



## Accessing Records of Hearings from Kiteworks Using an Android Device

This guide provides instructions on how to access records of hearings from Kiteworks when using an Android device. Once the Tribunal has processed your request for a record of hearing, you will receive an email from [MHRT.Recordings@health.qld.gov.au](mailto:MHRT.Recordings@health.qld.gov.au) containing a link to access the file in Kiteworks.

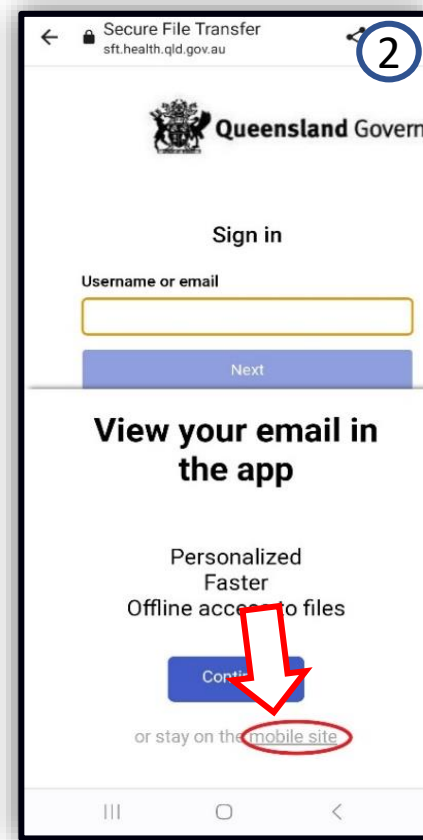
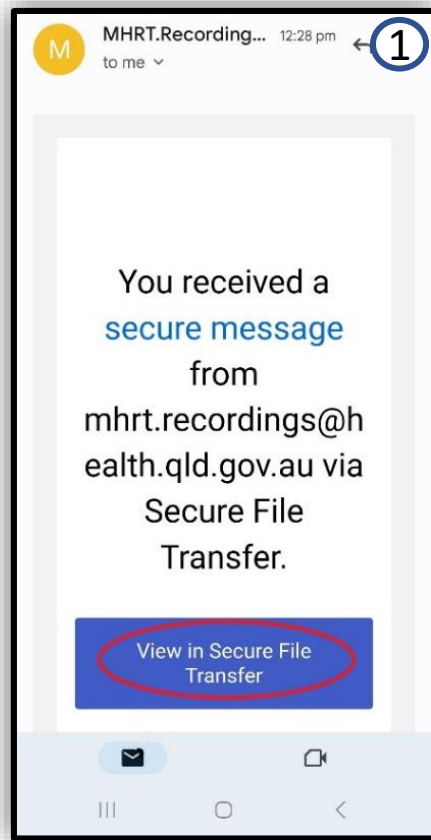
**mhrt**

**Mental Health Review Tribunal**



**Step 1:** Open the email received from [MHRT.Recordings@health.qld.gov.au](mailto:MHRT.Recordings@health.qld.gov.au) and click the button 'View in Secure File Transfer' to view the file in Kiteworks. If you already have a Kiteworks account, please skip to **Step 6**.

**Step 2:** In the webpage that opens, click the button at the bottom to stay on the 'mobile site' (click continue if you would like to follow the prompts to download the Kiteworks app).





**Step 3:** In the webpage that opens, enter your email address, then click next to create your account. Click the button to **“Create Account”**. A confirmation email will be sent to your personal email.

**Step 4:** Once you have received the email, click the button to **‘Activate Account’**. The Kiteworks webpage will open and your Kiteworks account has now been created for you to access.

kiteworks ③

Create account

Already a kiteworks user? [Sign in](#)

