

Introduction

Access to the on-line services provided by Information Services Division, DELWP, requires user registration and authorisation. This information sheet describes the process of registering as an authorised user of these services.

User Registration

- Go to <http://services.land.vic.gov.au/MyProfile> to register as a new user in My Profile
- Select the Register button on the left hand side of the page, enter in all your details and then click the button at the bottom of the page (regrettably also called Register).

Keep the User Name simple e.g. use your existing SOEid if practical. Or your first initial and surname e.g. jsmith. Note: duplicate names are not allowed.

The 'Register User' form contains the following fields:

- User Name *
- First Name *
- Last Name *
- Password *
- Confirm Password *
- Email *
- Phone
- Mobile
- Fax
- Street Address
- Suburb/City
- State (Select State)
- Postcode
- Country (Select Country)
- Postal Address same as Street Address (Select)
- Postal Address
- Postal Suburb/City
- Postal State (Select State)
- Postal Postcode
- Postal Country (Select Country)
- Interests accessible via data.vic.gov.au
- Themes: Admin & Political Boundaries, Agriculture & Farming, Atmosphere & Climate, Biology & Ecology, Cadastre & Land Description, Culture & Demography, Elevation, Environment, Facilities & Structures, Geological & Geophysical, Imagery & Base Maps
- WHS:
- Downloads:

Register

- Selecting the “Register” button at the bottom of the page brings you to “Request Access to Application”.

The 'Request Access to Application' page includes:

- Application: [Select Application]
- Save

NOTE: Do not Request Access to applications via the resulting drop-down list. Do not select the Save button. Access to applications is controlled by Organisation so you do not need to perform this step.

Request for User Membership of Organisation

- Click on “View My Details” in the left hand menu.
- You should now see your profile. From here you can modify your Details, view the Applications you have access to, view your Organisation membership and any Requests you have made.

The 'My Profile' page displays the following details:

- User Name: username
- First Name: Firstname
- Last Name: Lastname
- Email: user@mycouncil.vic.gov.au
- Phone: 03 8888 8888
- Mobile: 03 8888 8888
- Fax: 03 8888 8888
- Street Address: 123 Your Street
- Suburb/City: Your Suburb
- State: Victoria
- Postcode: 3000

Organisations: New | Request Access

- From the “Organisations” Menu bar select “Request Access”.

Organisations New | Request Access

- On the “Request for User Membership of Organisation” screen, enter the name of your organisation exactly as registered. If required please contact GIS.Helpdesk@delwp.vic.gov.au to confirm your organisation name. Press the select button

MyProfile: Register a User

The screenshot shows the 'My Profile' section of a web application. On the left is a navigation menu with links: 'About Profile Manager', 'View My Details', 'Change Password', and 'Log Out'. The main content area is titled 'Request for User Membership of Organisation'. It contains instructions: 'Enter the full exact name of the organisation to request membership of and click Select. Examples are - DELWP, Transport, PLANNING, DET, DEDJTR etc.' Below this are two notes: 'Note - these names are case-sensitive and must match exactly.' and 'Note - the Select button will work only when you have entered a recognised Organisation Name.' At the bottom of the form is a text input field labeled 'Organisation Name *' and a 'Select' button.

Your MyProfile Organisation Administrator will now process your request for membership.

Once this has been approved you will have access to applications assigned to your organisation.

Forgotten Your Password?

Click here to [reset your password](#)

Need Help ?

Please email any feedback or queries to gis.helpdesk@delwp.vic.gov.au

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