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an Avetta Company

Connecting a competent workforce

PEGASUS ACCOUNT

USER GUIDE

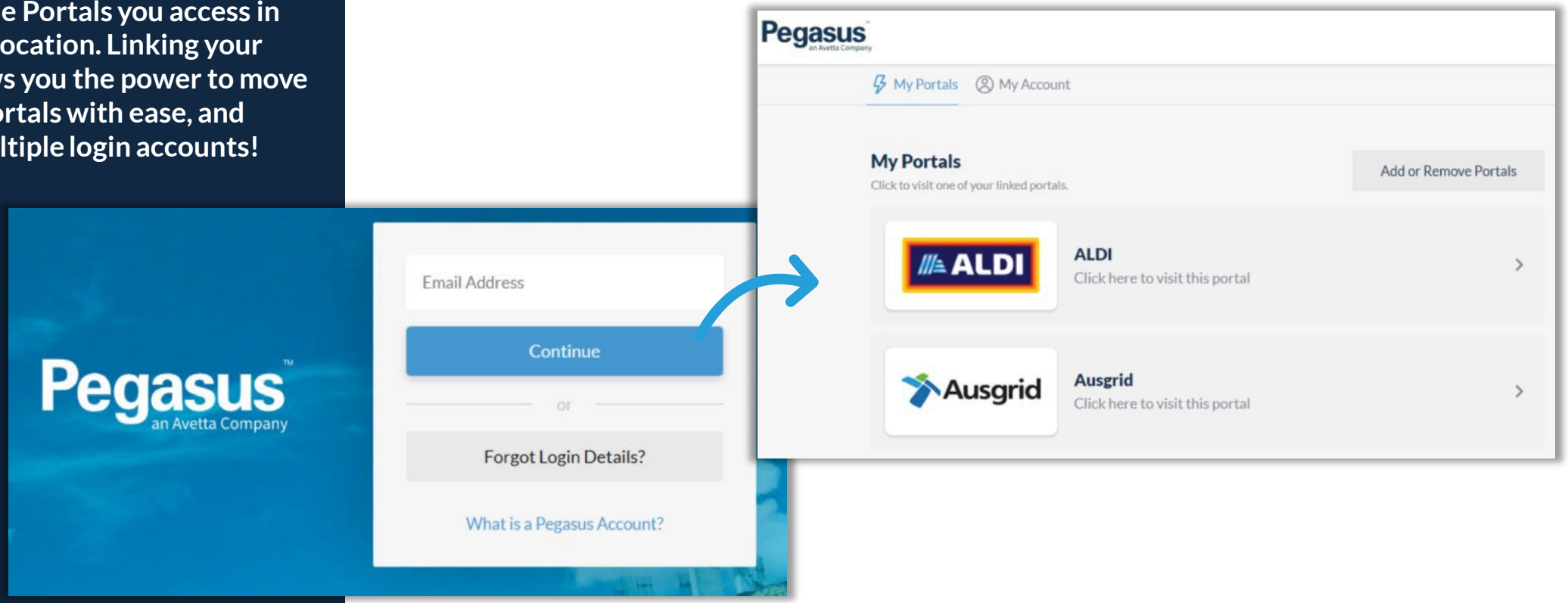
Version 2.9 Release

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 at 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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TWO WAYS TO SETUP A PEGASUS ACCOUNT

