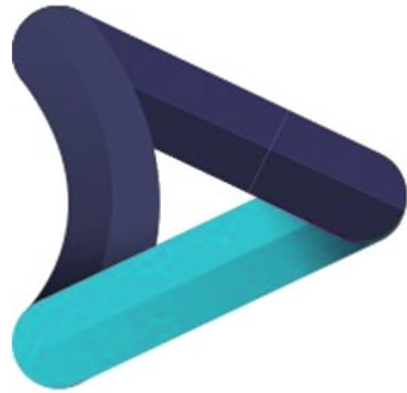


Disability
Skills
Passport

Individual Worker Registration

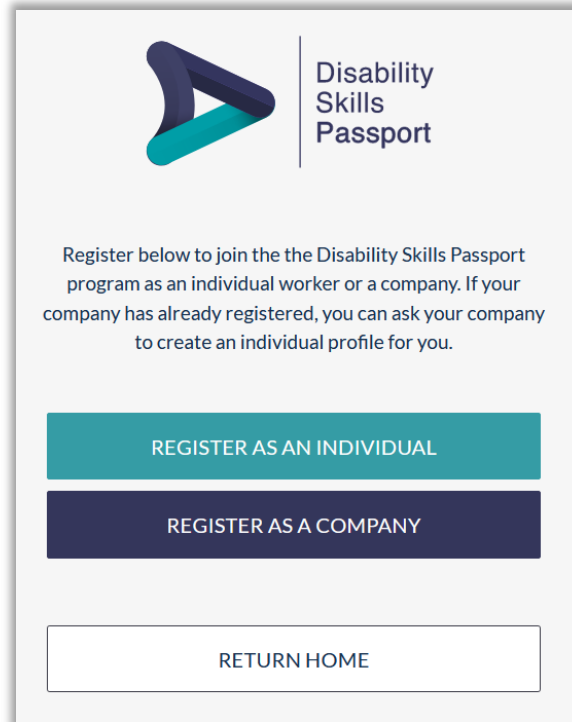
Guide V1.2



Disability
Skills
Passport

Portal Registration

■ Individual Registration

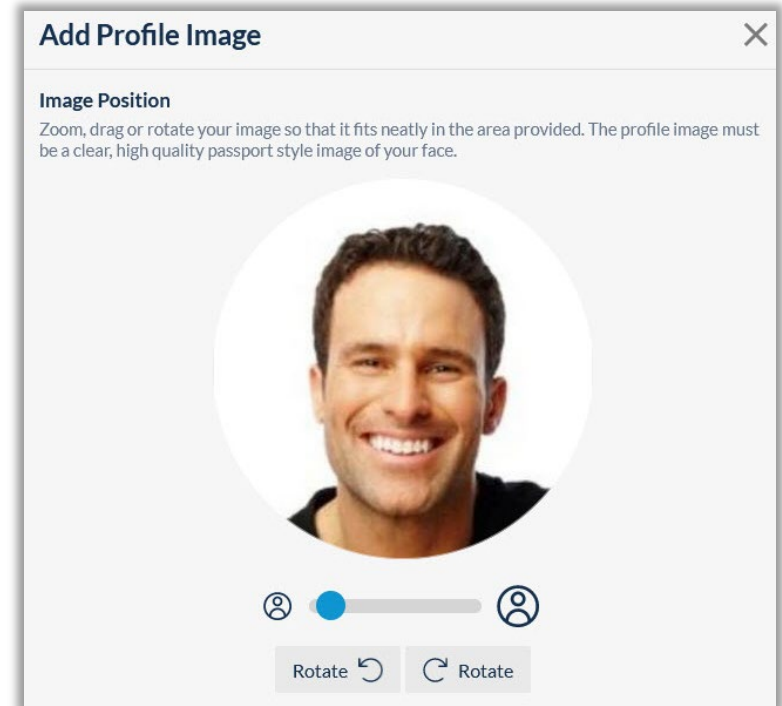
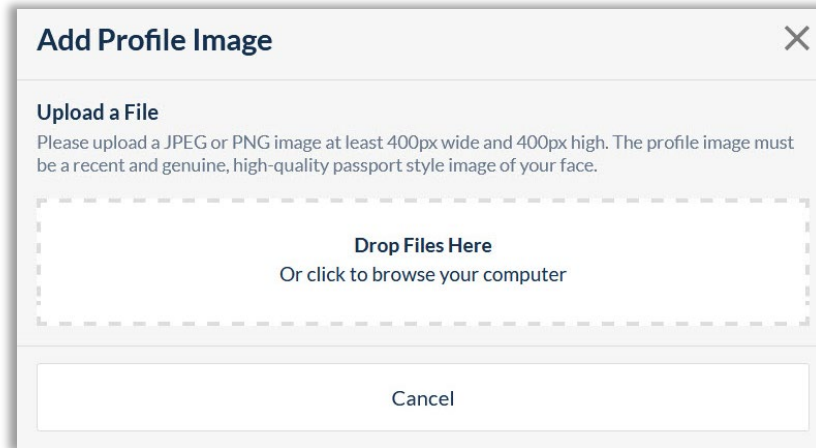


