



PegasusTM

an Avetta Company

Connecting a competent workforce

PEGASUS GATEWAY

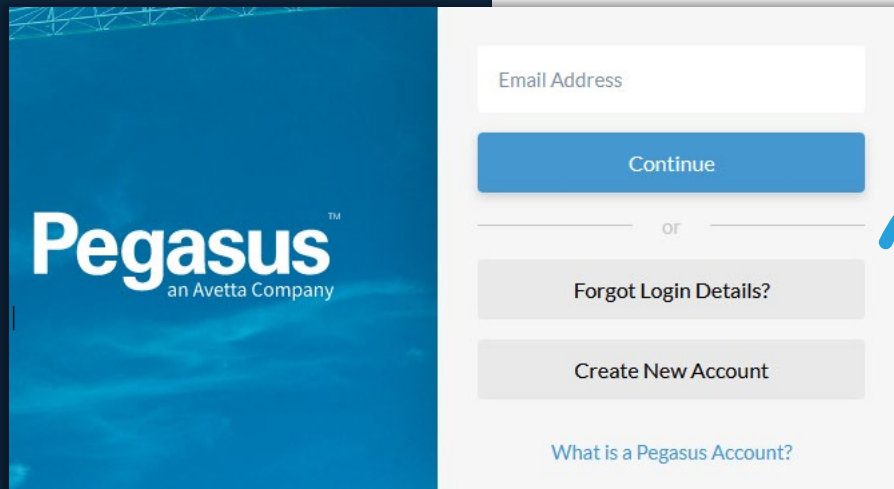
USER GUIDE
Version 2.3 Release

Pegasus Gateway Overview

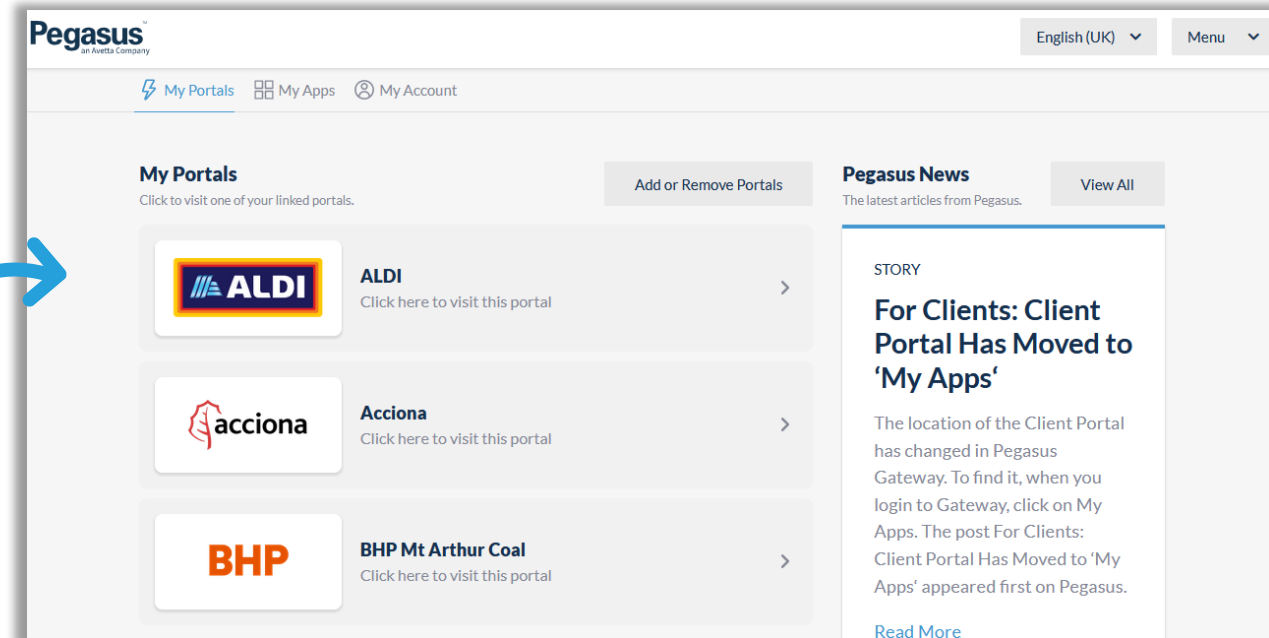
Pegasus now manages over 390 client sites. We realise connectivity needs to be easier when you are working across multiple clients, so we created Pegasus Gateway to make things easier!

