Worker Role Portal

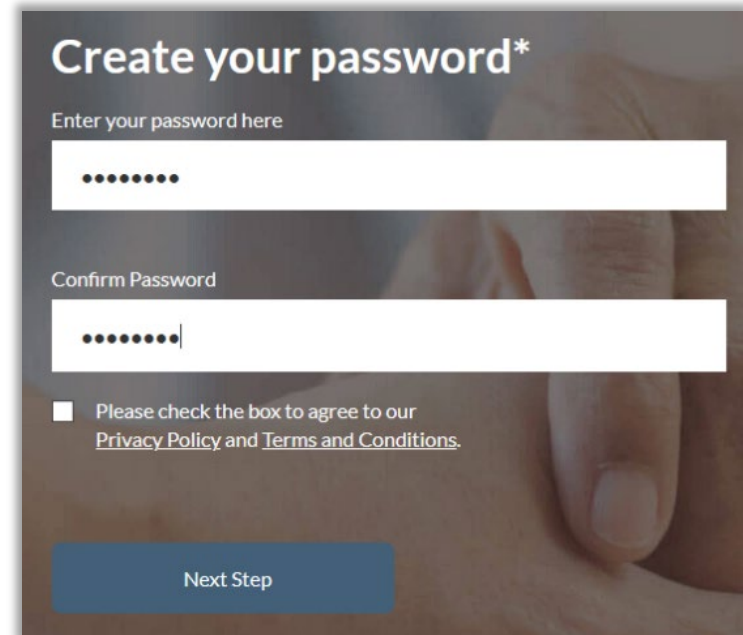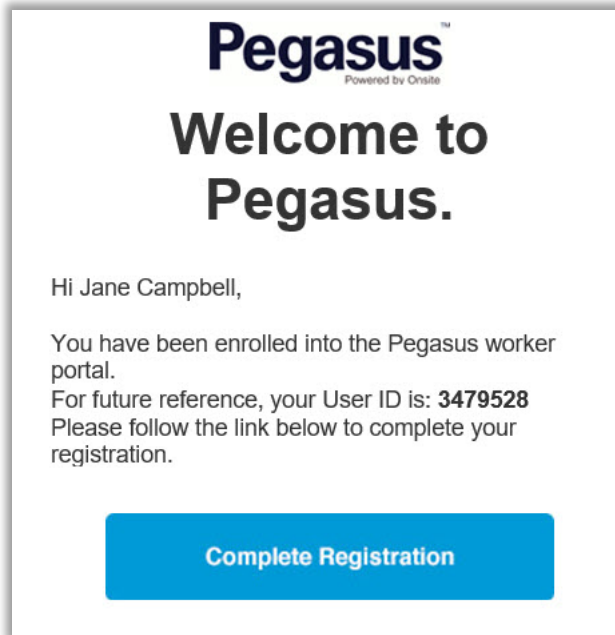**Individual Worker Portal
Guide V1.2**
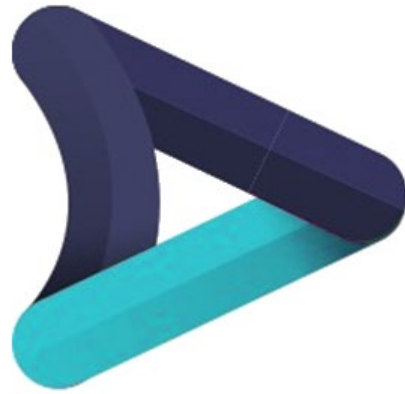
Worker Registration

Worker Registration

When your Company Administrator invites you to the Individual Worker Portal, you will receive an email Welcoming you to the Pegasus Worker Portal.

1. Click on Complete Registration to open a link for you to create your own password. This is used for logging into the Individual Worker Portal.

Password format is : 1 x Capital Letter, 1 x Number, Minimum 8 characters

2. Agree to terms and conditions and then press Next Step.

Worker Registration

You will be asked to continue completing fields for your personal information. This is data that was originally entered in by the Company Administrator and if edited here, will update in the Portals.

