

Transport Standards Portal User Guide – TfNSW User Registration

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1 Transport Standards Portal

Transport for NSW publishes technical and asset management standards for transport assets across NSW so that our people and our industry partners can deliver projects and manage transport assets across NSW in a more innovative, safe, and efficient manner.

The Transport Standards Portal hosts TfNSW asset standards and related technical documents in one location and provides users with customisable search and watch options to allow for fast and efficient access to standards relevant to their projects across all transport modes.

2 Transport Standards Portal log in

The Transport Standards Portal allows users to register and create a user account to make the most of the benefits offered on the Portal.

Benefits of creating a user account:

- Customise your searches
- Save search filter selection for quick access later
- Mark standards as favourite and access them easily
- Receive notifications about updates to favourite standards
- Provide comments on standards open for consultation
- Apply for a concession
- Endorse concessions as asset steward or asset custodian

3 Roles and Project Unique Number

3.1 Roles

Standard user

A standard user is anyone who can perform the following actions on the Transport Standards Portal:

- View restricted standards
- Customise searches
- Save search filter selection for quick access later
- Mark standards as favourite and access them easily



- Receive notifications about updates to favourite standards
- Subscribe to monthly activity reports
- Provide comments on standards open for consultation
- Apply for a concession

Asset custodian

The TfNSW entity accountable for the end to end life cycle management and performance of assets (including asset condition, risk and reporting) on behalf of the asset owner to achieve agreed customer and community outcomes.

An asset custodian can endorse concession requests in addition to performing all actions as that of a standard user.

Asset steward

The entity given the responsibility by an asset custodian to oversee part of the life cycle process for an asset.

An asset steward can endorse concession requests in addition to performing all actions as that of a standard user.

Asset steward (delivery)

The entity given responsibility by the asset custodian to procure an asset from investment decision to commissioning; deliver the outcomes to realise the benefits; translating the requirements from the asset custodian and managing delivery outcomes; selecting the most appropriate supplier(s) to meet project objectives; ensuring the supplier provides sufficient assurance evidence that the asset delivered is fit for purpose, meets required outcomes and was delivered in line with applicable legislation, standards and frameworks.

Asset steward (operate and maintain)

The entity given responsibility by the asset custodian for the day-to-day operations and/or maintenance of an asset once commissioned. This role may be split between operations and maintenance, or combined.

3.2 Project unique number

The Project Unique Number is the project identifier stored in Equip to link concessions to a specific project, and its governance roles, such as an asset steward and asset custodian.



To register as an asset steward or asset custodian, you need a **Project Unique Number** to associate your details with a specific project you are an asset steward.

This **Project Unique Number** must be at **Level 1**, as the system will validate only against Level 1 numbers. Any other number with decimal parts will not be accepted, and the system will display an error message.

Contact your TfNSW project representative to obtain the correct project number.

The format of the number to be entered is given in Table 1.

Table 1 - Project unique number format

Level	Example	Valid
1	P.0004370	Yes
2	P.0004370.01	No
3	P.0004370.01.001	No

4 Registration steps for TfNSW staff

To access additional features in the Transport Standards Portal, you will need to complete the steps below. However, if you are already registered as a standard user, you can skip ahead to Step 4 to update your user account.

- 1. Step 1: Create a Transport Standards Portal account
- 2. Step 2a: Register as a standard user
- 3. Step 2b: Register as an asset steward / asset custodian
- 4. Step 3: Activate registration
- 5. Step 4: Update an existing standard user to asset steward or asset custodian

4.1 Step 1: Create a Transport Standards Portal account

To register and create an account as a user internal to TfNSW:

- 1. Open a web browser and go to https://standards.transport.nsw.gov.au/
- 2. The Transport Standards Home page displays.





Figure 1 - Transport Standards Home page - Create account

3. Click Create an account, as shown in Figure 1.



- 4. The **Create an account** page appears. As a user internal to TfNSW, you have the following three options:
 - Step 2a: Register as a standard user See Section 4.2.
 - Step 2b: Register as an asset steward or asset custodian See Section 4.3.