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 both for out Contracting Companies (ConcoWeb users) and our Client Administrators.



The login form features the Pegasus logo (an Avetta Company) on a blue background. It includes an 'Email Address' input field, a blue 'Continue' button, and links for 'Forgot Login Details?', 'Create New Account', and 'What is a Pegasus Account?'.



The dashboard screenshot shows the Pegasus logo and navigation links for 'My Portals', 'My Apps', and 'My Account'. The 'My Portals' section lists three linked portals: ALDI, Acciona, and BHP Mt Arthur Coal, each with a 'Click here to visit this portal' link. A 'Pegasus News' section on the right features a story titled 'For Clients: Client Portal Has Moved to 'My Apps'' with a 'Read More' link.



PegasusTM
an Avetta Company

CREATING A PEGASUS ACCOUNT

Connecting a competent workforce

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 “Create New Account” if you need to manually create one, or directing someone else to create one.

Press Register to send your activation email.

- Visit <https://login.poweredbyonsite.com>
- 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.

This is a screenshot of the registration form. It features an "Email Address" input field at the top, followed by a blue "Continue" button. Below the button is a horizontal line with the word "or" in the center. Underneath, there are two buttons: "Forgot Login Details?" and "Create New Account". At the bottom of the form, there is a link that says "What is a Pegasus Account?". A blue arrow points from the "Create New Account" button to the "Create Account" page.This is a screenshot of the "Create Account" page. The title "Create Account" is at the top. Below it, the text reads: "Please create a Pegasus Account below. We will send an account activation email to the email address provided. Your email address and password will be used to access your Pegasus Account." A blue arrow points from the "Create New Account" button in the previous form to this page.

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

This is a screenshot of the "Confirm Password" form. It shows a password input field with a strength indicator (a series of dots) and a toggle icon. Below the field, there is a green checkmark and the text "Passwords Match". At the bottom of the form, there is a blue "Create Account" button. A blue arrow points from the "Create Account" page to this form.

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.

Please Activate Your Pegasus Account

Hello Webinar Training,

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

Your account can also be used to download the [Pegasus Mobile App](#) to view your own 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://qa.onsitetrackeasy.com.au/account/passwordReset/verify/1e3e9dfbc3fd4e659598b02da0e3006e>

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

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

Kind Regards,
The Pegasus Team.



Activation Complete

Your Pegasus account has now been activated. Please click the button below to sign in with your email address and password.

Continue to Sign In >



PegasusTM

an Avetta Company

LINKING PORTAL TILES

Connecting a competent workforce

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 or Pegasus Client Administrators are typical the users who have one of these accounts.
- Workers do not typically have a login for Onsite Track Easy





The screenshot shows the Pegasus Gateway dashboard interface. At the top left is the Pegasus logo with the tagline 'an Avetta Company'. To the right of the logo are navigation links: 'My Portals' (with a lightning bolt icon), 'My Apps' (with a grid icon), and 'My Account' (with a person icon). Further right are language and menu dropdowns: 'English (UK)' and 'Menu'. Below the navigation bar, the 'My Portals' section is highlighted with a blue circle containing the number 1. It contains the text 'Click to visit one of your linked portals.' and a large button labeled 'Add or Remove Portals' with a blue circle containing the number 3. Below this button is a message: 'No Portals Added to your Account' with a link 'Add a Portal'. To the right of the 'My Portals' section is the 'Pegasus News' section, which includes a 'View All' button and a news card. The news card is titled 'For Clients: Client Portal Has Moved to 'My Apps'' and is highlighted with a blue circle containing the number 4. In the top right corner, there is a blue circle containing the number 5, which points to the 'Menu' dropdown.


