

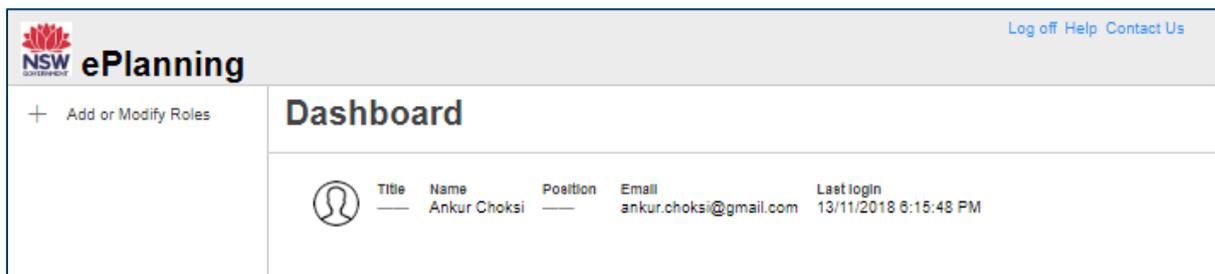
The Administration Dashboard is used to manage the roles available to users within your organisation. Adding roles is needed to activate users after they have self-registered. Deactivate users by deleting the role(s) assigned to them, leaving their user account but removing any access to your organisation's data.

## Viewing the Administration Dashboard

1. Go to <https://apps.planningportal.nsw.gov.au/prweb/IAC>
2. **Enter** your organisation's administration username and password to display the dashboard.



The login form features the NSW Government logo at the top. Below it are two input fields: 'Email address' and 'Password'. A 'Forgot password?' link is positioned below the password field. A blue 'Log in' button is located at the bottom of the form. At the very bottom, there is a small link that says 'Don't have an account? Create account.'



The screenshot shows the 'ePlanning' dashboard interface. The top left corner has the NSW Government logo and the text 'ePlanning'. The top right corner contains links for 'Log off', 'Help', and 'Contact Us'. On the left side, there is a sidebar with a plus sign and the text 'Add or Modify Roles'. The main content area is titled 'Dashboard' and displays a table with user information.

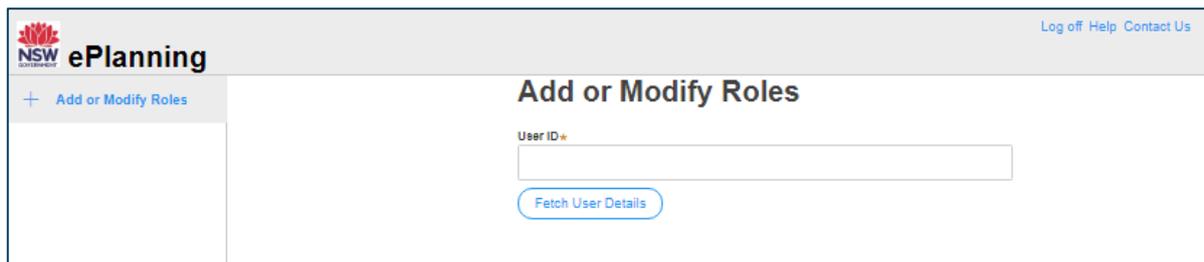
	Title	Name	Position	Email	Last login
	---	Ankur Choksi	---	ankur.choksi@gmail.com	13/11/2018 6:15:48 PM

**Note:** The dashboard displays the date of last login, as well as the **Add or Modify Roles** link. This link is used to edit the access for staff members by activating (adding roles) or deactivating (deleting roles).

## Activate Staff Members

Activation applies a role to a staff member, providing access to all the additional modules/dashboards, such as the Concurrence and Referral.

1. **Click** on Add or Modify Roles
2. **Type** the work email address of a registered staff member into the User ID field.
3. **Click** the Fetch User Details button.



