



PegasusTM

an Avetta Company

Connecting a competent workforce

PEGASUS GATEWAY

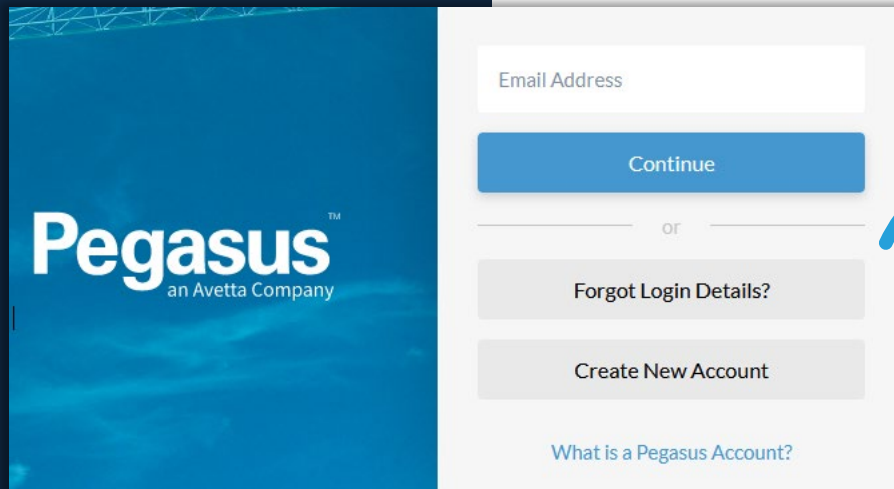
USER GUIDE
Version 2.4 Release

Pegasus Gateway Overview

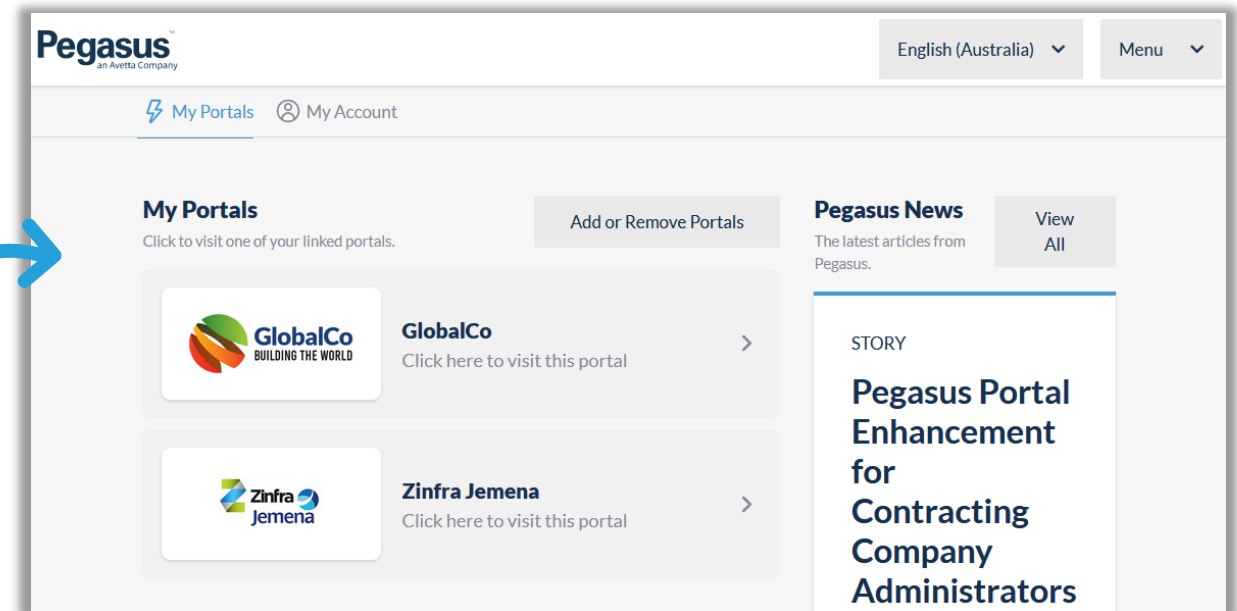
Pegasus now manages over 390 client sites. We realise connectivity needs to be easier when you are working across multiple clients, so we created Pegasus Gateway to make things easier!

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 our 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 displays the Pegasus logo and 'an Avetta Company' tagline. It includes a language selector for 'English (Australia)' and a 'Menu' dropdown. The main content area is divided into 'My Portals' and 'Pegasus News'. The 'My Portals' section lists 'GlobalCo' and 'Zinfra Jemena' with links to visit their portals. The 'Pegasus News' section features a 'View All' button and a featured article titled 'Pegasus Portal Enhancement for Contracting Company Administrators'.



