

Disability
Skills
Passport

Worker Role Portal

Register Workers Guide
V1.1

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■ Logging Into Your Company

Disability Skills Passport

Pegasus[™]
Powered by Onsite

Welcome to the Disability Skills Passport Portal

What is your role?

COMPANY ADMIN WORKER

Company Admin Portal

Login to manage roles and competency checks for your company's *workers*.

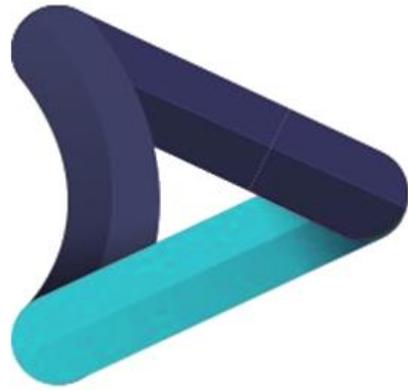
Username

Password

LOGIN

Register
Recover my password
Login with Pegasus Account

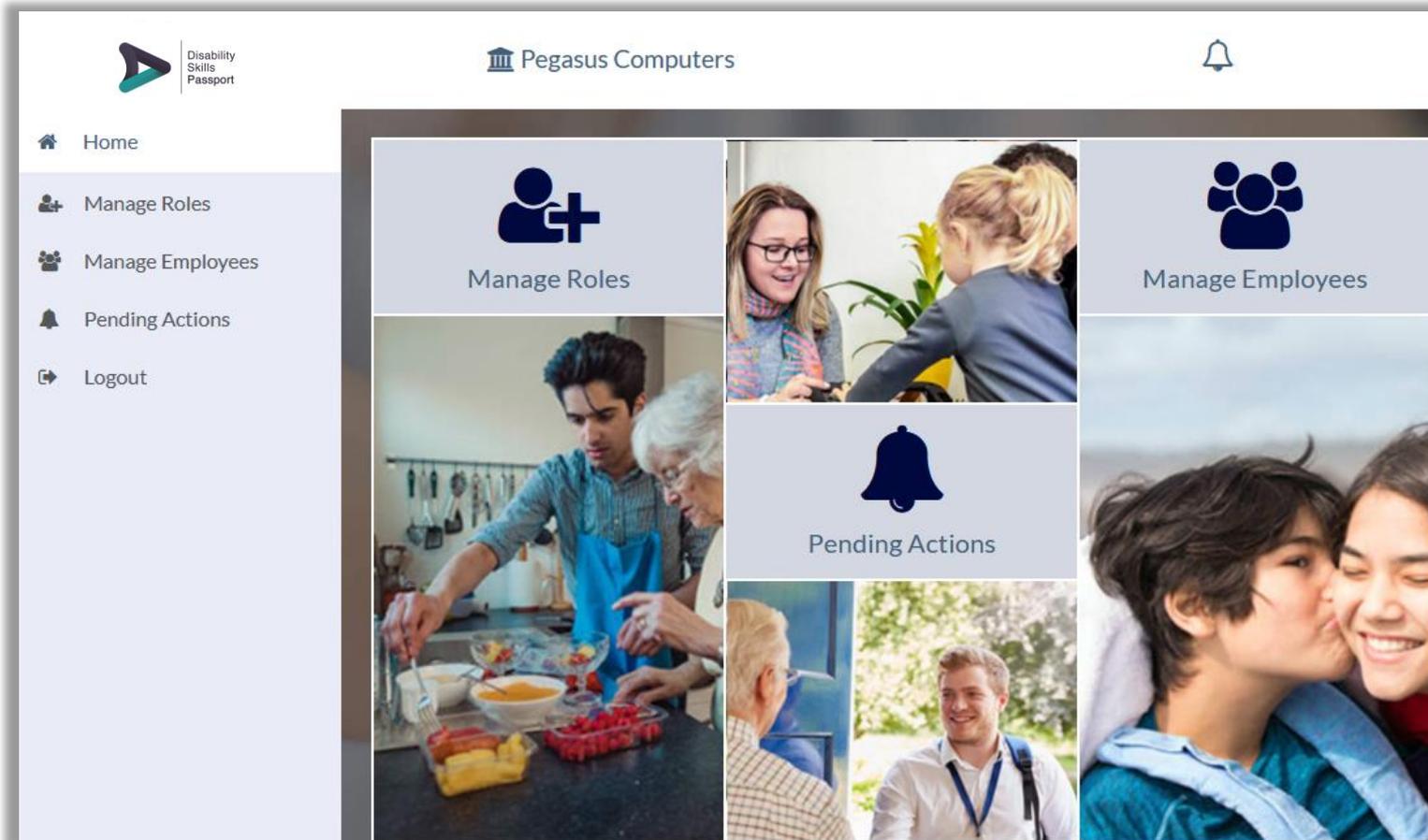
1. Go to <https://dsp.poweredbyonsite.com>
2. Select the Company Admin option – this is used to add, register and edit workers
3. Enter in your provided Username and Password
4. Press **Login** to continue