Pegasus Gateway – 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

- You will require a valid Onsite Track Easy Username and Password to move past this point.
- Contractor Company Administrators or Pegasus Client Administrators are typical the users who have one of these accounts.
- Workers do not typically have a login for Onsite Track Easy

Add or Remove Portals

	Acciona Click here to add this portal	<input type="button" value="Add"/>
	Aeris Resources Click here to add this portal	<input type="button" value="Add"/>
	ALDI Click here to add this portal	<input type="button" value="Add"/>
	Amazon Click here to add this portal	<input type="button" value="Add"/>

 **You will need this!**

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: 3344681
Password:

Link your Onsite Account
Please review the information below

Linking your Onsite Username and Password is important when adding portals or apps to your Pegasus Account. Linked credentials enable your Pegasus Account to work seamlessly with all of the Pegasus Portals and Apps available. Please [contact our friendly support team](#) if you need assistance linking your Onsite Account.

Onsite Username

Onsite Password

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 accounts 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.
- Not all Pegasus Clients use this feature. Press Skip this Steps if unsure.

Link your Onsite Account

Please review the information below

Linking your Onsite Username and Password is important when adding portals or apps to your Pegasus Account. Linked credentials enable your Pegasus Account to work seamlessly with all of the Pegasus Portals and Apps available. Please contact our friendly support team if you need assistance linking your Onsite Account.

Onsite Username

Onsite Password

Link Onsite Account

Link your role.apollo Account

Please review the information below

Linking your role.apollo Username and Password is important when adding portals or apps to your Pegasus Account. Linked credentials enable your Pegasus Account to work seamlessly with all of the Pegasus Portals and Apps available. Please contact our friendly support team if you need assistance linking your role.apollo Account.

Onsite account [redacted] linked.

Company Pre-Qual Username

Company Pre-Qual Password

Link Company Pre-Qual Account

Skip This Step


My Portals My Apps My Account

My Portals

Click to visit one of your linked portals.

Add or Remove Portals

ALDI portal added successfully

 **ALDI**
Click here to visit this portal





PegasusTM
an Avetta Company

FOR CLIENT ADMINISTRATORS
Client Portal Access

Connecting a competent workforce

Pegasus Gateway – Manage My Apps – Clint Portal Access

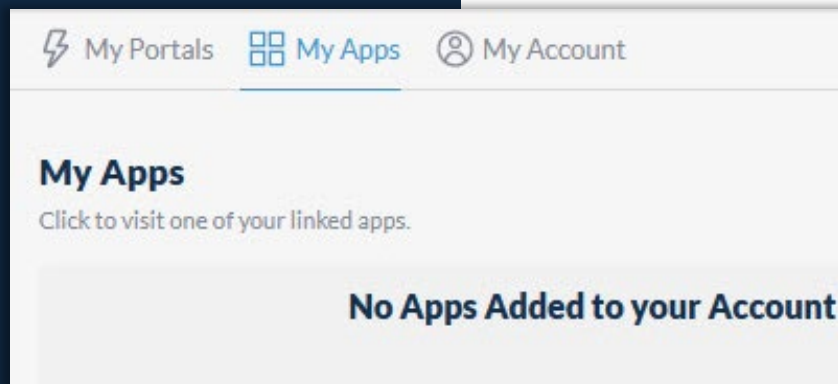
The My Apps area is where a Pegasus Account representative will enable additional tools for you based upon your needs.

For most Client Administrators, this will involve getting the Client Portal App added.