The Disability Skills Passport now allows individuals themselves to register, even if they have no employer. This gives them the ability to take advantage of the benefits of the Portal and the Mobile App accordingly. This guide takes you through the registration steps and how to add access and log into the Portal as an individual.

From the page <https://dsp-register.poweredbyonsite.com>

1. Click on Register as an Individual.

Individual Registration

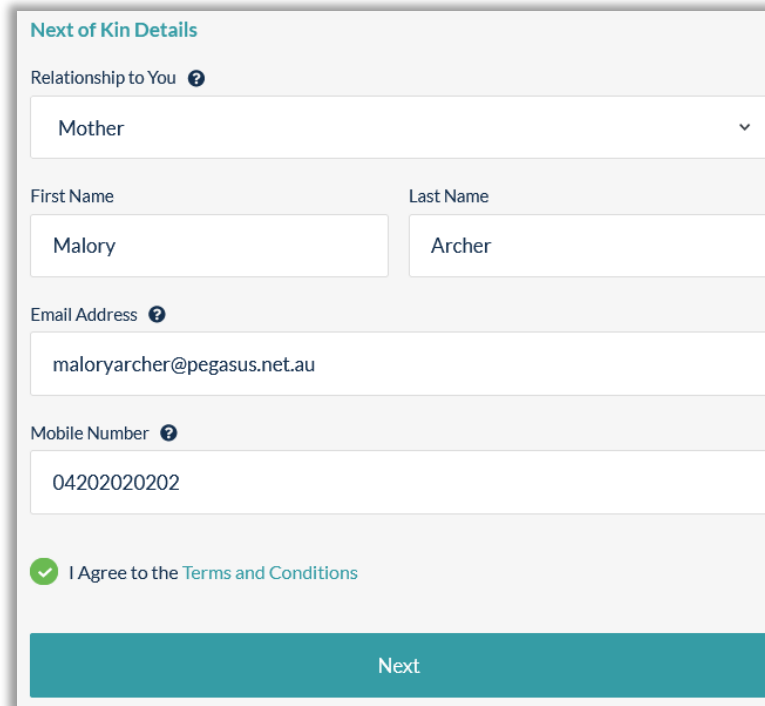


You will be presented with the Individual Registration Page. Notes are on the page as to the actions to follow. First step is to upload a passport style photo, noting the image and photo requirements and size limitations.

2. Upload or drag and drop image file onto the selected area. Then resize, rotate and zoom photo so it looks like the example above.


3. Click "I declare that this is a genuine image of me" and press Add Profile Image.

■ Individual Registration



The screenshot shows a registration form titled "Next of Kin Details". It contains the following fields and elements:

- Relationship to You**: A dropdown menu with "Mother" selected. A question mark icon is to the right.
- First Name**: A text input field containing "Malory".
- Last Name**: A text input field containing "Archer".
- Email Address**: A text input field containing "maloryarcher@pegasus.net.au". A question mark icon is to the right.
- Mobile Number**: A text input field containing "04202020202". A question mark icon is to the right.
- Agreement**: A green checkmark icon followed by the text "I Agree to the [Terms and Conditions](#)".
- Next Button**: A large teal button labeled "Next" at the bottom center.