3. Enter data into any fields that are required (will contain an Asterix)

4. Click Submit Query once complete.

5. Once completed, you will receive another email stating access has been granted to the Individual Worker Portal. Press Login on that email to head to the Portal login page.

Logging Into The Individual Worker Portal

1. Email will bring you to this page, or alternatively open https://dsp.poweredbyonsite.com

2. Select the Worker option

3. Enter in your Username and Password. (Also called your Onsite ID)

4. Press **Login** to continue.

Viewing the Individual Worker Portal
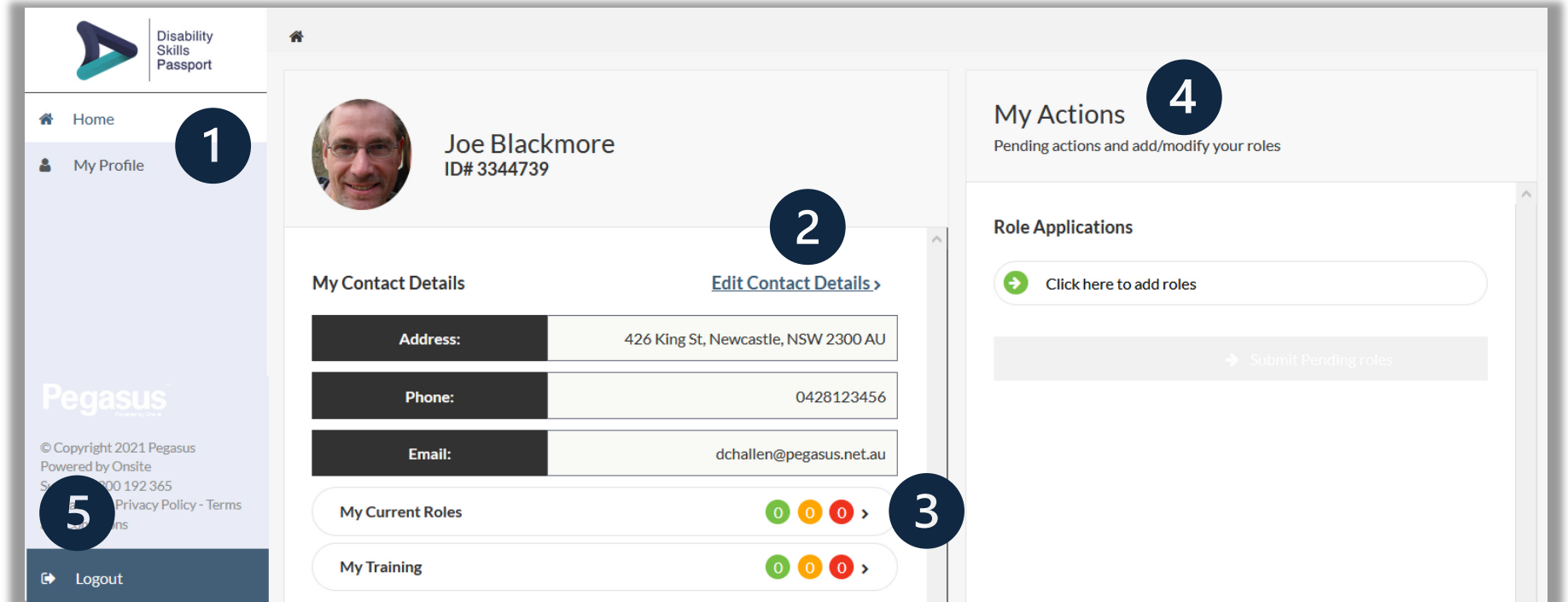
1. Link brings you back to this home page.