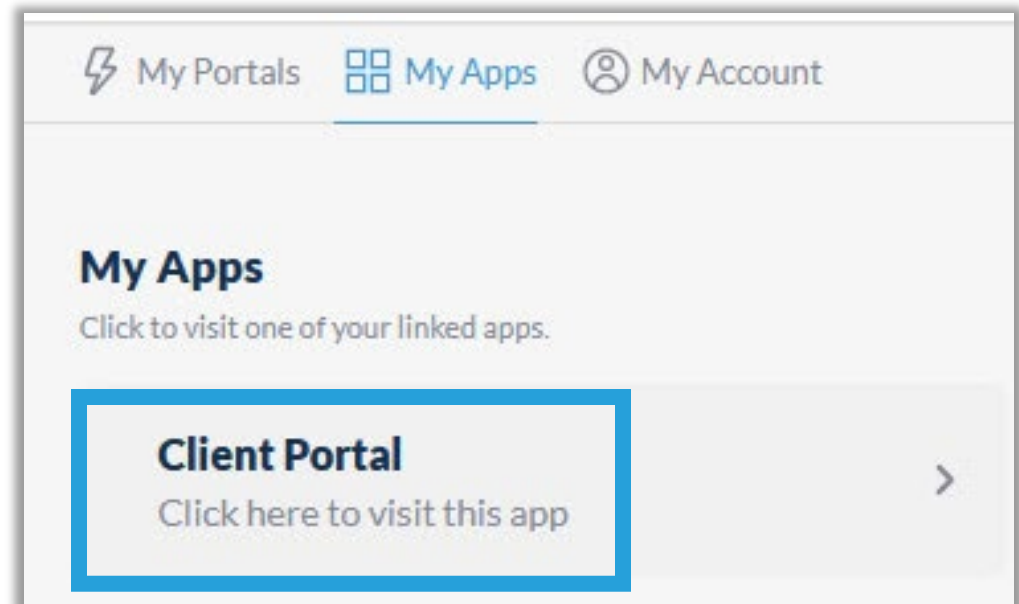
Once enabled, it will appear under here.

- A Pegasus Support/Pegasus Account Manager will need to enable this for you.
- You will need to either contact Pegasus by Phone, or email on your nominated contact details to action this request.
- Current Options are for Client Portal and Onsite Track Easy links to appear here.
- My Apps is designed for future tools to come for our users.

After Access Granted!