Note: If you need to engage in the concessions process and endorse concessions, select **Asset Custodian** or **Asset Steward** under **Role you would like to get associated as** field, depending on your role.

4.2 Step 2a: Register as a standard user

To register as a standard user:

1. In the Create an account screen, complete all mandatory fields (identified by an *).

Transport for NSW		Q 🛓 Log in
About Transport Standards Portal Contact us User Guide		
Home > Register		
Create an account		
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		
I have read the Terms and condition and the Privacy policy *		
There is an use remission condition and the Privacy policy		

Figure 2 - Create an account (standard user) form

Table 2 provides the field requirements for a standard user.

Table 2 - Standard user field requirements.



Fields	Action	Mandatory (M) Optional (O)
First name	Enter your first name	М
Last name	Enter your last name	М
Role you would like to get associated as	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

2. Ensure you have read the **Terms and conditions** and the **Privacy policy** before checking the box.

I have read the <u>Terms and condition</u> and the <u>Privacy policy</u> *
Generate a new image Play the audio code Enter the code from the image
Create account Clear Fields

Figure 3 - Terms and condition and the Privacy policy

- 3. Enter the code from the image into the field provided.
 - If the code displayed is not clear to read, generate a new code. To generate a new code, click Generate a new image that appears as a link below the image.
 - You can 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 validates the information entered and provides feedback if any fields require your attention.



6. Otherwise, your account will be submitted and the submission successful message appears as shown in Figure 4.

The **Clear Fields** button enables you to clear all the values and you can re-enter new values.

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.				x
Contacts and resources	What's happening	TfNSW sites	Quick links	
Key business contacts	News and events	Transport for NSW	About us	
Asset Management reference materials	Sydney Metro news	Centre for Road Safety	Projects	
Safe Work Australia	Roads and Waterways news and events	Roads and Waterways	Operations	
Austroads	Monthly activity reports	Partners and suppliers	Industry	
Internal staff only		Sydney Metro	Data and research	
Transport portal		Sydney Trains		
		Asset Management Branch		

Figure 4 - Create an account - successful submission

Following this, you will receive an email notification about your user registration request as shown in Figure 5.

Your Registration Request has been submitted					
swc_aspt_Admin	← Reply	() Reply All	→ Forward	ų,	•••
3 To Useriname			Mon 26/09/2	2022 10	43 AM
This message was sent with Low importance.					
Hello user name ,					
Your request for registration to the Standards Portal has been received and an account will be created shortly. Please try to log in to the Portal after 30	mins. The sy	stem uses SSO to	log in.		
If you are not able to log in to the portal after 30mins then please contact the Standards team at <u>Standards@Transport.nsw.gov.au</u> .					
Thanks, Asset Standards Publishing System					
This is an automated email. Please do not reply to it.					

Figure 5 – Registration request email notification

7. Go to Step 3 in Section 4.4 to activate your registration.

4.3 Step 2b: Register as an asset steward / asset custodian

You must register as an asset steward or asset custodian, only if you are engaged in the concessions process, as an endorser to endorse concessions.



To register as an asset steward or asset custodian, you can do one of the following:

- Register as a standard user first and then update your profile with additional role.
- Register as an asset steward or asset custodian directly. This will register you as a standard user by default to access the Transport Standards Portal as explained in Section 4.2.

To complete a valid asset steward or asset custodian registration, you will need the project unique number for the project you are associated with as an asset steward or asset custodian.

Contact you TfNSW project representative to obtain the project unique number.

