

Disability
Skills
Passport

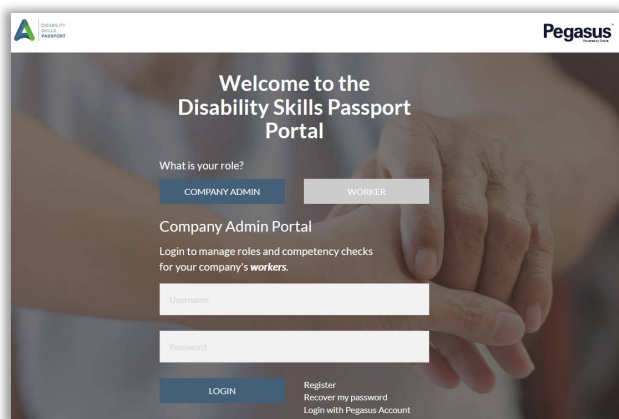
Worker Role Portal

Applying for Roles
V1.2

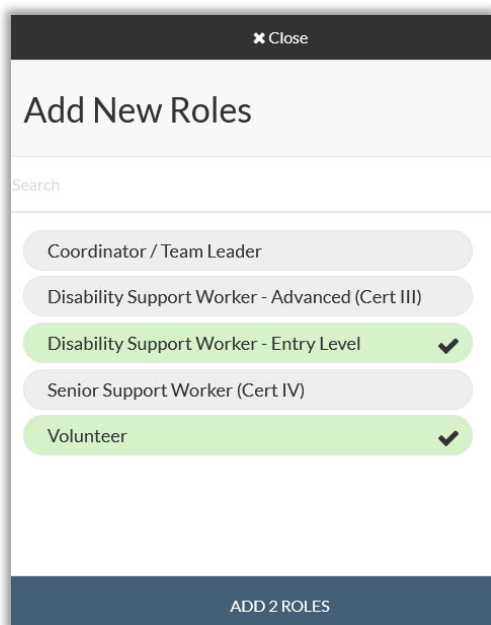
Table of Contents

Introduction	2
Logging Into Your Company	4
Screen Items	5
Select Your Worker	6
Select Site(s)	7
Select Role(s)	8
Managing the Role	9

Introduction



The Disability Skills Passport Portal is where company administrators will view/add workers as well as add and manager worker roles. Administrators can also upload the relevant evidence to support those roles.



Contractor administrators will select the site and the roles their employees will be undertaking. Depending upon what role you choose, will determine what evidence you will need to supply to support that role. Your evidence is verified against the business rules that have been set for the Disability Skills Passport requirements. Approval is then sent to the administrator that submitted the role request.

■ 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

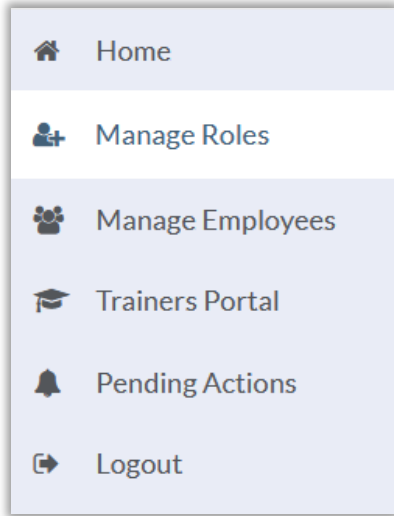
Go to <https://dsp.poweredbyonsite.com>

Select the Company Admin option – this is used to add and edit workers.

Enter in your provided roles portal Username and Password

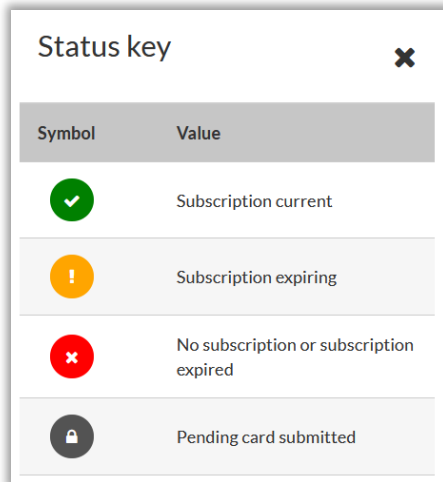
Press **Login** to continue

Screen Items



When selected, the “Manage Roles” menu item will be highlighted.

