

**Pegasus**<sup>TM</sup>  
an Avetta Company



**PEGASUS INDIVIDUAL WORKER  
PORTAL**

V 1.2

# Login to the Worker Portal

Not all Portals use this feature

A list is available here

<https://kb.pegasus.net.au/display/OCCS/Roles+Portal>

If a portal supports this feature, it will be visible on the Home Page of that Portal

- The Individual Worker Portal (IWP) is designed so that as a Company Administrator, you can Invite your workers to the portal. They can then manage their own:
  - Personal Information
  - Work Roles
  - Documents
  - Notifications
- Once Registered, Individual Worker Portal (IWP) users can see their own stats for that Portal.

Pegasus  
POWERING GROWTH

## Welcome to the Pegasus Portal

What is your role?

COMPANY ADMIN WORKER

### Worker Portal

Complete *your* registration, add new roles to *your* account.

Onsite ID

Password

LOGIN

Register  
Recover my password  
Login with Pegasus Account

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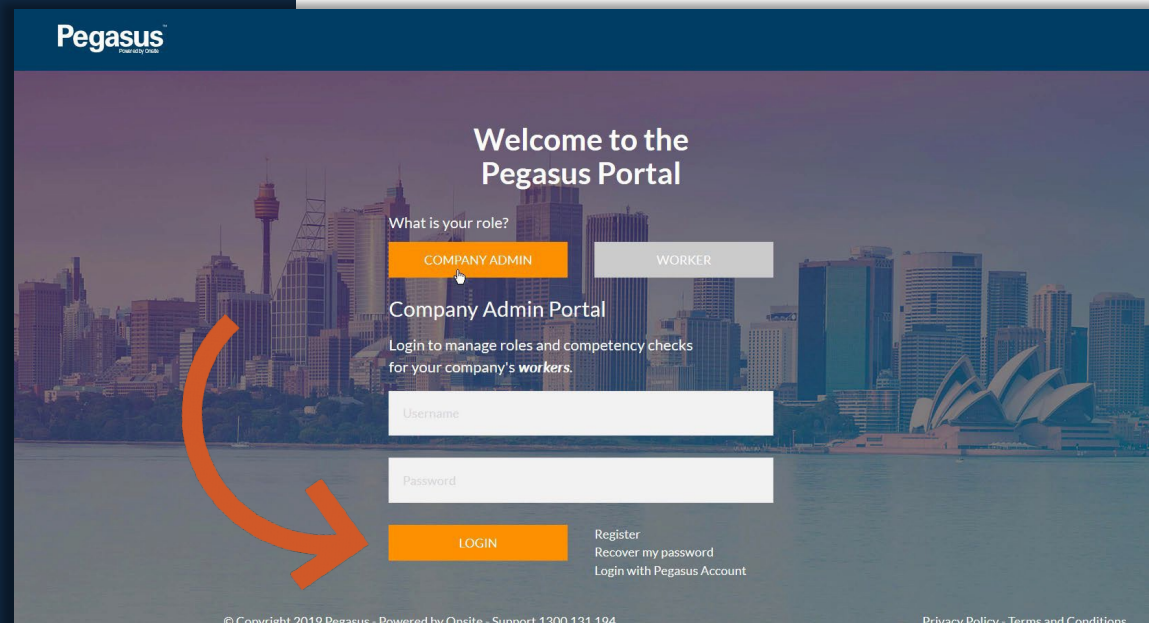
# Login to the Worker Portal

Go to your relevant Worker Portal

Choose **Company Admin**

Enter your credentials  
Click **“Login”**.

- The list of portals for Contractors can be found under the “FOR CONTRACTORS” link on the Pegasus.net.au webpage
- Login to the Company Admin Section requires a relevant Onsite Track Easy Username and Password with relevant User Rights of Can Manage Users Accounts rights.
- Not all functions can be performed by the Worker, as purchasing roles or relevant training is currently locked for administrators to complete for Workers. Company Administrators will still need to pay for purchases of Training or Subscriptions.