NSW GOVERNMENT ePlanning Log off Help Contact Us

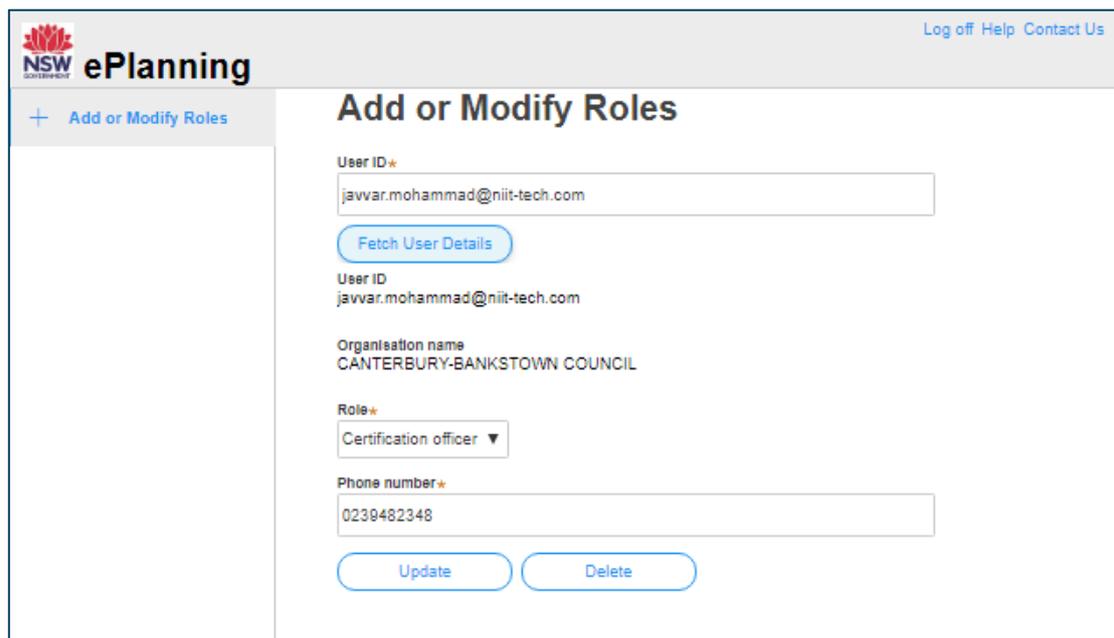
+ Add or Modify Roles

### Add or Modify Roles

User ID\*

Fetch User Details

**Note:** The user profile related to this staff member displays:



NSW GOVERNMENT ePlanning Log off Help Contact Us

+ Add or Modify Roles

### Add or Modify Roles

User ID\*

Fetch User Details

User ID  
javvar.mohammad@niit-tech.com

Organisation name  
CANTERBURY-BANKSTOWN COUNCIL

Role\*

Phone number\*

Update Delete

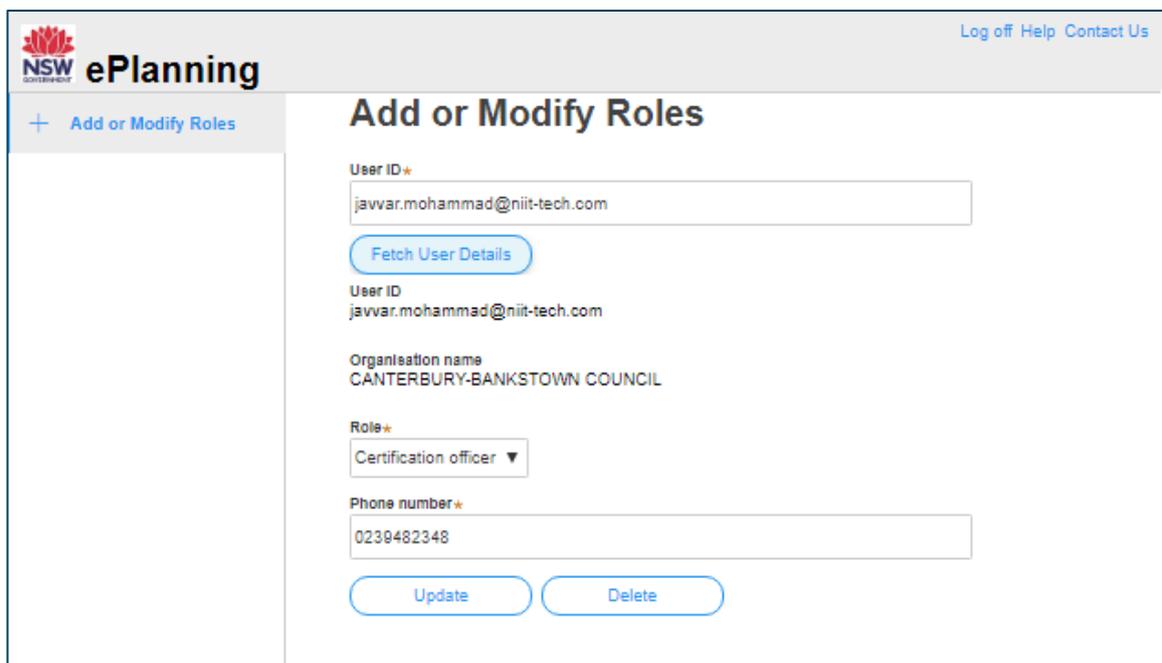
4. **Assign** a user role from the Role drop-down list: either Certification officer (council certifier) or User (council officer). Note: You can also amend the phone number provided at registration if needed.
5. **Click** the Update button when done.

## Deactivate Staff Members

Deactivation removes a staff member's access to the organisation's account.

1. **Click** the Add or Modify Roles link
2. **Enter** the staff member's registered email address
3. **Click** the Fetch User Details button.

The user profile related to this contact will be displayed:



The screenshot shows the 'Add or Modify Roles' interface in the ePlanning system. The header includes the NSW Government logo and 'ePlanning' text, with 'Log off Help Contact Us' links on the right. A sidebar on the left contains a '+ Add or Modify Roles' link. The main content area is titled 'Add or Modify Roles' and contains the following fields and buttons:

- User ID\***: Text input field containing 'javvar.mohammad@niit-tech.com'
- Fetch User Details**: A blue button
- User ID**: Text label above the input field containing 'javvar.mohammad@niit-tech.com'
- Organisation name**: Text label above the input field containing 'CANTERBURY-BANKSTOWN COUNCIL'
- Role\***: Dropdown menu showing 'Certification officer' with a downward arrow
- Phone number\***: Text input field containing '0239482348'
- Update** and **Delete**: Two blue buttons at the bottom

#### 4. Click the Delete button.

**Note:** The staff member will still have an NSW Planning Portal account but will be unable to view anything related to your organisation.

### If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles
- Review the Frequently Asked Questions - [https://www.planningportal.nsw.gov.au/help/frequently-asked-questions-;](https://www.planningportal.nsw.gov.au/help/frequently-asked-questions-) and / or
- Contact ServiceNSW on 1300 305 695.