



# Pegasus<sup>TM</sup>

an Avetta Company

Connecting a competent workforce

## PEGASUS ACCOUNT

USER GUIDE  
Version 2.9 Release

# Avetta Account Overview

Pegasus now manages over 390 client sites. We realise connectivity needs to be easier when you are working across multiple clients, so we created the Avetta Account to make things easier!

It's a new dashboard that allows you to link all the Portals you access in one handy location. Linking your logins allows you the power to move between Portals with ease, and without multiple login accounts!

- An Avetta Account is your **key to connect** your business and workforce to our industries and networks. It will allow you to manage all your Pegasus compliance requirements with **one username and password**.
- Once you register for an Avetta Account, or are invited to activate one, you can link Supplier Portal Tiles to your Avetta Account Dashboard.
- Finding the right place to stay compliant and keep working for a client is as simple as clicking a Portal Tile from your Dashboard.
- Client Users will find that access is automated for adding their tools like the Client Portal.

**Pegasus**  
an Avetta Company

Email Address

Continue

or

Forgot Login Details?

[What is a Pegasus Account?](#)

**Pegasus**  
an Avetta Company

[My Portals](#) [My Account](#)

**My Portals** [Add or Remove Portals](#)

Click to visit one of your linked portals.

	<b>ALDI</b> Click here to visit this portal	>
	<b>Ausgrid</b> Click here to visit this portal	>



**Pegasus**<sup>TM</sup>  
an Avetta Company

**TWO WAYS TO SETUP A  
PEGASUS ACCOUNT**

Connecting a competent workforce

## Two Ways

Pegasus Gateway/Avetta Account /Connect Gateway are all the same tool, just some clients are transitioning terminology.

1. If you have all your logins for Onsite Track Easy and/or the Company Prequalification Portal, you can manually create your Pegasus Gateway Account.

2. If you are invited by email to Activate your Avetta Account, the initial email registration has been done. You will have some remaining steps to complete.

- Email will come from [noreply@pegasus.net.au](mailto:noreply@pegasus.net.au) so check your junk email if missing
- Follow the validation steps to approve your login.
- An Avetta Account is also referred to as a Pegasus Account or Pegasus Gateway Account. These Pegasus terms are being phased out.

### Register Account

1

Email  
webinartraining+1@pegasus.net.au

Full Name  
Webinar Training

Password  
.....

Confirm Password  
.....

Cancel Register

### Please Activate Your Avetta Account

2

Hello PegasusMobile AppUser,

An Avetta account has been created for you, using this email address. An Avetta account enables you to manage your worker compliance, complete training, and access the Sites of your clients who use the Avetta Site access solution.

Your account can also be used to download the [Workforce Mobile App](#) to view your profile.

Please click the button below to complete your account registration.

Activate My Account

If you are unable to click the link above, please copy and paste the following link into your web browser.

<https://login.poweredbyonsite.com/passwordReset/verify/e478125c5ef44bc2a0a743ce83740a01?redirectUrl=>

Visit the [Avetta Help Center](#) if you require assistance, or contact our friendly team directly:

Email: [support@pegasus.net.au](mailto:support@pegasus.net.au)

Phone: (Australia) 1300 441 433

Phone: (New Zealand) 0800 700 136

Kind Regards,

**The Pegasus Team.**





**Pegasus**<sup>TM</sup>  
an Avetta Company

## 1. INVITATION FROM AN AVETTA ACCOUNT

Connecting a competent workforce

# 1. Invitation

Upon receiving your initial registration email, read the notes and then:

1. Click to activate your account
2. Setup your personal Password
3. Sign in and select any Portals

- Email will come from [noreply@pegasus.net.au](mailto:noreply@pegasus.net.au) so check your junk email if missing
- Follow the validation steps to approve your login
- Client Users will be invited when they are granted access by a Site/Realm administrator

## Please Activate Your Avetta Account

Hello PegasusMobile AppUser,

An Avetta account has been created for you, using this email address. An Avetta account enables you to manage your worker compliance, complete training, and access the Sites of your clients who use the Avetta Site access solution.

Your account can also be used to download the [Workforce Mobile App](#) to view your profile.

Please click the button below to complete your account registration.

[Activate My Account](#)

If you are unable to click the link above, please copy and paste the following link into your web browser.