This feature is used to view or edit any sites and roles your employees have already or, add new site and roles to employees.



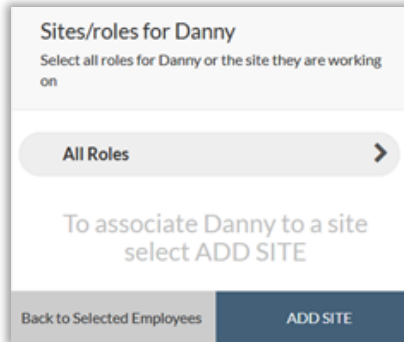
At any time you can press the ? Icon to see the detail legend of the icons that are used in the Portal. Not all icons will show, it depends upon your employees status in the portal.

Select Your Worker

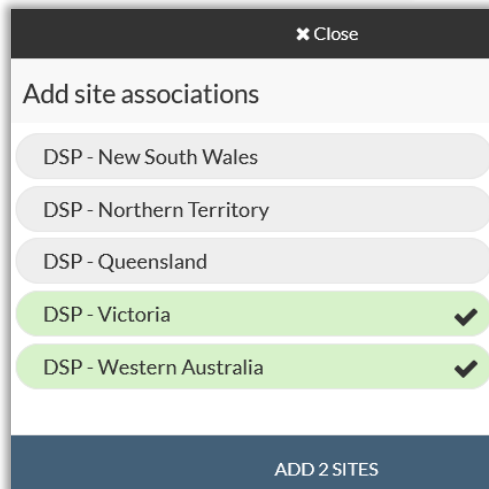
The screenshot displays a two-pane interface for selecting workers. The left pane, titled 'Employees Available', contains a search bar, an 'ADD NEW EMPLOYEE +' button, and a list of four employees: Danny Handsome (with a green checkmark), Zach Handsome (with a red X), Jamie Jamieson (with a red X), and Judith Marble (with a red X). The right pane, titled 'Employees Selected', contains a search bar and a single entry for 'Danny Handsome' with a 'Select' link and a 'CONTINUE' button.

- Select the **Manage Roles** menu option.
- This will change the screen and you can start to add or remote roles for a worker.
- Click on the employee you wish to add sites and roles to.
- Click continue on the right to start the process.

Select Site(s)

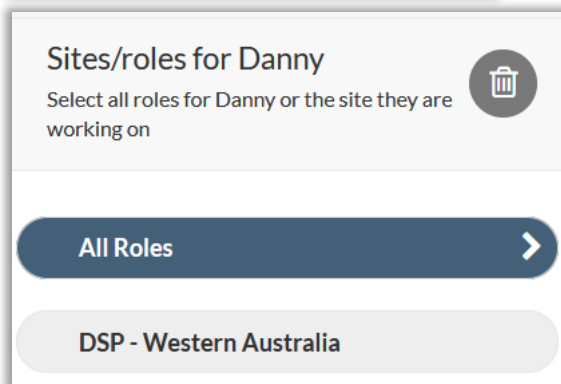


Click “add site” and a new window will open.



Click on the site (state) you wish to work at.


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



You can see the site associated to the worker as it will show in the list. If you accidentally add sites by mistake, 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

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

All roles for Danny Handsome

Search 

 Disability Support Worker - Entry Level >

 Volunteer >

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

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.

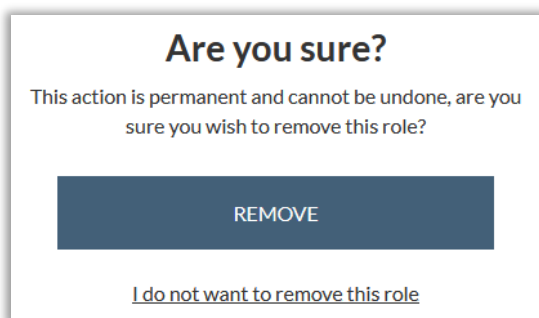
The role(s) are now added against the worker. You can see the status of the role that has been added with the ? icon.

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, it will be highlighted. Then press the rubbish bin icon.














This will ask if you want to remove this role from your list of roles. While it says that this can not be undone, you can run through the adding roles process again and re-add the role you deleted, at a later time.