Before Access Granted





PegasusTM

an Avetta Company

Connecting a competent workforce

**WORKING WITH THE
DASHBOARD**

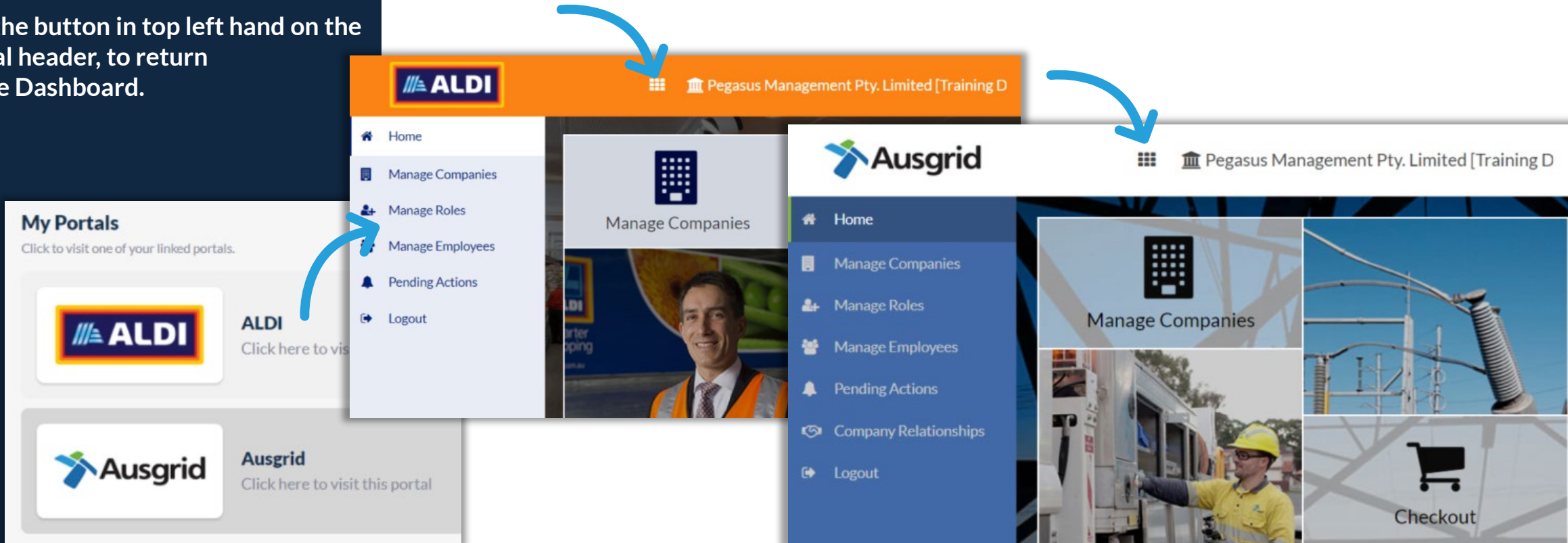
Pegasus Gateway Dashboard

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.





