



User Guide

Portal Login – First time access

This user guide will walk you through how to access the Optometrists and Dispensing Opticians Board Portal for the first time. This relates to:

- **New applicants (health practitioners)** who wish to register with the ODOB. Once registered, they can apply for an annual practising certificate (under the “My Status” tab), log their CPD (under the “My CPD” tab), view invoices and pay for ODOB related processes (under “My Invoices” tab), apply for CPD accreditation and other processes (under the “Forms” tab) or view resources (under the “Resources” tab).
- **New education institutions/ CPD providers** who wish to get their CPD accredited and/or listed on the ODOB Event listing for practitioners to log CPD credits for it. This will allow them to meet the ODOB’s recertification programme.
- **Registered practitioners** who wish to make their APC renewal during the annual renewal period (February and March) but forgotten their login details. Once logged in, they can apply for their annual practising certificate (under the “My APC Renewal” tab) by following the instructions on that page.

Important Note: If you are using work devices to log in, or any public device, you should not save your password in your internet browser.

Step 1 Go to <https://odobportal.in1touch.org/>

Step 2 You will be asked to log in using a Username and Password, **you do not need to do this yet.** Instead, use the “Forgot your Password” option.

Register Login

Optometrists
and Dispensing
Opticians Board | Te Poari o ngā Kaimātai
Whatu me ngā
Kaiwahakarato Mōhiti

Login page

USER NAME

PASSWORD

LOGIN

FORGOT YOUR PASSWORD? CLICK HERE TO RESTORE IT

REMEMBER ME FOR 1 MONTH

PUBLIC COMPUTER



Step 3 You can then enter your email address and select “Retrieve”.



Recover Password

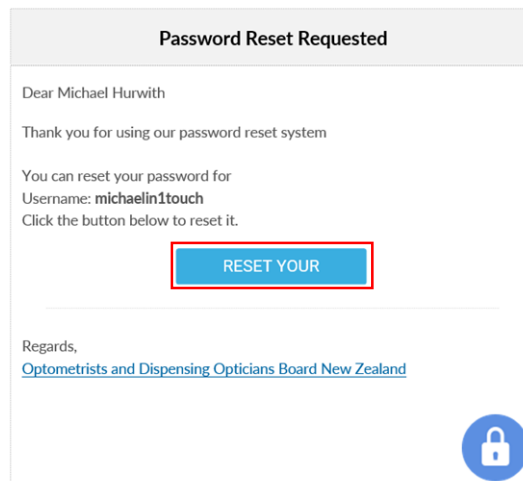
Recover Password

USERNAME OR EMAIL

RETRIEVE

LOGIN

Step 4 You will be sent a Password Reset email to the email address you have entered. Find this email in your inbox and click on the “Reset your password” button. (It is possible this email will go to your Junk email box. Please check there if you don’t receive it.)





Step 5 You will be taken to a webpage and asked to enter a new password. Please enter a new password.

Reset Password

Please use the username that was automatically assigned through the password reset email that you received. Upon retrieving your profile you will then be able to change your username.

NEW PASSWORD 👁

RESET PASSWORD

[Login](#)

Step 6 Enter this password to log in to the myODOB portal.

Hello, Test Michael

PASSWORD

👁

LOGIN

[I'M NOT TEST MICHAEL](#)

[FORGOT YOUR PASSWORD? CLICK HERE TO RESTORE IT](#)

REMEMBER ME FOR 1 MONTH

PUBLIC COMPUTER

Step 7 You will then be logged into the myODOB portal.

Optometrists
and Dispensing
Opticians Board

Te Poari o ngā Kaimātai
Whatu me ngā
Kaiwahakarato Mōhiti

[Portal Home](#) [Signed as Dispensing Optician](#)

HomeMy StatusMy CPDInvoicesFormsResources

Portal

My Profile

Registration Number: 61-000000
Mr Dispensing Optician
Dispensing Optician
CPN/HPI:

Contact information
Email: DO@test.nz
Phone: 0301203456

Practising certificate
Type: Registered, current Certificate
Start Date:
Expiry Date:
[View / Update](#)

Dispensing, Welcome to your online portal.

Please click on the tabs above to navigate through the sections.

If you have recently applied for registration you will limited tabs until your registration is approved. You can apply for an APC once your registration has been approved.

For registered practitioners you will notice you will notice there are a few new tabs, including "My CPD" and "Forms". Please take some time to become familiar with each tab. The "Resource" tab will have resources to help you navigate through the myODOB portal.

To update your personal information, please click on "View/Update" in My Profile on the left. You can now also let us know if you are happy to receive important updates via text (SMS) message.

If you have any general questions, please contact the ODOB office at enquiries@odob.health.nz or phone +64 4 381 9075. For any CPD related questions, please email cpd@odob.health.nz