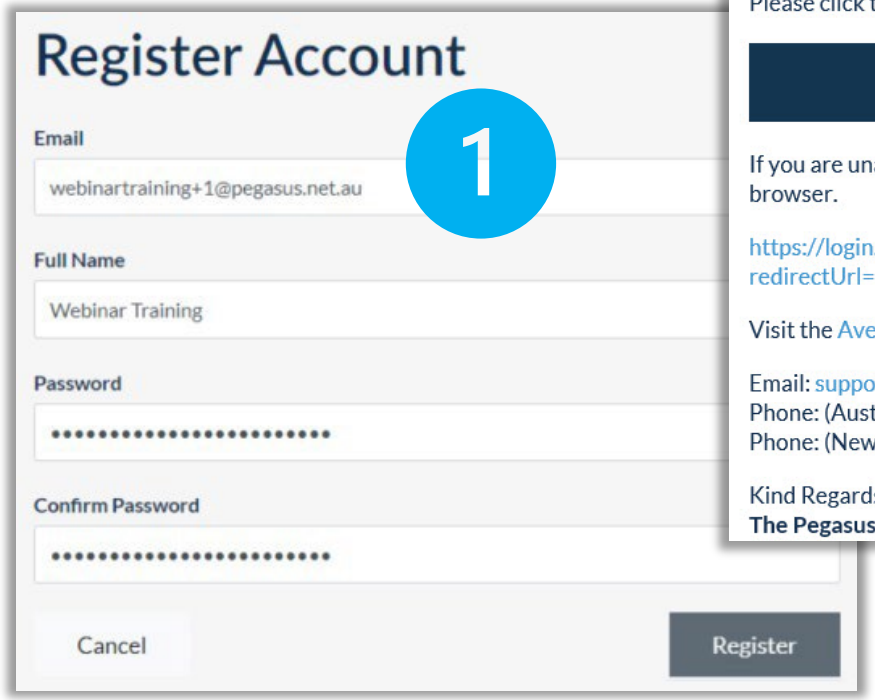
Two Ways

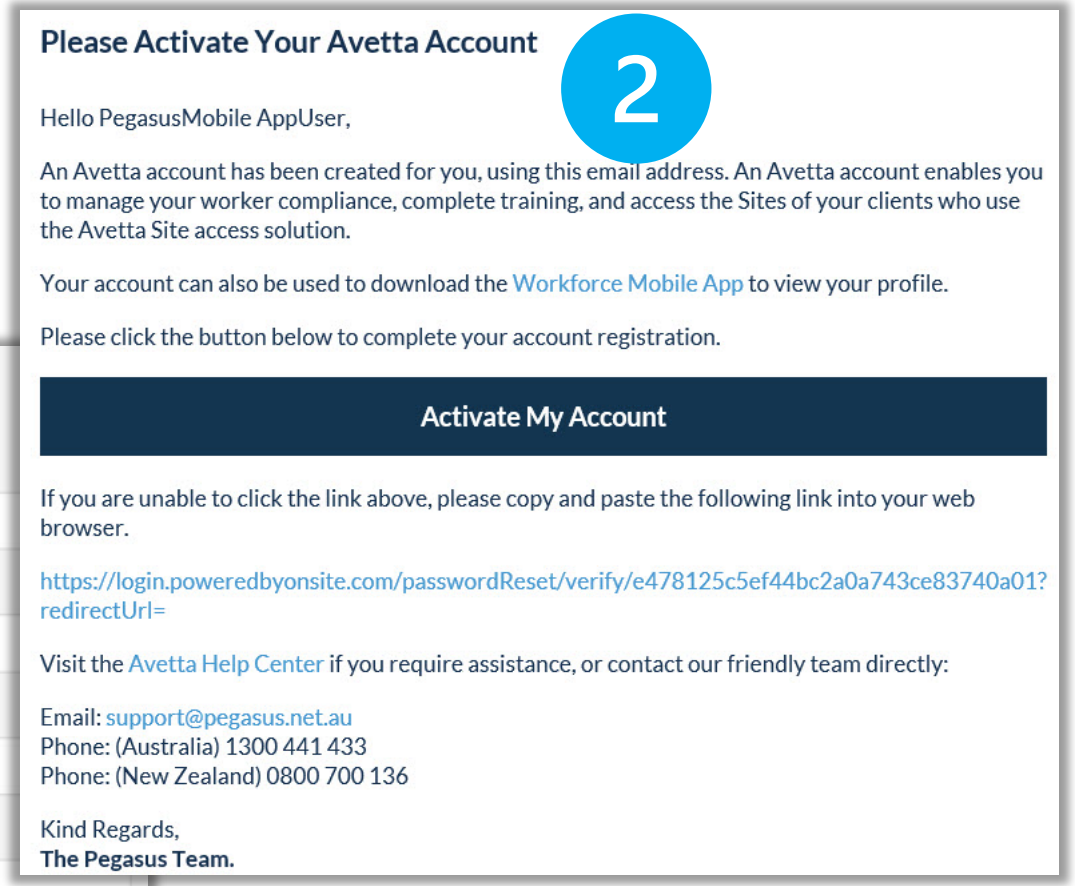
Pegasus Gateway/Avetta Account /Connect Gateway are all the same tool, just some clients are transitioning terminology.

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.