The screenshot shows the Pegasus Portal login interface. At the top left is the Pegasus logo with the tagline 'Power by Onsite'. The main heading is 'Welcome to the Pegasus Portal'. Below this, a question 'What is your role?' is followed by two buttons: 'COMPANY ADMIN' (highlighted in orange) and 'WORKER' (grey). Underneath, the 'Company Admin Portal' section includes the text 'Login to manage roles and competency checks for your company's workers.' There are two input fields for 'Username' and 'Password'. A large orange arrow points from the 'COMPANY ADMIN' button to the 'LOGIN' button. At the bottom right, there are links for 'Register', 'Recover my password', and 'Login with Pegasus Account'. The footer contains copyright information: '© Copyright 2019 Pegasus - Powered by Onsite - Support 1300 131 194' and a link to 'Privacy Policy - Terms and Conditions'.





**INVITE WORKERS**

# Invite Workers

## STEP 1

Click “Manage Employees”  
Search for Employee and Click on  
Name  
On Right of screen, you will see  
option to Invite Employee.

If previously invited, option will  
display Re-Invite/Reset Password

- Company Administrators have the ability to Invite Employees. This is the process that will give them a username and password.
- They can then activate that account and start using their personalised portal.
- Must be an Approved Onsite Track Easy Person (Shows Approved under ID#)

Dashboard / Employees / Manage Employees

**Employees**  
Select an employee to view

ann

ADD NEW EMPLOYEE +

- Smith, Ann
- Smythe, Annelise

**Smith, Ann**

ID# 3099668  
Approved

DOB: 01/01/1980 Gender: Female  
Phone: 0432112345 Email: [REDACTED]  
Address 426 King Street, Newcastle, NSW 2300 AU

Subscription Valid until 11/06/2020 >

Work Roles 0 2 0 >

Invite Employee





# INVITED WORKER LOGIN PROCESS

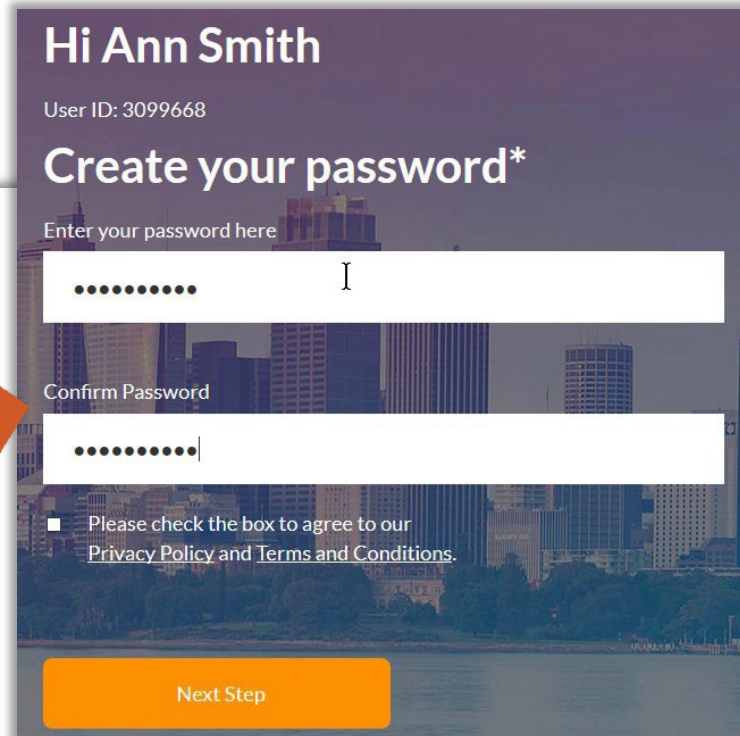
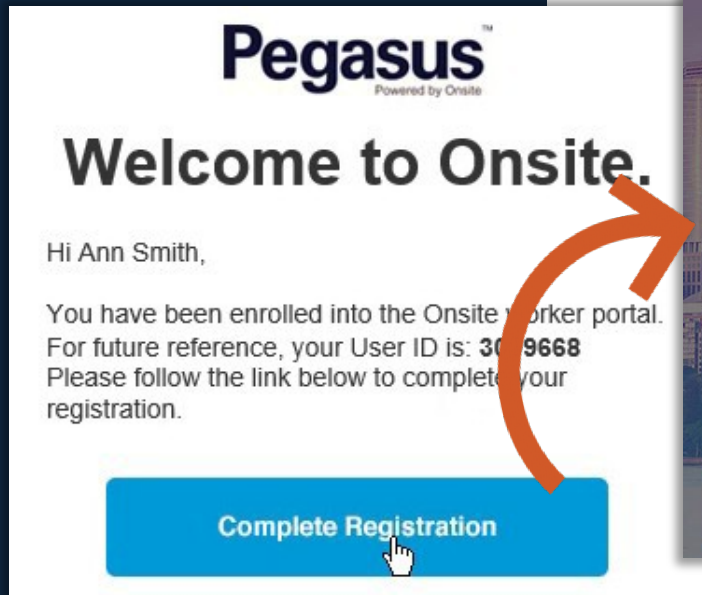
# Worker Log Into Portal