2. Click to edit your personal contact details.

3. Shows currently roles and training. Green is complete, Amber is expiring (30 days), Red is expired.

4. Apply for Roles, Upload Competencies or Start training from this section where applicable.

5. Log out of the Individual Worker Portal.
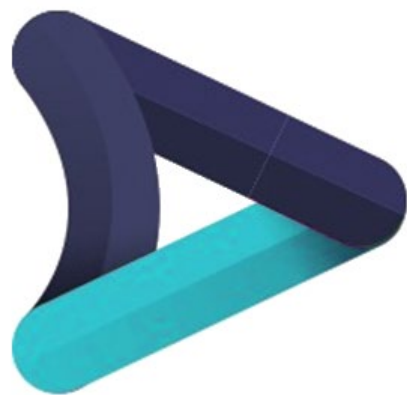
Adding Roles

Adding Roles in the Individual Worker Portal

Sites/roles for Danny
Select all roles for Danny or the site they are working on

All Roles ›

To associate Danny to a site select ADD SITE

Back to Selected Employees | ADD SITE

Role Applications

→ Click here to add roles

✕ Close

Add site associations

DSP - New South Wales

DSP - Northern Territory

DSP - Queensland

DSP - Victoria ✓

DSP - Western Australia ✓

ADD 2 SITES

Sites/roles for Danny
Select all roles for Danny or the site they are working on 🗑

All Roles ›

DSP - Western Australia

Roles can be added to a Worker from the Home page. Pressing the "Click here to add roles" will launch a new page.

Its through this process that you can enrol for Disability Skills Passport Roles.

Click "add site" and a new window will open.

Click on the site you wish to work at.

Click "add site(s)" at the bottom to associate your worker to that site.

We can see the site associated to the worker, should you accidentally add sites that do not need to be there press the rubbish bin icon and the option to remove site(s) will appear.

After removing the Victoria Site, in this example, we can continue to now manage roles.
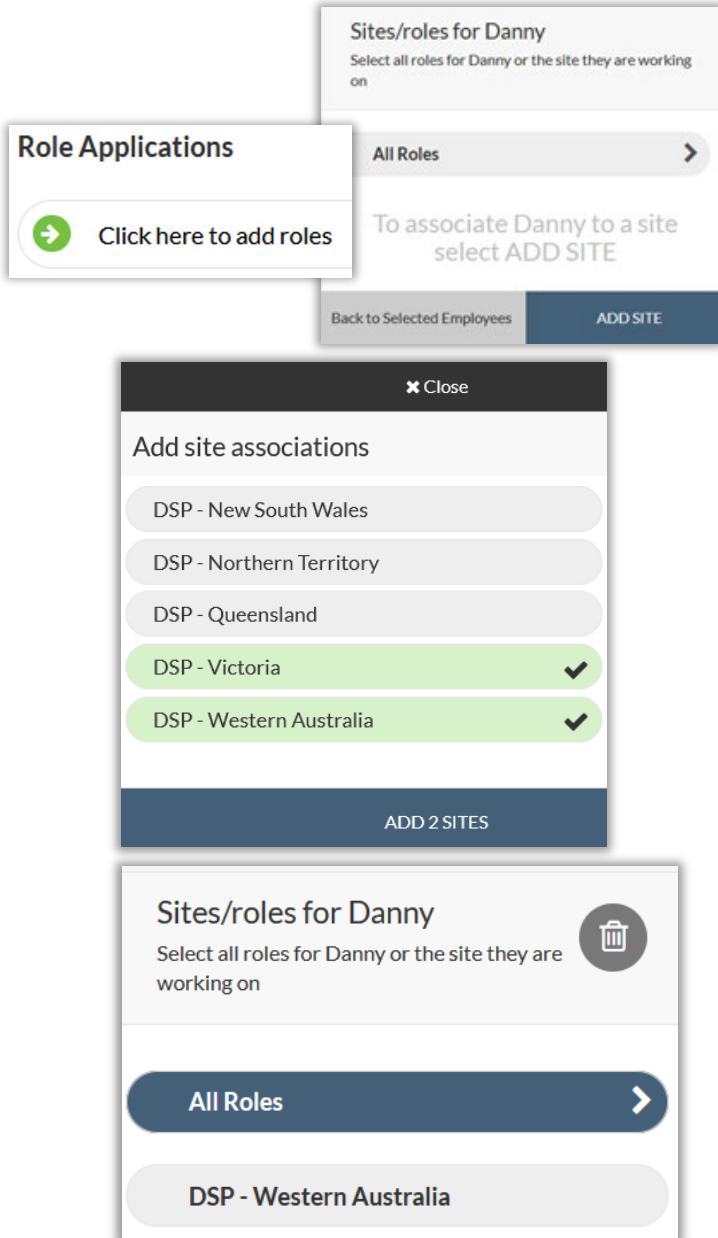
Select Role(s)