<https://login.poweredbyonsite.com/passwordReset/verify/e478125c5ef44bc2a0a743ce83740a0?redirectUrl=>

Visit the [Avetta Help Center](#) if you require assistance, or contact our friendly team directly:

Email: [support@pegasus.net.au](mailto:support@pegasus.net.au)  
Phone: (Australia) 1300 441 433  
Phone: (New Zealand) 0800 700 136

Kind Regards,  
The Pegasus Team.

## Set Pegasus Password

Please set a Pegasus Account password below. Your email address and password will be used to access your Pegasus Account.

The password must be at least 8 characters long. It must contain at least one uppercase letter, one number and one symbol.

Password

••••••••



- ✓ At Least 8 Characters Long
- ✓ One Uppercase Letter
- ✓ One Number

Confirm Password

••••••••



- ✓ Passwords Match

[Set Password](#)



## Account Setup Complete

Your Pegasus Account has now been successfully set up. Your email address and password can now be used to access your Pegasus Account on any device.

[Continue to Sign-In](#)





**Pegasus**<sup>TM</sup>  
an Avetta Company

## 2. MANUALLY CREATING AN AVETTA ACCOUNT

Connecting a competent workforce

# Pegasus Account Registration

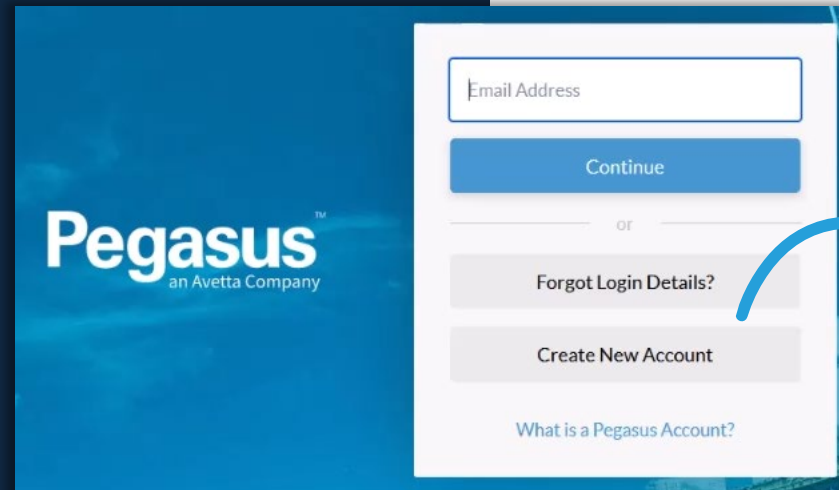
A Pegasus Account requires a valid email address to register your account with.

Follow the registration process to start your journey to a more efficient Pegasus experience

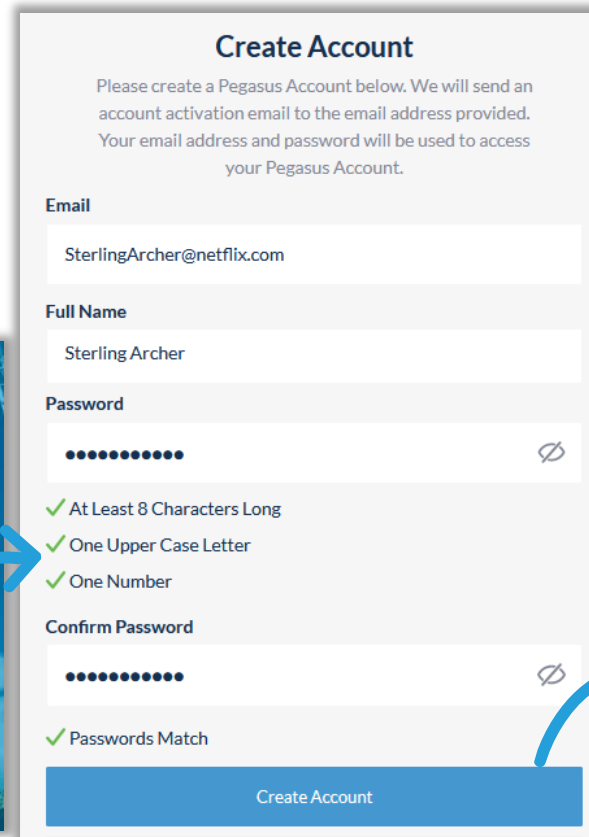
Click the “What is a Pegasus Account” if you need to manually create one, or perhaps are directing someone else to create one.