## STEP 1

Worker is sent email.

Click Complete Registration to be taken to portal screen to manage their password.

- An email is sent to the registered workers Email Address.
- They can then activate that account and start using their personalised portal.
- Worker clicks link to create Password for theirlogin.
- Login ID is their Onsite Track EasyNumber



# Worker Log Into Portal

## STEP 2

Worker scrolls to bottom of page and press Submit Query

Now logged into Portal.

- Complete Personal Information, choosing to edit if required
- Once Submitted will then open Portal for the Worker
- Worker is successfully logged into Individual Worker Portal

**Personal information**  
Complete filling in your personal information

First name\*  
Ann

Middle name  
Enter your middle name here

Last name\*  
Smith

Date of Birth  
01/01/1980

**Next of kin**

Relationship  
Partner

First Name  
Jonathan

Last Name  
West

Phone Number  
0400123123

Email Address  
name@domain.com

**Submit Query**

**Pegasus**  
Powered by Onsite

Home  
My Profile

Ann Smith  
ID# 3099668

[Edit Contact Details >](#)

My Contact Details

Address: 426 King Street, Newcastle, NSW 2300 AU

Phone: 0432112345

Email: dchallenge@pegasus.net.au

My Current Roles 2 0 0 >

My Training 0 3 0 >

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Logout





# NAVIGATING THE PORTAL

# Navigating the Portal

Once logged in Worker can see that portal status.

Worker will need to log into a different Individual Worker Portal to see their status in a different portal for a different client

- Every Individual Worker Portal has different colour scheme and potential settings, tailored to the Portal Owner.
- Training may not be active or required in all Portals.
- Portal version shown here is for example purposes
- Some components shown are for demonstration purposes.

The screenshot displays the Pegasus Worker Portal interface. On the left is a dark blue sidebar with navigation links: Home, My Profile, and Logout. The main content area features a user profile for Ann Smith (ID# 3099668) with a profile picture. Below the profile is a 'My Contact Details' section with fields for Address (426 King Street, Newcastle, NSW 2300 AU), Phone (0432112345), and Email (dchallen@pegasus.net.au), each with an 'Edit Contact Details >' link. At the bottom of the profile section are two summary cards: 'My Current Roles' showing 2 active roles and 0 pending, and 'My Training' showing 0 completed, 3 in progress, and 0 pending. On the right side, there is a 'My Actions' section with the text 'Pending actions and add/modify your roles' and a 'Role Applications' section with a button that says 'Click here to manage your roles'.

# Navigating the Portal

Workers can edit their personal details

Click “Edit Contact Details”

Move through and edit required details and then press “Save and Close”

- Some data is mandatory. Indicated by an Asterix in the field next to it.
- After saving, details are instantly changed insystem.
- If not done in the portal, your Company Administrator can do this for you.

