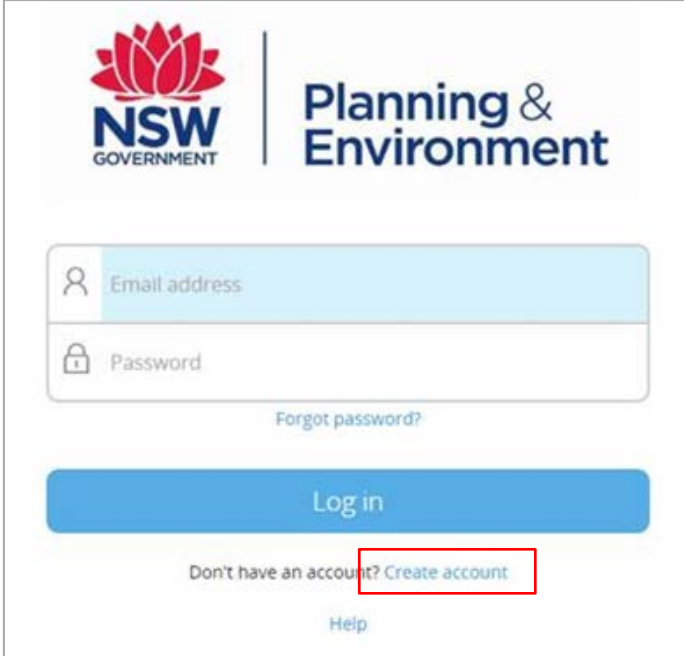# Knowledge Management

Planning Portal Registration and Log-in

To use Knowledge Management, you will need a Planning Portal account. This guide outlines each step of the registration process.

a. Go to https://apps.planningportal.nsw.gov.au/prweb/IAC

b. Click the **Create Account** link to commence the registration process. The **Create an account** page will open.

c. Enter your **email address**.

💡 **Note**: This will be your username and any system generated notifications will be sent to this account.

d. Enter and confirm your **password**.

- Passwords must be at least eight characters long

- They must have a maximum of 16 characters

- They can't contain parts of the email address that exceeds two consecutive characters

- They must contain the following:

  - Uppercase letters (A through Z)

  - Lowercase letters (a through z)

  - Numbers (0 through 9)

- The following non-alphabetic characters: ~! @ # $ % ^ & * ( ) _ + - = { } [ ] | \ : ; " ' < > ? , . /

e. Enter your **contact details**, including a **contact number** (mobile is preferred).

f. Verify you're not a robot, and correctly complete a question such as "Select all images with traffic lights" to proceed.

g. Agree to the *Terms and Conditions* by selecting the tick box. You may also review the privacy notice at this point.

h. Click the **Create Account** button. The confirmation screen will display:

i. You will be sent a system generated email to your registered email account to verify your account. Once you receive this email, click on the link to verify your account.

    Note: Your Planning Portal account will not be created until you have successfully verified your registration. Once you have successfully activated your account, a system generated email confirming that your account is active, along with help and support information, will also be sent to your registered email address

j. Contact your administrator managing users in the NSW Planning Portal to advise them that you have registered for a Planning Portal account and request your access be activated for Knowledge Management. Your admin will add you to your organisation's system and advise you of your addition and dashboard access abilities. If your organisation has not been onboarded to the portal, please contact eplanning@planning.nsw.gov.au for assistance.

k. You are now able to log into your Dashboard. Enter the registered email address and password for this account.
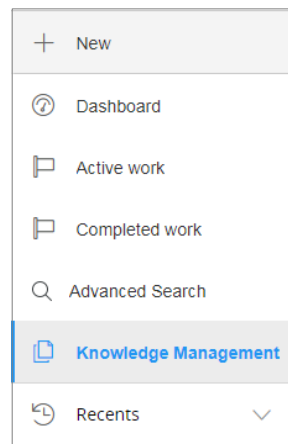
Knowledge Management

💡 Use the **Forgot password** hyperlink and follow the prompts to reset or change your password at any time.

Access Knowledge Management

Once you have logged in you will be taken to the ePlanning Dashboard.

a. Select the Knowledge Management tab on the left-hand side of the dashboard.

Folders

A list of folders will populate in the centre of the screen.

💡 **Note:** These folders may contain sub-folders.

The list of folders displayed:

- CPP- Community Participation Plan

- LEP - Local Environmental Plan
- LSPS - Local Strategic Planning Statements

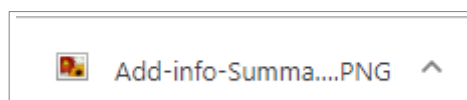Note: More folders will be uploaded to Knowledge Management soon.

Documents

Click on the folder icon or name to view the documents.

a. The documents will appear in the centre of the screen.

Home > CPP

Name

⤓ IAP2_Code_of_ethics_for_public_participation_2017.pdf

⤓ IAP2_Core_Values_for_public_participation_2017.pdf

⤓ IAP2_Spectrum_for_public_participation.pdf

b. Click on the ⤓ icon or file name to download a document.

c. The file will begin to download at the bottom of your screen.

Add-info-Summa....PNG ^

Note: The document will download to your computer.

d. Once the document has finished downloading click on the file icon to open the document.

Sorting and filtering folders and documents

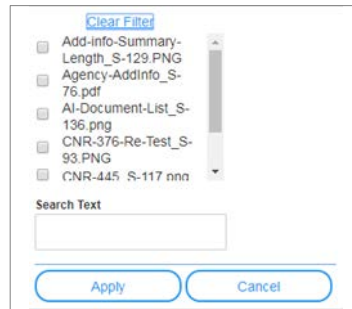a. You can sort folders and documents alphabetically or by date by clicking on Name or Modified date.

b. You can search folders and documents by selecting the symbol.

Note: When you have finished your search clear the filter.

If you need more information:

If you need assistance, please contact eplanning@planning.nsw.gov.au