sligo

**Supporting Documentation**

Attachment

Upload Document

Print PDF Close Save **Submit Contribution**

You will then be prompted to ensure that you have entered all the information needed. Click **Yes** to proceed, or **No** to cancel and go back to the task.

Submit Form ×

Have you entered all the information you need to? You will not be able to make any further changes once you press the 'Submit' button.

Yes No



Once you have picked up a task, it will move up under the **Task List** with your other forms

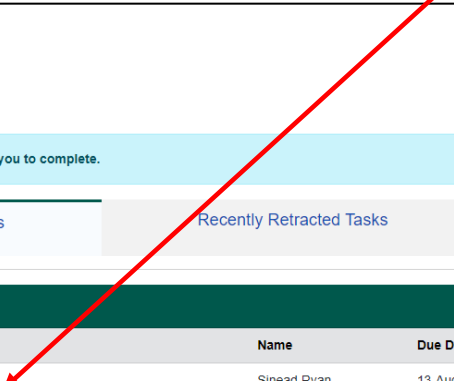
Delegation Portal

Tasks

The following forms have been delegated to you to complete.

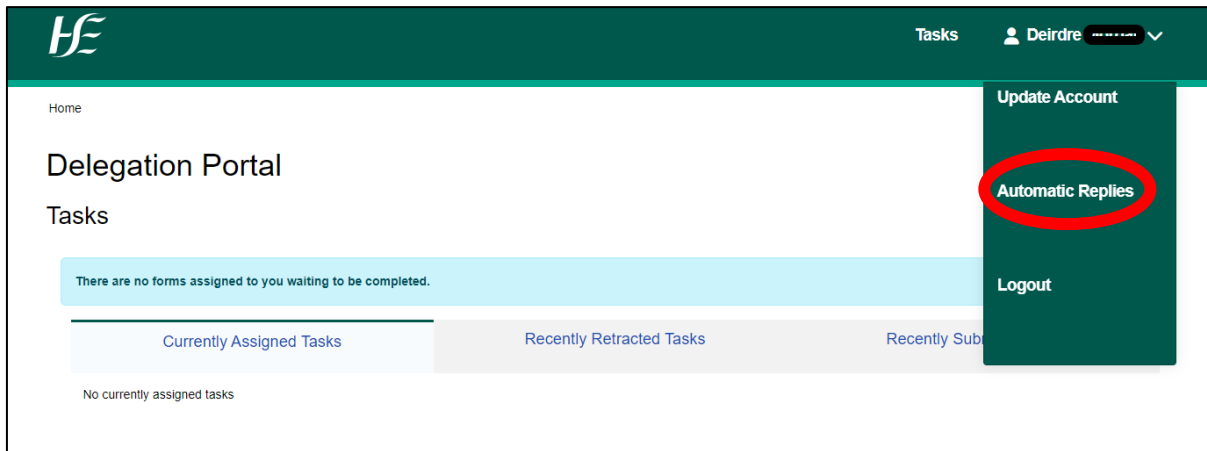
Currently Assigned Tasks    Recently Retracted Tasks    Recently Submitted Tasks


Task List				
No.	Form Type	Name	Due Date	Comments
1	Formal Safeguarding Plan	Sinead Ryan	13-Aug-2024	reassign to Dee
2	Formal Safeguarding Plan	Graham Norton	16-Aug-2024	test FSP2
3	Safeguarding Adults - Initial Information Gathering	John McEnroe	24-Aug-2024	Complete information requested



## 4. Automatic Replies (Out of Office)

It is possible for you to set an Automatic Reply when you are out of the office. Click the arrow beside your name on the top banner on the homepage. Navigate to **Automatic Replies**

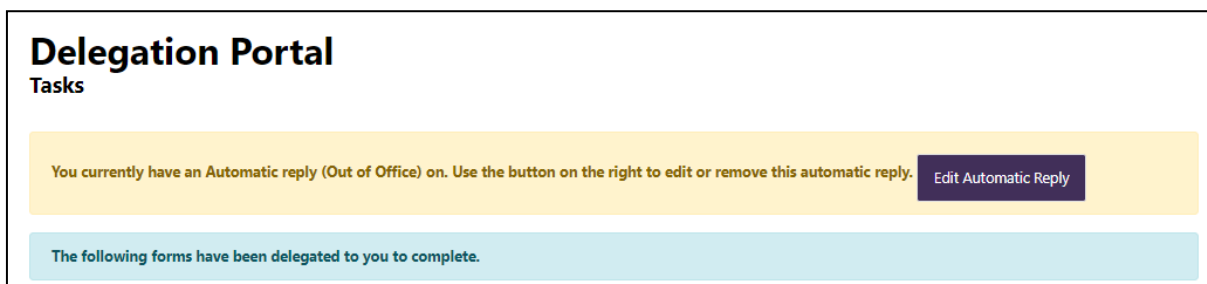


You will then be taken to the below screen. Click on the  button. Enter in the dates of your leave, along with your Out-Of-Office message, and click the Save button.



### **Warning when on**

If you set an automatic reply within the delegation portal, and then proceed to log in whilst this is still active, you will be presented with a warning message informing you that the out-of-office reply is still active, as below.



## 5. Notification Emails from Portal

When forms are delegated to you, you will receive a notification email as seen below.

Similarly, you will be notified when a form is **Retracted**, **Picked-Up** or **Submitted**.

**From:** HSE Portal LAS Train <[donotreply@liquidlogic.co.uk](mailto:donotreply@liquidlogic.co.uk)>

**Date:** 16 September 2024 at 10:36:55 IST

**To:** [REDACTED]

**Subject:** New Delegated Form

### **New Delegated Form**

A new delegated form has been sent to you and is due for completion by 16-Aug-2024.

Please log in to the [HSE Adult Safeguarding Portal](#) in order to complete this form.

If you have not already done so you will be required to register for access using this email address.

Many Thanks

HSE Safeguarding and Protection Team