

My Profile: Register an Organisation

November 2017

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 an Organisation as an authorised user of these services.

Registration

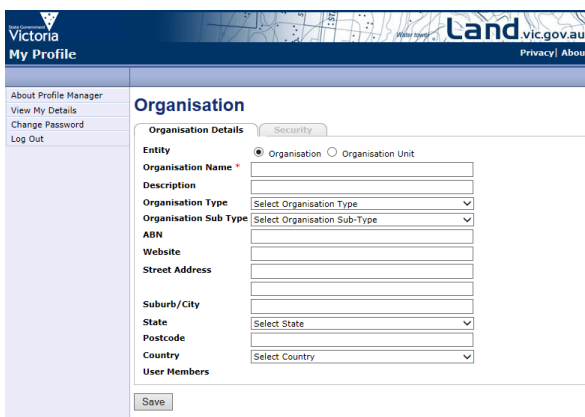
- Go to <http://services.land.vic.gov.au/MyProfile>
- Log-in with your username and password, if you have not already registered, you can do so by clicking "Register" in the left menu. Refer to the User Registration heading in the [Register a User](#) information sheet.

If you cannot see your profile details click on "View My Details" in the left menu.

- Click on "New" from the Organisations menu bar.



- Enter your organisation details and save:

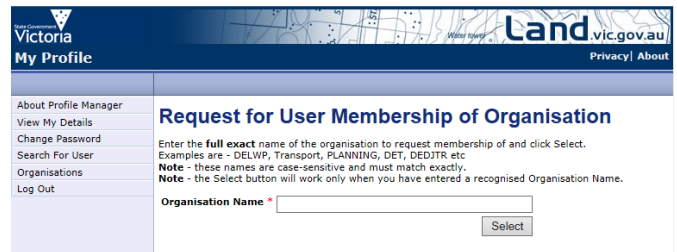


The screenshot shows the 'Organisation' registration form in the My Profile interface. The form includes fields for Organisation Name, Description, Organisation Type, Organisation Sub Type, ABN, Website, Street Address, Suburb/City, State, Postcode, and Country. There are radio buttons for 'Organisation' and 'Organisation Unit'. A 'Save' button is at the bottom.

- As the Organisation requestor you also need to be a user member. To add yourself, click on the "Request Access" button, in the Organisations window.



- Add the Organisation name and select



The screenshot shows the 'Request for User Membership of Organisation' form. It includes a text input field for 'Organisation Name' and a 'Select' button. The form also contains instructions and notes about the naming convention.

- As the administrator, you will need to approve your request to join the organisation. To do this select the "Add user to organisation" text in the Pending Requests window

Date Submitted	Type	Requestor
09/11/2017	Add User to Organisation	Smith, Joe (jsmith)

- Select the Approve button



The screenshot shows the 'Request for User Membership of Organisation' form with the 'Approve' button highlighted in a red box. The form also displays 'Requested Action' and 'Request Details'.

- The MyProfile Administrator will now assess your request. You will receive confirmation via an email.

Access to Applications:

To access an application, the application (for example, the Image Web Server) needs to be linked to your organisation. To do this

- If not already logged into My Profile, Log-in
- Click on your Organisation name in the "organisation window".



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- c. Click on the “Request Access” button above the Organisation details.

The screenshot shows a web interface with a sidebar on the left containing links like 'About Profile Manager', 'View My Details', 'Change Password', 'Search For User', 'Organisations', and 'Log Out'. The main content area is titled 'Organisation' and has two tabs: 'Organisation Details' (active) and 'Security'. Under 'Organisation Details', there are several form fields: 'Entity' (Organisation), 'Organisation Name *' (sample organisation), 'Description', 'Organisation Type' (Select Organisation Type), 'Organisation Sub Type' (Select Organisation Sub-Type), 'ABN', and 'Website'. A 'Request Access' button is located at the top of the form area and is highlighted with a red box.

- d. Select your Organisation and the application your organisation requires access to from the options available. Click “Save”.

The screenshot shows a web interface with a sidebar on the left containing links like 'About Profile Manager', 'View My Details', 'Change Password', 'Search For User', 'Organisations', and 'Log Out'. The main content area is titled 'Request Organisation Access to Application'. Below the title, there is a instruction: 'Select the organisation you wish to request access for and the application you wish to request access to'. There are two dropdown menus: 'Organisation *' (sample organisation) and 'Application *' (Image Web Server). A 'Save' button is located at the bottom right of the form.

Confirmation of your request will be emailed to you by the appropriate Application Administrator. Once this has been received all users of your Organisation will have access to the application. Users can verify their access via the “View My Details” page under Applications.

Need Help?

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

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