Press Create Account to send your activation email.

- Visit <https://login.poweredbyonsite.com> and choose one of the two options to create an account. Option 2 is typical for most users.
- Ensure your Password has minimum of 8 Characters including 1x Capital letter and 1x number. Consecutive numbers or consecutive symbols can't be used.
- Activate your new account from the registration email in your inbox.
- Registration emails are only valid for 24 hours. If you did not activate it in this time you can be prompted to re-send the activation email.



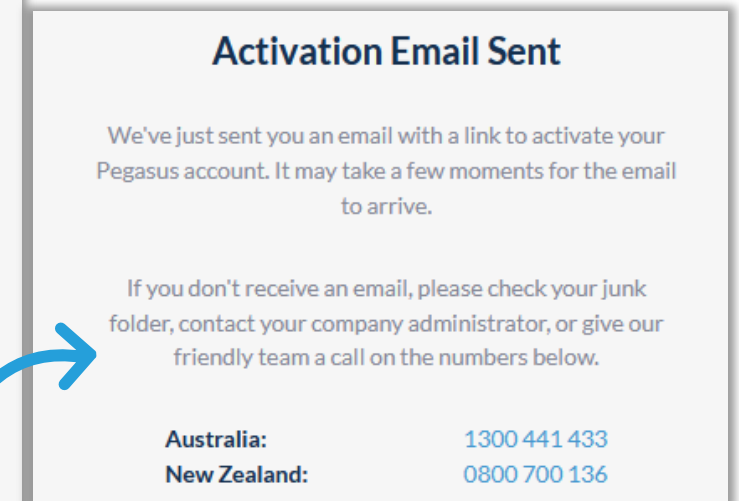
The screenshot shows the Pegasus login page with the Pegasus logo (an Avetta Company) on the left. The registration form is highlighted with a blue border and includes an "Email Address" input field, a "Continue" button, a "Forgot Login Details?" link, a "Create New Account" button, and a "What is a Pegasus Account?" link. A blue arrow points from the "Create New Account" button to the "Create Account" form.



The "Create Account" form is shown with the following fields and validation messages:

- Email:** SterlingArcher@netflix.com
- Full Name:** Sterling Archer
- Password:** [Redacted] ✓ At Least 8 Characters Long ✓ One Upper Case Letter ✓ One Number
- Confirm Password:** [Redacted] ✓ Passwords Match
- Create Account:** [Blue button]

A blue arrow points from the "Create Account" button to the "Activation Email Sent" screen.



The "Activation Email Sent" screen displays the following text:

We've just sent you an email with a link to activate your Pegasus account. It may take a few moments for the email to arrive.

If you don't receive an email, please check your junk folder, contact your company administrator, or give our friendly team a call on the numbers below.

<b>Australia:</b>	1300 441 433
<b>New Zealand:</b>	0800 700 136



# Pegasus Account Registration

The Pegasus Account requires a valid email address to send the registration link to.

Click the Activate My Account button

You can now log in with your newly created account.

- Email will come from [noreply@pegasus.net.au](mailto:noreply@pegasus.net.au) so check your junk email if missing
- Follow the validation steps to approve your login
- Regardless if you are a Client or a Supplier/Contractor there is not cost to create these accounts

## Please Activate Your Avetta Account

Hello wrbinar testing,

An Avetta account has been created for you, using this email address. An Avetta account enables you to manage your worker compliance, complete training, and access the Sites of your clients who use the Avetta Site access solution.

Your account can also be used to download the [Workforce Mobile App](#) to view your profile.

Please click the button below to complete your account registration.

[Activate My Account](#)

If you are unable to click the link above, please copy and paste the following link into your web browser.

<https://login.poweredbyonsite.com/registration/validate/c823681150c347ce82e0b46f21891ea6?redirectUrl=>

Visit the [Avetta Help Center](#) if you require assistance, or contact our friendly team directly:

Email: [support@pegasus.net.au](mailto:support@pegasus.net.au)  
Phone: (Australia) 1300 441 433  
Phone: (New Zealand) 0800 700 136

Kind Regards,  
The Pegasus Team.