4. Continue to fill in your personal details into the form, ensuring that if you are unsure, click the  icon for more information. Continue through all items. If you fail to answer one, the form will highlight when you press Next.

5. Click the "I agree" after reading the terms and conditions.

6. Press Next to continue.

Purchase Subscription

Payment Required

A payment of your first year subscription fee is required before your profile can be created.

Subscription Fee: \$77 per year.

Please make a payment below in order to complete the registration process. If you decide to cancel, your profile will not be created.



Total Payment Amount

Please review the total amount that will be charged in this payment.

Subtotal	AUD \$70.00
Tax	AUD \$7.00
Total	AUD \$77.00

Accepted Card Types

Only VISA and MasterCard are accepted at this time.



Card Details

Please complete each of the fields below in order to make a payment.

Card Number

Expiry Month Expiry Year Security Code

05 21

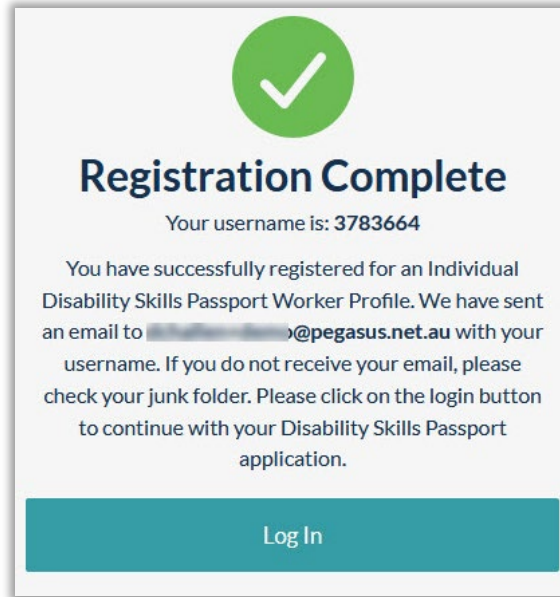
[Pay Now](#)

[Cancel Registration](#)

7. A Subscription is required to access and use the portal. Complete the purchase process by entering in your payment details.

8. Click Pay Now when ready.

Complete Registration



A notification card with a light gray background and a white border. At the top center is a green circle containing a white checkmark. Below this, the text "Registration Complete" is written in a bold, dark blue font. Underneath, in a smaller, gray font, it says "Your username is: 3783664". The main body of text, in a gray font, reads: "You have successfully registered for an Individual Disability Skills Passport Worker Profile. We have sent an email to [redacted]@pegasus.net.au with your username. If you do not receive your email, please check your junk folder. Please click on the login button to continue with your Disability Skills Passport application." At the bottom of the card is a teal-colored button with the text "Log In" in white.

Registration Complete
Your username is: 3783664

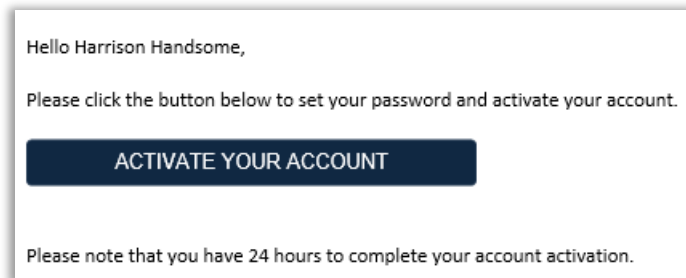
You have successfully registered for an Individual Disability Skills Passport Worker Profile. We have sent an email to [redacted]@pegasus.net.au with your username. If you do not receive your email, please check your junk folder. Please click on the login button to continue with your Disability Skills Passport application.

Log In

9. You will be presented with a Registration Complete Page. This contains your Pegasus ID. Keep this handy for future reference.

You will have also been sent an email to the address you registered with.

If it does not arrive in a few minutes check your junk folders just in case.



