Transport Standards Portal User Guide – TfNSW User Registration

Version: 1.0

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1 Transport Standards portal log in

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

2 Creating Transport Standards portal log in for TfNSW Users

To register and create an account as TfNSW user:

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

The **Transport Standards Home** page displays.
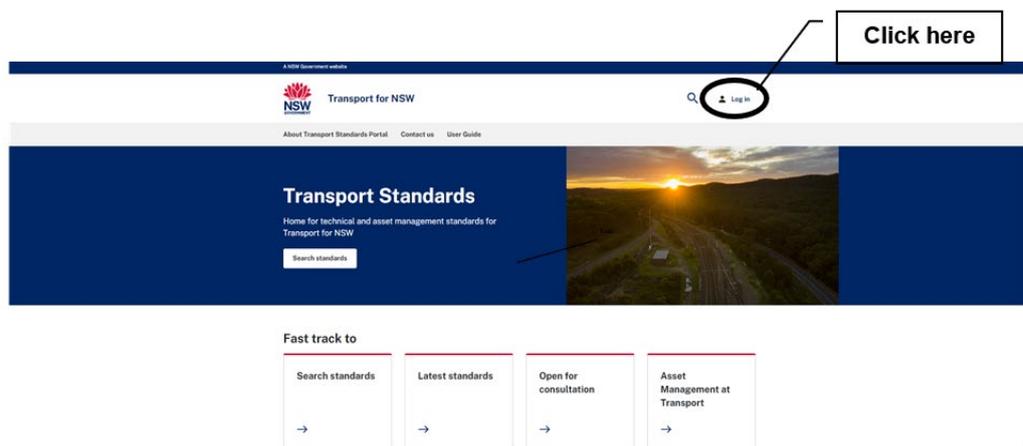
Figure 1 — Transport Standards Home page

2. Click **Log in** as shown in Figure 1.

The **My Transport Standards account** page appears.
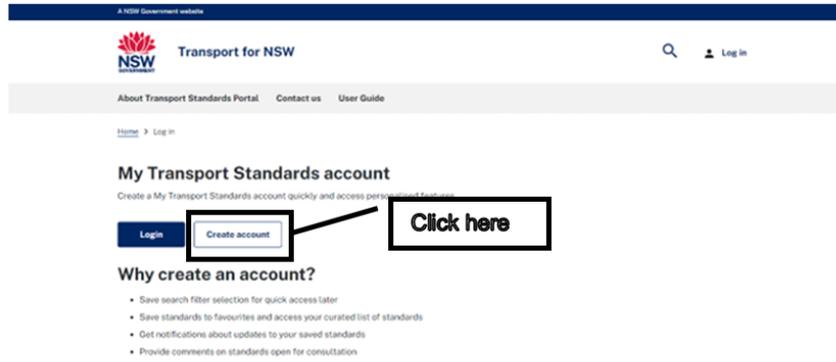
Figure 2 — My Transport Standards account page

