

# Core Share: User Guide

*November 2024*

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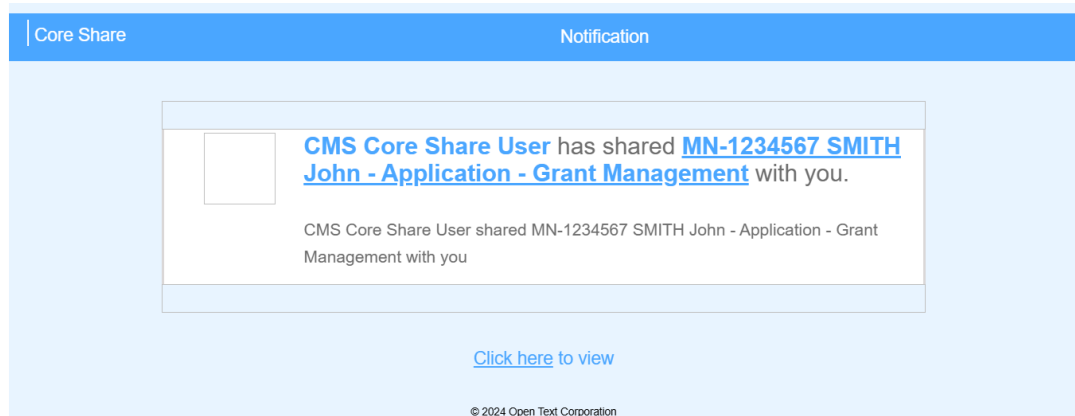
# Core Share Overview

OpenText 'Core Share' is a tool used by Legal Aid WA to share documents securely with external users, including private practitioners on the Legal Aid WA Panels.

When Legal Aid WA assigns a new grant of aid to a panel or list member via the new Legal Aid WA Connect system, we will send any relevant documents to the practitioner via Core Share.

You will receive an email from [noreply@opentext.com](mailto:noreply@opentext.com) each time we wish to share documents with you in relation to a new grant of aid.

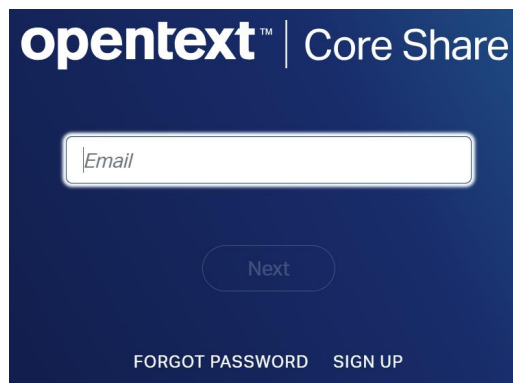
The email will look like this:



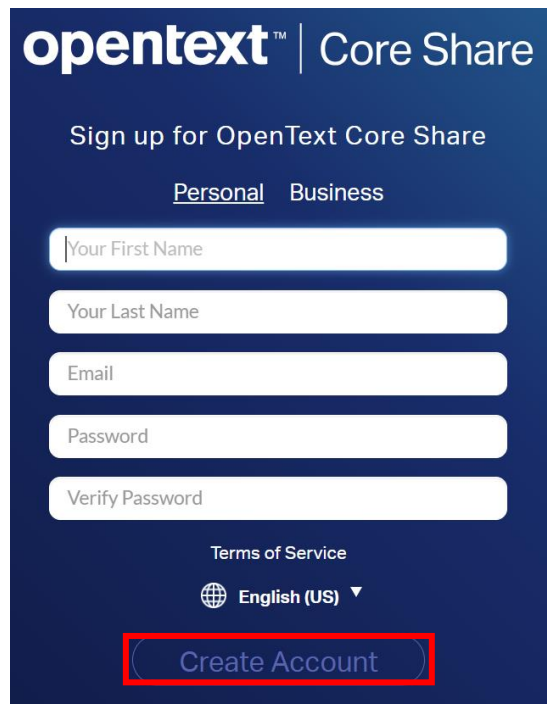
## 1 Create a Core Share Account

To use Core Share, panel and list members must first sign up and create a Core Share account.