A notification card with a white background and a light gray border. The text is in a gray font. It starts with "Hello Harrison Handsome," followed by "Please click the button below to set your password and activate your account." Below this is a dark blue button with the text "ACTIVATE YOUR ACCOUNT" in white, all caps. At the bottom, it says "Please note that you have 24 hours to complete your account activation."

Hello Harrison Handsome,

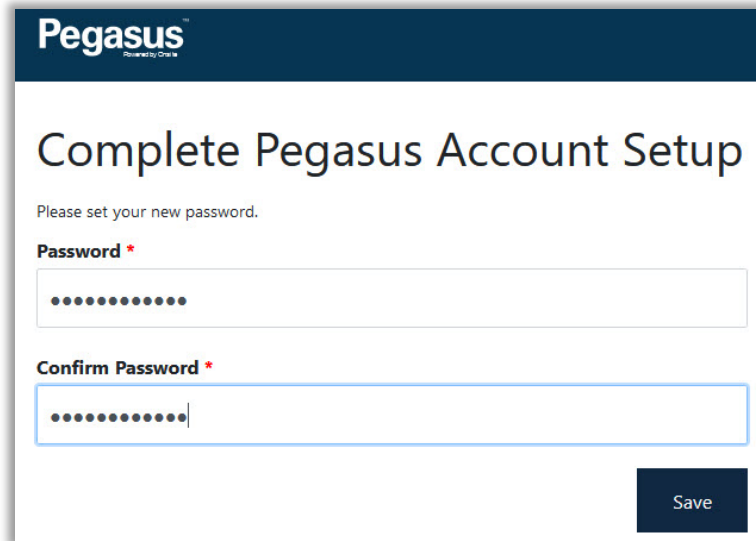
Please click the button below to set your password and activate your account.

ACTIVATE YOUR ACCOUNT

Please note that you have 24 hours to complete your account activation.

10. Active your account by pressing the Activate link in your email. As noted, you have 24 hours to complete this activation. Failing to do so will require you to re-register again.

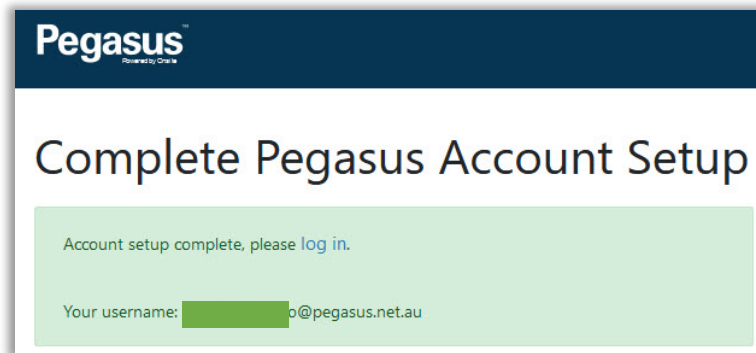
Pegasus Gateway Access



The screenshot shows the Pegasus Gateway account setup page. At the top, the Pegasus logo is displayed. Below it, the heading "Complete Pegasus Account Setup" is followed by the instruction "Please set your new password." There are two input fields: "Password *" and "Confirm Password *", both containing masked characters. A "Save" button is located at the bottom right of the form.

11. Create the password you wish to use for this account now. Password requirements are a minimum of 8 characters, include 1 Capital letter and at least 1 number

This creates your login for the Pegasus Gateway, This is your entry to the Disability Skills Passport – Individual Worker Portal.

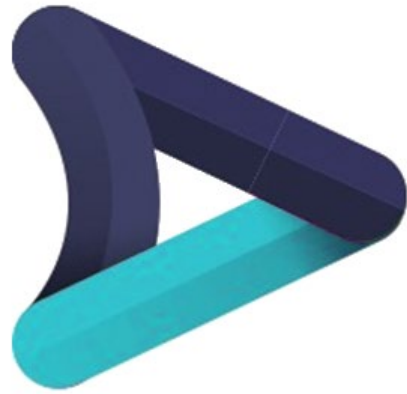


The screenshot shows the Pegasus Gateway account setup page after completion. The Pegasus logo is at the top. The heading "Complete Pegasus Account Setup" is followed by a green message box that says "Account setup complete, please log in." Below this, it displays "Your username: [redacted]@pegasus.net.au".