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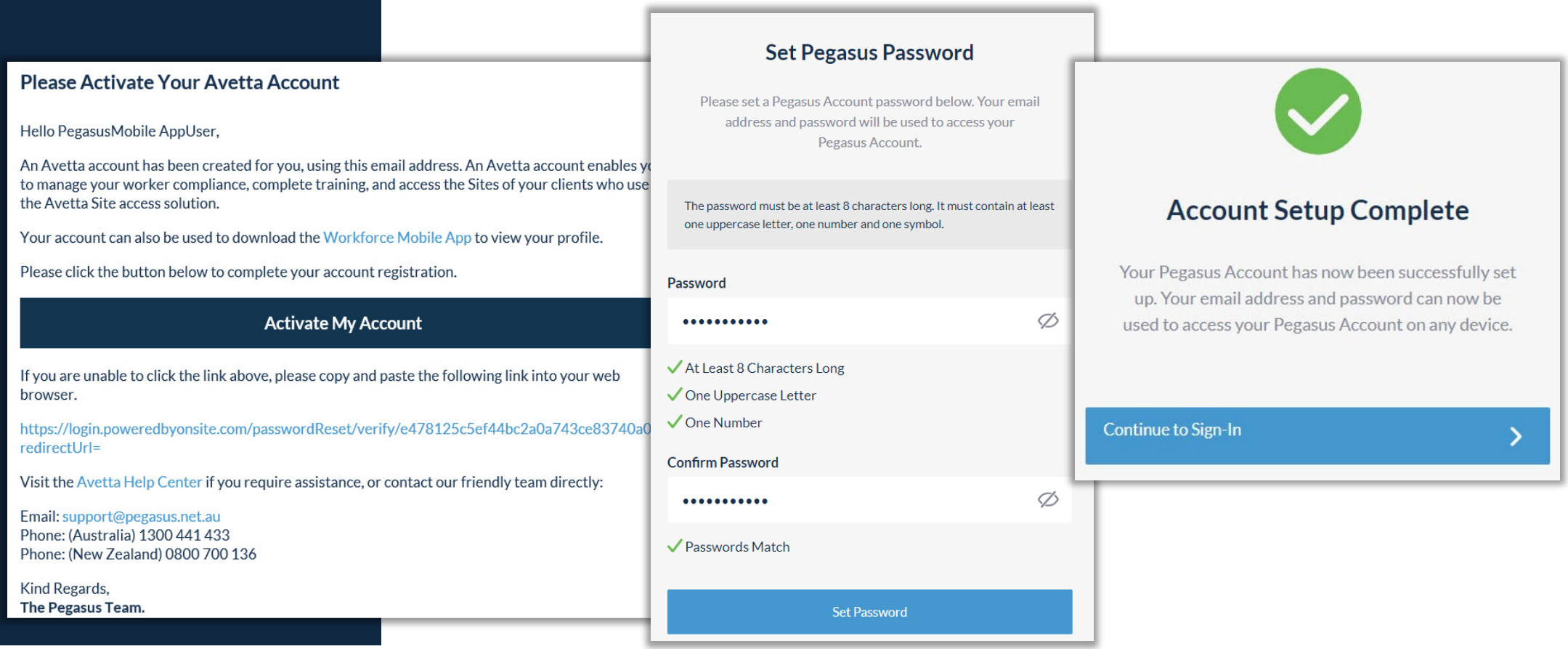
1. INVITATION FROM AN AVETTA ACCOUNT

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



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2. MANUALLY CREATING AN AVETTA ACCOUNT

