



Government of South Australia Attorney-General's Department

> Version 1.0 Software version 3.02.0

Background

The creation of a new PlanSA user account can only be performed by an Organisation Administrator for types of organisations such as a volume applicant (e.g. building developer) or a referral body.

The **Create a new user** option is not available to Organisation Administrators for a relevant authority e.g. councils, Regional Assessment Panels (RAPs), accredited professionals. Contact the PlanSA Service Desk at <u>plansa@sa.gov.au</u> to request a new user account.

How do I know if I am an Organisation Administrator?

An Organisation Administrator's dashboard ribbon will display the **Your Organisation** option.



How does the staff member receive their login details?

The staff member will receive an email notification advising their PlanSA account has been created and includes their 'User Name' and 'Temporary Password'.



Your PlanSA account has been created.

Please use the following link to log in with your temporary password:

View the Login Page.

Your user name and temporary password are:

User Name: penny.public Temporary Password: \$xtw\$gHm#2cN1wqO

You will be asked to select a new password when you log in.

If you have any questions, please speak to your Organisation Administrator or contact us at <u>PlanSA@sa.gov.au</u> or 1800 752 664.

How to... Create a new PlanSA-DAP user account



Government of South Australia Attorney-General's Department

> Version 1.0 Software version 3.02.0

Included instructions

• Create a new PlanSA-DAP user account

Related Instructions

- How to Update personal and contact details for a PlanSA user
- How to Update access to PlanSA-DAP for a user
- How to Deactivate access to PlanSA-DAP for a user
- How to Reactivate access to PlanSA-DAP for a user
- How to Request deactivation of a PlanSA-DAP user
- How to Request a new PlanSA-DAP user account



Version 1.0 Software version 3.02.0

Create a new PlanSA-DAP user account

1. Click on Your Organisation.

ASSESSMENTS	YOUR APPLICATIONS	EE CERTIFICATE OF OCCUPAN	YOUR ORGANISATION	-1
	Dev	velopment app	olication prod	cessing

The dashboard image above is for a referral body. If you are an Organisation Administrator for a volume applicant (e.g. building developer, architect etc.) then the dashboard view will show as per the below image.

YOUR APPLICATIONS	Sour Organisation			
	Your applications			

2. Click on User Management.

Development application proc	essing			
	This	is the		
	TRAI	NING		
Start a new application		andatory building notification	Submit mandatory Re-Inspection notification	Batch Payment
		ē	j	2
	Org User Profile	User Man	agement	

Noting, if an Organisation Administrator for a referral body then an additional option **Save Conditions and Notes** is shown.



Government of South Australia Attorney-General's Department

> Version 1.0 Software version 3.02.0

3. Click on Create a new user >.

		-	This is the		3
Development Application Proc	essing		environme	nt	
Commissioner of Highways - Jsers	Search		Edit organis	ation >	Create a new user >
User Name	Ť	Position	User type	Email	

- 4. Complete the **Create a User** fields with the staff members full name, work email address, work phone number, position (optional) and system role (noting, **Basic User** is the default role for all users).
- 5. Click on Next to continue.

Create a User 4	
	Help for this section
Title *	
Miss	•
First Name *	
Penny	
35 characters maximum	
Last Name *	
Public	
35 characters maximum	
Email *	
pennypublic@sa.gov.au	
50 characters maximum	
Phone Number *	
84254000	
Position at Commissioner of Highways	
Administration	
100 characters maximum	
Roles and functions	
Organisation Administrator	
✓ Basic User	
CANCEL	5 NEXT



.....



Government of South Australia Attorney-General's Department

> Version 1.0 Software version 3.02.0

6. Click on **Submit** to complete the account creation.

Create a User	
Penny Public An email will be sent to pennypublic@gmail.com inviting them to c	omplete their PlanSA registration and profile.
BACK	6 вивміт

The **Users** screen shows with the 'User Name' of the new staff member account.

Commissioner of Highways - Users	Search		Edit organisation >
User Name	Ť	Position	User type
ashley.melia			User
commshighway.refagency			Org Admin
commshwy.admin		Team Member	User
daniel.sladic			Org Admin
jim.psyridis			Org Admin
marc.hryciuk			Org Admin
matthew:small			Org Admin
penny.public		Administration	User