Pegasus™
an Avetta Company

Connecting a competent workforce

PEGASUS GATEWAY

USER GUIDE

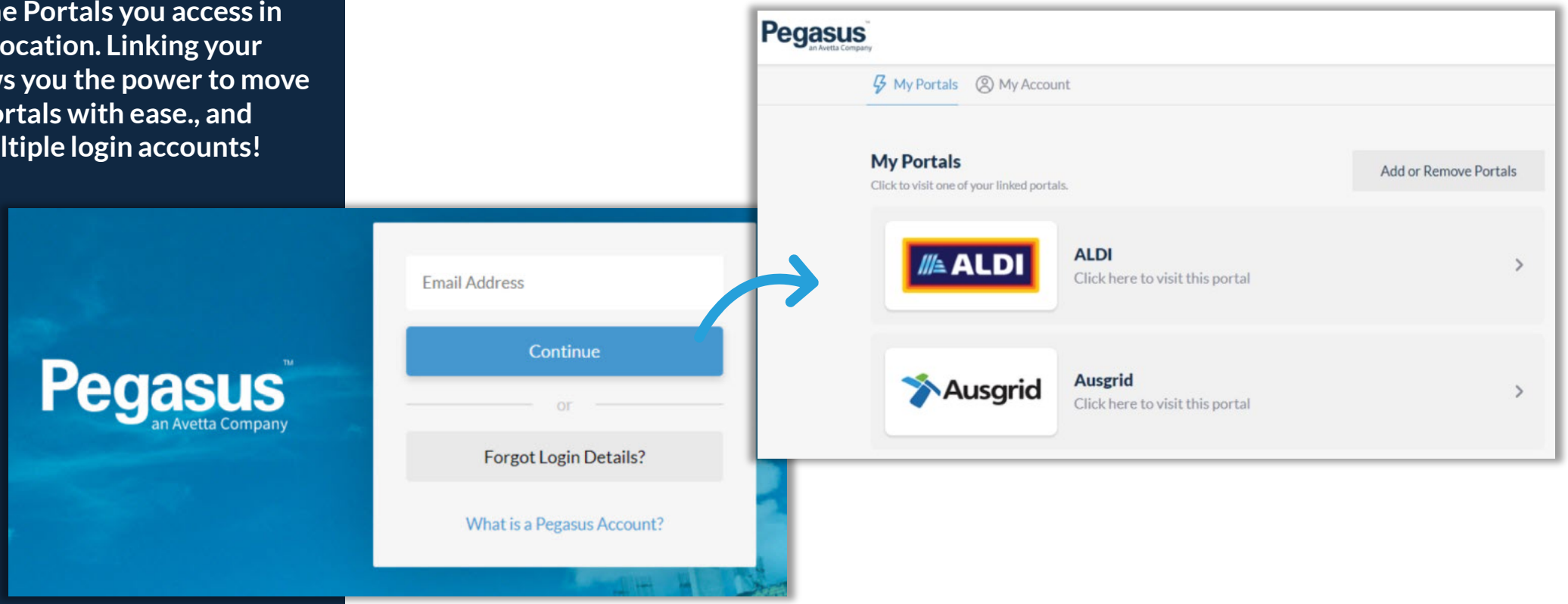
Version 1 Release

Pegasus Gateway 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 Pegasus Gateway 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!

- Pegasus Gateway 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 a Pegasus Account, you can link client Portal Tiles to your Pegasus Gateway 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.
- This tool is focused on our Contracting Companies (ConcoWeb users)



