

NSW Ports Online Portal – User Registration Guide

Rose Day | June 2022 | Version 1.0

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1. Introduction

The Online Portal (“the Portal”) has been developed by NSW Ports to allow registered users to. Outlined below are the steps to register a user to obtain access to the content in the Portal.

Note: each user must register via individual submission.

2. User Registration Process

2.1. Completing the Online Portal Access Request

2.1.1. Portal link

Click on the link to complete and submit your request for access to the Portal.

Portal Link: <https://forms.office.com/pages/responsepage.aspx?id=VIYAcSf6jE-W6h78JkmXgbCJnJu1VLpLvMgl3P7YhfxUMEVIMIFOVUQzV1hTTU5GTTN05KUVM1SS4u>

2.1.2. Form Completion

You will be asked to provide the following information as a part of the registration process:

Full name

Email address

Contact phone number

Company (this is the company you are representing to access the Portal)

Your **position** in the company listed above

Location (you will need to select all the locations that apply to your area/s of operation); and

Reason for your location selections.

Read and acknowledge the Terms of Access and Use and then click on 

2.1.3. Registration acknowledgement

You will then receive a registration confirmation email (see below). NSW Ports will review your submission within 2-3 business days and process the registration.

You do not need to take any action with this email.

Acknowledgement of Your Access Request Submission Inbox x

Online Portal <onlineportal@nswports.com.au>
to me ▾


Thank you Halim Ansari Test3 for your registration for access to the NSW Ports Online Portal.

A member of the NSW Ports team will review your submission in the next 2-3 business days and process your registration.

You will receive an email from address onlineportal@nswports.com.au with further steps to complete the registration process.

For any questions or to follow up your registration please contact NSW Ports via email at onlineportal@nswports.com.au.

Online Portal
E: onlineportal@nswports.com.au | www.nswports.com.au



← Portal Access Request created

OP Online Portal <onlineportal@nswports.com.au>
To: You Tue 31/05/2022 4:13 PM

Hello Test - Rose,

Thank you for registering for the NSW Ports Online Document Portal.

Your registration has been approved and you have been given access to the following sites:

- [Port Kembla](#)


You will receive a separate email invitation shortly to complete the registration process to access the portal. Once you receive this email, please click on the link provided in the email follow the prompts to accept the invitation and gain access to the portal.

Please note: you will receive one email per site you have been allocated to.

If you do not receive the email/s with the invitation, please check your junk/spam folders in the first instance.

For any issues regarding registration and access please contact NSW Ports via the following email: onlineportal@nswports.com.au

Online Portal
E: onlineportal@nswports.com.au | www.nswports.com.au



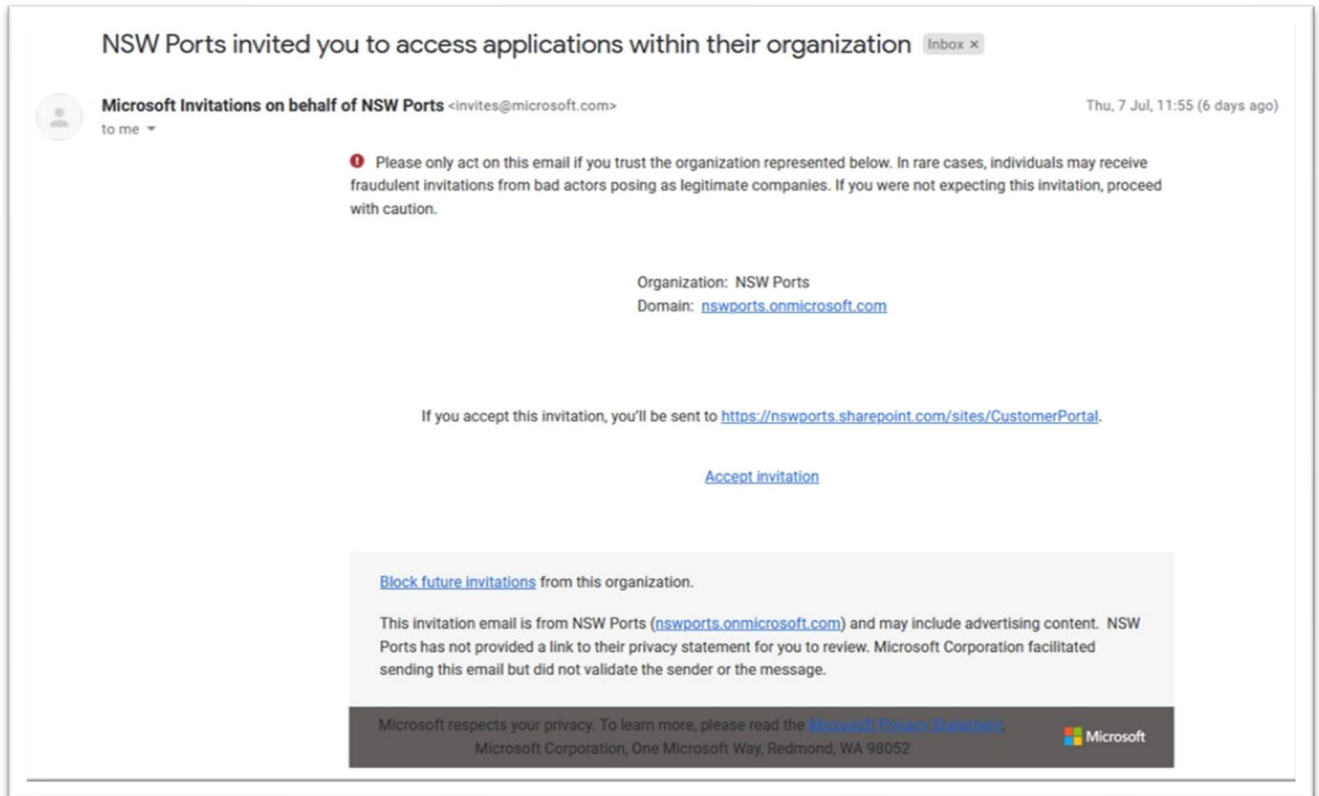
This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of NSW Ports.

If you have not received any further correspondence within 3 business days, please email onlineportal@nswports.com.au.


2.1.4. Registration Completion

To complete the Registration Process, accept the invitation you would have received as seen below.

Note: If you do not have a Microsoft account then you might need to create one to access the NSW Ports document portal.



The screenshot shows an email interface with the following content:

- Subject:** NSW Ports invited you to access applications within their organization Inbox x
- From:** Microsoft Invitations on behalf of NSW Ports <invites@microsoft.com> to me ▾
- Date:** Thu, 7 Jul, 11:55 (6 days ago)
- Warning:** Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.
- Organization:** NSW Ports
- Domain:** nswports.onmicrosoft.com
- Acceptance Link:** If you accept this invitation, you'll be sent to <https://nswports.sharepoint.com/sites/CustomerPortal>.
- Action:** [Accept invitation](#)
- Footer:** [Block future invitations](#) from this organization. This invitation email is from NSW Ports (nswports.onmicrosoft.com) and may include advertising content. NSW Ports has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message. Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#). Microsoft Corporation, One Microsoft Way, Redmond, WA 98052 



Further information

Rose Day

0439 504 666

onlineportal@nswports.com.au