Disability
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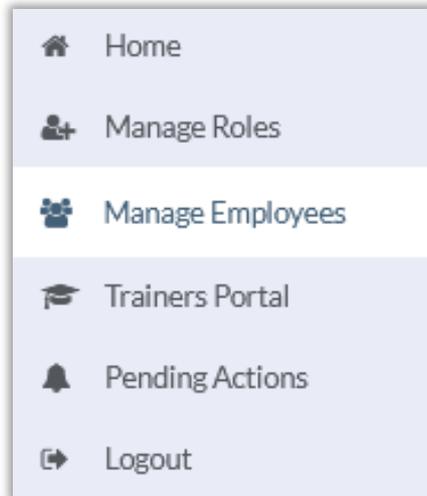
Worker Registration

Register Your Workers



1. Select the **Manage Employees** menu option or tile
2. This will change the screen to view your list of current workers (if any)

Register Your Workers

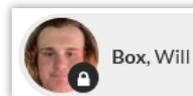


The Manage Employees module is used to view, add and edit personal information, end employment and more importantly, invite the worker to the Individual Worker Portal.

Clicking Manage Employees, will change the screen and you can access the worker's profile.

Status key	
Symbol	Value
	Subscription current
	Subscription expiring
	No subscription or subscription expired

At anytime you can see the status of your worker in the portal by pressing the ? Icon. This will show you where the status is at. One extra icon not shown is a Padlock icon.



This represents the worker has has some documents submitted but is still awaiting verification of those submitted documents/application.

Register Your Workers

The screenshot shows the 'Manage Employees' screen in the Pegasus system. On the left is a navigation menu with options: Home, Manage Roles, Manage Employees (selected), Trainers Portal, Pending Actions, and Logout. The main content area is titled 'Employees' and includes a search bar and an 'ADD NEW EMPLOYEE' button. A list of employees is displayed, with 'Turner, Carol' selected and highlighted in blue. Other employees listed include Tester, Sharon; Three, P; Two, P; User, Demo; Wendt, Tammy; and Willard, Greg. To the right, the 'Manage Employee' section for Carol Turner is shown, displaying her profile picture, ID# 3344733, 'Approved' status, and 'Not yet printed' note. Below this, her personal details are listed: DOB: 02/04/1984, Gender: (blank), Phone: 0883988867, Email: bsatchell@pegasus.net.au, and Address: , AU. At the bottom of this section are buttons for 'Work Roles' (with 0 green, 0 yellow, and 0 red indicators), 'Invite Employee', 'Site Associations', and 'End Employment'.

Viewing the Manage Employees screen, your list of workers is shown here, and you can choose to add a new employee.

There are other options as mentioned previously however, as we are creating a new employee, at this time press Add New Employee.

Register Your Workers

Person



Photo Upload

Upload 

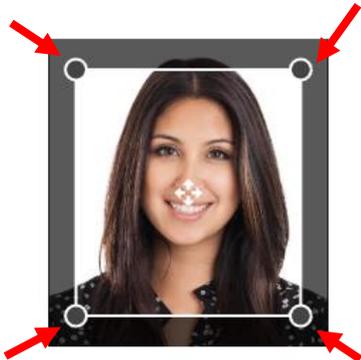


Photo Upload

Done 

The Add New Employee screen will appear on the right hand side of the screen. You can now start entering in the required details for this employee. A Photo will be required. Press the Upload button to proceed.

The photo must be very similar to a passport style photo. This means it must be of the full face and some shoulders, cannot have sunglasses on, and no hat. It must also be in focus and if possible, on a white background behind the person having their photo taken.

You will need to crop the photo to fit the portrait section. To do this, move or pull at the edges of the pins (see arrows) to show the face in the middle of the section.

Press Done when complete. This will then let you continue to answer the questions.

Register Your Workers

Personal Details

Create a new employee



Photo Upload

Upload  Crop 

First Name *	Sally
Middle Name	Middle Name
Last Name *	Mystery
Gender	Female 

[Back to Manage Employees](#) [SAVE & CLOSE](#)

Continue to complete the mandatory items in the list.

Items that are mandatory and must be completed will appear with a red asterisk (*).

