



PegasusTM

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.

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Email Address

Continue

or

Forgot Login Details?

[What is a Pegasus Account?](#)

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

My Portals [Add or Remove Portals](#)

Click to visit one of your linked portals.

	ALDI Click here to visit this portal	>
	Ausgrid Click here to visit this portal	>



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**TWO WAYS TO SETUP A
PEGASUS ACCOUNT**

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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 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

Full Name

Password

Confirm Password

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

Phone: (Australia) 1300 441 433

Phone: (New Zealand) 0800 700 136

Kind Regards,

The Pegasus Team.



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**1. INVITATION FROM AN
AVETTA ACCOUNT**

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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 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,

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Email: 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](#)





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2. MANUALLY CREATING AN AVETTA ACCOUNT

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Pegasus Account Registration

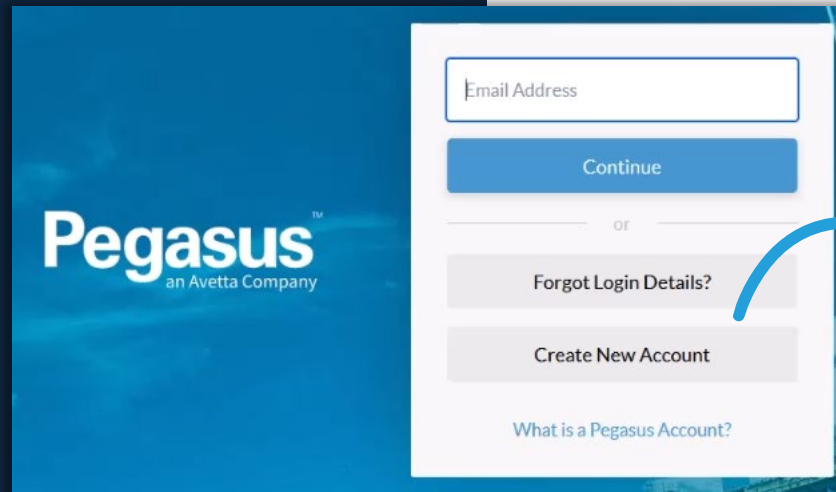
A Pegasus Account requires a valid email address to register your account with.

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.

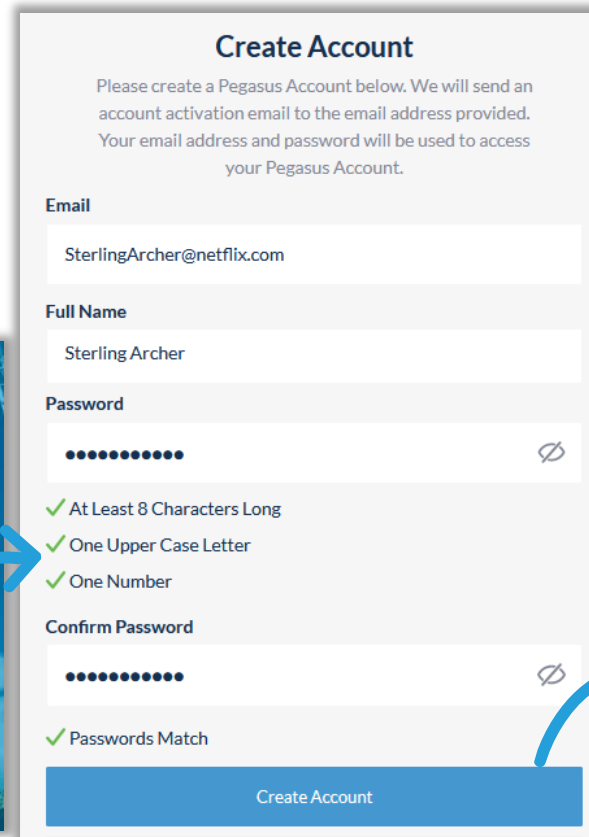
Press Create Account to send your activation email.

- 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.



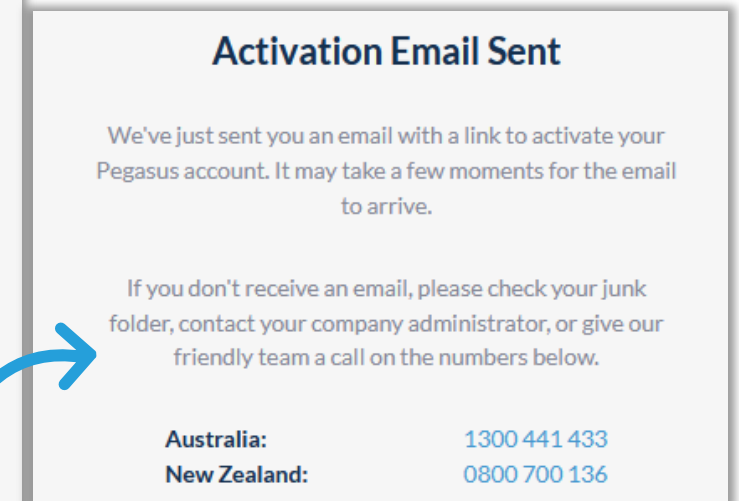
The screenshot shows the Pegasus login page with the following elements:

- Pegasus** logo (an Avetta Company)
-
-
- or
- (highlighted with a blue arrow)
- (highlighted with a blue arrow)
- [What is a Pegasus Account?](#)



The 'Create Account' form includes the following fields and validation:

- Create Account** header
- Instructions: "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** field: SterlingArcher@netflix.com
- Full Name** field: Sterling Archer
- Password** field: [masked]
- Validation for Password:
 - ✓ At Least 8 Characters Long
 - ✓ One Upper Case Letter
 - ✓ One Number
- Confirm Password** field: [masked]
- Validation for Confirm Password:
 - ✓ Passwords Match
- (highlighted with a blue arrow)



The 'Activation Email Sent' page contains the following information:

- Activation Email Sent** header
- Message: "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."
- Instructions: "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."
- Contact numbers:
 - Australia:** 1300 441 433
 - New Zealand:** 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 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:

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Kind Regards,
The Pegasus Team.