Sites/roles for Danny

Select all roles for Danny or the site they are working on

🗑

All Roles ❯

DSP - Western Australia

Click on the "All Roles" button to now start adding Roles for a worker. Then press the "add new role" button to start selecting from the available list.

ADD NEW ROLE

Add New Roles

Coordinator / Team Leader

Disability Support Worker - Advanced (Cert III)

Disability Support Worker - Entry Level ✓

Senior Support Worker (Cert IV)

Volunteer ✓

ADD 2 ROLES

Click on the role you wish to add for the worker and then press "add # roles".

This will then add those Role(s) to the worker. The Roles you apply for will require evidence, so its not suggested to add all Roles, just the ones you can supply supporting evidence.
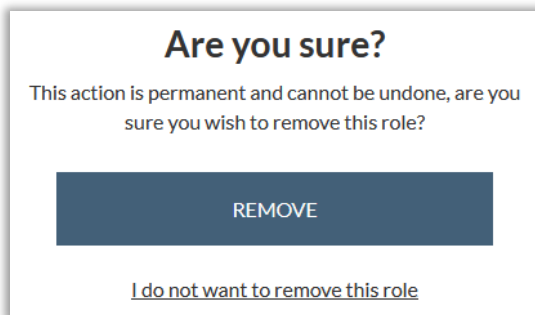
All roles for Danny Handsome

Search ❓

📄 Disability Support Worker - Entry Level ❯

📄 Volunteer ❯

The Role(s) are now added against the worker. You can see the status of the Role that has been added with the "?" icon.

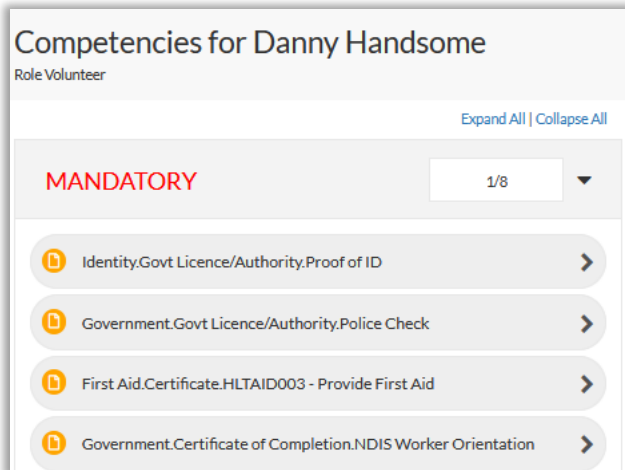To continue managing these added Role(s) click on the Role name to view more information.

Managing the Role

If a Role you don't need was added by mistake, you have the option to delete it. Click on the Role you wish to delete, then it will be highlighted. Then press the rubbish bin icon.

Are you sure?

This action is permanent and cannot be undone, are you sure you wish to remove this role?

REMOVE

I do not want to remove this role

This will ask if you want to remove this Role from your list of Roles, While it says that this can not be undone, that is referring to the removing of the applying for this Role. You can run through the adding Roles process again and re-add the Role you deleted, at a later time.