Pegasus Account Registration

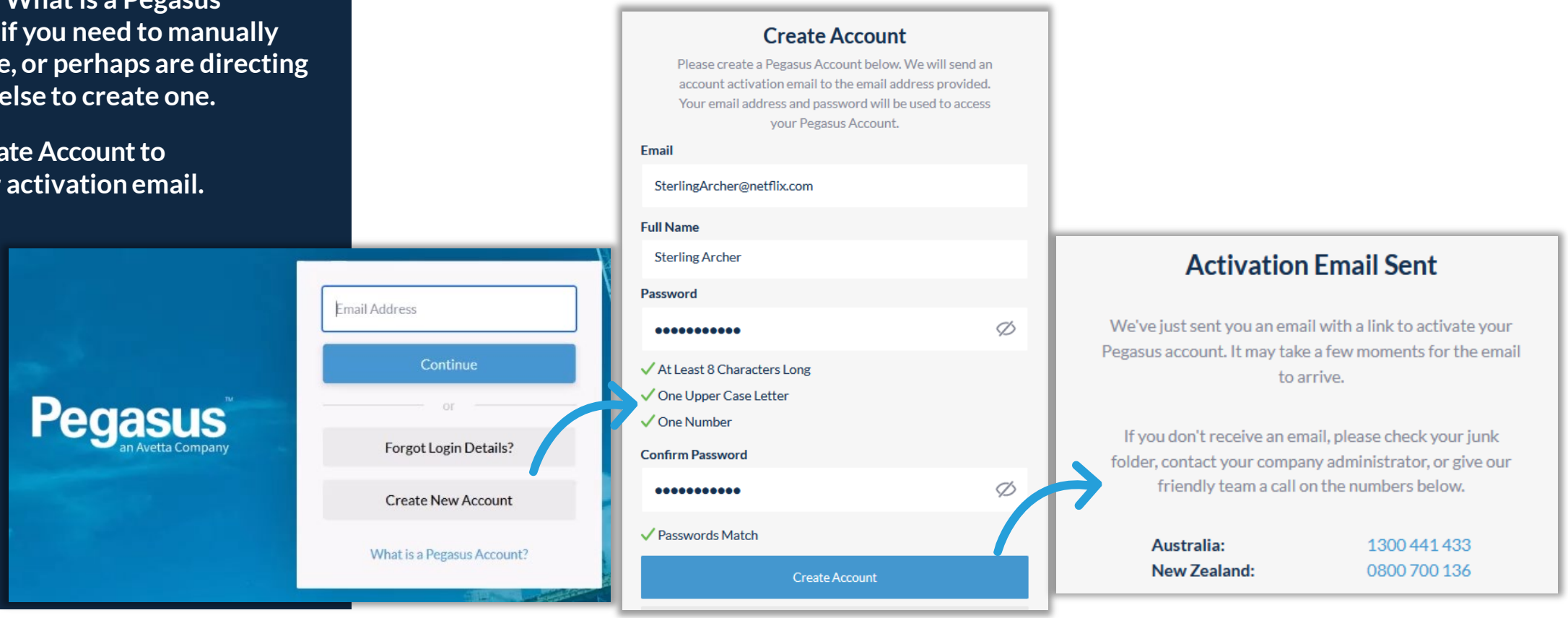
A Pegasus Account requires a valid email address to register your account with.

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.