1. Login to the **Core Share Web Portal** - <https://core.opentext.com.au>.
2. Click on **Sign Up**.

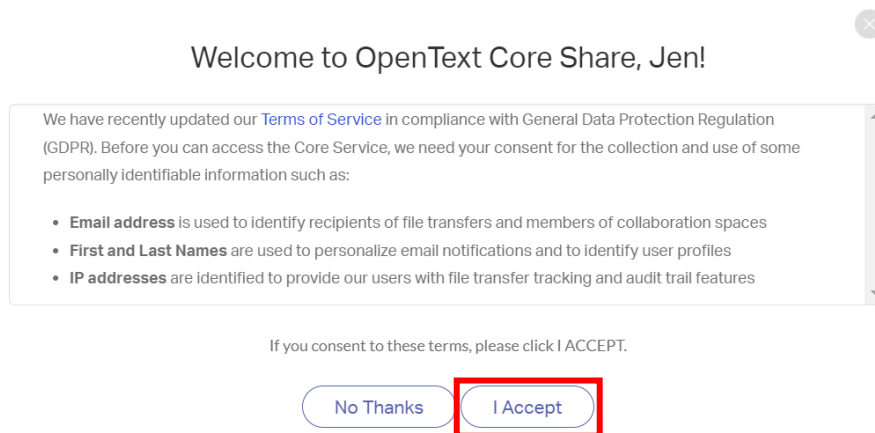


3. Enter your details and then click on **Create Account**:



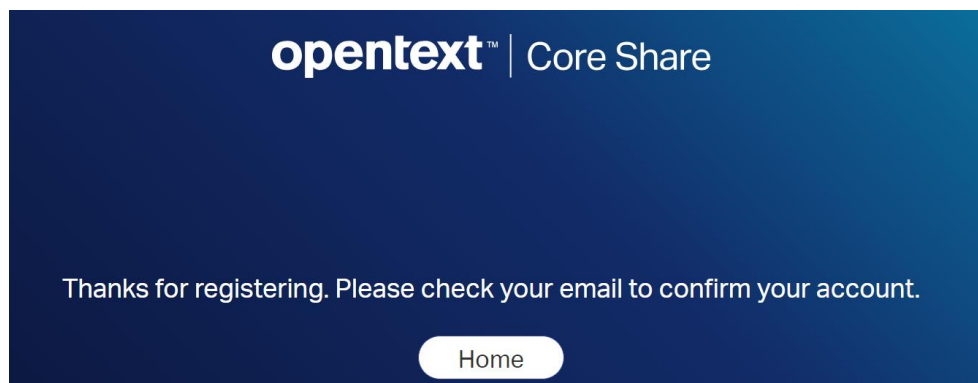
The screenshot shows the OpenText Core Share registration page. At the top, it says "opentext™ | Core Share". Below that, it says "Sign up for OpenText Core Share". There are two tabs: "Personal" (selected) and "Business". The form has five input fields: "Your First Name", "Your Last Name", "Email", "Password", and "Verify Password". Below the fields, there is a link for "Terms of Service" and a language selector set to "English (US)". At the bottom, there is a "Create Account" button highlighted with a red box.

4. Click on **I Accept** on the Welcome to OpenText Core Share screen.



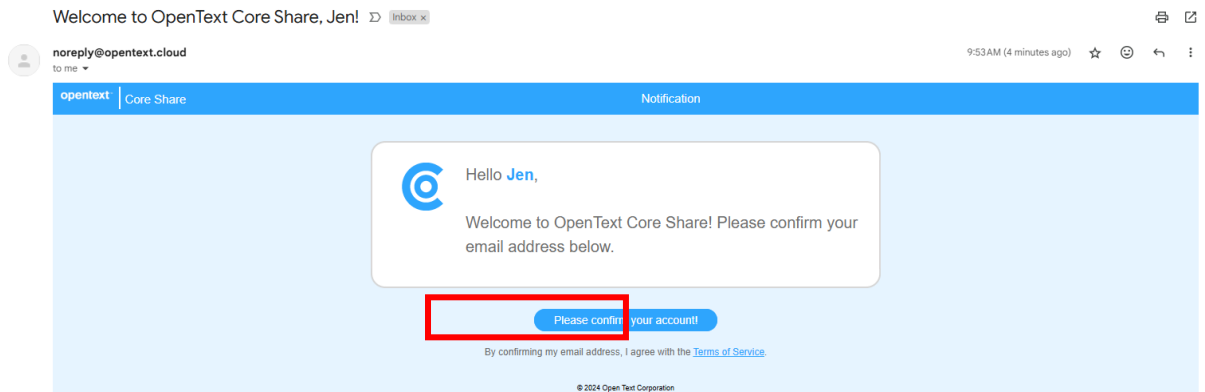
The screenshot shows the "Welcome to OpenText Core Share, Jen!" screen. A consent dialog box is open, containing the following text: "We have recently updated our [Terms of Service](#) in compliance with General Data Protection Regulation (GDPR). Before you can access the Core Service, we need your consent for the collection and use of some personally identifiable information such as:" followed by a bulleted list: "• **Email address** is used to identify recipients of file transfers and members of collaboration spaces", "• **First and Last Names** are used to personalize email notifications and to identify user profiles", and "• **IP addresses** are identified to provide our users with file transfer tracking and audit trail features". Below the dialog, it says "If you consent to these terms, please click I ACCEPT." There are two buttons: "No Thanks" and "I Accept", with the "I Accept" button highlighted by a red box.

5. The registration process is now complete, and you will receive an email to confirm your account.



The screenshot shows the confirmation screen with the OpenText Core Share logo at the top. The main text says "Thanks for registering. Please check your email to confirm your account." At the bottom, there is a "Home" button.

