

How to create a new user in Portal

NOTE: Only Admin users in Portal can create or delete other users.

- You can check who within your company has Admin rights:
1. Go to the Company profile page
 2. In the Contacts table (located towards the bottom of that page)
 3. Look for users with Admin under the 'Portal Access Role' column.

vic roads

Home > Profile > Company profile

Company profile

Dashboard

Profile

Company profile

Manage access

Trading Name *
A Plus Traffic Management

E-mail
test@test123.comm.au

Primary Contact

Main Phone
(03) 125874555

Fax
0439 002 343

Web Site

Address
61 Denmark Street
KEW VIC 3101
Australia

Contacts

Full Name ↑	Email	Mobile Phone	Portal Access Role	Actions
A Z	A21234@hotmail.com	00069	Staff	⌵
Danny Moorhouse	dmoorhouse@frithsplumbing.com.au	-	Admin	⌵
Danny Moorhouse	dmoorhou123123se@frithsplumbing.com.au	-	Staff	⌵
Gohan Goku	Testttt@hotmail.com	-	Admin	⌵
Goku Bulma	andez_@hotmail.com	-	Staff	⌵

< 1 2 3 4 >

Only Admins will see the Manage Access page. Click here.

Dashboard



WWRR
Consent to work within the road reserve.



MoA
Permission to use traffic control devices.



MoA Activation
Activate or Deactivate an MoA

 **Profile**

Name: _____

Job Title: Test 1234

Company: A Plus Traffic Management

Application Dashboard

Application type	Drafts	In Review	Approved	Expired
MoA	6	27	4	20
WWRR	3	25	3	4

Manage access

 John Smith

Create new user

1. Click here to create a new user.

Full Name ↑	Email	Mobile Phone	Portal Access Role	Actions
A Z	A21234@hotmail.com	00069	Staff	⌵
...	Admin	⌵

2. Fill out the form and click Submit.

NOTE: A Portal Access Role must be selected.

Admin – these individuals have the most access for a user. They can add/delete/amend staff members and do all the same functionality that Staff accounts, as well as activate and deactivate Impacts.

Staff – have the ability to edit/submit MoA and WWRR applications, view progress of applications, download documents relating to applications, activate and deactivate Impacts and update their own profile page.

Traffic Controller – have the ability to activate and deactivate Impacts, view the progress of applications, download documents relating to applications but cannot submit applications or edit any existing application.

Traffic Controller – Restricted – can only activate and deactivate Impacts and update their own details on the profile page.

Create

General

First Name * Last Name *

Email *

Mobile Phone * Job Title

Provide a telephone number

Roles

Portal Access Role

Submit

vicroads

Dashboard Profile Company profile Manage access Sign out

Home > Profile > Manage access

Manage access

John Smith

Create new user

Full Name ↑	Email	Mobile Phone	Portal Access Role	Actions
A Z	A21234@hotmail.com	00069	Staff	✓
		-	Admin	✓
asd asd	asd+23@gmail.com	qwer	Admin	✓
Bulma human		-	Admin	✓
Danny Moorhouse	dmoorhouse@frithsplumbing.com.au	-	Admin	✓
Danny Moorhouse	dmoorhou123123se@frithsplumbing.com.au	-	Staff	Edit Send Invitation Deactivate
Gohan Goku	Testttt@hotmail.com	-	Admin	✓
Goku Bulma	andez_@hotmail.com	-	Staff	✓

3. Find the user from the Contacts table (on the Manage access page) that was just created. Click the arrow under 'Actions' column and select 'Send Invitation'.

NOTE: A message will appear stating 'The workflow has been initiated.' The new user should receive the Invitational email within a few minutes.