

Transport Standards Portal Registration (External)

Version: 2.2

September 2024

Table of contents

1	Transport S	Standards Portal Overview	3
2	Registratio	n Steps for External Users	3
Step	1: Create a	Transport Standards Portal Account	4
Step	2a: Register	r an account (Standard User)	5
Step	2b: Register	r an account (Asset Steward)	8
Step	3a: Activate	Registration1	2
Step	3b: Multifact	tor Registration1	4
Step	4: Upgrade	an existing Standard User to Asset Steward1	8
Арре	endix A	Project Unique Number	3
Sear	ch for Valid I	Project Unique Number2	3
Арре	endix B	Portal Support	4
What	t if I need as	sistance during the registration process?2	4

1 Transport Standards Portal Overview

The Transport Standards Portal allows internal and external users of TfNSW to register and create a user account to make the most of the benefits offered in the portal.

Benefits of creating a user account:

- Customise your searches
- Save search filter selection for quick access later
- Mark standards as favourites and access them easily
- Receive notifications about updates to favourite standards
- Provide comments on standards open for consultation
- Apply for a concession against a Transport standard
- Endorse concessions as Asset Steward

2 Registration Steps for External Users

To access the functionality of the Transport Standards Portal, you will need to complete the steps below. If you are an **Asset Steward** and you have previously registered as a Standard User in the Transport Standards Portal, you can skip to **Step 4** so you will be able to endorse concessions.

- Step 1: Create a Transport Standards Portal Account
- Step 2a: Register an Account (Standard User)
- Step 2b: Register an Account (Asset Steward)
- Step 3: Activate Registration
- Step 4: Upgrade Standard User to Asset Steward

Step 1: Create a Transport Standards Portal Account

To register and create an account as an external user:

1. Open a web browser and go to https://standards.transport.nsw.gov.au/

The Transport Standards home page displays (see Figure 1).

A NSW Government website						, ,	
Transport for N	ISW					Q	Log in
About Transport Standards Portal Contact us User Guide							
Home > Register	Why register?	Favourite standards Save standards to fercurites and	C Receive alerts	Participate in consultation			
1A - Scroll to the bottom of the page	Suid watech that watech that guick access barr Endorse concessions. Endorse concessions. Endorse concessions. Hypu are an Accessions of you are an Accession of Accession Custodian	ecces your could list of transferio	address to save a standards by enal	Provide comments on standards open for consultation			

Figure 1 – Transport Standards home page (Create account)

- 2. Click Create an Account, as shown in Step 1B Figure 1.
- 3. The **Create an Account** page appears. As an external user, you have two options.
- Step 2a: Register an account (Standard User), or
- <u>Step 2b: Register an account (Asset Steward)</u>

Note: For **Asset Steward**, follow the steps in Step 2a and select **Asset Steward** in the role you want to be associated with. Use 2b as a guide for finding the correct **Project Unique Number. Asset Custodian** is only available for internal transport staff; for this registration refer to the internal portal registration guide.

Only select **Asset Steward** if you need to engage in the Concessions process as an endorser.

Step 2a: Register an Account (Standard User)

- The Create an Account page (Figure 2) has three account options (Standard User, Asset Steward and Asset Custodian). Only Transport employees can be registered as an Asset Custodian and non-Transport email addresses will not be approved during the registration process. The following steps are for registering as a Standard User.
- 2. Complete all mandatory fields shown in Table 1 (identified by an *).

First name *	
Last name *	
Role you would like to get associated as *	
Standard User	~
Email *	
Confirm email *	
Mobile *	
Organisation name *	
Organisation address	
Position title	
Organisation phone number	

Figure 2 – Create an account (Standard User) form

Fields	Action	Mandatory (M) or Optional (O)
First name	Enter your first name	М
Last name	Enter your last name	М
Role	Select Standard User	М
Email	Enter your email, preferably your work email	М
Confirm email	Re-enter your email.	М
Mobile	Enter your mobile phone number.	М
Organisation name	Enter the name of your organisation	М
Organisation address	Enter the address of your organisation	0
Position title	Enter your Position title	0
Organisation phone number	Enter your work phone number	0

Table 1	- Standard	User	Field	Reo	uirements.
	otuniaura	0001	I ICIG	1100	

3. Ensure you have read the Terms and Conditions and the Privacy policy before checking the box (Figure 3).

I have read the Terms and co	ondition and the Privacy policy *
JdemYqx	
Generate a new image Play the aud	lio code
Enter the code from the image	
Create account Clear Fiel	ds



- 4. Enter the code from the image into the field provided, noting that it is case sensitive.
- You can generate a new code if the code displayed is not clear to read. To generate a new code, click **Generate a new image** that appears as a link below the image.
- You can also listen to the code: To listen to the code, click **Play the audio code** that appears as a link below the image.
 - 5. Click Create account
 - 6. The form will validate the information entered and provide feedback if any fields require your attention.