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

Status	Types
 Verified	 File upload
 Awaiting submission	 Photo upload
 Unfilled	 Training enrolment
 Expiring soon	 Question
 Expired	 Upload Proof or Do Training
 Returned or rejected	

The role will now show you a list of Mandatory and optional competencies. Each mandatory competency component will require an action against them in order to fulfil the Role requirements.

The key to the left shows the status of a competency or the type of action required to fulfil the competency.

Competency


Identity.Govt Licence/Authority.Proof of ID


Business Rules



Business rules accompany each competency so you access the requirements for the upload. Press this button to find out the acceptable evidence that can be uploaded.

MANDATORY 1/8 ▼

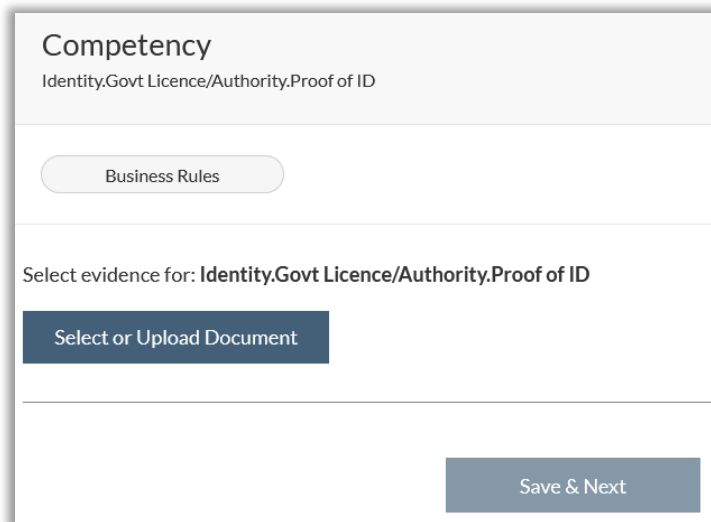

Identity.Govt Licence/Authority.Proof of ID


>

When you click on the first competency for the role chosen “Volunteer” and we can see its Identity.Govt License/Authority.Proof of ID.

We need to supply supporting documentation for this competency.

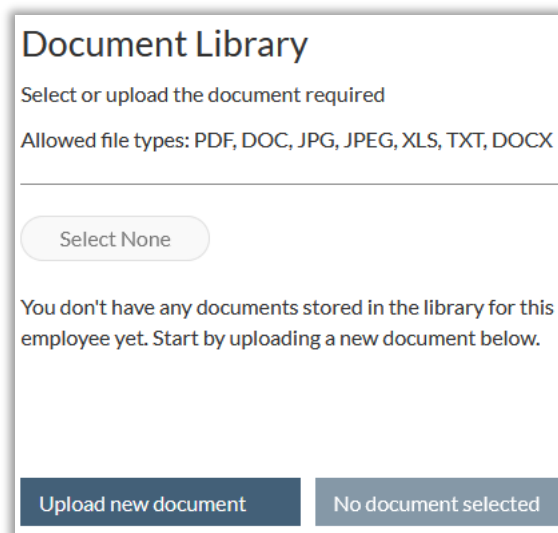
Managing the Role



The screenshot shows a web interface for configuring a competency. At the top, the title is "Competency" with the identifier "Identity.Govt Licence/Authority.Proof of ID" below it. A "Business Rules" button is visible. The main section is titled "Select evidence for: Identity.Govt Licence/Authority.Proof of ID" and contains a prominent "Select or Upload Document" button. At the bottom right, there is a "Save & Next" button.

This competency is capturing the Identity.Govt Licence/Authority.Proof of ID for Danny Handsome.

Here we need to click on the “Select or Upload Document” button. This will then open the document library tool.



The screenshot shows the "Document Library" interface. It prompts the user to "Select or upload the document required" and lists allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX. A "Select None" button is present. A message states: "You don't have any documents stored in the library for this employee yet. Start by uploading a new document below." At the bottom, there are two buttons: "Upload new document" and "No document selected".

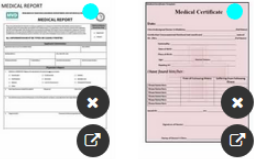
For competency uploads that have a file requirement, this will trigger the document library option. More information about the document library is on the next page.

