



SENIORS SOCIAL ISOLATION PEAK SERVICES PROGRAM



GETTING STARTED: REGISTERING FOR THE SSIP HUB AND QUICK ACCESS

To get started, open the Seniors Social Isolation Provider Hub (SSIP Hub). This is an access-free site (no password required)

1. **Go to the SSIP Hub at:** <https://cotaqld.engagementhub.com.au/ssi-hub>

The SSIP Hub is open to view without a password. However, you'll need to register to take part in discussion forums and sign up for events.

2. Select **Register to Follow SSIP Hub** (as below)

[Home](#) [Hubs](#) [About](#) [Contact](#)



LOGIN

REGISTER TO FOLLOW SSIP HUB



3. An online registration form will appear. Complete the details



REGISTER TO FOLLOW SENIORS SOCIAL ISOLATION PREVENTION HUB

Stay up to date – register for the Seniors Social Isolation Prevention Hub and receive a short email alert when content is added to the Hub.

First Name*	<input type="text" value="Karen"/>
Last Name*	<input type="text" value="Wilson"/>
Email*	<input type="text"/> This field is required.
Password*	<input type="password"/> Please provide a password Password strength requirements: minimum 16 characters, at least one uppercase letter, one lowercase letter, one number and one special character. Special characters include ! @ # \$ % ^ & * .
Confirm Password*	<input type="password"/> This field is required.
Screen Name*	<input type="text"/> This field is required.
Show screen name in forum/mapping/commenting tools etc.	<input type="checkbox"/> (Please check this box if you wish to display your screen name instead of your full name on your published comments and contributions.)



A few helpful hints!

Your password must be at least 16 characters, at least one uppercase letter, one lowercase letter, one number and one special character.

Choose a Screen Name: You can choose to display your screen name instead of your full name. A good screen name:

- Protects your privacy
- Helps you feel comfortable participating in discussions
- Makes it easier for others to identify your posts
- Supports a safe and respectful online environment

When selecting your screen name, avoid using personal information (such as your full name or contact details). **Example: Karen W – COTA QLD**

Tick the box Register to follow the Seniors Social Isolation Prevention Hub and receive a short email when content is added to the Hub.

Tick the box I have read and accept the [terms & conditions](#)*

4. Press Submit. At the next screen, you'll be asked to Save your password?

Save your password? X

Your password will autofill the next time and will be saved to your Microsoft account

Username
Wilson

Password
.....

Save Not now

If this is your regular secure device, you can select "Save" so you don't need to enter your password each time you log in.

5. Next, select LOGIN (at the top of your screen).

If you saved your password, you will be taken to the next screen

If you did not save your password, enter your Username (e.g., your email address) and password

6. Press the LOGIN button. The two-factor authentication screen will appear (as below).



Two Factor Authentication is enabled. How would like to receive your authentication code

Send Code in Email - ka***n@co****d.org.au**
Receive a authentication code to your registered email

Use an App
Receive code from an authentication app on your device.

7. Select **Send Code in Email - xxxxxx**

8. You'll then be asked to enter the code that has been emailed to you.

Email Authentication
Authentication code has been sent to your registered email id. Please check your email and enter the code


Enter Code
Enter Authenticator Code

Submit Back


9. **Enter Code and Submit.** You'll be directed to the SSIP home page.

Add the SSIP Hub to your Favourites Bar

Google Chrome

1. Go to the website you want to save.
2. Click the  (star) icon in the address bar.
3. In the 'Edit Bookmark' pop up box, change name to SSIP Hub
4. Select **Bookmarks bar** as the location and click **Done**.

Microsoft Edge

1. Go to the website you want to save.
2. Click the  (Favorites) icon in the top right.
3. In the Edit Favourite box under name, enter SSIP Hub
4. Click **“Done” or “Add to Favorites”**.
5. Under Folder choose **Favorites bar** as the location.
6. Click **Done**.

Prepared by [Karen Wilson](#), Executive Officer, Seniors Social Isolation Peak Services Program, Council on the Ageing (COTA) Queensland. V1.0 27/4/26