

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: [Redacted]

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

- Dashboard
- Profile
- Company profile
- Manage access

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	⌵
Danny Moorhouse	dmoorhouse@frithsplumbing.com.au	-	Admin	⌵
Danny Moorhouse	dmoorhou123123se@frithsplumbing.com.au			
Gohan Goku	Testttt@hotmail.com			
Goku Bulma	andez_@hotmail.com			
Goku G	dmoorhouse@frithsplumbing.com.au			

Create

General

First Name * Last Name *

Email *

Mobile Phone * Job Title

Provide a telephone number

Roles

Portal Access Role

Submit

2. Fill out the form and click Submit.

NOTE: A Portal Access Role must be selected.

STAFF – User is be able to submit MoA/WWRR apps etc.
ADMIN – User is able to do everything that a Staff can do but also create and delete other users.

Manage access

John Smith

- Dashboard
- Profile
- Company profile
- Manage access

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	⌵
Gohan Goku	Testttt@hotmail.com	-	Admin	⌵
Goku Bulma	andez_@hotmail.com	-	Staff	⌵

- Edit
- Send Invitation
- Deactivate

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.