6. Open the email message from **noreply@opentext.com**.
7. Click on **Please confirm your account**.



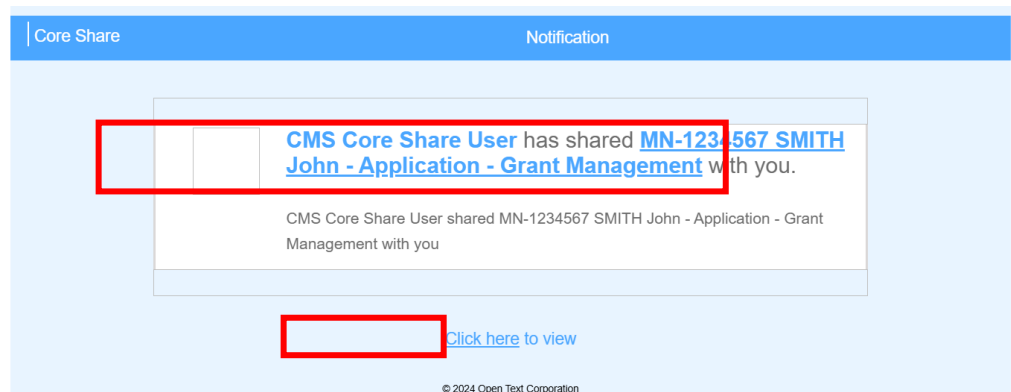
8. You are now registered for Core Share to receive shared files. You can bookmark or favourite Core Share in your Web Browser.

## 2 Receiving shared files from Legal Aid WA

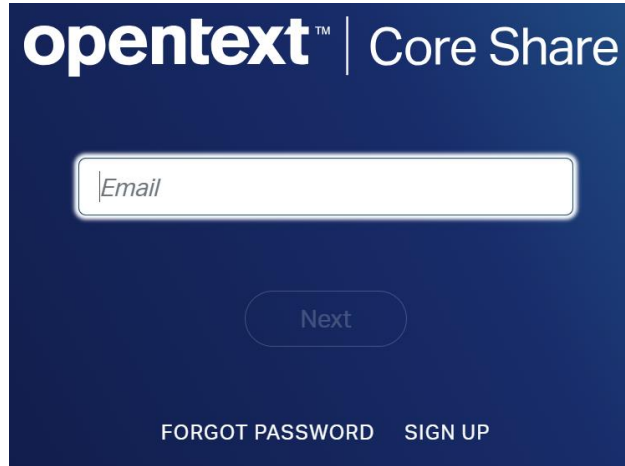
When an external user is sent a shared file from Legal Aid WA, they receive an automated email from **noreply@opentext.com** with a link.

From	Subject
N noreply@opentext.cloud	OpenText Core Share: CMS Core Share User has shared...

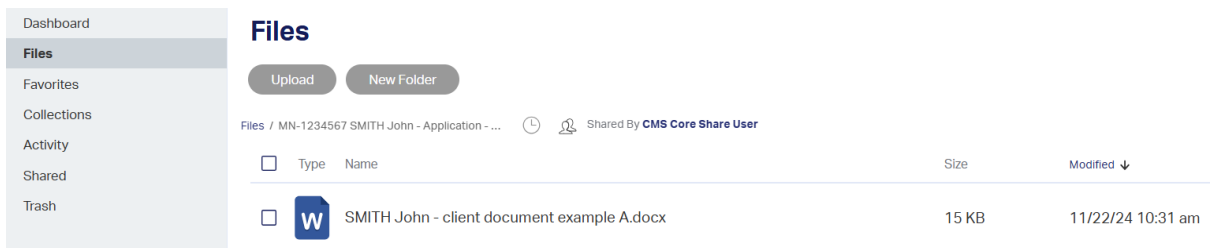
1. Open the email message and click on the link to open the share.



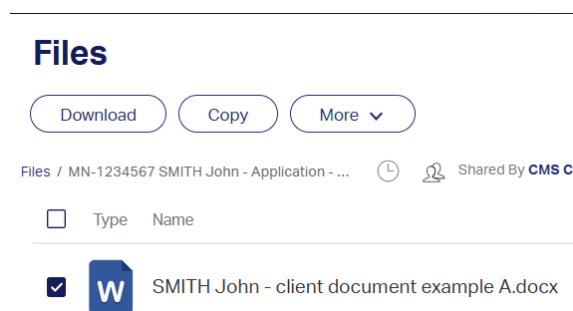
2. Enter your **Email** and **Password** to sign-in to Core share. *Note: if you have not created a Core Share Account, click on Sign Up and follow the steps.*



3. All files shared with you will be displayed.



4. Shared files will be available for 60 days in your Core Share account. Click on the **checkbox** for the files and select **Download** to save your own copy to your device or your companies records system.





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