The Agency Administration Dashboard

Administration

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This guide covers using the Administration dashboard. For user dashboard information, please see the **Introduction to the Agency Dashboard** guide.

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.

To view the Administration Dashboard:

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

2. Enter your organisation's administration username and password.

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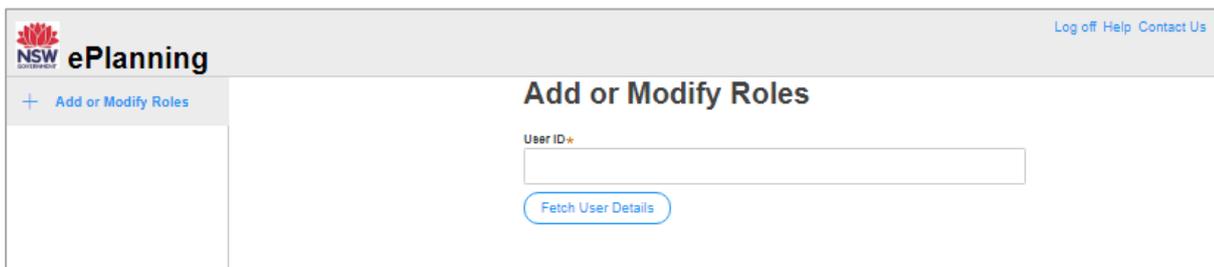
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The dashboard displays the date of last login, as well as the **Add or Modify Roles** link. This link is used to edit the access for staff members by activating (adding roles) or deactivating (deleting roles).
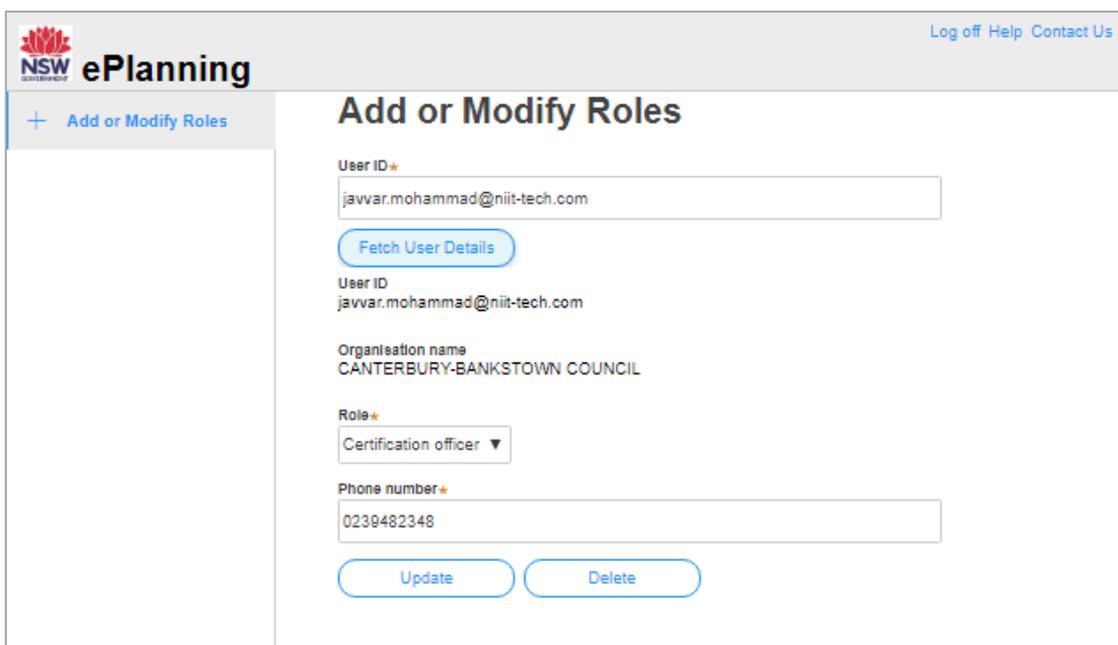
Activate Staff Members

Activation applies a role to a staff member, providing access to the ePlanning dashboard.

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.

The user profile related to this staff member displays:

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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 organisations 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:
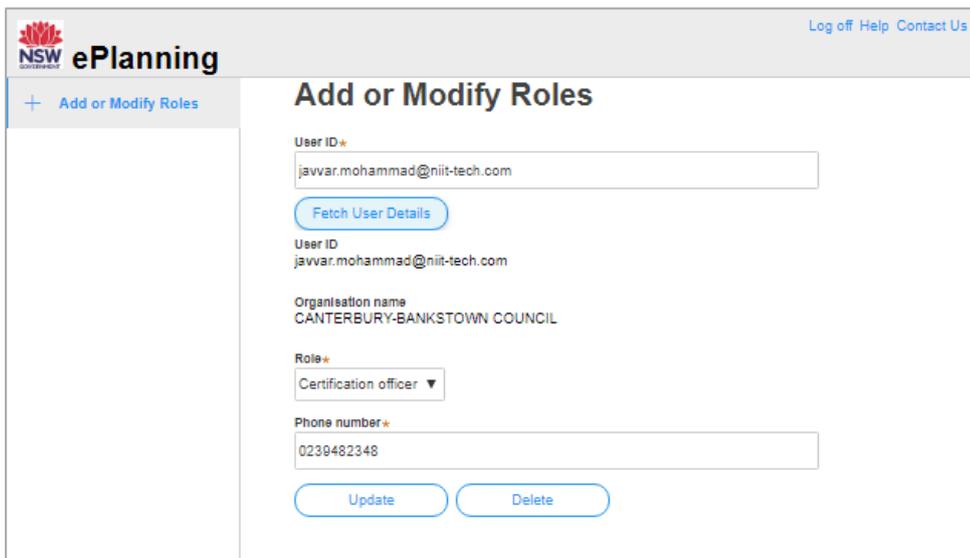
4. Click the **Delete** button. **Note:** they will still have an ePlanning Portal account but will be unable to view anything related to your organisation.

If you need more information:

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