PegasusTM
an Avetta Company

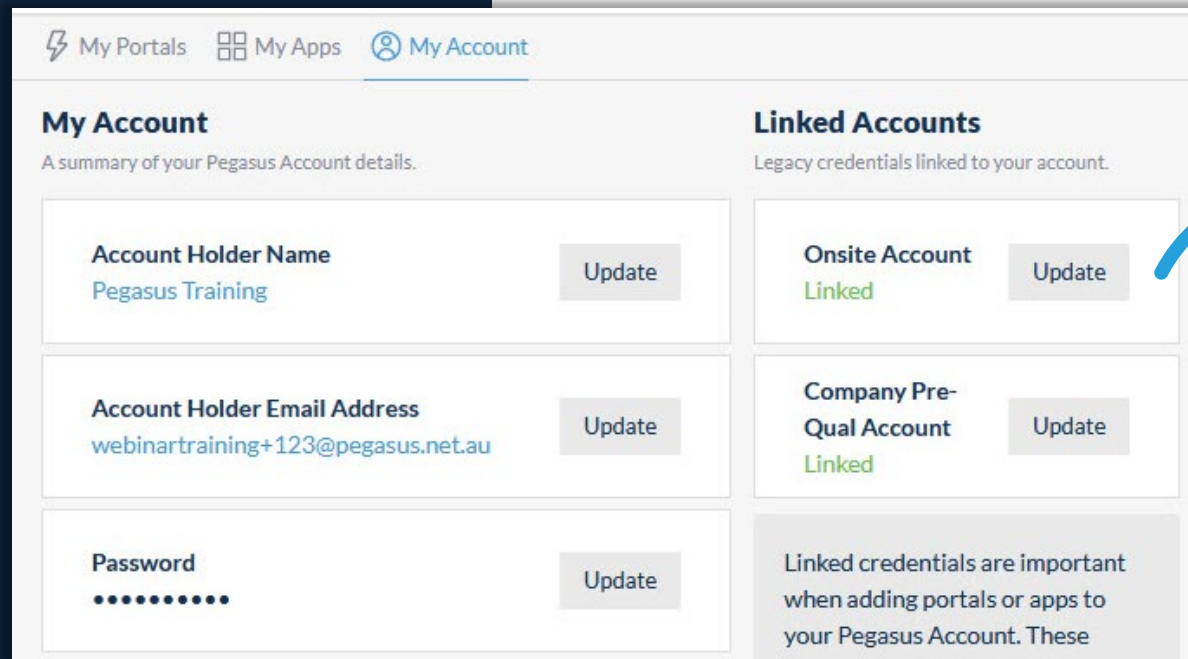
**MANAGE ACCOUNT
SETTINGS**

Connecting a competent workforce

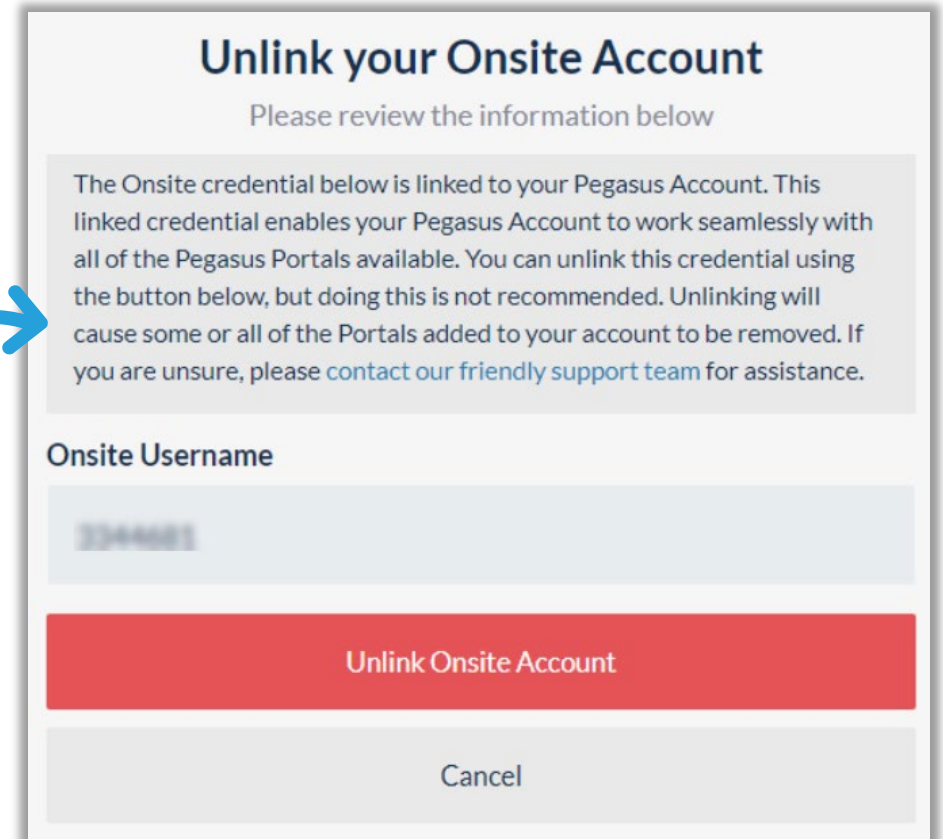
Pegasus Gateway – Manage Accounts

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.



The screenshot shows the 'My Account' section of the Pegasus Gateway interface. It is divided into two columns: 'My Account' and 'Linked Accounts'. The 'My Account' column contains three rows: 'Account Holder Name' (Pegasus Training), 'Account Holder Email Address' (webinartraining+123@pegasus.net.au), and 'Password' (masked with dots). Each row has an 'Update' button. The 'Linked Accounts' column contains two rows: 'Onsite Account' (Linked) and 'Company Pre-Qual Account' (Linked), each with an 'Update' button. A blue arrow points from the 'Update' button of the 'Onsite Account' to a modal window on the right.



The modal window is titled 'Unlink your Onsite Account' and contains the following text: 'Please review the information below'. Below this is a grey box with the text: '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.' Below the text is a field labeled 'Onsite Username' containing the value '3344681'. At the bottom of the modal are two buttons: a red 'Unlink Onsite Account' button and a grey 'Cancel' button.

PegasusTM

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