**Pegasus**  
an Avetta Company

Email Address

Continue

or

[Forgot Login Details?](#)

[Create New Account](#)

[What is a Pegasus Account?](#)



# Pegasus<sup>TM</sup>

an Avetta Company

**LINKING PORTAL TILES**

Connecting a competent workforce

# Pegasus Account – Linking Portals

The Dashboard is your home.

1. Your list of portals sits under here

2. Your account settings and password can be reset under here

3. Add or Remove Portals from this button

4. PegasusNext information blog posts are visible here

5. Manage logging out of this webpage from here

Lets now add some portals by clicking on the Add or Remove Portals Button.

- Contractor Company Administrators are typically presented with portals already populated
- Client Administrator Users will have the Client Portal tile already visible





The screenshot shows the Pegasus dashboard interface. At the top left is the Pegasus logo (an Avetta Company). Below it are navigation links for 'My Portals' (with a lightning bolt icon) and 'My Account' (with a person icon). A 'Menu' dropdown is in the top right. The main content area is divided into two sections. The left section is titled 'My Portals' and contains the text 'Click to visit one of your linked portals.' Below this is a large grey box with the message 'No Portals Added to your Account' and a blue link 'Add a Portal'. To the right of this section is a button labeled 'Add or Remove Portals'. The right section is titled 'Pegasus News' and contains the text 'The latest articles from Pegasus.' and a 'View All' button. Below this is a news article snippet with the title 'Workers Can Now Check Compliance in Mobile App' and a 'Read More' link. Five blue circular callouts with white numbers are overlaid on the image: 1 points to the 'My Portals' link, 2 points to the 'My Account' link, 3 points to the 'Add or Remove Portals' button, 4 points to the news article title, and 5 points to the 'Menu' dropdown.


# Pegasus Account – Linking Portals

1. Click on the Portal you wish to Add
2. Enter in your Onsite Track Easy User ID and Password. This is NOT the Pegasus gateway account you just created. Its for your Legacy Onsite program access.\*
3. Press Link Onsite Account

- Contractor Company Administrators are typical the users who have on of these account.
- \* NOTE: If you were INVITED to here through an Avetta Account, this is already configured for you. You only need to be concerned with the Company Pre-Qualification Account (next page) if applicable. You can skip adding a company prequalification account fi you do not have this.
- Talk to a Pegasus Contact If you think you should have one. Or [read this guide](#) for more information.

Add or Remove Portals

	<b>acciona</b> Click here to add this portal	Add
	<b>Aeris Resources</b> Click here to add this portal	Add
	<b>ALDI</b> Click here to add this portal	Add
	<b>Amazon</b> Click here to add this portal	Add



Dear Damien Challenge,

Here is your login to **Onsite Track Easy**.  
Onsite is a risk management system for compliance records

Your Onsite web password has been reset.

**Username:** 3344621  
**Password:** [REDACTED]

**EXAMPLE**



# Pegasus Account – Linking Portals

4. Once linked, you may be requested to enter in a Company Pre-Qualification login. Enter in or press “Skip this Step” if unsure. You can always add this later.

5. Once relevant account are linked, they will now show in the Dashboard home page.

- Company Pre-Qualification accounts are created in a separate Portal. See <https://Pegasus.net.au/contractors> and review a specific client page to see if you require one.
- It is an optional account. If added it will show Manage Companies when managing items in the Worker Portal.
- Not all Company Administrators will have that account. Speak to a Pegasus Representative if you think you should have one.

The image displays three overlapping screenshots from the Pegasus system interface:

- Left Screenshot: "Link your Onsite Account"**
  - Header: "Link your Onsite Account" with subtext "Please review the information below".
  - Text: "Linking your Onsite Username and Password is important when adding portals to your Pegasus Account. Linked credentials enable your Pegasus Account to work seamlessly with all of the Pegasus Portals available. Please contact our friendly support team if you need assistance linking your Onsite Account."
  - Form fields: "Onsite Username" (with a blue bar) and "Onsite Password" (with dots).
  - Buttons: "Link Onsite Account" (blue) and "Show" (grey).
  - Annotation: A blue arrow points from the "Link Onsite Account" button to the right.
- Middle Screenshot: "Link your Company Prequal Account"**
  - Header: "Link your Company Prequal Account" with subtext "Please review the information below".
  - Text: "Linking your Company Prequal Username and Password is important when adding portals to your Pegasus Account. Linked credentials enable your Pegasus Account to work seamlessly with all of the Pegasus Portals available. Please contact our friendly support team if you need assistance linking your Company Prequal Account."
  - Form fields: "Company Prequal Username" (with a blue bar) and "Company Prequal Password" (with dots).
  - Buttons: "Link Company Prequal Account" (blue) and "Skip This Step" (grey).
  - Annotation: A blue arrow points from the "Link Company Prequal Account" button to the right.
- Right Screenshot: "My Portals" Dashboard**
  - Header: "My Portals" with subtext "Click to visit one of your linked portals." and a button "Add or Remove Portals".
  - Message: "ALDI portal added successfully" (green bar).
  - Item: "ALDI" with the ALDI logo and a link "Click here to visit this portal".
  - Annotation: A blue arrow points from the "Link Company Prequal Account" button in the middle screenshot to the "ALDI" item in this screenshot.



# Pegasus<sup>TM</sup>

an Avetta Company

Connecting a competent workforce

**WORKING WITH THE  
DASHBOARD**

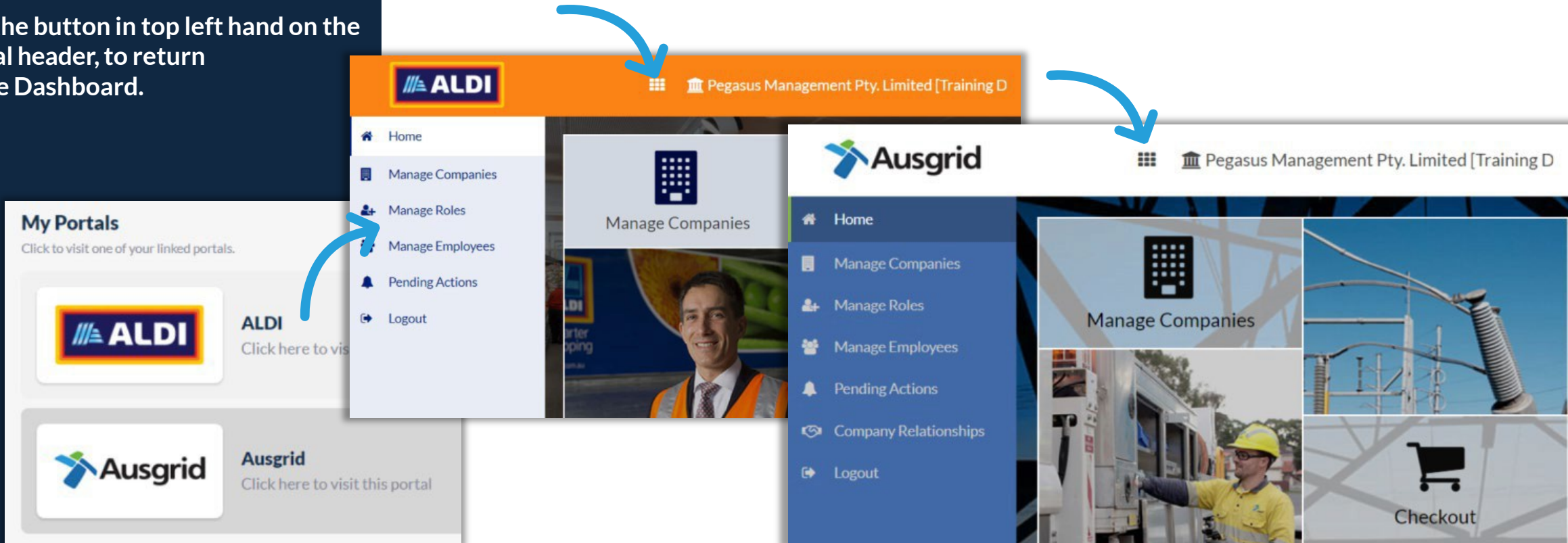
# Pegasus Account Dashboard

The Pegasus Account Dashboard button will allow you to exit a Portal and return to the Dashboard, at any time.

