

NSW Data Portal: User Guide – Create Account

Creating and editing a user account for data sharing

This user guide provides step by step advice to help you to create and edit a user account.

You need to set up a user account before you can upload and share data.

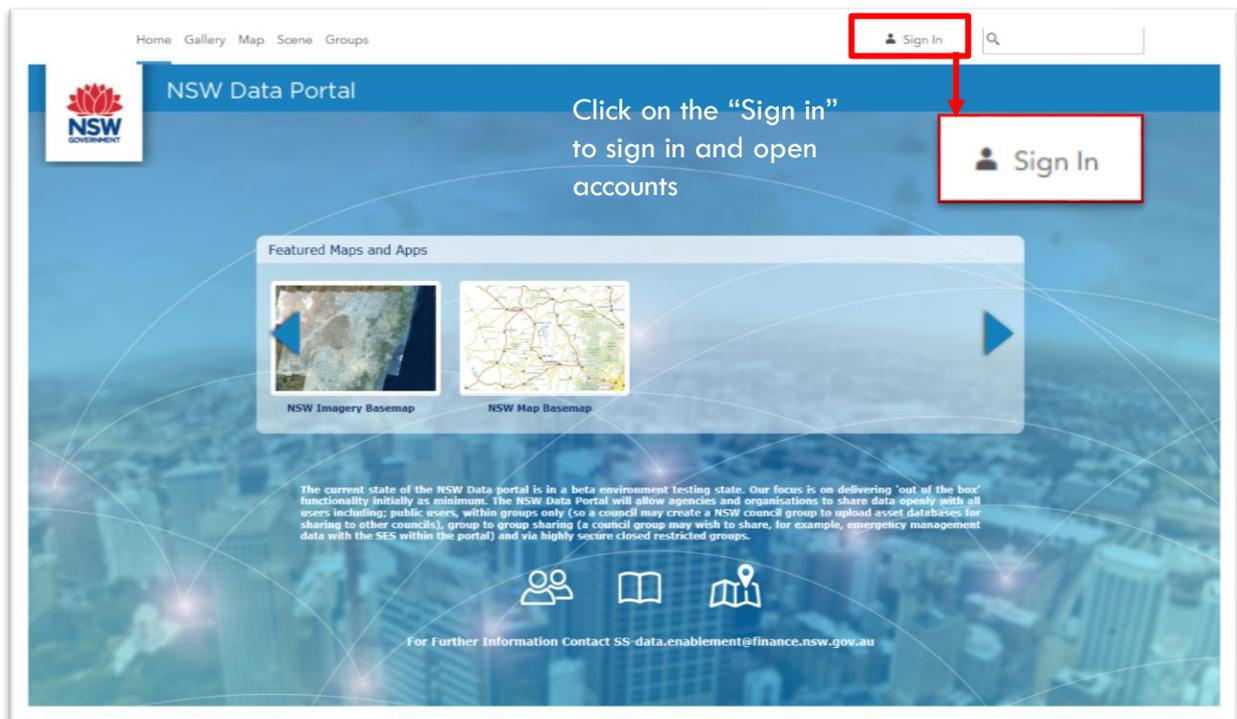
Before creating and account and sharing data you need to ensure you:

- Complete the data sharing checklist on [Data.NSW](https://data.nsw.gov.au)

Creating an account

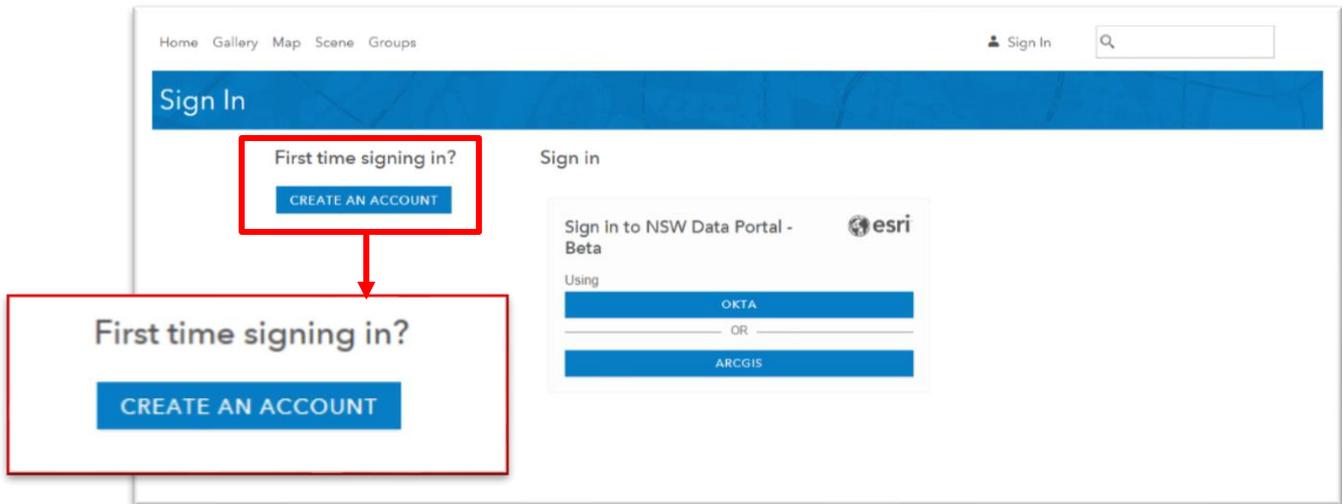
Navigate to <https://portal.data.nsw.gov.au/arcgis/home/>