12. Your Pegasus Gateway account is now setup.

You now need to access the Pegasus Gateway and setup your Portal Access. These next few steps will show you how to access your new portal.

Click log in from the email or head to <https://login.poweredbyonsite.com>



Disability
Skills
Passport

Accessing the Portal

■ Accessing the Portal

Pegasus
Powered by Onsite

Pegasus Gateway Login

Email

Password

LOGIN

[Forgot your password?](#) [Register new account](#)

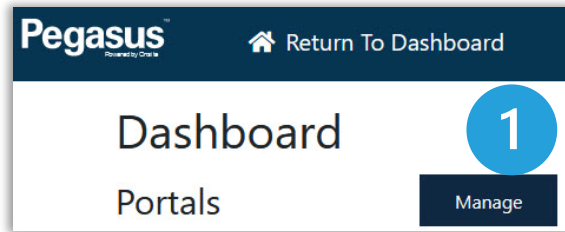
About Pegasus Gateway
Pegasus Gateway is your key to connect your business and workforce to our industries and networks. It will allow you to manage your Pegasus compliance requirements with one username and password.

Login from the email will bring you to this page, or open <https://login.poweredbyonsite.com>

Enter in the login credentials you just created.

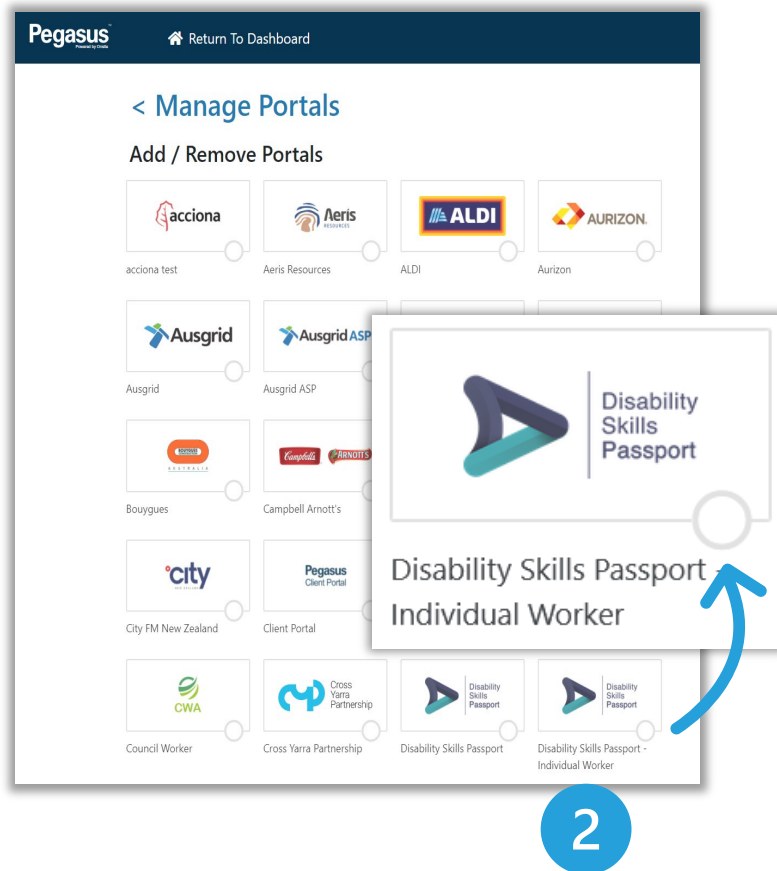
Press Login to continue.

Accessing the Portal



This is your Dashboard in the Pegasus Gateway Portal. Its where you will manage your webpage access to the portal.