Otherwise, your account will be submitted successfully (Figure 4).

A NSW Government website							
Transport for N	SW		م	Log in			
About Transport Standards Portal Contact us User Guide							
Home > Register							
Create an account							
Submission completed successfully.				x			
Contacts and resources Key business contacts Asset Management reference materials Safe Work Australia Austroads Internal staff only Transport portal	What's happening News and events Sydney Metro news Roads and Waterways news and events Monthly activity reports	TfNSW sites Transport for NSW Centre for Road Safety Roads and Waterways Partners and suppliers Sydney Metro Sydney Trains	Quick links About us Projects Operations Industry Data and research				
		Asset Management Branch					

Figure 4 – Create an account (Successful Submission)

Go to Step 3a: Activate Account.

Step 2b: Register an Account (Asset Steward)

The following steps are for registering as an Asset Steward.

Select **Asset Steward** only if you are engaged in the **Concessions process** and need to endorse concession requests. By registering as an **Asset Steward**, you will be registered first as a **Standard user** by default to access the Transport Standards Portal and as an **Asset Steward** after the concessions administration team has confirmed your registration as valid.

For additional information on finding a valid Project Unique Number refer to these instructions <u>Search for Valid Project Unique Number</u>.

1. Complete all mandatory fields shown in Table 2 (identified by an *).

Create an account
First name *
Lost name *
Role you would like to get associated as *
Solect Asset Steward only in you are engaged in concessions process, by registering as an Asset Steward you will also be registered as a Standard user by default to access Transport Standards.
Asset Steward 🗸
Email *
Confirm email *
Mobile *
Organisation name *
Organisation address
Position title
Organisation phone number
TAO authorisation number (if applicable)
Select 🗸
ABN *
Project Unique number *
Enter the project unique identification number you want to be registered to (starting with P.) Click <u>here</u> to download the project list.

Figure 5 – Create an account (Asset Steward) form

Fields	Action	Mandatory (M) or Optional (O)
First name	Enter your first name	М
Last name	Enter your last name	М
Role	Select Standard User	М
Email	Enter your organisation email	М
Confirm email	Re-enter your email ID.	М
Mobile	Enter your mobile phone number.	М
Organisation name	Enter the name of your organisation	М
Organisation address	Enter the address of your organisation	0
Position title	Enter your Position title	O (Recommended)
Organisation phone number	Enter your work phone number	0
TAO authorisation number (if Applicable)	Select your organisation from the list	0
ABN	Enter your organisations ABN	М
Project Unique number	Enter the project's unique identification number you want to be registered to (starting with P.)	М

Table 2 - Asset Steward User Field Requirements

2. Ensure you have read the Terms and Conditions and the Privacy policy before checking the box (Figure 6).



Figure 6 – T&C and Privacy

- 3. Enter the code from the image into the field provided, noting that it is case sensitive.
- You can generate a new code if the code displayed is not clear to read. To generate a new code, click **Generate a new image** that appears as a link below the image.
- You can also listen to the code: To listen to the code, click **Play the audio code** that appears as a link below the image.

- 4. Click Create Account.
- 5. The form will validate the information entered and provide feedback if any fields require your attention.
- 6. Otherwise, your account will be submitted successfully (Figure 7).

A NSW Government website								
Transport for NS	SW		Q	Log in				
About Transport Standards Portal	About Transport Standards Portal Contact us User Guide							
Home > Register								
Create an account	Create an account							
Submission completed successfully.				x				
Contacts and resources Key business contacts Asset Management reference materials Safe Work Australia Austroads Internal staff only Transport portal	What's happening News and events Sydney Metro news Roads and Waterways news and events Monthly activity reports	TfNSW sites Transport for NSW Centre for Road Safety Roads and Waterways Partners and suppliers Sydney Metro Sydney Trains Asset Management Branch	Quick links About us Projects Operations Industry Data and research					

Figure 7 – Upgrade account (Successful Submission)

7. An acknowledgement email will be received (Figure 8) to advise your update has been received by the concessions administration team.

Hello John R,
Your user registration request as Asset Steward has been submitted and will be actioned soon.
You will be registered as a Standard user by default.
Thanks, Admin - Transport for NSW Standards Concessions Team
This is an automated email. Please do not reply to it.