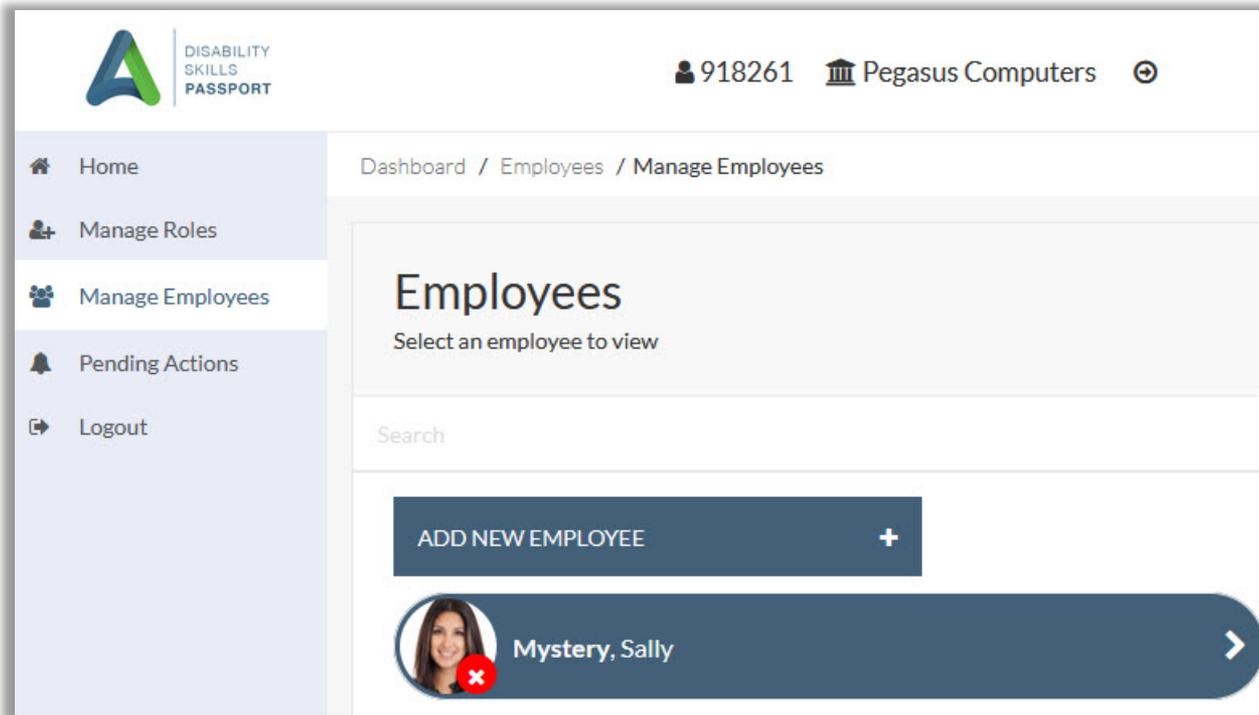
Please enter as much detail as possible.

Once all completed, read and agree to the terms and conditions and then press Save & Close.

* Agree to [Terms and Conditions](#)

[Back to Manage Employees](#) [SAVE & CLOSE](#)

Register Your Workers



The screenshot shows the 'Manage Employees' interface. At the top left is the 'DISABILITY SKILLS PASSPORT' logo. The top right displays the user ID '918261' and the organization 'Pegasus Computers'. A left sidebar contains navigation options: Home, Manage Roles, Manage Employees (highlighted), Pending Actions, and Logout. The main content area has a breadcrumb trail 'Dashboard / Employees / Manage Employees' and a title 'Employees' with the instruction 'Select an employee to view'. Below this is a search bar and a dark blue button labeled 'ADD NEW EMPLOYEE' with a plus sign. A card below the button shows a profile for 'Mystery, Sally' with a red 'x' icon over the profile picture and a right-pointing arrow.

The new employee will now appear in the list of employees under Manage Employees.

If any already existed, you would also see those under this menu.

Click on the new employee created to see more details about that person.

Register Your Workers

Manage Employee

Manage a selected employee



Mystery, Sally 

ID# 3626296
Approved
Not yet printed

DOB: 01/02/1975 Gender: Female
Phone: Email: no@way.com
Address 123 King st, Newcastle, NSW 2300 AU

Work Roles    >

Invite Employee

Site Associations >

End Employment

On the Right Hand of the screen, you can see the newly added employee in more detail. You can see the details that have been given to the employee during the new employee process.

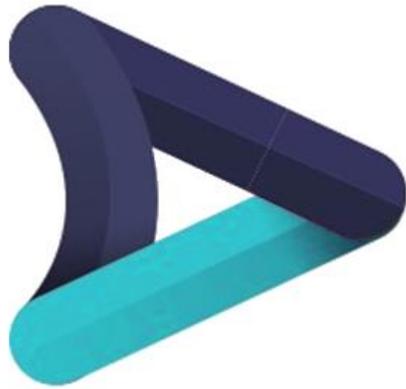


You can see the personal details, but these can always be edited by clicking on the edit icon to the right of the Employees name.

You can now also see:

- Current Work Roles and their status
- Invite Employee Option to the Individual Worker Portal (*not covered in this guide*)
- Site Associations (*not covered in this guide*)
- End Employment (*not covered in this guide*)

Repeat this process for any additional employees.



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For any Questions or Assistance Please Call

1300 192 365

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