Click on the ‘Sign In’ button at the top right hand corner of the page.



Click on ‘Create an Account’ button.

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Fill out the 'Create an Account' form with your user details. You will also be prompted to create a password with at least 8 digits, including upper and lowercase letters and one or more numbers.

Home Gallery Map Scene Groups

Create an Account

Complete the form below to create an account.

First Name	<input type="text" value="Spatial"/>
Last Name	<input type="text" value="Services"/>
E-mail	<input type="text" value="spatialservices@finance.n"/>
Confirm E-mail	<input type="text" value="spatialservices@finance.n"/>
Username	<input type="text" value="SpatialServices"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Security Question	<input type="text" value="What city were you born in?"/>
Answer	<input type="text" value="Bathurst"/>

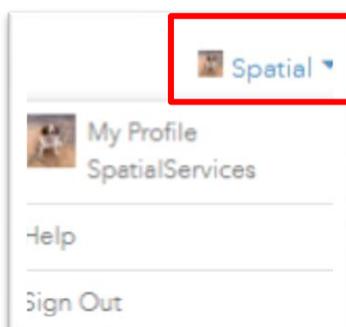
CREATE MY ACCOUNT CANCEL

Create an 8 digit password
Pa55word123

Include:

upper & lowercase letters
and at least one number

Once your account is created, you will be taken back to the Home page.

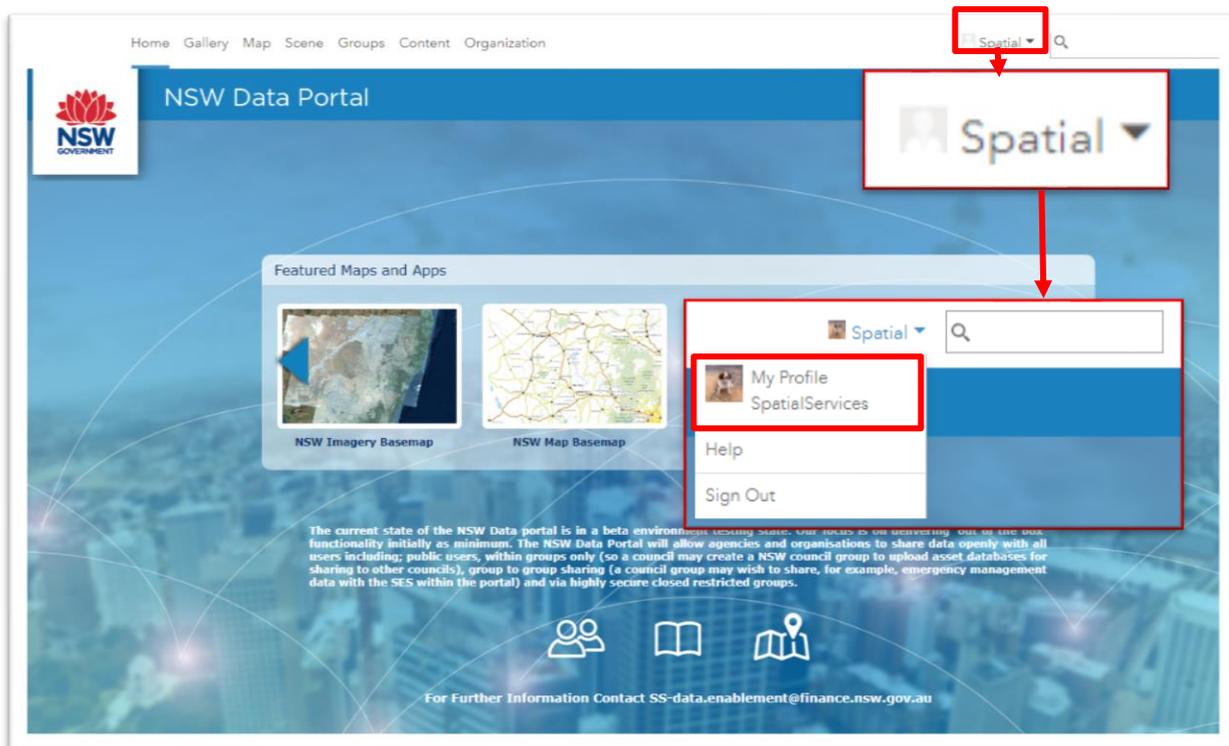


Above your name in the 'Sign In' area, you will see a drop down arrow.