3. Click **Create account** as shown in Figure 2.

4. The **Create an account** page appears.
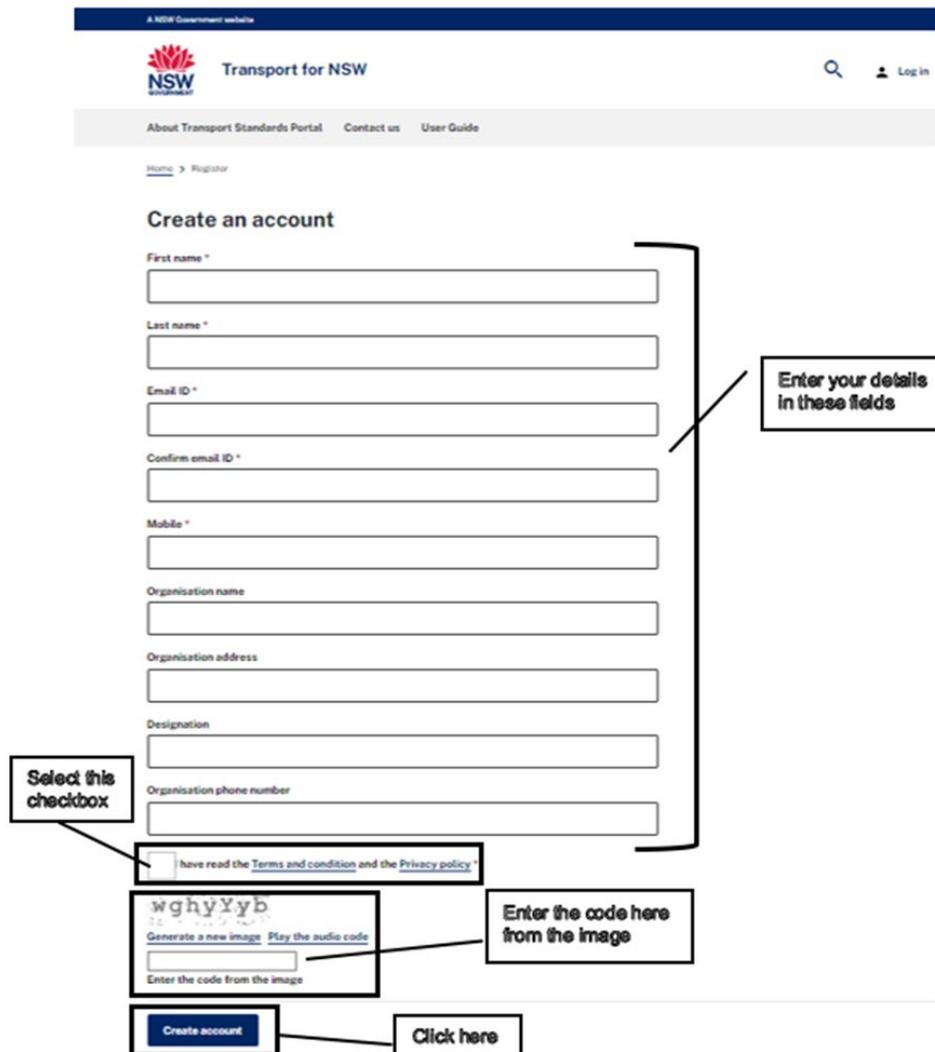
Figure 3 — Create an account

5. Enter your details in the fields under **Create an account** as described in Table 1.

Note: Fields marked with * are mandatory.

Table 1 — User account details

Fields	Action	Mandatory (M) or Optional (O)
First name	Enter your first name	M
Last name	Enter your last name	M
Email ID	Enter your email ID, preferably your work email ID	M
Confirm email ID	Re-enter your email ID.	M
Mobile	Enter your mobile phone number.	M
Organisation name	Enter the name of your organisation	O
Organisation address	Enter the address of your organisation	O
Designation	Enter your designation	O
Organisation phone number	Enter your work phone number	O

6. Select the checkbox next to **I have read the Terms and Conditions and Privacy policy** as shown in Figure 3.

7. Enter the code from the image that is displayed in the screen. See Figure 3.

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.

8. Click **Create account**.

Your request is submitted, and the following screen displays with the message 'Submission completed successfully':

Figure 4 — Submission completed successfully screen

After the request is submitted, you will receive an email notification about your user registration request as shown in Figure 5.
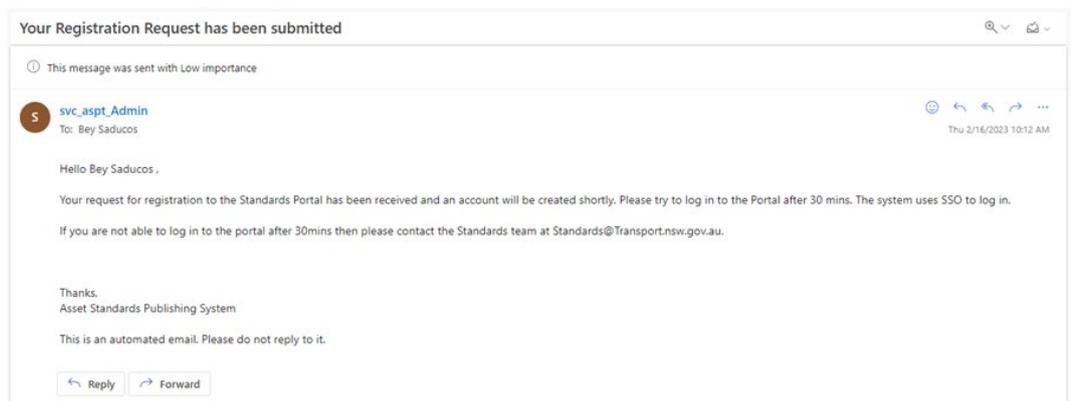
Figure 5 — Request submission email notification