**Pegasus**  
Powered by Onsite

Home  
My Profile

My Profile / Edit

Ann Smith  
ID# 3099668

**My Contact Details** [Edit Contact Details >](#)

Address: 426 King Street, Newcastle, NSW 2300 AU

Phone: 0432112345

Email: dchallen@pegasus.net.au

My Current Roles: 2 0 0 >

My Training: 0 3 0 >

**Personal Details**  
Edit Ann Smith's details

Person

Photo Upload  
Upload

First Name \* Ann

Middle Name Middle Name

Last Name \* Smith

Back to My Profile **SAVE & CLOSE**

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Logout



# Navigating the Portal

Training link will show available training for Worker

Click on training link on right to load that training course to complete.

Launches the training page from this portal.

- The portal uses a Traffic Light Colour scheme to show Roles and Training that's Complete (green) Needing Completion (amber) or Expired (red).

The screenshot displays the Pegasus portal interface. On the left is a dark blue navigation sidebar with 'Home' and 'My Profile' options. The main content area shows the user profile for Ann Smith (ID# 3099668) and 'My Contact Details' (Address, Phone, Email). Below this are sections for 'My Current Roles' and 'My Training'. The 'My Training' section lists three courses: 'Rail General Safety Induction' (green), 'Pegasus Site Familiarisation - Office Worker' (green), and 'Pegasus Site Familiarisation - Manual Handling' (green). A red arrow points from a blue callout box to the 'Manual Handling' course. The callout box contains the text: 'My Training Opens Your Booked or Online Courses, if Relevant'. At the bottom of the sidebar, there is a 'Logout' button and copyright information.

# Navigating the Portal

Roles that have been applied for are listed here.

Click on a role to see the current status, or click the Questions Mark ? To view that roles status

- Workers can apply for roles in this portal.
- Roles are restricted to this Companies Portal. Can only search for the roles this Portal has available.
- Traffic Light Colour scheme shows Roles that's Complete (green) have Expiring Competencies (amber) or Expired (red).

The screenshot shows the Pegasus portal interface for a user named Ann Smith (ID# 3099668). The interface includes a navigation menu with 'Home' and 'My Profile'. The main content area is titled 'Roles' and displays 'All roles for Ann Smith'. Under 'My Current Roles', there are two rows: 'My Current Roles' with a traffic light indicator (2 green, 0 amber, 0 red) and 'My Training' with a traffic light indicator (0 green, 3 amber, 0 red). A blue callout box states 'These Are Demonstration Roles Waiting To Be Submitted'. A 'MANAGE ROLES' button is at the bottom. A search bar and a list of roles ('Office Worker' and 'Demonstration Role') are also visible. A question mark icon is present in the top right of the roles section.

Symbol key	
Status	
	Verified
	Awaiting submission
	Unfilled
	Expiring soon
	Expired
	Returned or rejected

# Navigating the Portal

Workers can click on relevant Role to View

Click on the relevant Competencies and view its details

Can View or Download uploaded Document (if applicable)

- Some Roles can contain multiple mandatory and optional competencies
- Worker can view each competency that is verified and download that document as its against their personal file
- Can renew document if its in the renewal period
- Can view business rules to see what Client Company requirements are for that competency.

All roles for Ann Smith

Search

- Office Worker
- Demonstration Role

MANAGE ROLES

Competencies for Ann Smith  
Role Office Worker

Search

Expand All | Collapse All

**MANDATORY** 3/3

- Identity.Govt Licence/Authority.Proof of Identity Expires: 20/05/2025
- Site.Familiarisation.Pegasus Internal Staff Expires: 21/06/2021
- Photo


Workers Can View Their Personal Competency Documents, Details and Download

Competency  
Identity.Govt Licence/Authority.Proof of Identity

Business Rules

Select evidence for: Identity.Govt Licence/Authority.Proof of Identity

Download document (8.2 kb)



Extra information required:

Group \* Licence.Govt Licence/Authority.Class C





# ADDING A ROLE

# Adding a Role in the Portal

Under My Action on Home Page,  
Click “manage your roles”

Click “ADD NEW ROLE” at  
bottom of screen

Search/Scroll to find required  
role

Click Role(s) to highlight

Click “ADD ROLES” at bottom of  
portal.

