

Register an Organisation

January 2009

Introduction

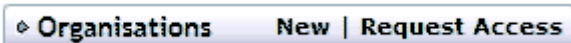
Access to Spatial Datamart requires user registration and authorisation. This information sheet describes the process of registering an Organisation as an authorised user.

Registration

- Go to <http://services.land.vic.gov.au/MyProfile>
- Log-in with your username and password, if you have not already registered, you can do so by clicking "Register" in the left menu. See: User Registration Guide for more details.

If you cannot see your profile details click on "View My Details" in the left menu.

- Click on "New" from the Organisations menu bar.



- Enter your organisation details:

- If you require the access to applications your organisation users have, Click on the Security Tab:

Spatial Datamart Contact Details

The Spatial Information Infrastructure group (DSE).
Please address any feedback or queries to vicmap_data@dse.vic.gov.au or (03) 8636 2333.

- Add yourself as a User Member by clicking on the "Add" button next to User Members.

- Click on your name in the Select User pop-up and then click "Save".

The MyProfile Administrator will now verify and approve your Organisation. Once this has been approved you will have receive an email confirmation.

Access to Applications:

- Log-in to MyProfile and click on your Organisation name in "View My Details".
- Click on the "Request Access" button above the organisation details.

- Select your Organisation and the application your organisation requires access to "Spatial Datamart" from the options available.

- Click "Save"

Confirmation of your request will be emailed to you by the appropriate Application Administrator. Once this has been received all users of your Organisation will have access to the application. Users can verify their access via the "View My Details" page under Applications.

