

User Registration Guide



How to view and update your profile

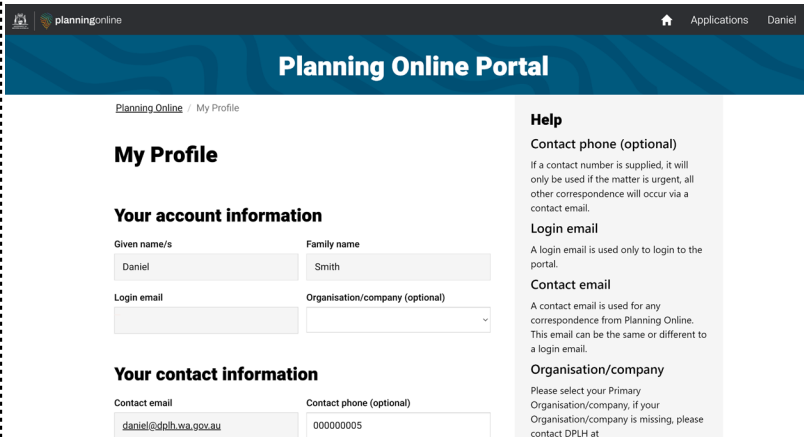
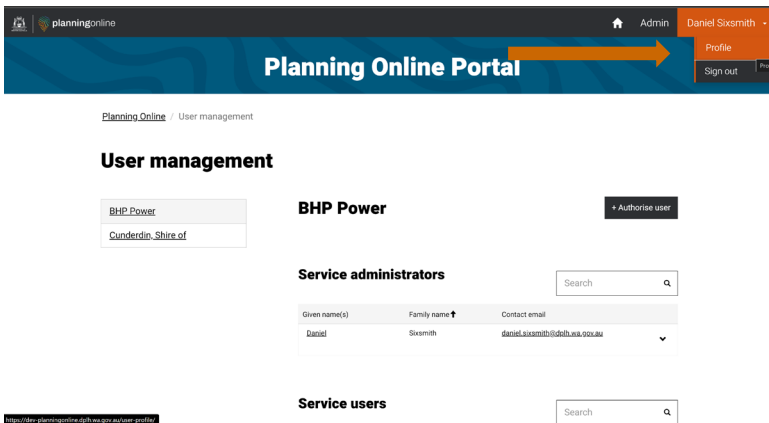
01

Click on the **drop-down** arrow under your username on the top right of the screen and select **profile**

Note: You can find this function in all portal pages

02

The **“My Profile”** page will open. Change your profile information including name as required.



User Registration Guide



Add a Service User or a Service Administrator

01

Select **Admin** on the top right of the Planning Online Welcome Page to open the admin page (If you don't have **Admin** please contact posupport@dph.wa.gov.au)

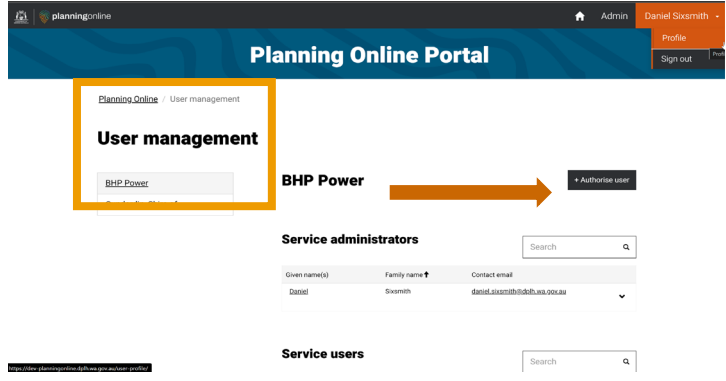
Note: Users requesting for Service User or Service Administrator role must have logged into Planning Online before these steps



02

Select **Authorise User** from the admin page.
Note: Ensure to select the account that the user is requesting from the user management list (as per the Green Box below) Click on the organisation.

Note: User Management allows user to switch from one organisation to another.

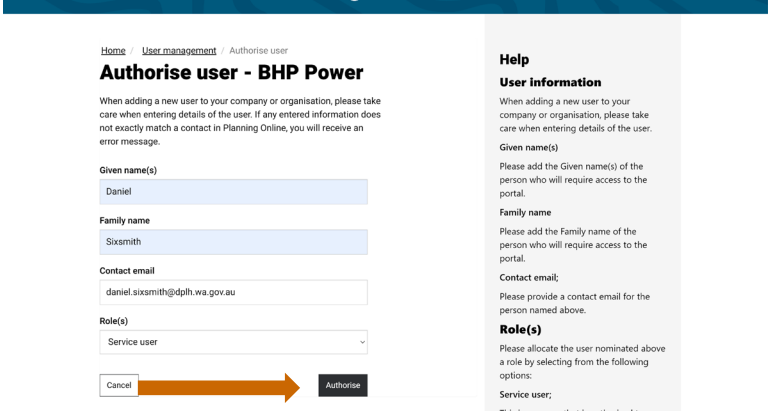
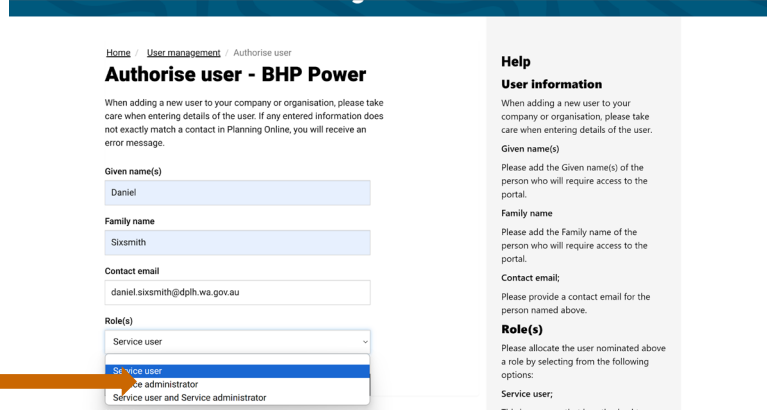


03

On the **Authorise** Page, enter Given & Family name, contact email and the role as shown below.
Note: Please see the definition of the roles on the help pane. **Ensure the Given and Family names Match the exact names on profile of the service user.**

04

Select **Authorise** to add the user in the role you have selected.



User Registration Guide



Remove a User or a Service Administrator

01

Please Note:

You cannot remove/delete your name as a **Service Administrator**. Only another **Service Administrator** in your account can remove your name.

Select **Admin** on the top left of the Planning Online Welcome Page to open the **User Management** page. In the **User Management** page, pick the Service Admin or service user group list and select the drop-down arrow on the right side of the name that is to be removed, then select remove.

02

Select **Remove from the Service Administrator** to authorize the removal of the name.

Note: User Management allows users to switch from one organisation to another.