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CREATING A PEGASUS ACCOUNT

Pegasus Gateway Registration

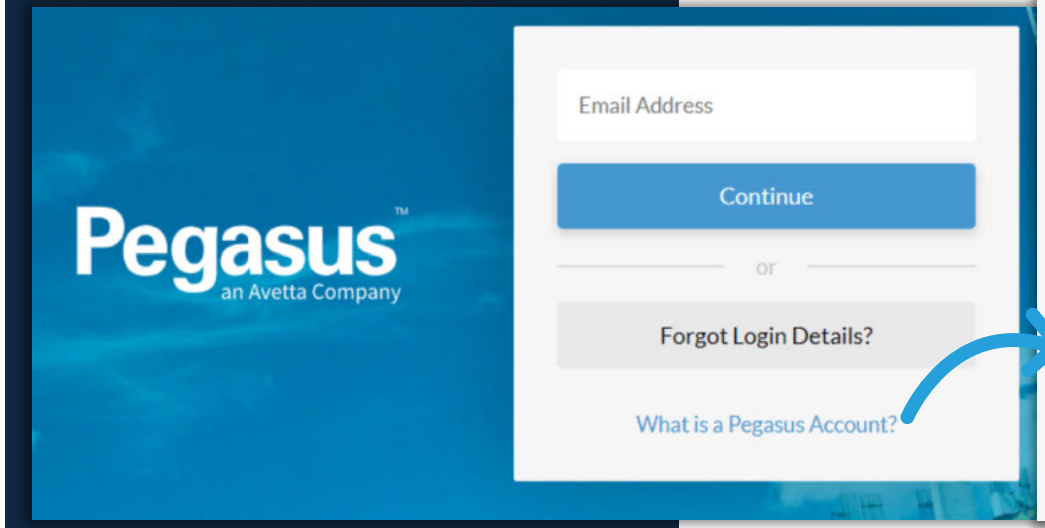
Pegasus Gateway requires a valid email address to register your account with.

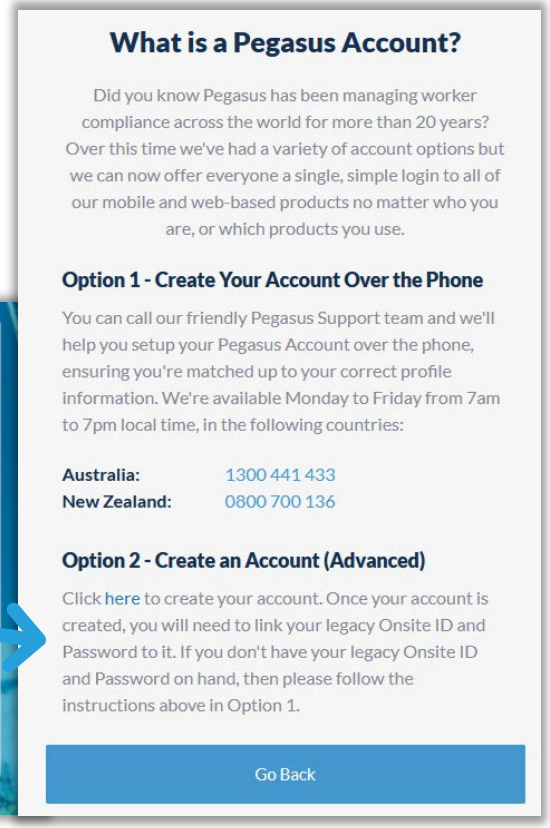
Follow the registration process to start your journey to a more efficient Pegasus experience

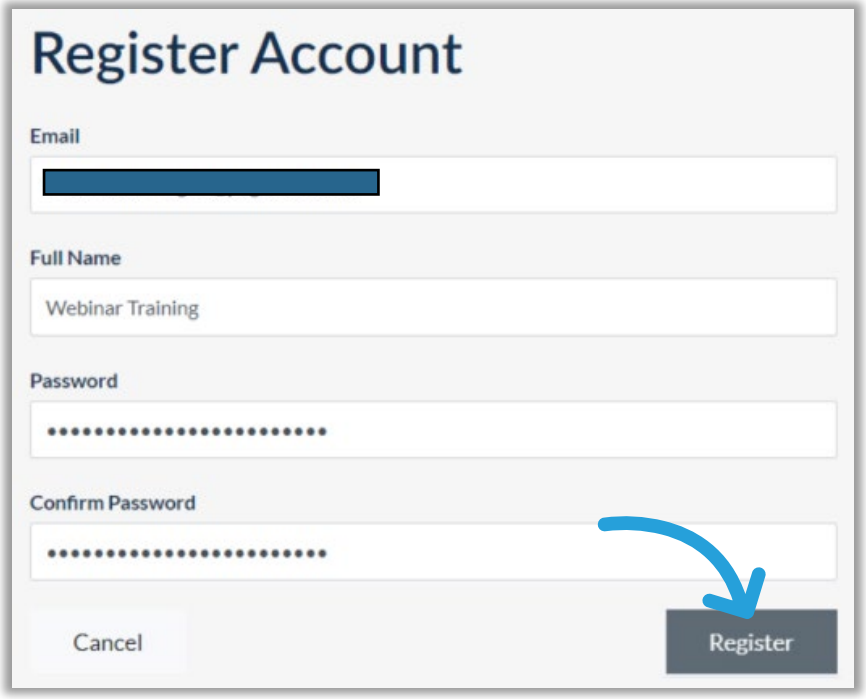
Click the "What is a Pegasus Account" if you need to manually create one, or perhaps are directing someone else to create one.