Managing the Role – About the Document Library

Competency
OH&S-WHS.Certificate.Work Safely in the Construction Industry - White Card

Select evidence for: OH&S-WHS.Certificate.Work Safely in the Construction Industry

Select or Upload Document



[Add more documents](#)

Extra information required:

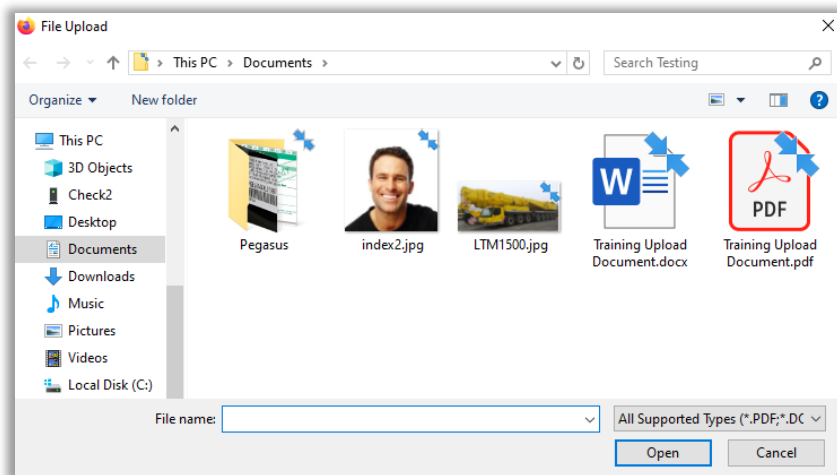
Group *	OH&S-WHS.Induction.Construction QLD
Issue Date	dd/mm/yyyy

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.