Competencies for Danny Handsome
Role Volunteer

Expand All | Collapse All

MANDATORY   1/8

Identity.Govt Licence/Authority.Proof of ID

Government.Govt Licence/Authority.Police Check

First Aid.Certificate.HLTAID003 - Provide First Aid

Government.Certificate of Completion.NDIS Worker Orientation

To continue adding this Role to your profile, you now need to add evidence against the competencies the Role needs documentation for. You will need to upload the relevant documents to support these.

Managing the Role

The Role will now show you a list of Mandatory and possibly, optional competencies. Each mandatory competency component will require an action against them in order to fulfil the Role requirements. This can be document evidence, licenses, answer questions or, enrol in training for example.

Business rules accompany each competency so you can find out the required documents. Press this button to find out the acceptable evidence that can be uploaded.

Click on the first competency for the role we have chosen "Volunteer" and we can see its Identity.Govt License/Authority.Proof of ID.

We need to supply supporting documentation for this competency.

Managing the Role

Competency
Identity.Govt Licence/Authority.Proof of ID

Business Rules

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

Select or Upload Document

Save & Next

As an example, this competency is the wanting to capture the Identity.Govt Licence/Authority.Proof of ID for Danny Handsome.

Here we need to press the "Select or Upload Document" button. This will then open the document library tool.

Document Library

Select or upload the document required

Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Select None

You don't have any documents stored in the library for this employee yet. Start by uploading a new document below.

Upload new document   No document selected

For competency uploads that have a file requirement, this will trigger the document library option. More information about the document library is on the next page.

The Document library is a resource to help company administrators store recent files for uploading .

The Document Library supports PDF, DOC, JPG, JPEG, XLS, TXT, DOCX, XLSX files.

While the Document Library is in your browser, it still uses the normal interface to upload files according to your operating system.
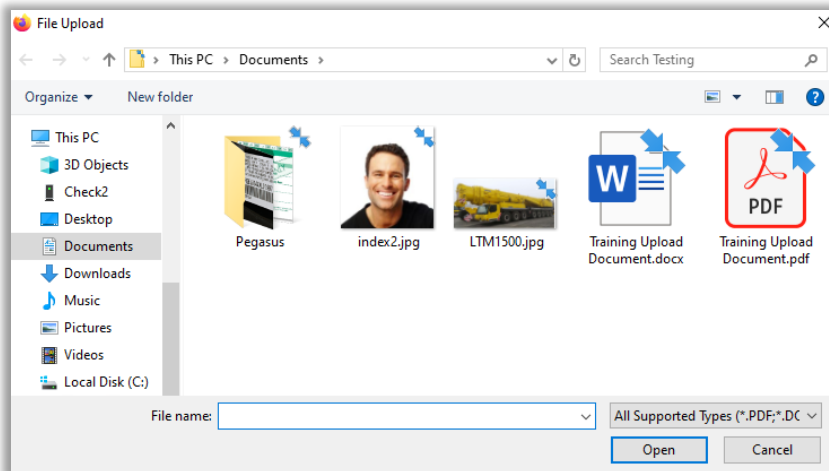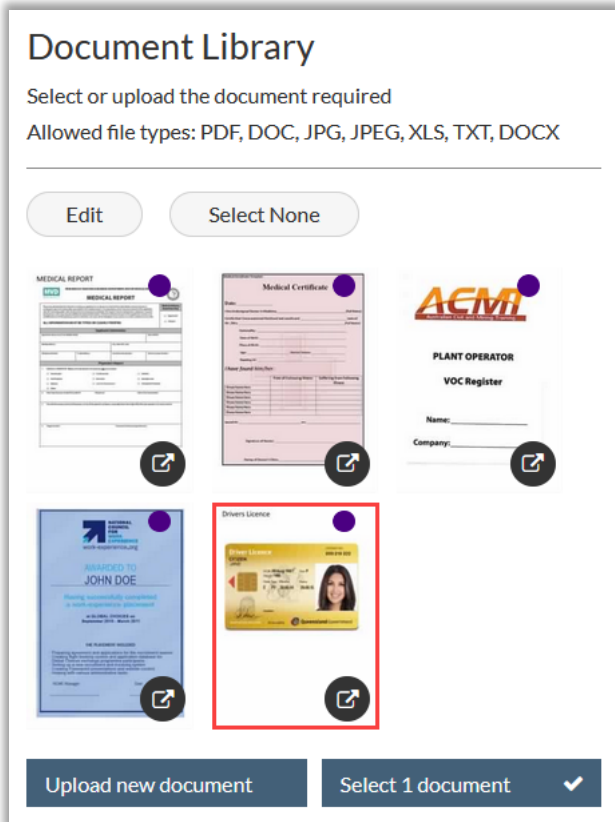