Figure 8 – Example notification (Submit)

 After the concessions administration team has completed the Asset Steward approval process, a further email will notify you (Figure 9) when your request for Asset Steward registration is approved. Hello John R,

Your registration request as Asset Steward has been approved.

You are registered as a Standard user by default.

Click the following link to login to the Transport Standards Portal : <u>TfNSW Standards Portal</u>

Thanks, Admin - TfNSW Standards Concessions Team

This is an automated email. Please do not reply to it.

```
Figure 9 – Example notification (Approval)
```

If your request for **Asset Steward** is rejected, please contact the Transport for NSW concessions administration team via the Standards mailbox for further information.

Go to Step 3a: Activate Registration.

Step 3a: Activate Registration

The following steps activate the email provided during Step 2a and Step 2b: Create an account on the Transport Standards Portal.

1. After submitting the request, you will receive an email notification (Figure 10) about your user registration request.

Your registration request has been submitted			
svc_aspt_Admin <svc_aspt_admin@transport.nsw.gov.au> To (1) This message was sent with Low importance.</svc_aspt_admin@transport.nsw.gov.au>	🙂 🕤 Reply	Keply All	→ Forward
Hello Last, First ,			
Your registration request for Transport Standards Portal has been submitted.			
Thanks, Admin - Asset Standards Publishing Technology			
This is an automated email. Please do not reply to it.			
This email is intended only for the addressee and may contain confidential information. If you receive this ema immediately by reply email. Transport for NSW takes all care to ensure that attachments are free from viruses or other consequences which may arise from opening or using an attachment.	il in error please delet or other defects. Tran	e it and any attachmen sport for NSW assume	nts and notify the sender e no liability for any loss, damage
Consider the environment. Please don't print this e-mail unless really necessary.			

Figure 10 – Request submission email notification

2. You will receive another email notification within about 30 minutes with a link to activate your registration (Figure 11).



Figure 11 – Registration activation email notification

- 3. Click the TfNSW Standards Portal link in the email.
- 4. The Sign up with invitation code screen appears (Figure 12).

A NSW Government website	
NSW Transp	ort for NSW Q Log in
About Transport Standar	ds Portal Contact us User Guide
Sign in Redeem	invitation ation code
* Invitation code	Popqs2PbD-rr8NLcWXA4svtcGou-FaUuWJ-rinM4M3L-XQpF87-1fLxzFyT9jv1iaxuVacUpqT6y5QWVqeuepyV3xDsy3APMij1iCE5VT-hivfv
	I have an existing account
	Register Click here



- 5. Click **Register**, as shown in Figure 12.
- 6. The redeeming code appears on the following screen (Figure 13).

A NSW Government website				
NSW Trar	sport for NSW		Q	Log in
About Transport Sta	dards Portal Contact us User Guide			
Sign in Red	em invitation			
Redeeming code: 2JGcBXpfLr9j8-2	:VDi5pkvSVG-pY30BBol9hyGjbSZF4smGBWU8uUTyg qbJClxunn9iUx3zM4mcRTSHdvcja-ay4uNGe68Vz75t	/RCuhxBEIXuzuOmtPiOPhJQhg-OYkNJRJtEkeaPR-T ezmaya4BHfhnrTzEk-	xNEW7fSCL	
Register using a	external account			
CLICK HERE TO LOG	Click here			

Figure 13 – Login screen

7. Click CLICK HERE TO LOGIN.

As an external user, you will be redirected to associate the email address you entered during registration with the Transport Standards Portal. Follow the steps in **Step 3b** to complete account verification.

Step 3b: Multifactor Registration

The following steps are required to verify a new account in the Transport Standards Portal.

1. Open the email from Transport for NSW and copy the **Account verification code** seen in Figure 14.



Figure 14 – Account Verification Code

2. Paste the Account Verification Code into the Transport Registration (Enter code) screen (Figure 15).

Enter code We just sent a code to johncitizen@xyz.com.au	TRANSPORT	
We just sent a code to johncitizen@xyz.com.au	Enter code	
	We just sent a code to	johncitizen@xyz.com.au
Enter code	Enter code	
		Sign in

Figure 15 – Transport Registration (Enter code)

3. Accept the Permissions requested by Transport for NSW (Figure 16).

Microsoft		
IVIICIOSOIT		
Iohncitizen@xyz.com.au	L	
Permissions	requested	by:
Transport for NSW transportcloud.onmi	crosoft.com	
By accepting, you all	low this organiza	ation to:
✓ Receive your profil	e data	
✓ Collect and log you	ur activity	
✓ Use your profile da	ata and activity dat	а
You should only accept if Transport for NSW's priva permissions at https://my Learn more	you trust Transport icy statement. You ca raccount.microsoft.co	for NSW. Read an update these om/organizations.
This resource is not	shared by Mic	rosoft.
	Cancel	Accent

Figure 16 – Permissions requested by Transport for NSW

4. To protect your account, the Microsoft Authenticator setup begins (Figure 17). If you want to use a different authenticator app, for instance, your organisation uses a different authenticator, Click the link I want to set up a different method at the bottom left of the screen.