Quickly move from Portal to Portal without having to re-enter your user credentials.

Use the button in top left hand on the Portal header, to return to the Dashboard.

- The dashboard displays all your Portal Tiles in one location
- Manages your Account Settings
- Is accessible on all screens
- Press the “Dashboard ” Icon to return to the Dashboard. Its located next to your username on top of the screen.
- Jump into a different Portal straight away if required.





**Pegasus**<sup>TM</sup>  
an Avetta Company

**MANAGE ACCOUNT  
SETTINGS**

Connecting a competent workforce



# Pegasus Account – Manage Accounts

The My Account area allows you to unlink an account, change your Pegasus Account Password, or Add/Unlink a Company Pre-Qual account.

- You can not change your Pegasus Account Email address. Talk to a Pegasus Representative if it is required.
- Clicking on either Onsite or Company Prequal accounts will show you what accounts is currently linked.
- You would typically unlink an account if a password for that account was changed. You will need to re-link the account and its new password, for the change to take effect.
- If adding an incorrect account, you will be notified by an error message.

The screenshot displays the 'My Account' management interface. On the left, under 'My Account', there are three updateable fields: 'Account Holder Name' (Damien Challen), 'Account Holder Email Address' (dchallen@pegasus.net.au), and 'Password'. On the right, under 'Linked Accounts', there are two linked accounts: 'Onsite Account' and 'Company Pre-Qual Account', both marked as 'Linked'. A blue arrow points from the 'Update' button for the 'Onsite Account' to a callout window titled 'Unlink your Onsite Account'. The callout window contains the following text: 'Please review the information below', 'The Onsite credential below is linked to your Pegasus Account. This linked credential enables your Pegasus Account to work seamlessly with all of the Pegasus Portals available. You can unlink this credential using the button below, but doing this is not recommended. Unlinking will cause some or all of the Portals added to your account to be removed. If you are unsure, please contact our friendly support team for assistance.', a field for 'Onsite Username' with the value '3344681', a red 'Unlink Onsite Account' button, and a grey 'Cancel' button.



# Pegasus<sup>TM</sup>

an Avetta Company

**TROUBLESHOOTING**

Connecting a competent workforce

## Troubleshooting

ISSUE	RESOLUTION
Unable to log into Gateway Page – “Your email address or password is incorrect. Please try again, or click the Forgot Login Details button below.”	<ol style="list-style-type: none"><li>1. Check that Caps lock/Numlock settings are not causing your password to be entered in incorrectly</li><li>2. Follow directions to try resetting your password.</li><li>3. Check to see you are logging into the correct URL. Avetta has three different Domains for the Gateway: AU/NZ <a href="https://login.poweredbyonsite.com">https://login.poweredbyonsite.com</a> USA <a href="https://login.poweredbyonsite.us">https://login.poweredbyonsite.us</a> UK <a href="https://login.poweredbyonsite.uk">https://login.poweredbyonsite.uk</a> Your account will only work in the Domain it was registered.</li></ol>
You did not activate your Pegasus/Avetta Account within 48 hours.	Click on the Activation Link. It will request to send you a new link. Confirm and activate your account to unlock.
After logging in you are missing the Client Portal tile	Only Client Users will see this. If it is missing, contact your Pegasus Account Representative to have it added.
Upon loading the Client Portal tile it spins around and around and does not load a page.	Your Onsite Track Easy account has not been linked. From the Dashboard click My Account and enter in your Onsite Track Easy username and password and link it.
You see the message “Service access Denied due to missing privileges	Your Onsite Track Easy account has not been linked. From the Dashboard click My Account and enter in your Onsite Track Easy username and password and link it.
When clicking on a Supplier Tile you see the message "500 Internal SSO error"	Your account is not permitted to access Supplier Portals. It is a Workforce Mobile app account only
I am an administrator that needs to access workers under multiple suppliers, can I manage multiple accounts for Supplier Portals under one login?	Unfortunately the Gateway is linked to one email address and one Client/Supplier. For Multiple Client/Supplier access, you will need to register under another email address for each that you manage.

# Pegasus<sup>TM</sup>

an Avetta Company

Connecting a competent workforce



FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

AU 1300 441 433

NZ 0800 700 136

OR EMAIL [info@pegasus.net.au](mailto:info@pegasus.net.au)