How to…
Create a new PlanSA-DAP user account

Government of South Australia
Attorney-General's Department
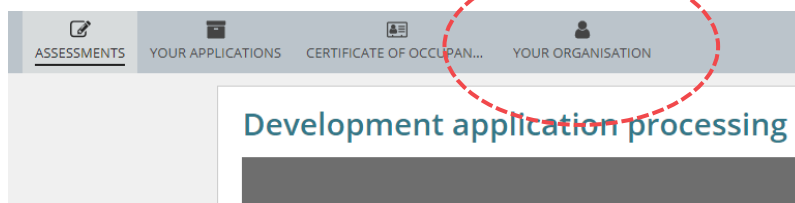
PlanSA

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 plansa@sa.gov.au 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'.

PlanSA account creation

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: xtwgHm#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
PlanSA@sa.gov.au or 1800 752 664.

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Included instructions

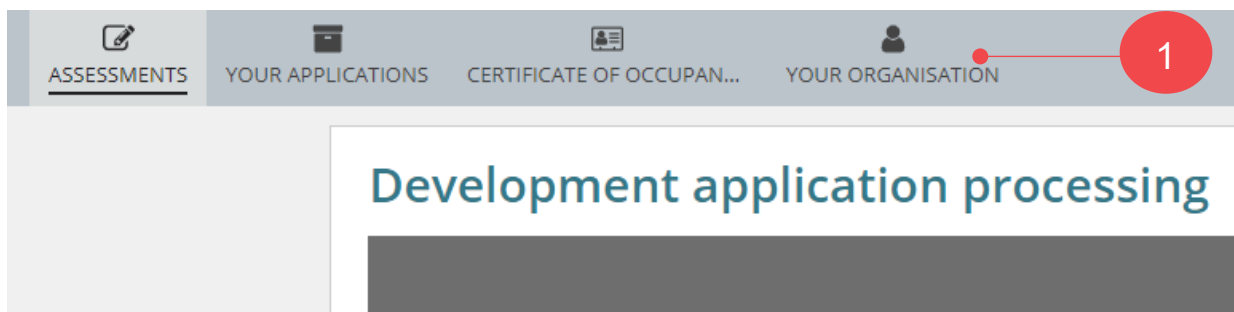- [Create a new PlanSA-DAP user account](#)

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

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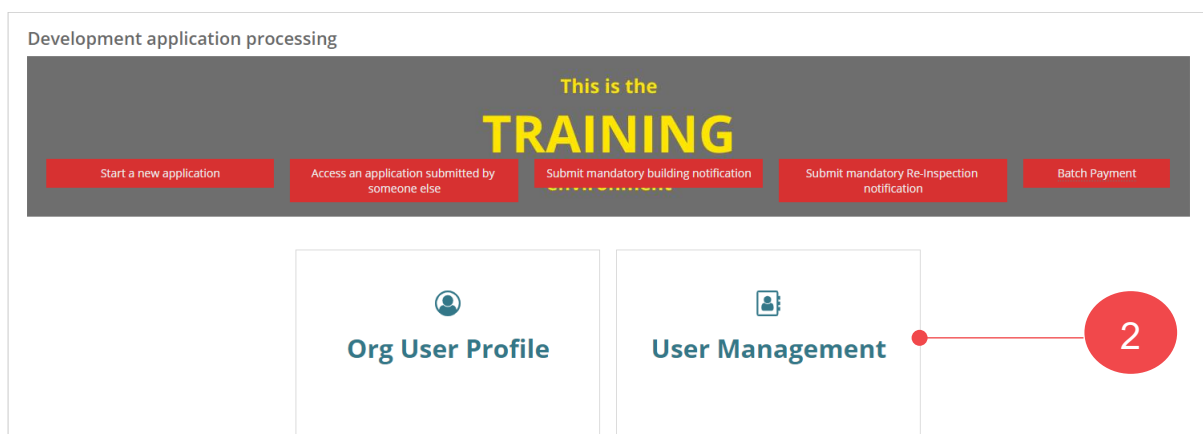## Create a new PlanSA-DAP user account

1. Click on **Your Organisation**.

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.
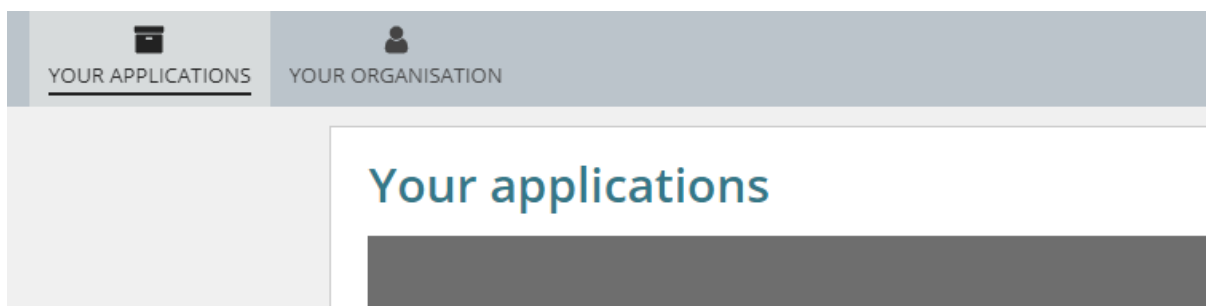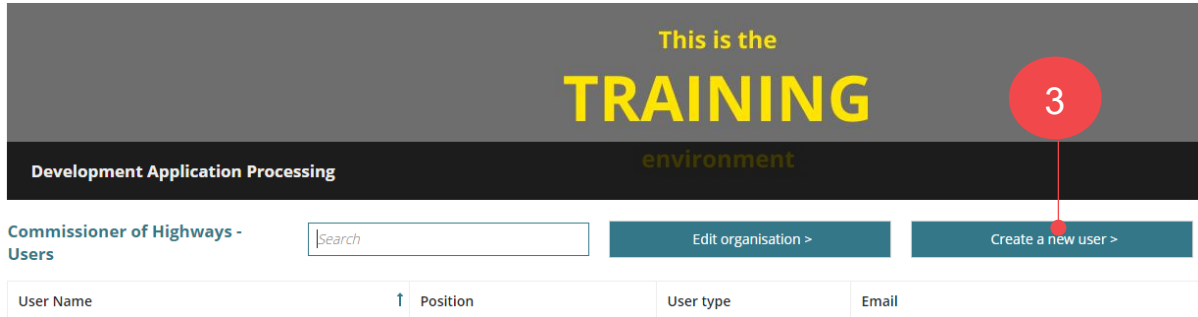