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CREATING A PEGASUS ACCOUNT

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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.



The diagram illustrates the registration process flow. It starts with a login screen on the left, which has a "Continue" button and a "Create New Account" button. A blue arrow points from the "Create New Account" button to a "Create Account" form. This form has an "Email Address" input field and a "Continue" button. A blue arrow points from the "Continue" button to a "Confirm Password" form. The "Confirm Password" form has a password input field with a strength indicator, a "Passwords Match" message with a green checkmark, and a "Create Account" button. A blue arrow points from the "Create Account" button back to the "Create Account" form. A text box in the center explains the password requirements: "The password must be at least 8 characters long. It must contain at least one upper case letter, one number and one symbol."

Create Account

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.

Email Address

Continue

or

Forgot Login Details?

Create New Account

What is a Pegasus Account?

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

Confirm Password

.....

✓ Passwords Match

Create Account

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 >



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LINKING PORTAL TILES

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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 (an Avetta Company). To the right of the logo are two dropdown menus: 'English (Australia)' and 'Menu'. Below the logo are two navigation links: 'My Portals' (highlighted with a blue circle containing the number 1) and 'My Account' (highlighted with a blue circle containing the number 2). The main content area is divided into two columns. The left column is titled 'My Portals' and contains a message: 'Click to visit one of your linked portals.' Below this message is a large grey box with the text 'No Portals Added to your Account' and a blue link 'Add a Portal'. To the right of this box is a button labeled 'Add or Remove Portals' (highlighted with a blue circle containing the number 3). The right column is titled 'Pegasus News' and contains the text 'The latest articles from Pegasus.' To the right of this text is a button labeled 'View All'. Below the news section is a card for a story titled 'Pegasus Portal Enhancement for Contracting Company Administrators' (highlighted with a blue circle containing the number 4). The word 'STORY' is visible to the left of the title. At the top right of the dashboard 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	Add
	Aeris Resources Click here to add this portal	Add
	ALDI Click here to add this portal	Add
	Amazon Click here to add this portal	Add

onsite track easy **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: [REDACTED]

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
[Input field]

Onsite Password
[Input field with strength indicator and visibility toggle]

Link Onsite 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 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 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



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FOR CLIENT ADMINISTRATORS
Client Portal Access

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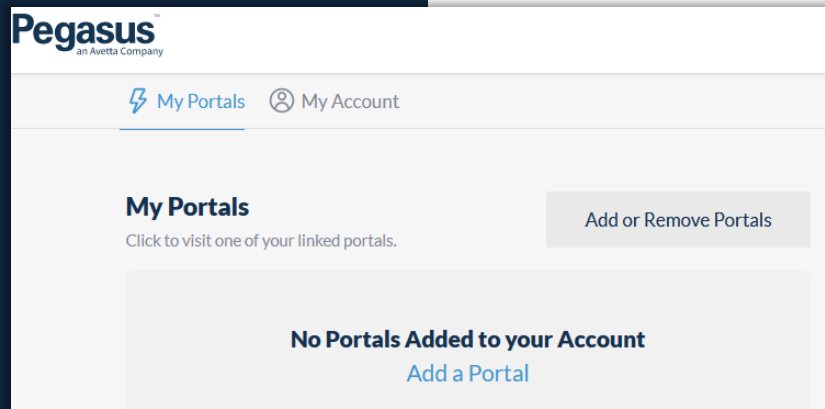
Pegasus Gateway – Manage My Portals – Client Portal Access

The My Portals 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.

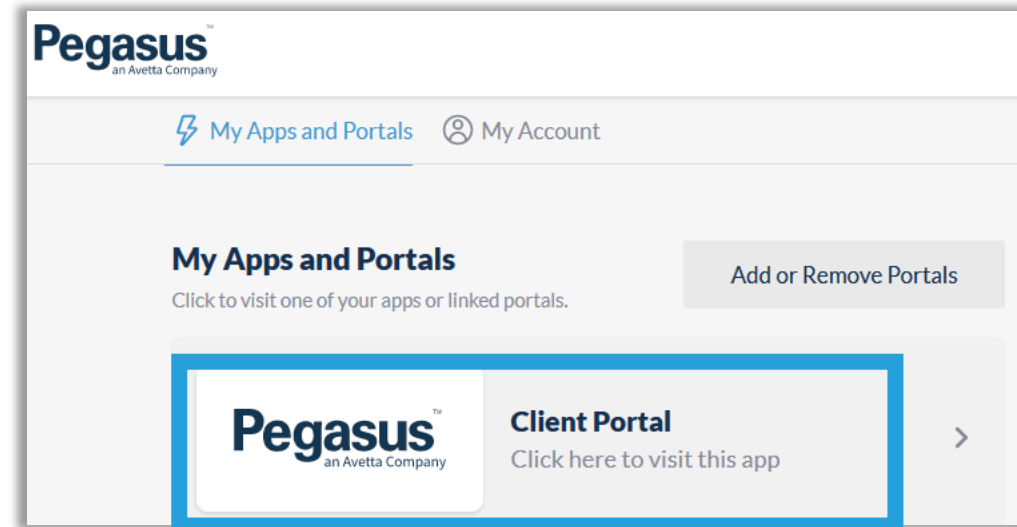
Once enabled, it will appear under My Portals.