Press Register 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.







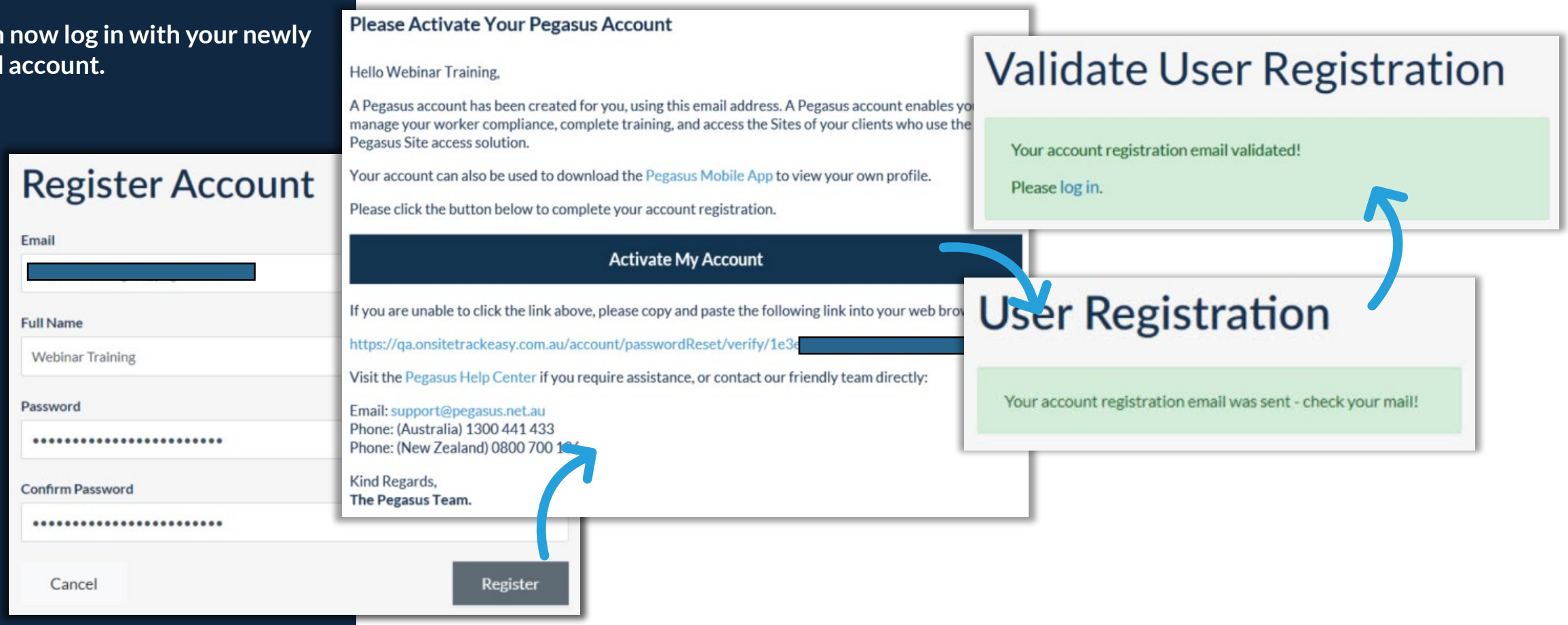
Pegasus Gateway Registration

Pegasus Gateway 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 so check your junk email if missing
- Follow the validation steps to approve your login.