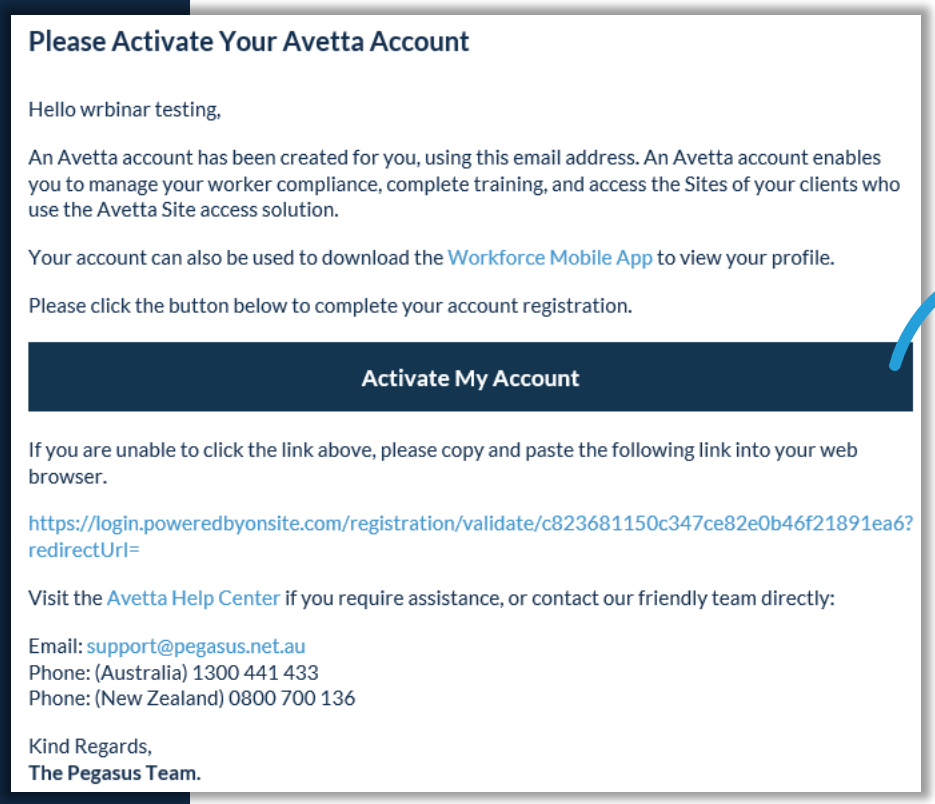
Pegasus Account Registration

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

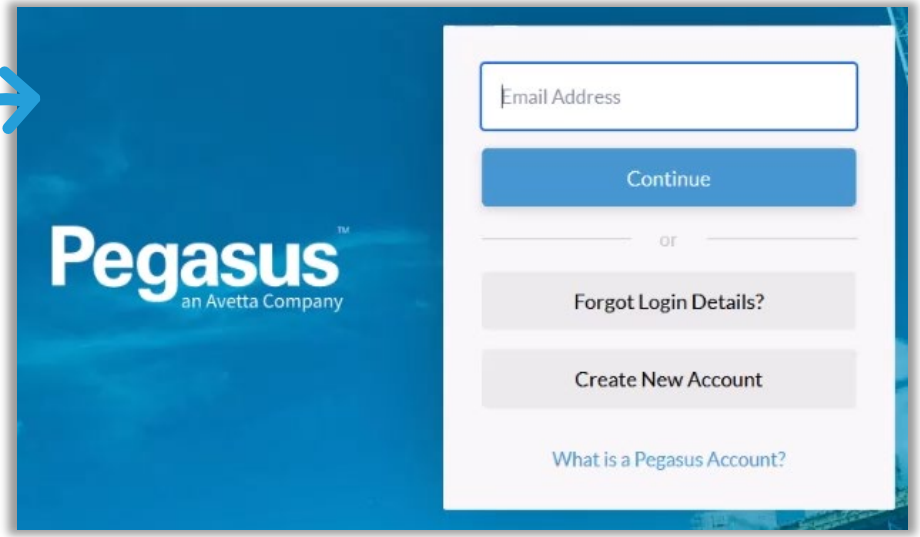
If you are unable to click the link above, please copy and paste the following link into your web browser.

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

Visit the Avetta Help Center if you require assistance, or contact our friendly team directly:

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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LINKING PORTAL TILES

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

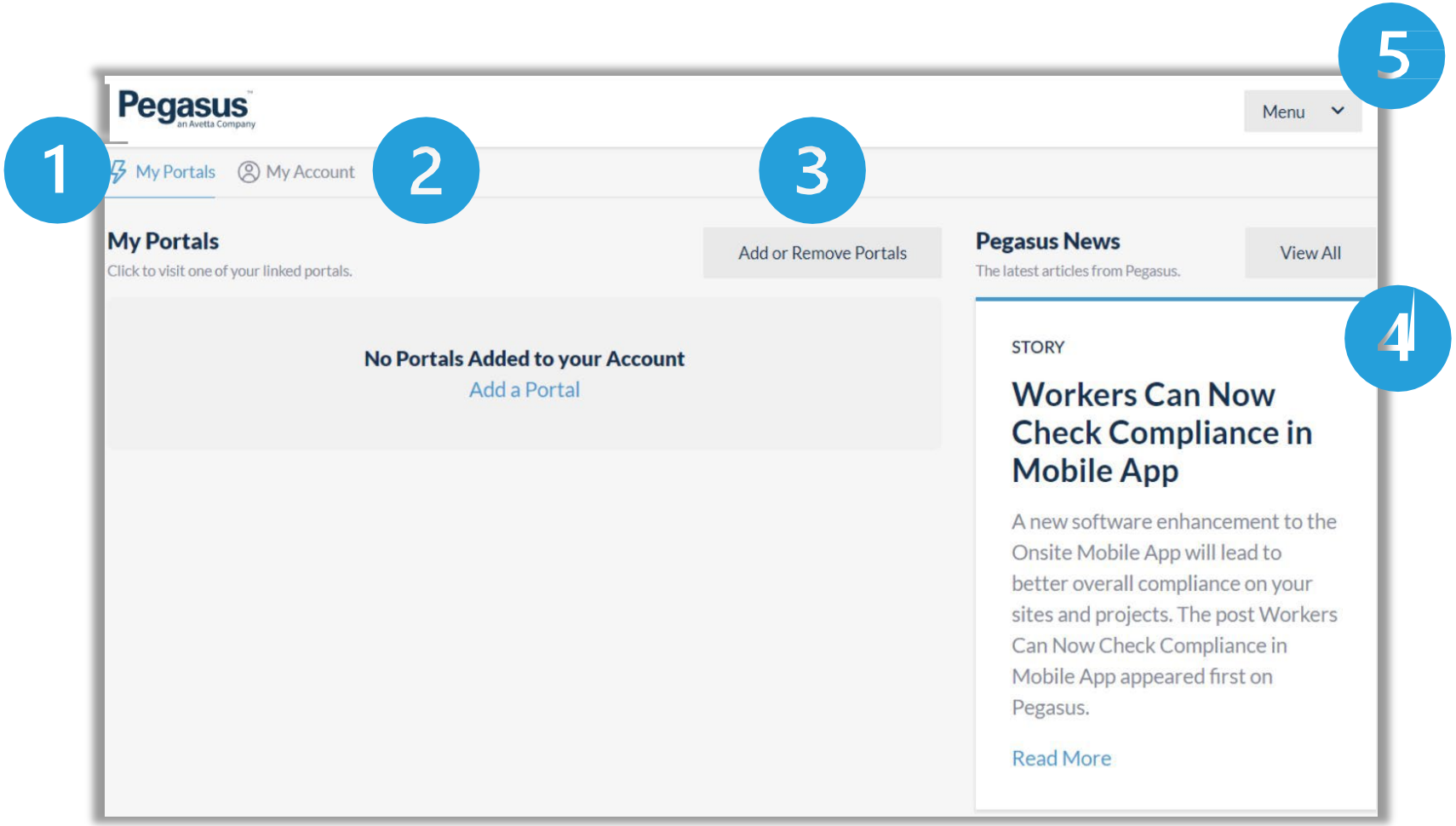
3.Add or Remove Portals from this button