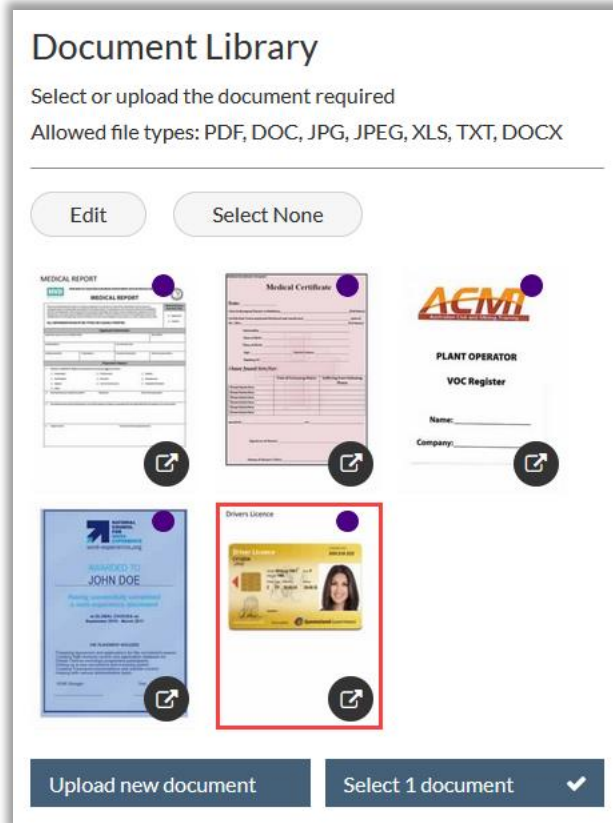
Upload new document



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

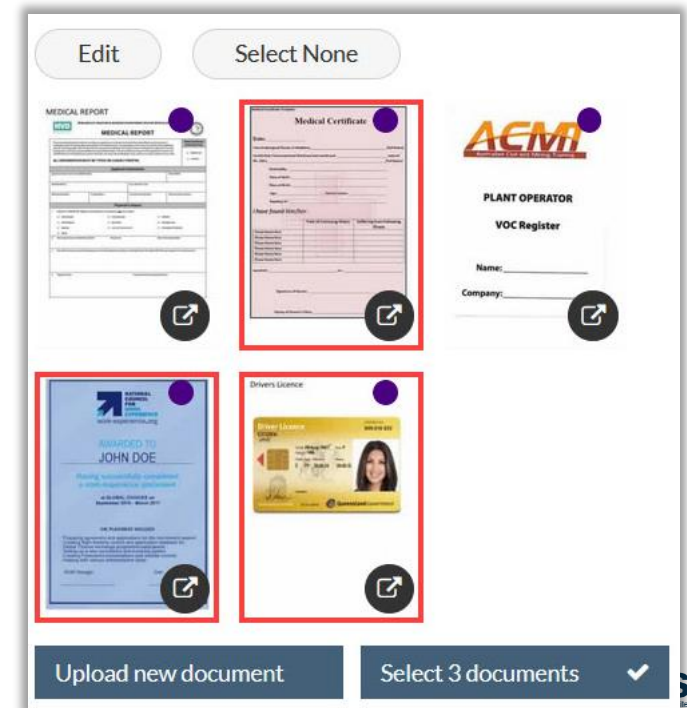


Multi-Page PDF documents are read by the library and pages are extracted so they can be previewed. The arrow in the bottom right of each icon allows you to preview the file in a new window to see contents in more detail.

Multiple documents can be selected there are several pages required for the competency.

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. 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 you are viewing.



■ Managing the Role – About the Document Library

Edit

Select None

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

Document Library

Select or upload the document required

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

Finished Editing

Remove All



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.

Managing the Role

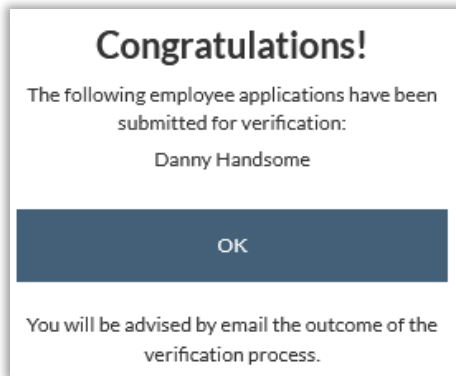
The screenshot displays two side-by-side panels from the Pegasus system. The left panel, titled 'Competencies for Danny Handsome' (Role: Volunteer), shows a list of mandatory competencies. The list includes: Identity, Govt Licence/Authority, Proof of ID; Government, Govt Licence/Authority, Police Check; First Aid, Certificate, HLTAID003 - Provide First Aid; Government, Certificate of Completion, NDIS Worker Orientation; Training & Assessment, Certificate, Infection Control - Covid 19; Government, Govt Licence/Authority, NDIS Worker Screening Check; Government, Govt Licence/Authority, Vevo Check - Rights to Work in Australia; and Photo (which is marked as completed with a green checkmark). A 'Back to Roles' button is at the bottom. The right panel, titled 'Competency', shows a photo upload interface with a 'Photo Upload' section containing an 'Upload' button and a 'Submit' button. A 'Back to Roles' button is also present at the bottom of this panel.

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 start the next steps.

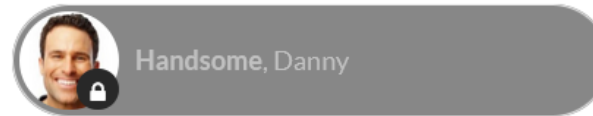
■ Managing the Role



The application for this worker and the role chosen has now been submitted to Pegasus. Pressing Ok will return you to the portal home page.

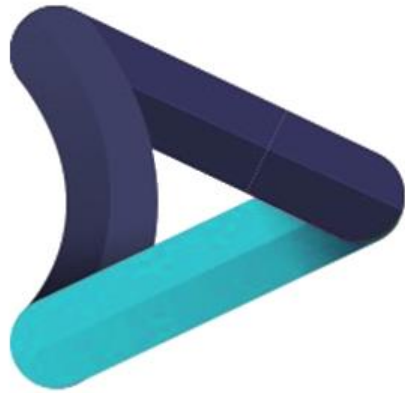
You can at any time click the status icon to see the status of your workers. The padlock icon has now been added.

Symbol	Value
	Subscription current
	Subscription expiring
	No subscription or subscription expired
	Pending card submitted



Any worker with a padlock icon, cannot apply for new roles until the current submission has been approved or returned to you as the administrator. Administrators will be informed at every stage via email, whether it is the approval or return process, you can stay on top of your workers status.

Pegasus will now review the data uploaded and verify or return it to you as the administrator, if it does not meet the business rules.



Disability
Skills
Passport

PegasusTM
Powered by Onsite

For any Questions or Assistance Please Call

1300 192 365

Or Email [**dsp@pegasus.net.au**](mailto:dsp@pegasus.net.au)