Email

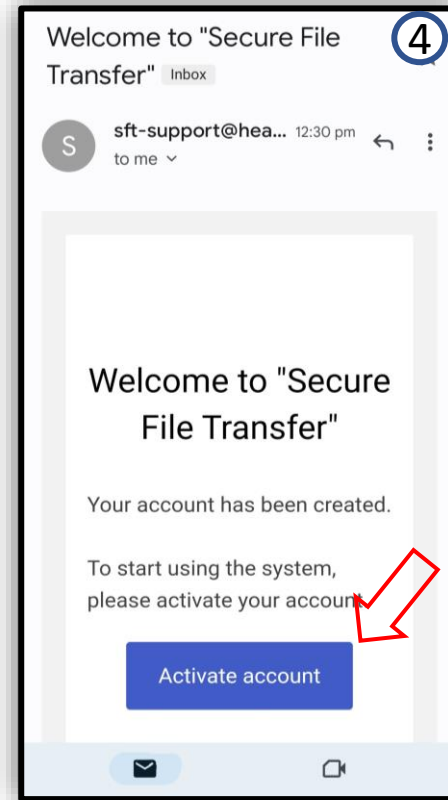
@gmail.com

Password

Confirm Password

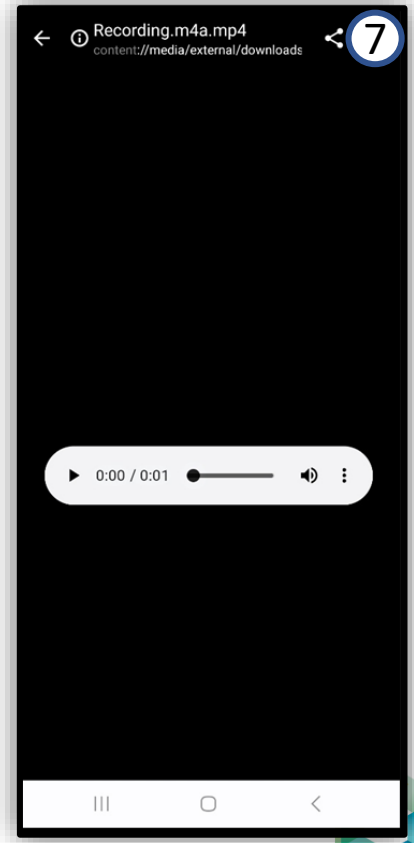
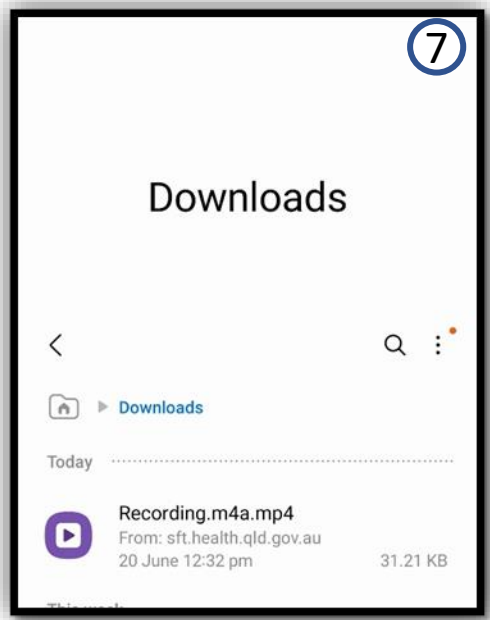
- 1 number
- 1 uppercase character
- 8 characters minimum

Create account



**Step 6:** In the Kiteworks webpage that opens, log in with your Kiteworks username and password to open the email in that inbox and click the **'Download'** button to download the file/s and save to your desired location. Alternatively, click on the file to open it.

**Step 7:** The file will be downloaded and saved. Find this in your device or in your Downloads folder or click on the file to open.



# How can I keep my audio recording or transcript private?

**The Tribunal values your privacy. Below are some ways you can keep your audio recording and transcript private:**

- Only provide your Kiteworks log in details to people you trust.
- Save your email and password somewhere that is not accessible to others.
- When listening to your audio recording, make sure you are in a private space and away from others who you don't want to hear the recording or see the transcript.
- Once you have finished with the recording, make sure to delete it.
- Do not share your audio recording online or show it to anyone you don't trust.
- When you've finished viewing your electronic recording, make sure to delete it from the device you saved it on.

**The Tribunal would also like to remind you not to:**

- duplicate, distribute or publish a copy of your audio recording or transcript anywhere; or
- use it for any purpose other than for which it was provided.

For further information on the confidentiality of audio recordings and transcripts, please see sections 778, 790 and 791 of the Mental Health Act 2016.

## **Further information**

If you require any assistance regarding audio records or transcripts, please contact the Tribunal on (07) 3235 9059 or [mhrt.enquiry@mhrt.qld.gov.au](mailto:mhrt.enquiry@mhrt.qld.gov.au).





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**Mental Health Review Tribunal**



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