9. You will receive another email notification within 30 mins, with a link to activate your registration.
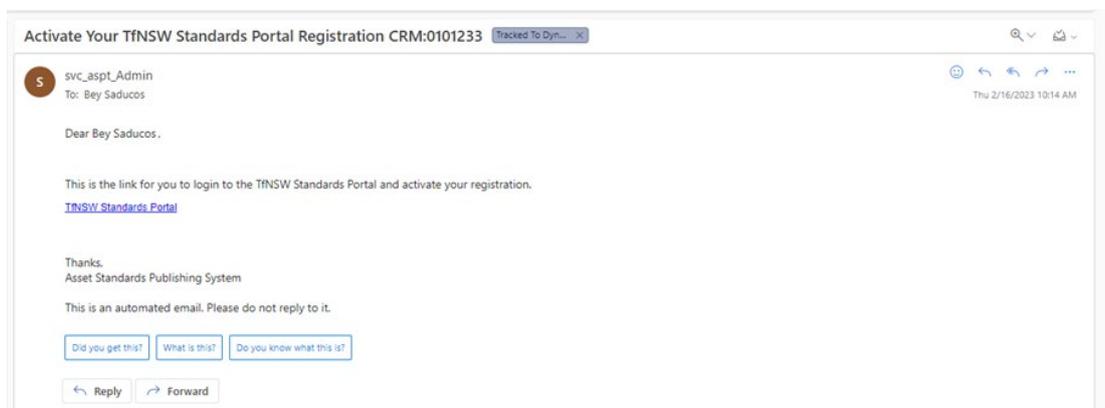
Figure 6 — Registration activation email notification

10. Click the **TfNSW Standards Portal** link in the email.

The **Sign up with invitation code** screen appears.
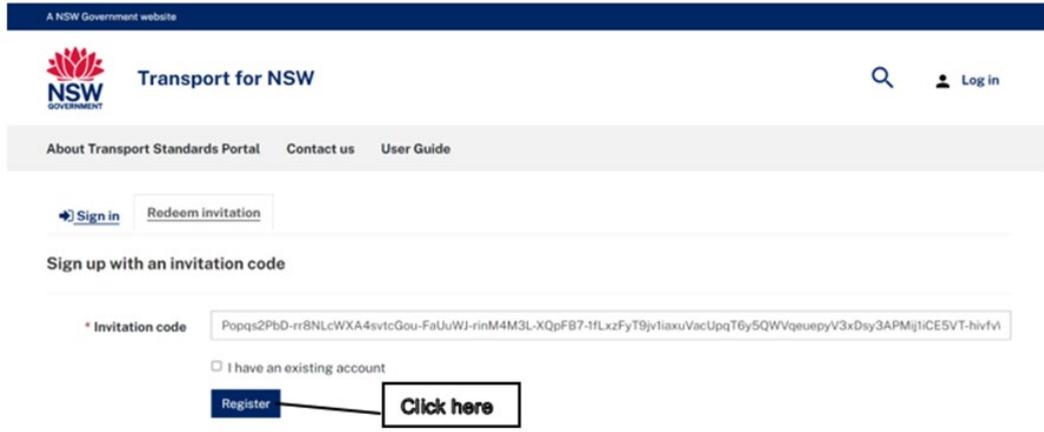
Figure 7 — Sign up with invitation code screen