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LINKING PORTAL TILES

Pegasus Gateway – Linking Portals

The Pegasus Dashboard is your home.

1. Your list of portals sits under here

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

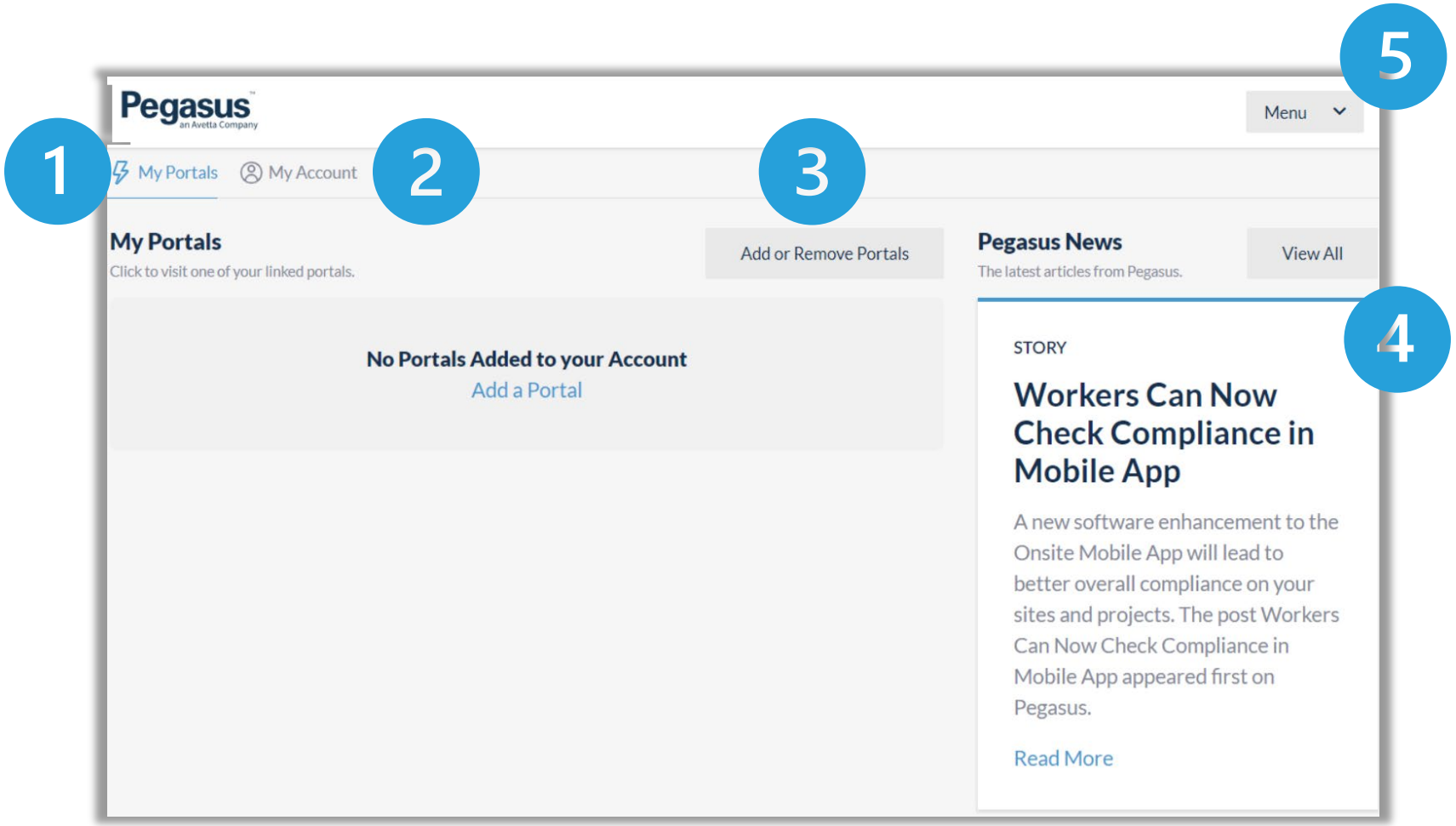
3. Add or Remove Portals from this button

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.