- Roles to be chosen change between the Different Client Portals.
- Roles can also have different competency requirements between different client portals even if the Role is the same name. This is due to client business rules and requirements.
- Roles on display are only for the Portal you are logged into.

## My Actions

Pending actions and add/modify your roles

### Role Applications



Click here to manage your roles



ADD NEW ROLE

Close

## Add New Roles

Search

Delivery Personnel

Electrician ✓

ADD 1 ROLES

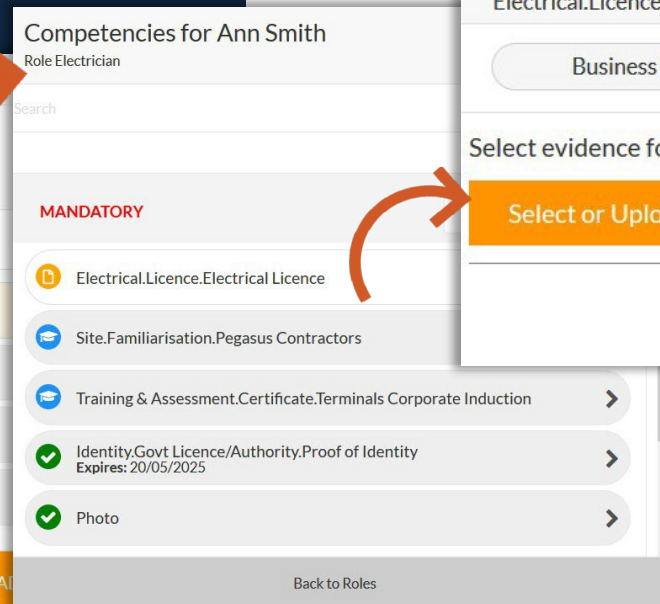
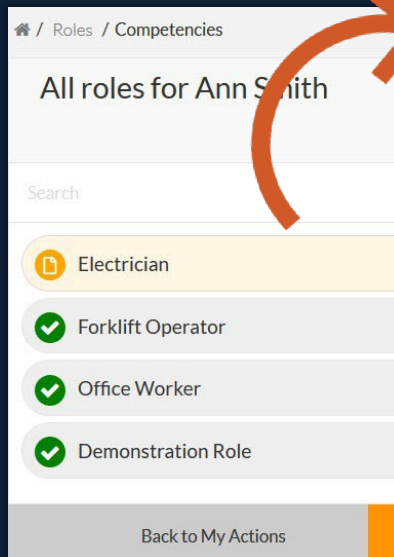
# Adding a Role in the Portal

Click on the Role to Manage

List of Competency requirements will appear

Click on relevant competency to view business rules and upload file

- Roles have competencies that need to be verified by Pegasus in order for the Role to be valid.
- Mandatory competencies MUST be complete in order for Role to be complete.
- Optional Competencies help Clients with reporting and identifying worker skills, so upload if you have those competencies. This might form part of another Role, so uploading now will save time if applying for other Roles later.
- Business Rules list the expected file upload requirements





# Adding a Role in the Portal

Click “Select or Upload Document” Upload file or chose from previously uploaded files.

Press “Select Document”

Complete details and Press “Save & Next”

- File uploads requirements are listed on Document LibraryPage
- Once a file has been uploaded, will be stored in library for future use on all portals
- Some Extra Information is mandatory for the competency to be filled out. Indicated by a red Asterix
- Continue until all Competencies are completed and then a SUBMIT button will appear and submit role to Pegasus for Verification of documents.

