

MyDAS2 – Registering an organisation

Creating an account for multiple users

Introduction

MyDAS2 supports multi-user accounts. This requires an initial user to register and then invite colleagues to register in MyDAS2 as part of the multi-user account. Multi-user accounts mean that colleagues within a team can access each other's applications.

Getting started – worked example

The company 'GO Planning' is based in Cairns with four staff. Sam has been asked to register GO Planning in MyDAS2.

Sam goes to the MyDAS2 login screen and selects '**Registration**'. This step will register Sam as a user in MyDAS2. However, by selecting the 'create an account for multiple users' option in this step, MyDAS2 will know to create a new task for Sam (once logged into MyDAS2) to complete the organisation registration process by providing the organisation's ABN, email, name and address. Once Sam has replied to the MyDAS2 organisation verification email, Sam will be able to add colleagues to the account.

By registering first, Sam automatically becomes the MyDAS2 **account administrator** for GO Planning.

User management

After selecting the organisation on the **My Organisation** tab, Sam will use '**Manage user membership**' to invite colleagues to become **members** of the organisation.

Sam starts by registering Jesse, Bernie and Robin. They each receive an email from MyDAS2 allowing them to login with a temporary password. Their username (email address) and office contact details have already been set up by Sam. Once they have logged in and updated their passwords, each member will need to complete a MyDAS2 registration acceptance task. Completing this task will also let Sam know that they are now registered.

Access

Setting up a multi-user account in this way allows colleagues to access each other's applications and share a common postal address.

Application contact details

When a user prepares an application in MyDAS2, their registration details become the default contact information for that application. They will be the recipient of future MyDAS2 tasks and MyDAS2 correspondence on that application.

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If a different member wants to take over an application and receive the MyDAS2 tasks and correspondence, the account administrator will need to update the '**application contact details**'.

Other considerations

The account administrator has the same access rights as an organisation member, as well as some extra features, screens and fields.

If the administrator wishes to share or pass on administrator privileges to a colleague, they can use the **profile** settings to update their colleague's **user type** from 'member' to 'administrator'.

Related user guides:

MyDAS2 – registration (registering a single-user account)

MyDAS2 – registering multiple offices (creating an account for multiple users across more than one team)