Use this arrow to access your profile, the help menu and to also sign out of your account.

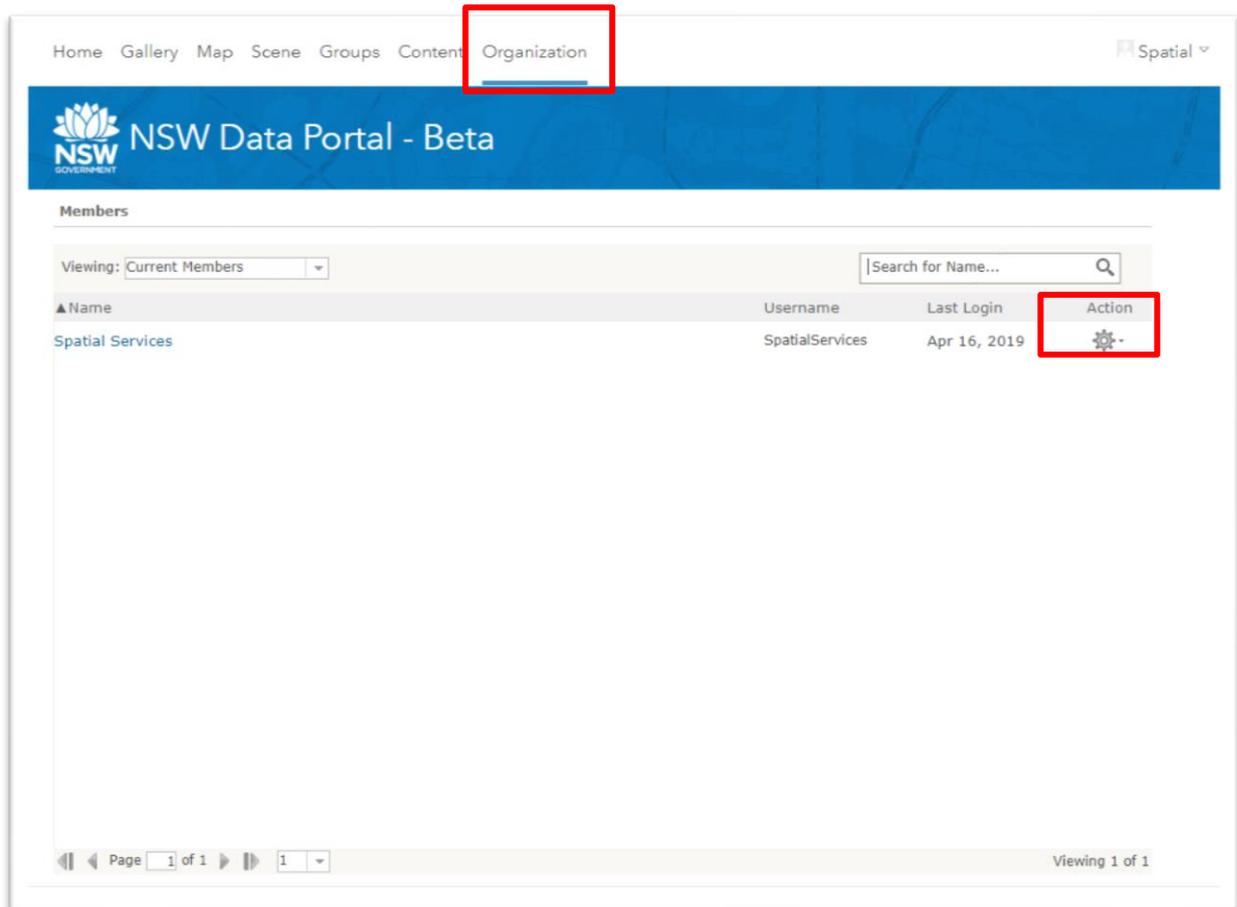
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To edit your profile, click on 'My Profile' on the home screen, using the drop down menu next to your login name.



You can also edit your profile via the Organization page, by clicking on the 'Action' cog next to your name.

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In 'My Profile' you can:

- Attach a photo
- Write a bio
- Control who can see your profile
- Edit your language
- Edit your measurement units
- Edit your organisation
- See your role within the portal
- Change your username
- Change your password