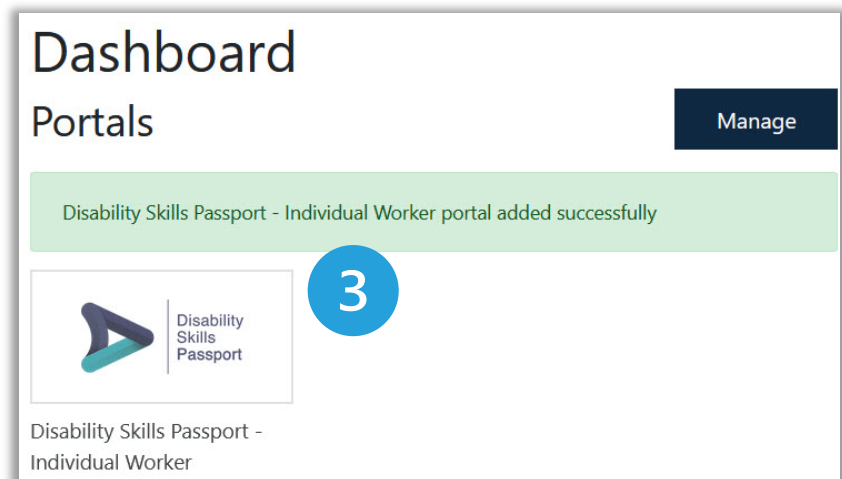
1. Click on Manage to open the list of Portals



2. Scroll to and click on **Disability Skills Passport - Individual Worker** tile.

Other portals will not work for you at this time

3. Once clicked it will be added to your Dashboard and you will be directed back there.

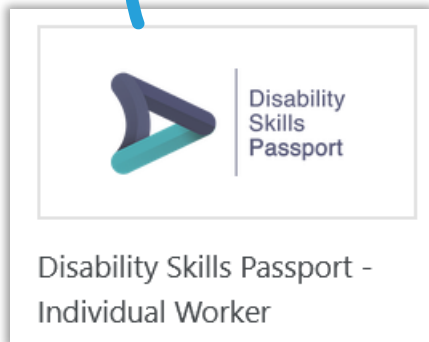


■ Viewing the Individual Worker Portal

The screenshot shows the 'My Profile' page of the Disability Skills Passport Individual Worker Portal. The page is divided into several sections:

- Header:** 'Disability Skills Passport' logo and 'My Profile' breadcrumb.
- Navigation:** 'Home' and 'My Profile' links.
- User Profile:** Harrison Handsome, ID# 3783664, with a profile picture.
- My Contact Details:** A section with an 'Edit Contact Details >' link. It contains three rows of information:

Address:	321 training st, training town, NSW 2300 AU
Phone:	0428888888
Email:	demo@pegasus.net.au
- My Current Roles:** A summary row with three colored circles (green, yellow, red) and a right arrow.
- My Training:** A summary row with three colored circles (green, yellow, red) and a right arrow.
- My Actions:** A section titled 'Pending actions and add/modify your roles'.
- Role Applications:** A section with a button 'Click here to add roles' and a 'Submit Pending roles' button.
- Footer:** Pegasus logo, copyright information, support contact, and a 'Logout' button.

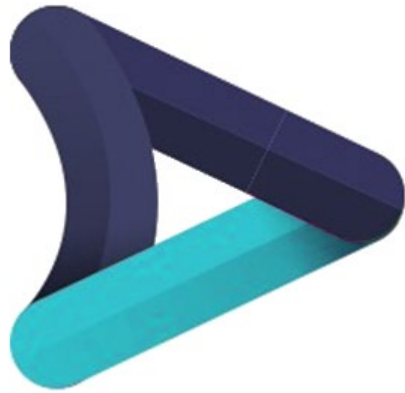


Clicking on the **Disability Skills Passport – Individual Worker** tile from your Dashboard will load your access in the Individual Worker Passport Portal.

You can now apply for Roles in the Disability Skills Passport Portal.

For steps on adding roles, and other guides visit:

<https://disabilityskillspassport.com.au/help-and-resources/>



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For any Questions or Assistance Please Call

1300 192 365

Or Email dsp@pegasus.net.au

disabilityskillspassport.com.au