Note: If you are unsure how to do this, please get in touch with your organisation's support desk.



Figure 17 – Keep your account secure

5. Complete the steps required in the **Microsoft Authenticator** application. For assistance with this, please refer to the Microsoft website. Currently, the link explaining this is:

Microsoft Authenticator - Help

6. Login to the Transport Standards Portal using your account (Figure 18)



Figure 18 – Pick your account

You will be directed to the Transport Standards Portal home page (Figure 19).
 You can confirm that you are logged in via seeing My account in the top right.



Figure 19 – Transport Standards Portal (Home Page)

Step 4: Upgrade an existing Standard User to Asset Steward

1. At the top right-side corner, the **Login** changes to **My account** once you are signed in, as shown in Figure 20.

A NSW Government website			
Transport for N	sw		Q My account
About Transport Standards Portal	Contact us User Guide		
Transport St Home for technical and asset r Transport for NSW Search standards	andards		
Fast track to			
Search standards	Latest standards	Open for consultation	Asset Management at Transport
\rightarrow	\rightarrow	\rightarrow	\rightarrow

Figure 20 – Transport Standards Home page after logging in

2. Click **My account** to view **My profile.** By default opening My account will send you to the **Favourite standards** page (Figure 21).

Transport for NSW	Q 👲 My account		
About Transport Standards Portal Contact us User Guide			
Home > My account > Favourite standards			
Favourite standards	My account		
Following list contains all your favourite standards. You can also turn alerts on/off by clicking the bell icon for your favourite standards individually. If you turn off an alert for a standard, you will not	Favourite standards		
receive any email notifying you of any update regarding that standard.	Manage saved searches		
	Standard consultation		
	My profile		
	Sign out		

Figure 21 – My Account

3. Use the link on the right side of the screen and click on My profile (Figure 22).

A NSW Government website		
Transport for NSW	Q 🛓 My account	
About Transport Standards Portal Contact us User Guide		
Home > My account > Manage profile		
y profile My account		
First name: John Favourite standards		
Last name: Citizen	Manage saved searches	
User Role: Standard User		
Email: joe@xyz.com.au Standard consultation		
Mobile: 0414000000 My profile		
Organisation name: XYZ P/L		
ganisation address: Barangaroo Sign out		
Position title: Senior Engineer		
Organisation phone number: 0414000000		
Update details		

Figure 22 – My profile

- 4. Click Update details to open the Update account details screen.
- 5. Select Asset Steward as the role you want to be associated with (Figure 23).

Note: Asset Custodian is for Internal Transport staff only.

A NSW Government website		
Transport for NSW	Q	My account
About Transport Standards Portal Contact us User Guide		
Home > My account > Manage profile > Update account details		
Update account details		
First name *		
John		
Last name *		
Citizen		
Role you would like to get associated as:		
Asset Steward		
Asset Custodian		

Figure 23 – Select Asset Steward as the role

6. Confirm all mandatory fields (denoted by *) have been entered. A list can be seen in Table 3.

Fields	Action	Mandatory (M) or Optional (O)
First name	Enter your first name	Μ
Last name	Enter your last name	Μ
Role	Select Standard User	Μ
Email	Enter your email, preferably your work email	Μ
Confirm email	Re-enter your email ID.	Μ
Mobile	Enter your mobile phone number.	Μ
Organisation name	Enter the name of your organisation	Μ
Organisation address	Enter the address of your organisation	O (Recommended)
Position title	Enter your Position title	O (Recommended)
Organisation phone number	Enter your work phone number	0
TAO authorisation number (if Applicable)	Select your organisation from the list	0
ABN	Enter your organisation ABN	
Project Unique number	Enter the project's unique identification number you want to be registered to (starting with P.)	М

Table 3 - Asset Steward User Field Requirements

7. Add a Project Unique Number into the field provided Figure 24.

Projects		
lease add the projects	you are associated with. Click \underline{here} to download the project list.	
Add Project		
Project 1		~
Project Unique Numl	ber*	
Project Unique Numl Enter the project unic	per* jue identification number you want to be registered to (starting with P.)	
Project Unique Numl	per* Jue identification number you want to be registered to (starting with P.)	
Project Unique Numl Enter the project unic	per* jue identification number you want to be registered to (starting with P.)	
Project Unique Numl Enter the project unic	per* ue identification number you want to be registered to (starting with P.)	

