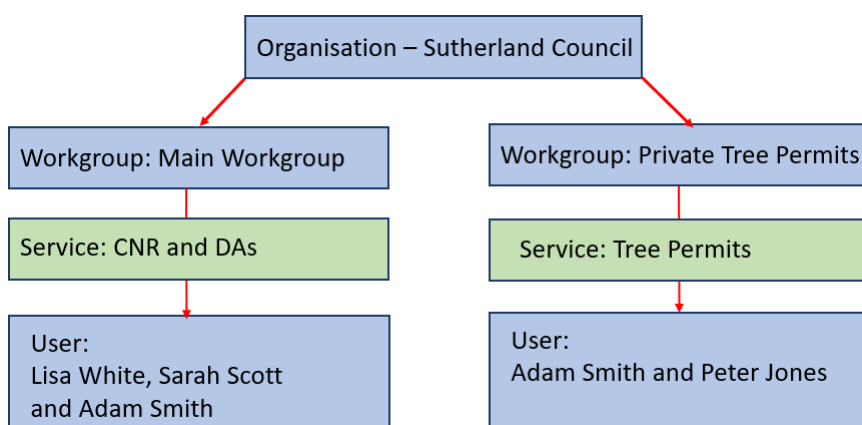


Understanding the role of an Organisation Administrator

Within an Organisation, for example, a Council or an Agency, there should be at least one user assigned to the role of Organisation Administrator.

In the following diagram, you can see the basic structure of an Organisation in the NSW Planning Portal.



Services within an Organisation refer to the services provided by that Organisation for example, Planning Proposals, DAs, CNR, etc.

Administrators can assign Services to a Workgroup and also Users to Services within the Workgroup of the Organisation.

The user to be assigned to the role must already be registered in the NSW Planning Portal and have a working email address.

Users are by default added with the status of Active, however, if their role changes or they leave, their status can be changed to Inactive.

Please note, an existing organisation administrator cannot mark his/her own ID as inactive and this can only be performed by other Organisation Administrators within an organisation.

Adding an Organisation Administrator

1. On the dashboard Users section of the screen, **click** Manage Users.

Adding an Administrator to an Organisation

Administration - Organisational Management



CITY OF PARRAMATTA COUNCIL
TRADING AS CITY OF PARRAMATTA COUNCIL
1300 617 058 | business-10057@yopmail.com
<no address on record>

Details [Edit details](#)

| | | |
|--|--|--|
| Organisation name CITY OF PARRAMATTA COUNCIL | Trading name CITY OF PARRAMATTA COUNCIL | Organisation type Council |
| ABN 49907174773 | ACN --- | Contact number 1300 617 058 |
| Organisation email business-10057@yopmail.com | Postal address <no address on record> | Registered address <no address on record> |

Users [Manage users](#)

No data

Workgroups [Manage workgroups](#)

Main Workgroup
Location
<no address on record>

2. Click Add User to open the search screen.

Manage users

SUTHERLAND SHIRE COUNCIL
TRADING AS SUTHERLAND SHIRE COUNCIL
98065050 | business-10211@yopmail.com
10 FOOTBRIDGE BOULEVARD WENTWORTH POINT 2127

+ Add user

| Entity | Service name | Service role | Status |
|--------|--------------|--------------|--------|
|--------|--------------|--------------|--------|

Cancel Submit

3. Enter the user Email address in full and then click Search to locate the user.

Add user

User search

Email
adamsmith@ypomail.com **Search** Clear

Cancel Submit

Adding an Administrator to an Organisation

Administration - Organisational Management

4. **Click** Select to select the User from the list.

| Search results | | | |
|------------------|-------------|-----------------------|-----------------|
| First given name | Family name | Email id | Associate user? |
| Adam Smith | 1 | adamsmith@yopmail.com | Select |

5. **Click** Submit to continue.

Submit

6. **Select** Organisation Administration from the Service name drop-down.

| Service name |
|-----------------------------|
| Select |
| Select |
| Organisation Administration |

7. **Select** Organisation Administration from the Service role drop-down.

| Service role |
|-----------------------------|
| Select |
| Select |
| Organisation Administration |

Note: By default, the Status is Active.

| Entity | Service name | Service role | Status |
|---|-----------------------------|----------------------------|--------|
|  adamsmith@yopmail.com Adam Smith | Organisation Administration | Organisation Administrator | Active |

8. **Click** Submit to continue.

Submit

The screen displays the following message:

You have successfully assigned services to users within your organisation. Click "Close" to return to the dashboard.

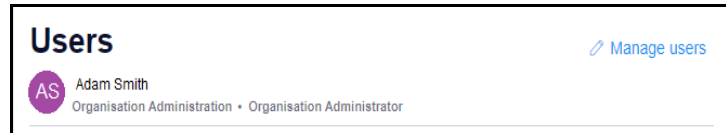
Adding an Administrator to an Organisation

Administration - Organisational Management

9. Click **Close** to close the window and return to the dashboard.



10. The new user has successfully been added to the Users section of the screen.



End of Steps