- You will require a valid Onsite Track Easy Username and Password to move past this point.
- Contractor Company Administrators are typical the users who have one of these account.



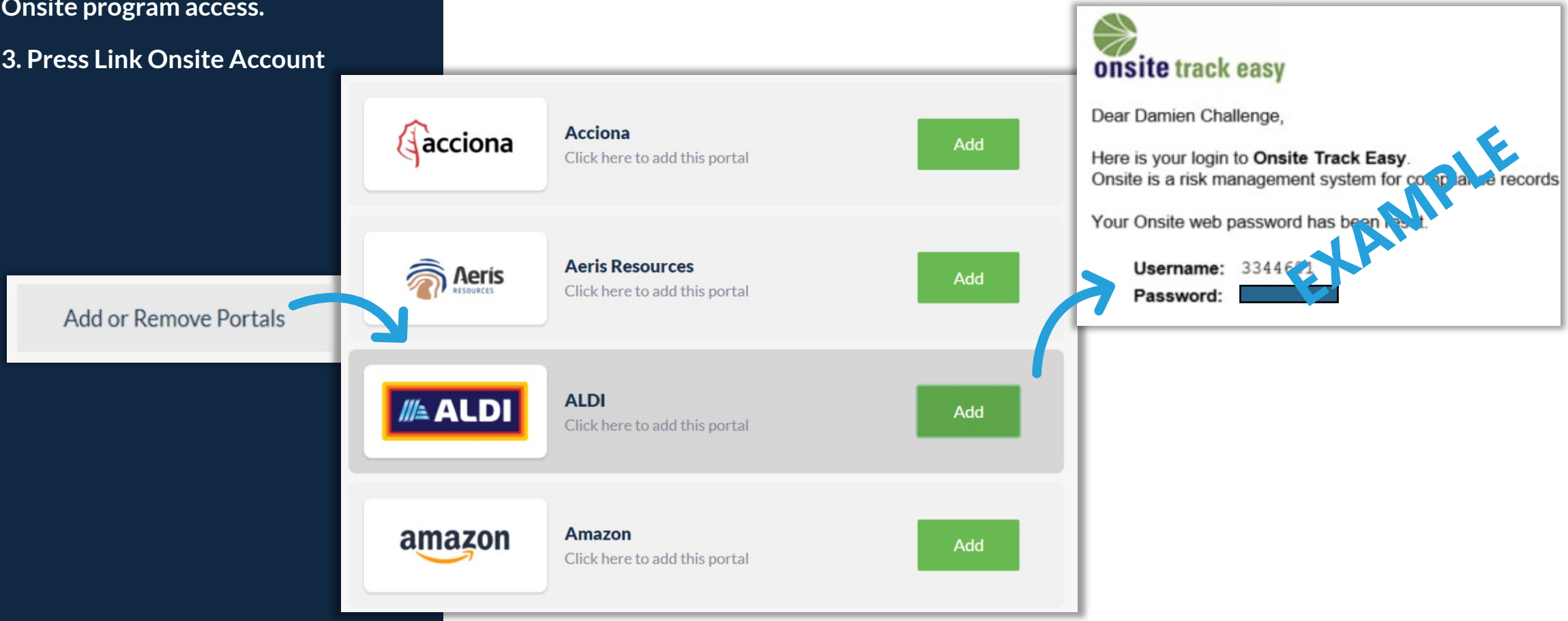
Pegasus Gateway – Linking Portals

1. Click on the Portal you wish to Add

2. Enter in your Onsite Track Easy User ID an d Password. This is NOT the Pegasus gateway account you just created. Its for your Legacy Onsite program access.

3. Press Link Onsite Account

- You will require a valid Onsite Track Easy Username and Password to move past this point.
- Contractor Company Administrators are typical the users who have on of these account.