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



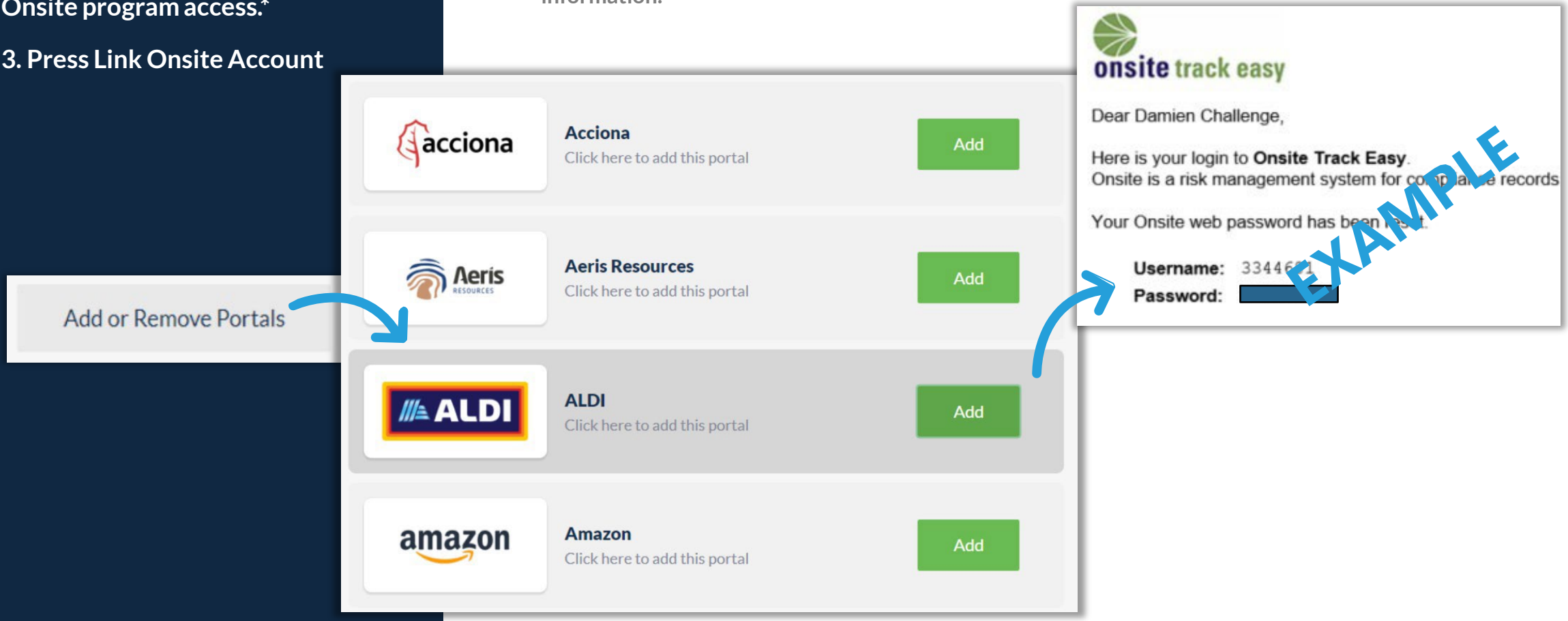
Pegasus Account – Linking Portals

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

- 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.

