

How to ...

## Request the creation of a new PlanSA-DAP user account



Government of South Australia  
Attorney-General's Department



Version 1.0  
Software version 3.04.0



User Management for  
Relevant Authorities

### New starter to your organisation



**1. Send an email to the PlanSA Service Desk** requesting access to the ePlanning system (i.e., DAP)



**2. Requestor receives an email from the PlanSA Service Desk** with a 'new user' template to complete and instruction to obtain their Organisation Administrator's approval.



**3. Organisation Administrator approves** the 'new user' request and advises the PlanSA Service Desk by email.



**4. The user profile is created by the PlanSA Service Desk** upon receiving the 'new user' template and Organisation Administrator's approval.



**5. New starter will receive an email from the DAP** with their Username and Password.



**6. Requestor will receive an email from the PlanSA Service Desk** advising that the user account creation is complete.