**Competency**  
Electrical.Licence.Electrical Licence

Business Rules

Select evidence for: Electrical.Licence

Select or Upload Document

**Document Library**  
Select or upload the document required  
Allowed file types: PDF, DOC, JPG, JPEG, XLS, T

Edit Select None

Driver Licen  
New South Wales, Australia

CONTRACTOR LICEN

PLAZA 1 ST  
2010 NSW  
A  
X

NSW GOVERNMENT

Page 2

Page 3

Page

Upload new document Select 1 document ✓

**Competency**  
Electrical.Licence.Electrical Licence

Business Rules

Add more documents

Extra information required:

Issue Date	dd/mm/yyyy	*
Expiry Date	dd/mm/yyyy	*
Comments		

Cancel Save Save & Next



# DELETING A ROLE

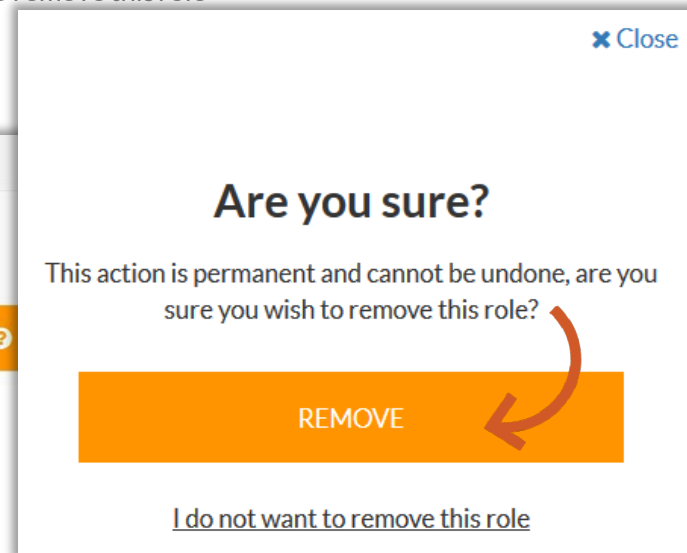
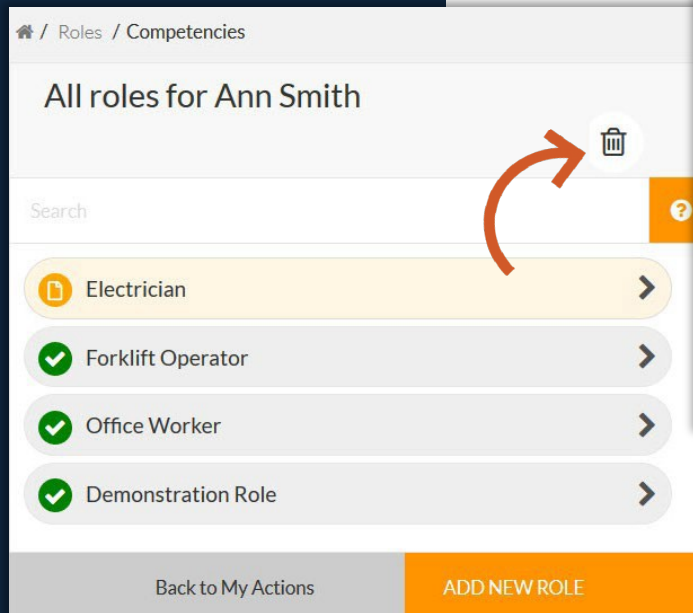
# Deleting a Role in the Portal

Click on Role you wish to delete

Trash Can icon will appear on list of role screen up top

Click REMOVE to delete the Role that's no longer required

- Roles Can be deleted by Workers. Whether accidentally added or no longer needed/compliant. But its not mandatory to remove them.
- A Role can be added again at any time, if a wrong one was deleted for example.
- If you already have all the require competencies for a Role, it will automatically be valid and a Green Tick awarded to theRole, when you add it.
- You can cancel out of this action if started accidentally by clicking “I do not want to remove this role”







FOR ANY QUESTIONS OR ASSISTANCE PLEASE CALL

**1300 131 194**

OR EMAIL [info@pegasus.net.au](mailto:info@pegasus.net.au)