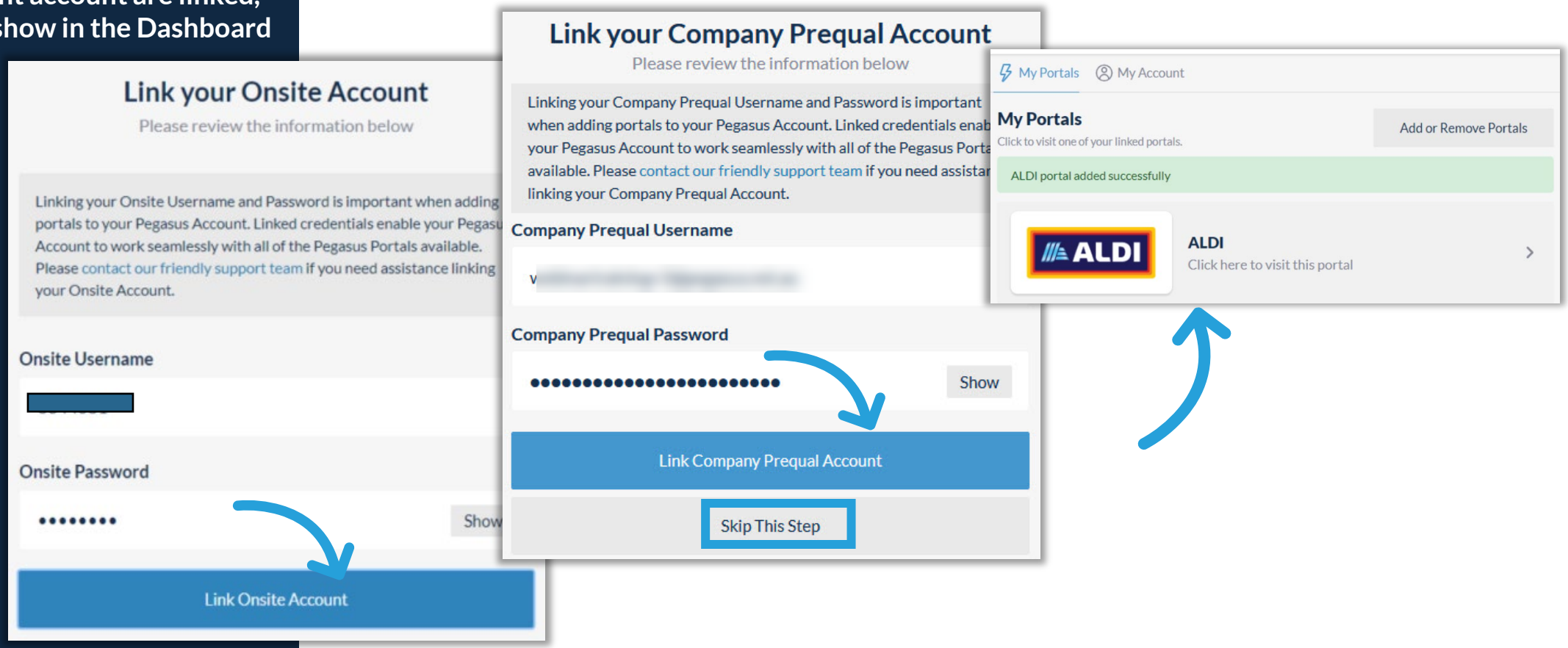


Pegasus Gateway – Linking Portals

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.