To register as an asset steward or asset custodian:

1. Complete all mandatory fields (identified by an *).

Last name *	
Role you would l Select Asset Custo will also be registe	ike to get associated as * dian only if you are engaged in Concessions process. By registering as an Asset Custodian yo red as a Standard user by default to access Transport Standards.
Asset Custodia	an
Email *	
Confirm email *	
Mobile *	
Organisation na	me *
Organisation ad	dress
Position title	
Position title	
Position title Organisation ph	
Position title Organisation ph	one number
Position title Organisation ph	one number
Position title Organisation ph TAO authorisatio Select	one number
Position title Organisation ph TAO authorisatio Select ABN *	one number אn number (if applicable)
Position title Organisation ph TAO authorisatio Select ABN *	one number
Position title Organisation ph TAO authorisatio Select ABN * Project Unique r	one number on number (if applicable)

Figure 6 - Create an account (asset steward / asset custodian) form

Table 3 provides the field requirements for an asset steward / asset custodian.



Fields	Action	Mandatory (M) Optional (O)
First name	Enter your first name	М
Last name	Enter your last name	М
Role you would like to get associated as	Select Asset Steward or Asset Custodian	М
Email	Enter your email, preferably your work email	М
Confirm email	Re-enter your email address.	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
TAO authorisation number (if Applicable)	Select the TAO organisation from the list	0
Project Unique number	Enter the project's unique identification number you want to be registered to (starting with P.). Contact your TfNSW project representative for the project unique number.	М

Table 3 - Asset steward / asset custodian user field requirements

2. Ensure you have read the **Terms and Conditions** and the **Privacy policy** before checking the box.

I have read the <u>Terms and condition</u> and the <u>Privacy policy</u> *
Generate a new image Play the audio code
Enter the code from the image
Create account Clear Fields

Figure 7 - Terms and Condition and the Privacy policy

3. Enter the code from the image into the field provided.



- If the code displayed is not clear to read, generate a new code. To generate a new code, click Generate a new image that appears as a link below the image.
- You can 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 validates the information entered and provides feedback if any fields require your attention.
- 6. Otherwise, your account will be submitted and the submission successful message appears as shown in Figure 8.

The **Clear Fields** button enables you to clear all the values and you can re-enter new values.

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

Figure 8 - Create an account (successful submission)

7. Go to Step 3 in Section 4.4 to activate your registration.

After submitting the request, you will receive an email notification about your user registration request as an asset steward or asset custodian, depending on the role you selected as shown in Figure 9.



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

Figure 9 – Asset steward / asset custodian user registration email notification

An approval process (within the Standards team) will be completed to approve you as an asset steward or asset custodian.

When the approval process is complete and your registration request is approved, you will receive the following email.

Your registration request has been approved
S svc_aspt_Admin To
Hello ,
Your registration request as Asset Steward has been approved.
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 10 – Asset steward registration request approval email notification

You will receive a similar email if you have registered as an asset custodian.



You also receive an email notification if your registration request as an asset steward or asset custodian is rejected.

4.4 Step 3: Activate registration

After you receive the registration request email notification in Step 2a in Section 4.2, you will receive another email notification within 30 minutes with a link to activate your registration.

Activate Your TfNSW Standards Portal Registration CRM:0101383					
svc_aspt_Admin	← Reply	Reply All	\rightarrow Forward	ij	
To User name			Mon 26/09/3	2022 10:	44 AM
Tracked To Dynamic 365] Start your reply all with: Did you get this? Here's the link. T'm registered. () Feedback					
Dear Username, ,					
This is the link for you to login to the TfNSW Standards Portal and activate your registration.					
TINSW Standards Portal					
Thanks, Asset Standards Publishing System					
This is an automated email. Please do not reply to it.					

Figure 11 - Registration activation email notification

To activate your registration:

1. Click the **TfNSW Standards Portal** link in the email. The **Sign up with invitation code** screen displays as shown in Figure 12.

Log in
3APMij1iCE5VT-hivfv
3APM

Figure 12 - Sign up with invitation code screen

2. Click Register.



The following screen with redeeming code appears.