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Email Address

Continue

or

[Forgot Login Details?](#)

[Create New Account](#)

[What is a Pegasus Account?](#)



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LINKING PORTAL TILES

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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). To its right are navigation links for 'My Portals' (callout 1) and 'My Account' (callout 2). A 'Menu' dropdown is in the top right corner (callout 5). Below the navigation is a 'My Portals' section with a message 'Click to visit one of your linked portals.' and a large button labeled 'Add or Remove Portals' (callout 3). Below this button is a message 'No Portals Added to your Account' with a link 'Add a Portal'. To the right is a 'Pegasus News' section with a 'View All' button (callout 4) and a featured article titled 'Workers Can Now Check Compliance in Mobile App' with a 'Read More' link.


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

	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"/>



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 a web application. The leftmost screenshot, titled "Link your Onsite Account", shows a form with fields for "Onsite Username" and "Onsite Password", and a "Link Onsite Account" button. The middle screenshot, titled "Link your Company Prequal Account", shows a form with fields for "Company Prequal Username" and "Company Prequal Password", and buttons for "Link Company Prequal Account" and "Skip This Step". The rightmost screenshot, titled "My Portals", shows a dashboard with a green notification "ALDI portal added successfully" and a card for the "ALDI" portal with a "Click here to visit this portal" link. Blue arrows indicate the flow from the "Link Onsite Account" button to the "Link Company Prequal Account" button, and from the "Link Company Prequal Account" button to the "ALDI" portal card.



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**WORKING WITH THE
DASHBOARD**

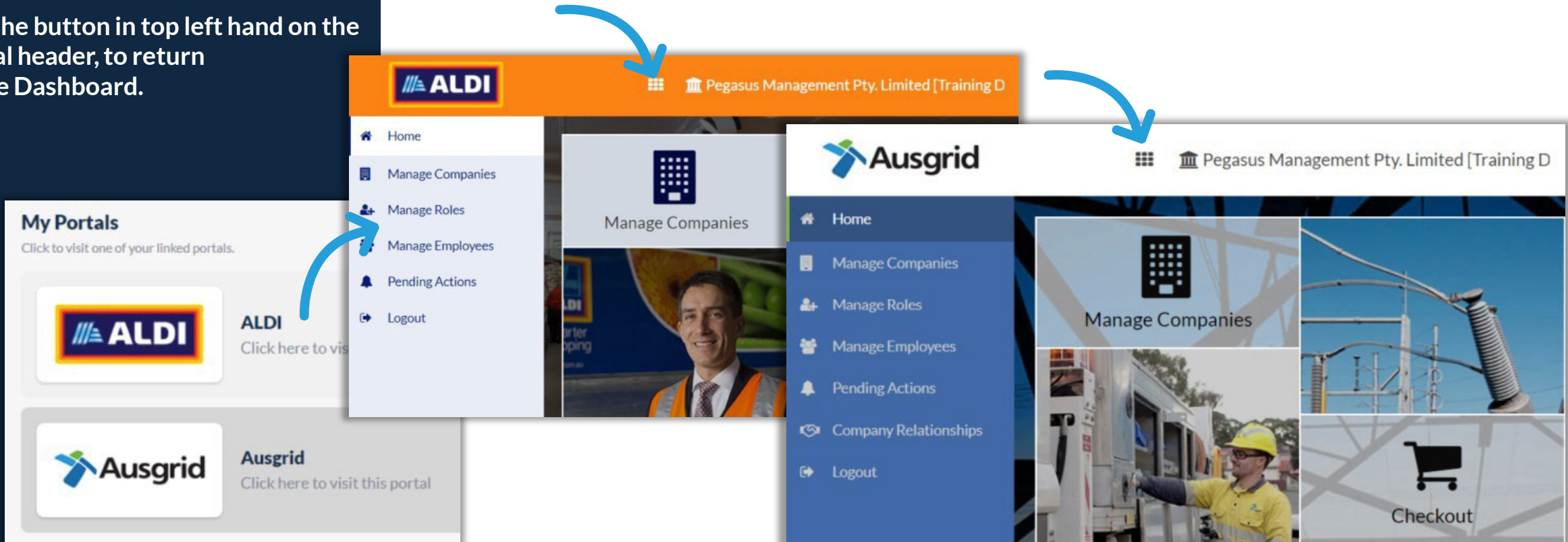
Pegasus Account Dashboard

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.





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**MANAGE ACCOUNT
SETTINGS**

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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 page. 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 entries: '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 a warning message, the 'Onsite Username' field (displaying '3344681'), and two buttons: 'Unlink Onsite Account' (in red) and 'Cancel'.

My Account
A summary of your Pegasus Account details.

Account Holder Name
Damien Challen

Account Holder Email Address
dchallen@pegasus.net.au

Password
.....

Linked Accounts
Legacy credentials linked to your account.

Onsite Account
Linked

Company Pre-Qual Account
Linked

Linked credentials are important when adding portals to your Pegasus Account. These legacy credentials enable your Pegasus Account to work seamlessly with all of the Pegasus Portals available. If you require assistance with linking or unlinking your legacy credentials, please [contact our friendly support team](#).

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
3344681

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FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

AU 1300 441 433

NZ 0800 700 136

OR EMAIL info@pegasus.net.au