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WORKING WITH THE DASHBOARD

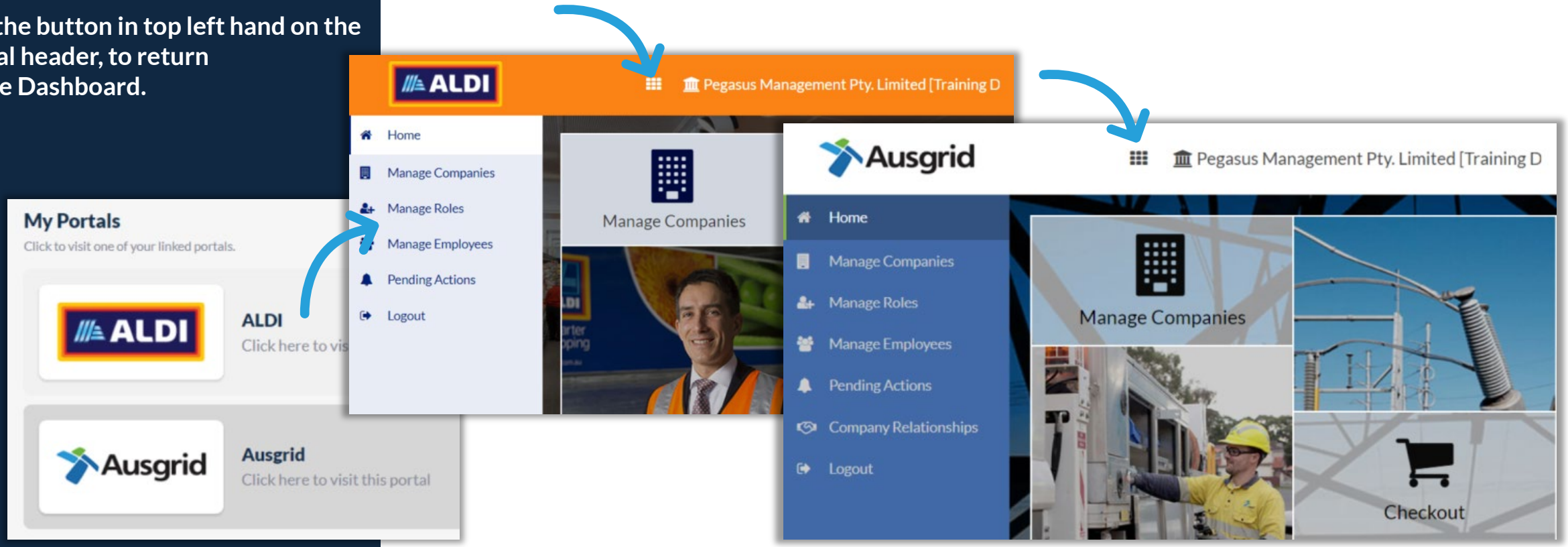
Pegasus Gateway Dashboard

The Pegasus Gateway 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 (except Onsite Track Easy currently)
- Press the “Pegasus Gateway ” Icon to return to the Dashboard. Its located next to your username on top of the screen.
- Jump into a different Portal or Onsite Track Easy straight away if required.