Select the file to upload against the required competency and select "Open" to store to the Document Library.

You can upload additional files at this time if you wish to store them in the document library

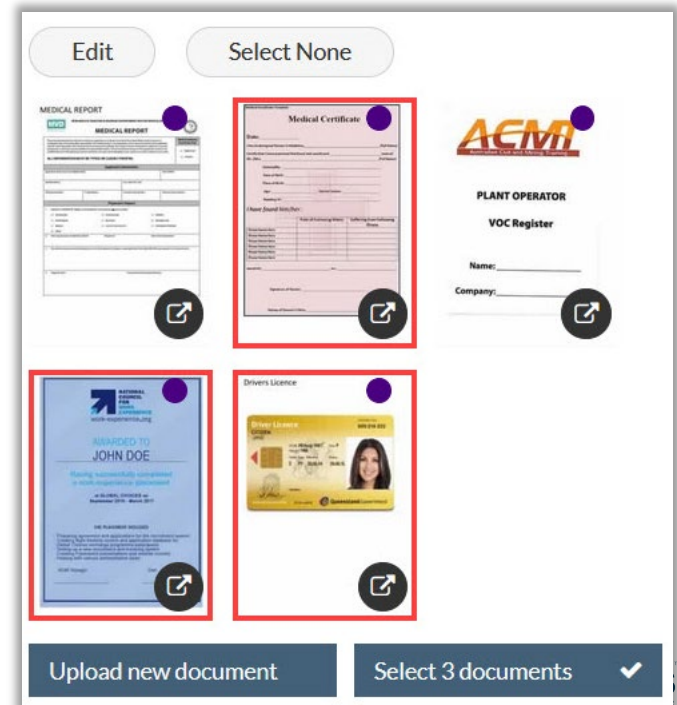# Managing the Role – About the Document Library

Multi-Page PDF documents are read by the library and pages are extracted so they can be previewed. Arrow in bottom right of each icon allows to preview file in new window to see contents in more detail.

Multiple documents can be selected if needed to supply correct evidence for the competency you are uploading evidence for.

Word Documents are NOT extracted. You can only select the word document as evidence, you cannot preview it.

There are no limits on uploads to the library or against a competency (multiple files can be selected) when uploading evidence. If you select three documents, it will show in the bottom right you have selected three. However you should only select the required evidence to support the competency.

Managing the Role – About the Document Library

Select Edit in Document Library to edit what current documents are visible for this worker.

Old documents will be displayed, if previously uploaded. Use the EDIT button to display the option to DELETE the documents no longer required to stay in the Document Library for ease of access.

Click the "X" next to each document to instantly remove it from the Document Library. This will NOT remove it from the Workers competency. It just removes the quick access to that document. You can always re-upload the document if the incorrect one was deleted.

Once finished editing the document in the library, click "Finished Editing" to return the Document Library view back to the normal layout.

Pegasus
Powered by Onsite

Managing the Role
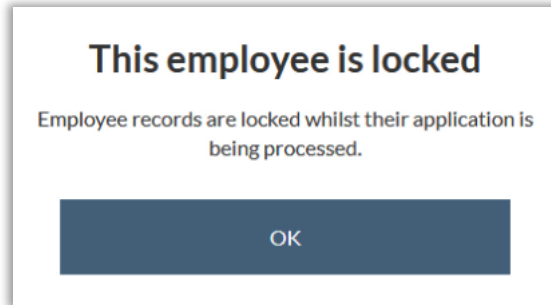

Once all mandatory documents have been applied to the Role you can see the "save and next" has changed to the "Submit" option.