11. Click **Register** as shown in Figure 7.

The following screen with redeeming code appears.
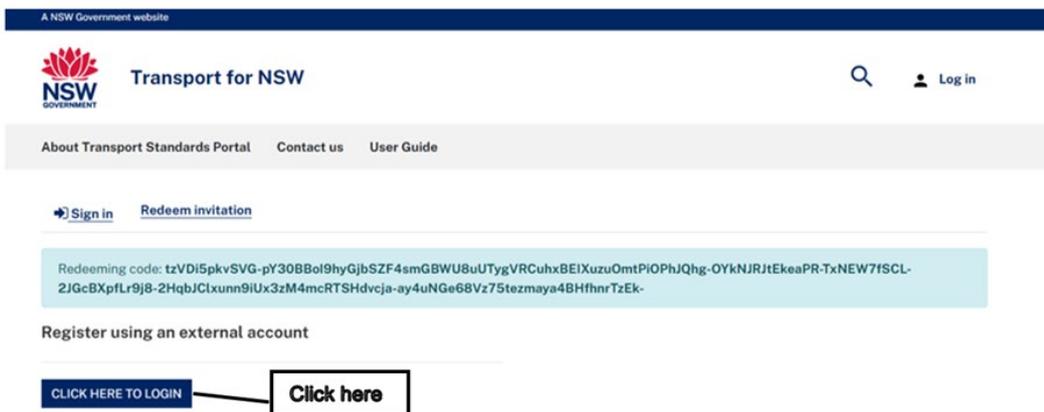
Figure 8 — Log in screen

12. Click **CLICK HERE TO LOGIN**.

As a TfNSW user, you will be logged in through Single-Sign On and the **Transport Standards Home** page appears.
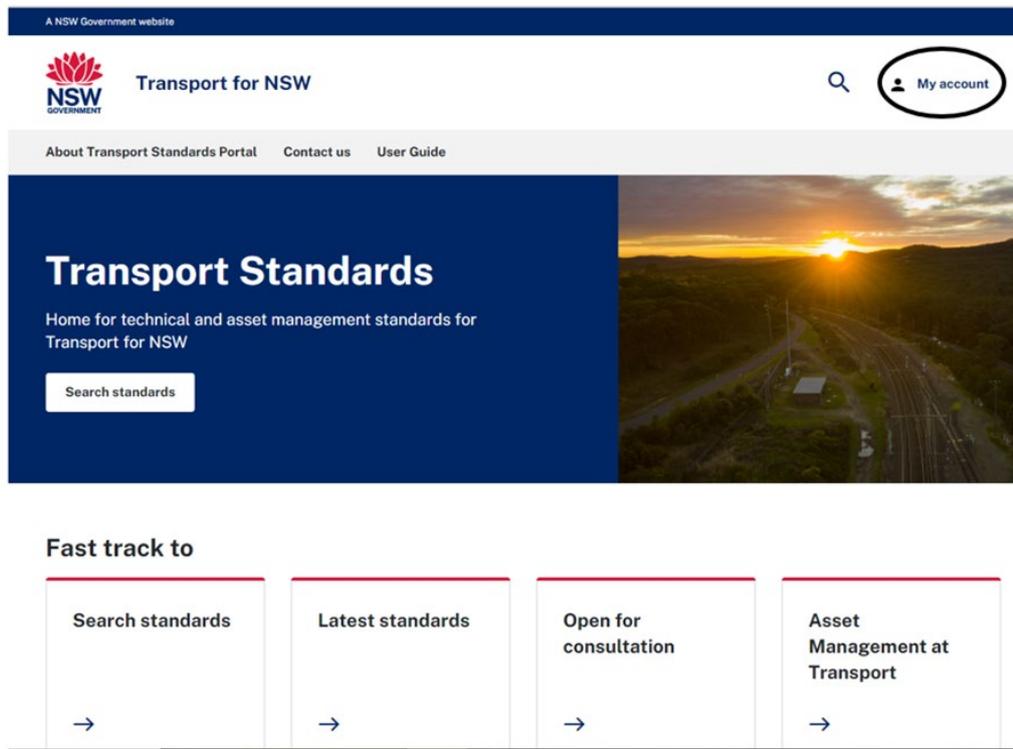
Figure 9 — Transport Standards Home page after logging in

At the top right side corner, the **Log in** changes to **My account** once you are signed in as shown in Figure 9.

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.