Figure 24 – Add Project Unique Number

- 8. Click Update Details.
- 9. The form will validate the information entered and provide feedback if any fields require your attention.

10. Otherwise, your account will be submitted successfully (Figure 25).

A NSW Government website				
Transport for N	sw		Q	Log in
About Transport Standards Portal	Contact us User Guide			
Home > Register				
Create an account				
Submission completed successfully.				х
Contacts and resources Key business contacts Asset Management reference materials Safe Work Australia Austroads Internal staff only Transport portal	What's happening News and events Sydney Metro news Roads and Waterways news and events Monthly activity reports	TfNSW sites Transport for NSW Centre for Road Safety Roads and Waterways Partners and suppliers Sydney Metro Sydney Trains	Quick links About us Projects Operations Industry Data and research	

Figure 25 – Upgrade account (Successful Submission)

11. An acknowledgement email will be received (Figure 26) to advise your update has been received by the concessions administration team.

Hello John R,

Your user registration request as Asset Steward has been submitted and will be actioned soon.

You will be registered as a Standard user by default.

Thanks,

Admin - Transport for NSW Standards Concessions Team

This is an automated email. Please do not reply to it.

Figure 26 – Example notification (Submit)

12. After the concessions administration team has completed the **Asset Steward** approval process, a further email (Figure 27) will notify you when your request for **Asset Steward** registration is approved.

Hello John R,

Your registration request as Asset Steward has been approved.

You are registered as a Standard user by default.

Click the following link to login to the Transport Standards Portal : <u>TfNSW Standards Portal</u>

Thanks, Admin - TfNSW Standards Concessions Team

This is an automated email. Please do not reply to it.

Figure 27 – Example notification (Approval)

If your request for **Asset Steward** is rejected, please contact the Transport for NSW concessions administration team via the Standards mailbox for further information.

Refer to Appendix B for more information.

You can now search for standards and customise your search results.

For information on searching standards and search tips, refer to the Transport Standards Portal User Guide—Search and Search Tips.

Appendix A Project Unique Number

Search for Valid Project Unique Number

When submitting your **Create account** form to be included as an **Asset Steward** for a specific project, a valid **Project Unique Number** is required for the concessions administration team to endorse the registration request.

The Project Unique Number has two format types.

- Design & Construction: P.0004370.
- Operate & Maintain: Non-Equip discipline-based location code

If the Project Unique Number is unknown, follow these steps

1. Click the link (Figure 28) provided in the header for **Project Unique Number**.

Project Unique number *
Enter the project unique identification number you want to be registered to (starting with PC lick <u>here</u> to download the project list.

Figure 28 – Project Unique Number (Create account)

- 2. The **Concessions_Projects_List** file will download to the **Downloads** folder.
- 3. Navigate to the **Downloads** folder and double-click to open the file.
- 4. Search the spreadsheet for the relevant **Project Unique Number** using the **Project Name** field.

Note: Only complete an application for **Asset Steward** if you are an **Endorser** for the **Concessions to Transport Standards** process.

Note: If Project still cannot be found refer to Appendix B.

Appendix B Portal Support

What if I need assistance during the registration process?

If you have technical difficulties during the registration process on the Standards Portal.

Step 1: You should use your browser's private mode, e.g. Incognito (Chrome) or InPrivate (Edge)

Step 2: If that does not solve your issue, please email standards@transport.nsw.gov.au or complete the Standards Portal feedback form located under "Contact us" (Figure 29).

A NSW Sovernment ve beha				
NSW Transport for NSW			Q	🛓 Log Iu
About Transport Standards Portal Contact (us User Guide			
Home > Contact Us				
Contact us				
Send the standards team any questions, comment actension of consultation period by completing th	nts or concerns about asset standards or request he form below.	an		
Required fields are marked with an *				
What is your message about?*				
		<u>*</u>		
Message *				
Type here				
Character count message				
First name *	Last name *	- 😐		
Email address *	Organisation name			
These read the <u>Terms and conditions</u> an	d the <u>Privacy policy</u> *			
Submit Reset form				

Figure 29 – Contact us

Step 3: If the matter is urgent and requires immediate help, please get in touch with Transport Helpline on **131 148** or transportnsw.info (website-feedback).