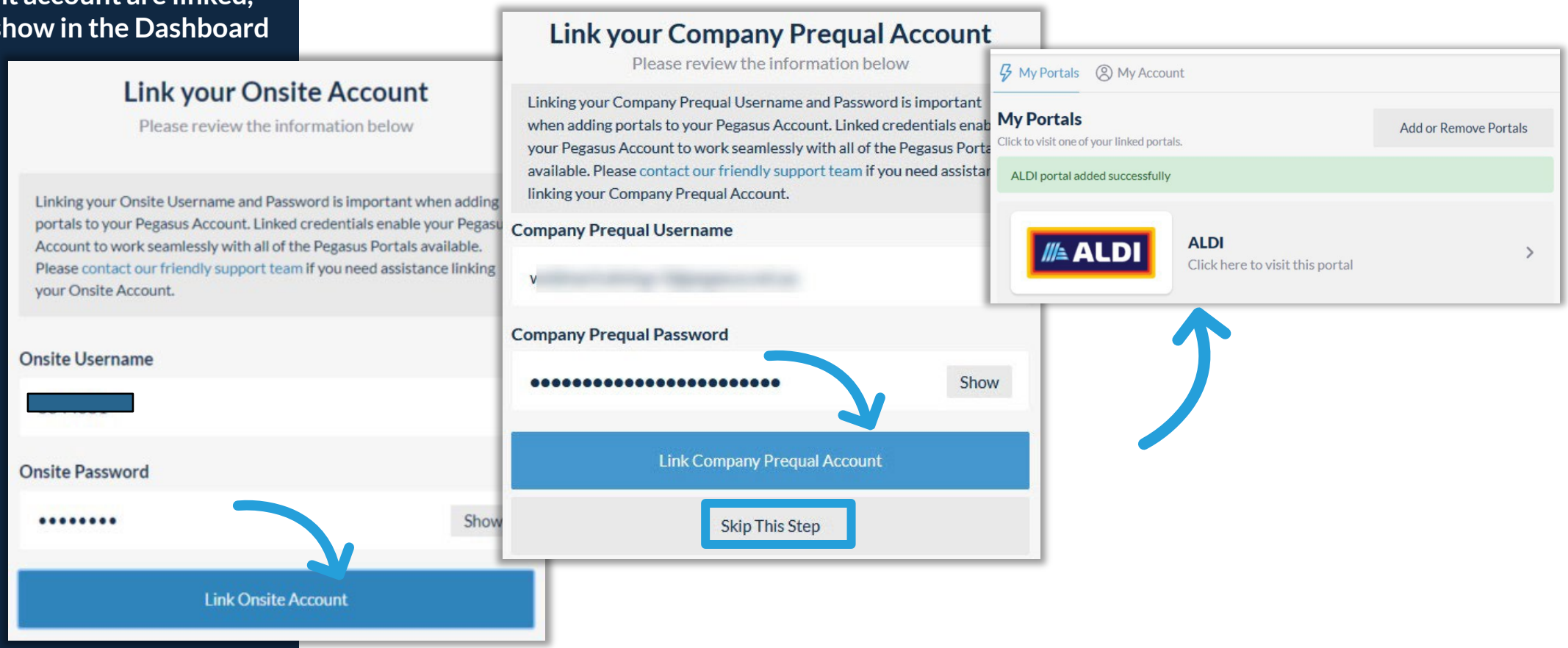


Pegasus Account – Linking Portals

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.