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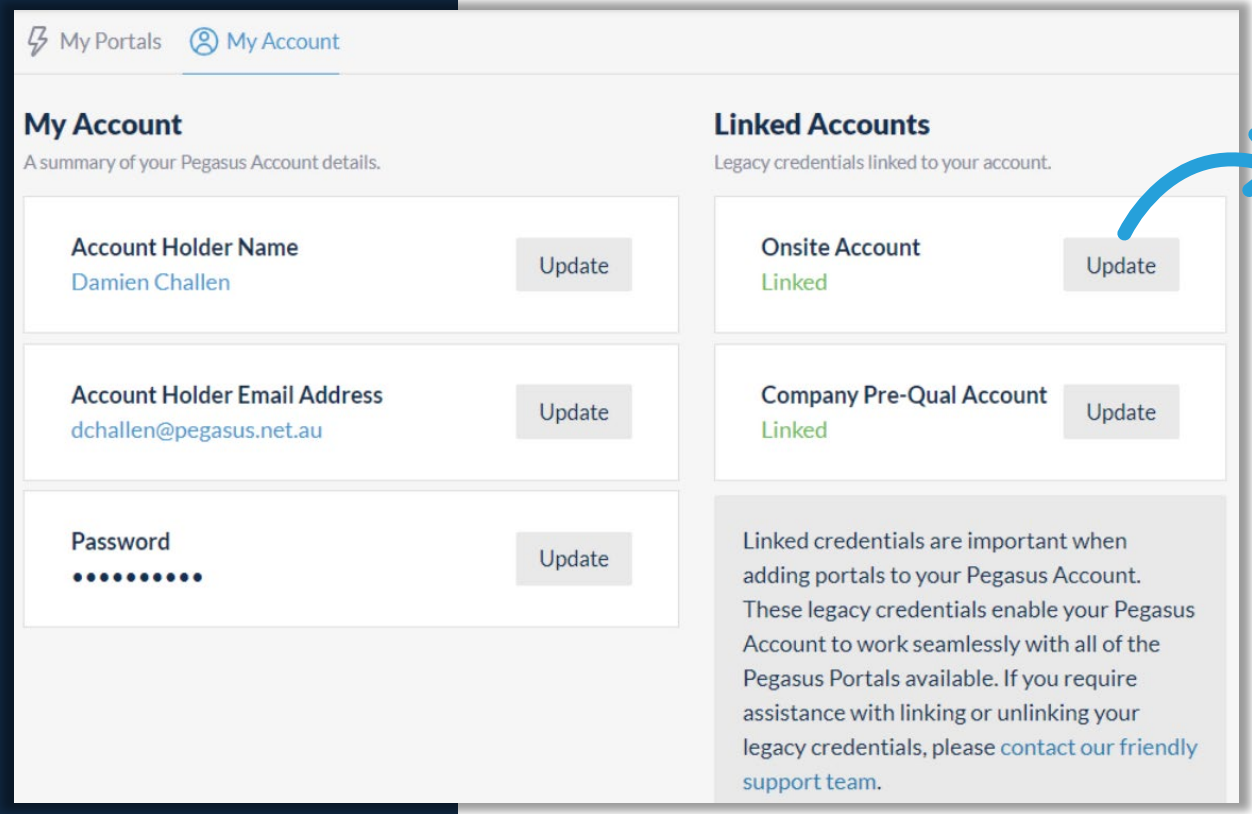
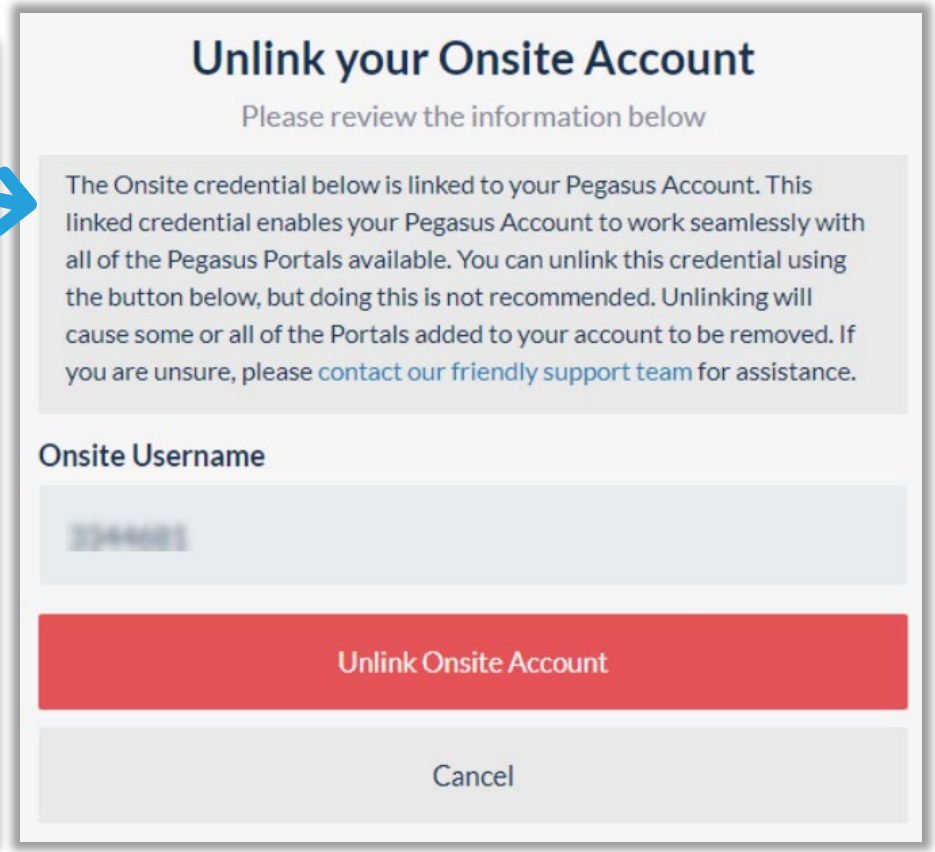
MANAGE ACCOUNT SETTINGS

Pegasus Gateway – Manage Accounts

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

- You can not change your Pegasus Gateway 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.





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FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

AU **1300 441 433**

NZ 0800 700 136

OR EMAIL **info@pegasus.net.au**