- 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.
- Non-Client Supplier Portals will always be listed first before listing the Supplier Portal Apps



Before Access Granted

After Access Granted!





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**WORKING WITH THE
DASHBOARD**

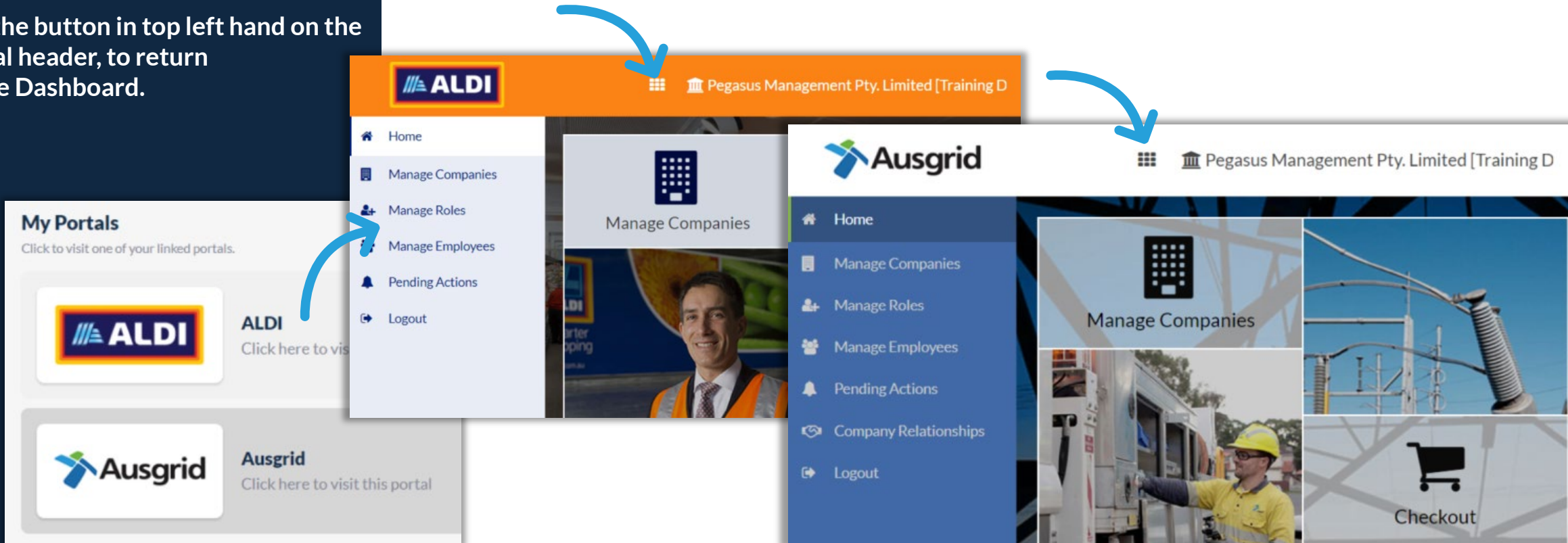
Pegasus Gateway Dashboard

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**

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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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English (Australia) ▾ Menu ▾

My Apps and Portals My Account

My Account

A summary of your Pegasus Account details.

Account Holder Name Damien Challen	Update
Account Holder Email Address [blurred]	Update
Password ●●●●●●●●	Update

Linked Accounts

Legacy credentials linked to your account.

Onsite Account Linked	Update
Company Pre-Qual Account Linked	Update

Linked credentials are important when adding portals or apps to your Pegasus Account. These legacy credentials enable your Pegasus Account to work

Unlink your Onsite Account

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.

Onsite Username

[blurred]

Unlink Onsite Account

Cancel

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FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

AU 1300 441 433

NZ 0800 700 136

US +1 844 929 3078

OR EMAIL info@pegasus.net.au