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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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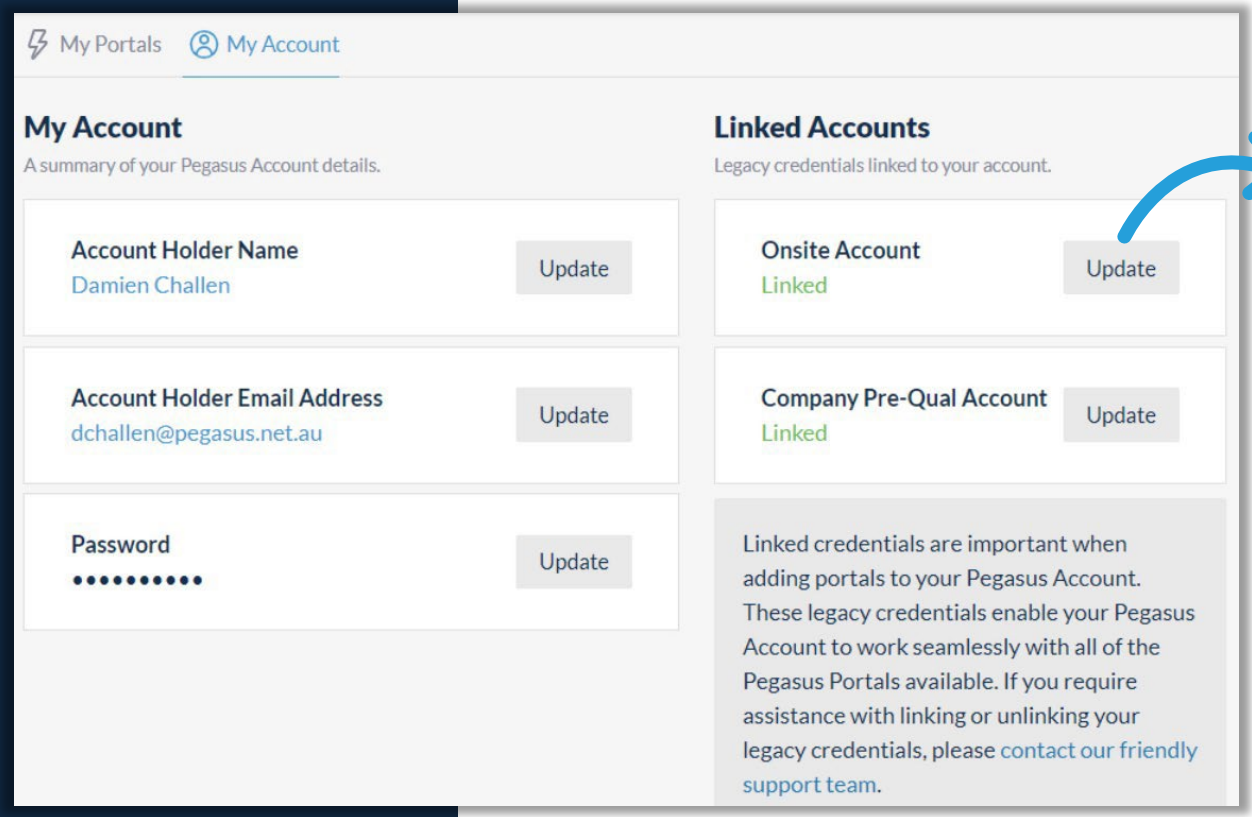
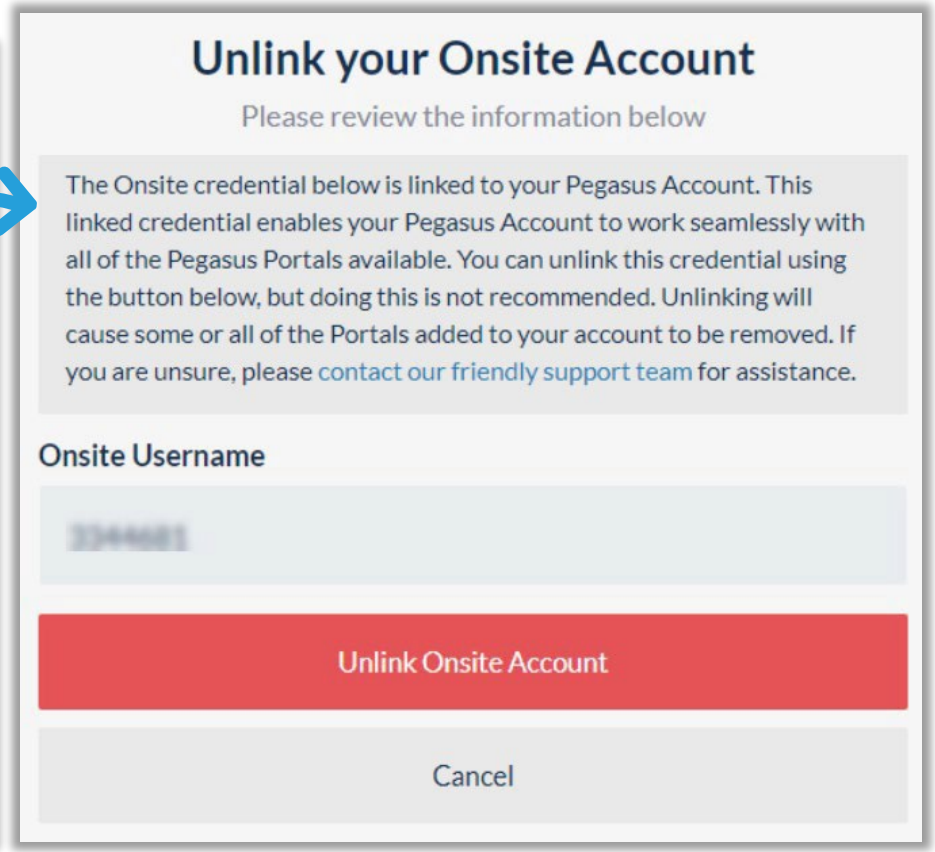
MANAGE ACCOUNT SETTINGS

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.





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FOR QUESTIONS OR ASSISTANCE, PLEASE CALL

AU **1300 441 433**
NZ 0800 700 136

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