2. Click on **User Management**.

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

3. Click on **Create a new user >**.

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.

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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 complete their PlanSA registration and profile.

BACK   6   SUBMIT

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

Commissioner of Highways - Users
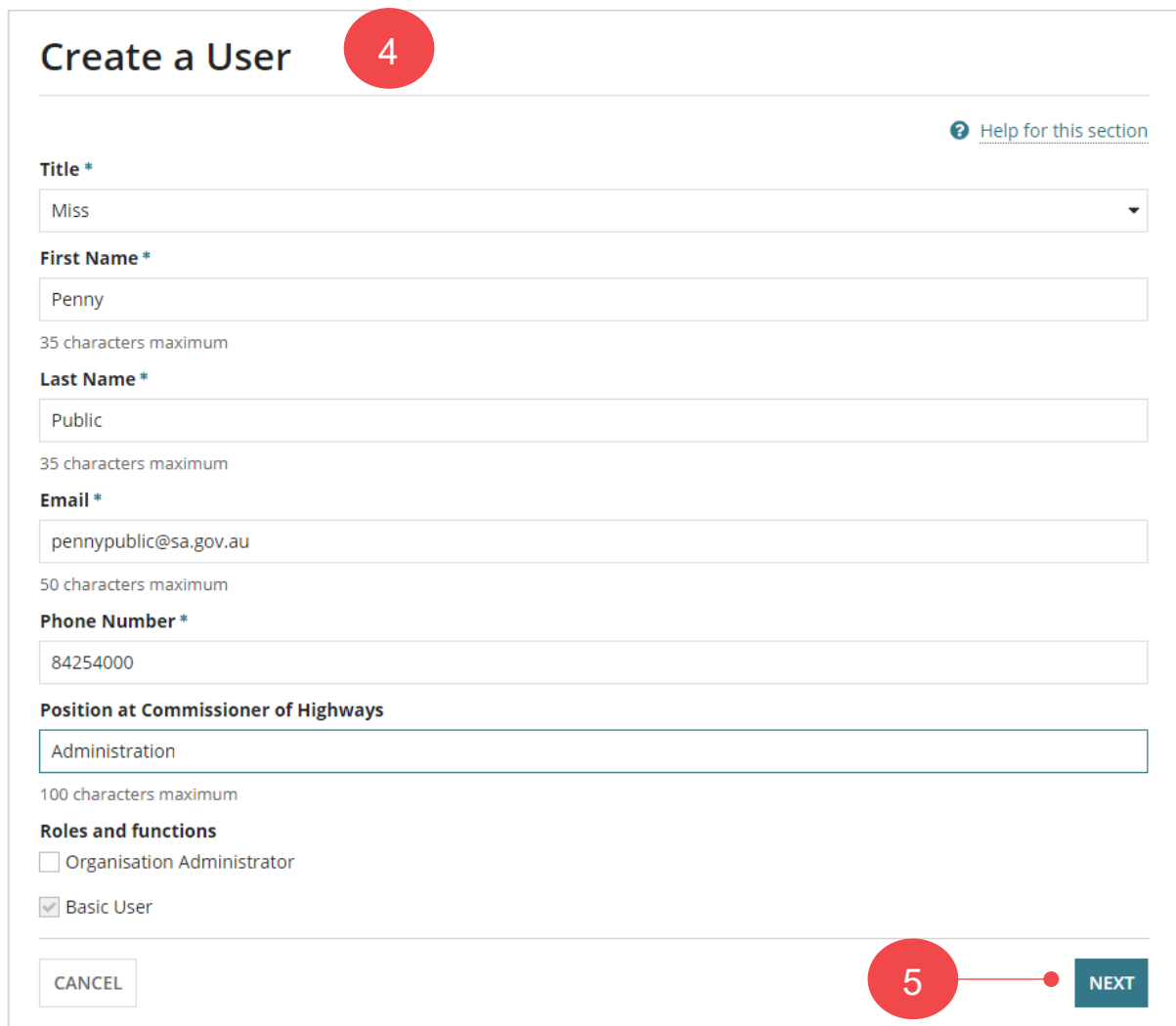
Search   Edit organisation >

User Name	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