NSW	Transport for NSW			Q	🛓 Log in
About Trans	sport Standards Portal Contac	t us	User Guide		
•) Sign in	Redeem invitation				
Redeemir 2JGcBXp	ng code: tzVDi5pkvSVG-pY30BBa fLr9j8-2HqbJClxunn9iUx3zM4m	19hyG RTSH	jbSZF4smGBWU8uUTygVRCuhxBElXuzuOmtPiOPhJQhg-OYkNJRJtEkeaPR-T> idvcja-ay4uNGe68Vz75tezmaya4BHfhnrTzEk-	NEW7fS	X
Register u	using an external account				

Figure 13 -Redeem invitation

- 3. Click CLICK HERE TO LOGIN.
- 4. As a TfNSW user, you will be logged in through Single-Sign On and the **Transport Standards Home** page appears.

At the top right side corner, the **Log in** changes to **My account** as shown in Figure 14, once you are signed in.

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

Figure 14 - Transport Standards Portal Home Page

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

Refer to *Transport Standards Portal User Guide – Search and Search Tips* for information on searching standards and search tips.



4.5 Step 4: Update an existing standard user to asset steward or asset custodian

You may add asset steward or asset custodian roles to your existing standard user profile.

To update your profile with additional roles:

- 1. Log in to Transport Standards Portal.
- 2. At the top right-side corner of the **Home Page**, click **My account** to view various options.

By default the screen displays Favourite standards details.

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
	Standard consultation My profile

Figure 15 - My account

3. Click My profile. The screen displays your profile details.

A NSW Government website	
Transport for NSW	Q 🛓 My account
About Transport Standards Portal Contact us User Guide	
Home > My account > Manage profile	
My profile	My account
First name: John	Favourite standards
Last name: Citizen	Manage saved searches
User Role: Asset Custodian	monoge sorred sectories
Email: john.citizen@transport.nsw.gov.au	Standard consultation
Mobile: 0414000000	My profile
Organisation name: Transport for NSW	my prome
Organisation address: Sydney	Sign out
Position title: Senior Engineer	
Organisation phone number: 0414000000	
Position title: Senior Engineer Organisation phone number: 0414000000	

Figure 16 - My profile

4. Click Update details.



The **Update account details** screen appears with all the values auto populated that you entered during initial user registration.

5. Select Asset Steward or Asset Custodian under Role you would like to get associated as.

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 17 - Select asset steward / asset custodian as the role

The screen prompts you to add the projects you are associated as an asset steward or asset custodian. See Figure 18.

ease add the pro	jects you are associated with:
Add Project	
Project 1	
Project Unique N	Jumber*
Enter the project	unique identification number you want to be registered to (starting with P.)
P	

Figure 18 – Add project details

- 6. Add a **Project Unique Number**, starting with P. under **Project Unique Number** field.
- 7. Click Add Project to add more projects.



- 8. Verify other details and update them as required.
- 9. Click Update Details.
- 10. The **Update account details** screen with submission successful message displays.

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		
Submission completed successfully.		х

Figure 19 – Update account – submission completion

You will be notified when your request for asset steward or asset custodian registration is approved or rejected as explained in Section 4.3.



Appendix A Portal Support

What if I need assistance during the registration process?

If you have technical difficulties during the registration process on the Standards Portal, It is recommended you use your browser's private mode. For example, Incognito (Chrome) or InPrivate (Edge).

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**.

NSW Government w	ebsite
T	ransport for NSW
About Transport	Standards Portal Contact us User Guide
Home > Contact (Js
Conta	actus
end the standar	ds team any questions, comments or concerns about asset standards or request an sultation period by completing the form below.
Required fields a	re marked with an *
What is your me	ssage about?*
	~
Message *	
Type here	
Character count	
Sharacter count	пезеаке
First name *	Last name *
Email address *	Organisation name
I have re	ad the Terms and conditions and the Privacy policy *
	and the remaining and the remaining policy
Submit	Reset form

Figure 20 - Contact us

If the matter is urgent and requires immediate help, please contact Transport Helpline on 131 148 or transportnsw.info (website-feedback).