You can choose to at this point add any of the optional competencies if you have those for the worker.

Otherwise press "submit" to send this Role application to Pegasus to verify any documents.

Managing the Role

This employee is locked

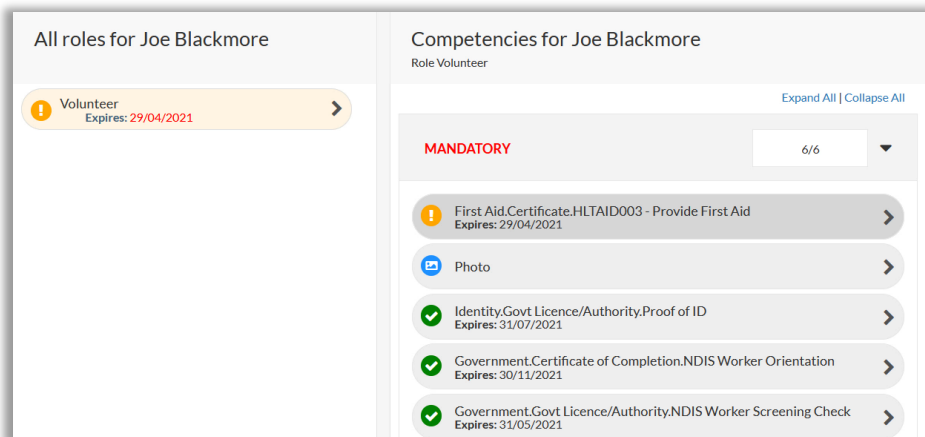Employee records are locked whilst their application is being processed.

OK

Once Submit is pressed, the Role application is now with Pegasus to verify documentation that was uploaded.

New roles can not be added until this Role(s) have been approved or returned for amendments.

My Current Roles   0 1 0 >

My Training   0 0 0 >
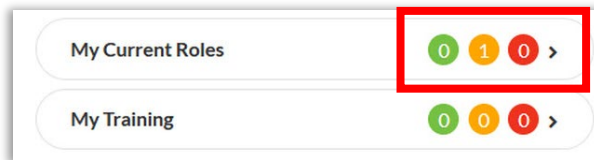
Once successful in a Role application, you can now view those Role(s) from the Home screen and see their status.

All roles for Joe Blackmore

Volunteer
Expires: 29/04/2021

Competencies for Joe Blackmore
Role Volunteer

Expand All | Collapse All

MANDATORY   6/6

First Aid.Certificate.HLTAID003 - Provide First Aid
Expires: 29/04/2021

Photo

Identity.Govt Licence/Authority.Proof of ID
Expires: 31/07/2021

Government.Certificate of Completion.NDIS Worker Orientation
Expires: 30/11/2021

Government.Govt Licence/Authority.NDIS Worker Screening Check
Expires: 31/05/2021

You can review the Role and see the status of all competencies inside any Role you review.

You can then restart the process and apply for more Roles if applicable.
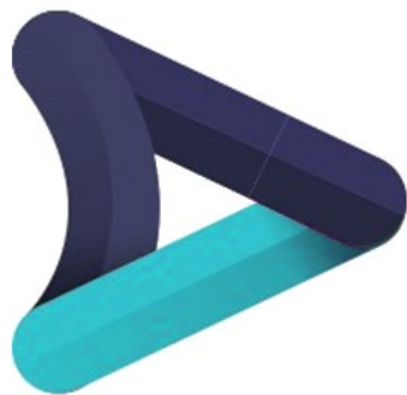
Disability Skills Passport

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For any Questions or Assistance Please Call

1300 192 365

Or Email **dsp@pegasus.net.au**