

Transport Standards Portal User Guide – TfNSW User Registration

Version: 1.0

February 2023

Confidentiality

This document is copyright of Transport for NSW and is intended for internal use only. This document may contain information of a commercially sensitive nature and should not be made available to any individual or organisation outside of Transport for NSW without the written authority of the Director & Group Chief Information Officer.



Table of contents

1	Transport Standards portal log in	3
2	Creating Transport Standards portal log in for TfNSW Users	3



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.

A Notifie Generation and add			
NSW Transport for NSW		Q Login	
About Transport Standards Portal Contact us	User Guide		
Transport Standa Home for inclusion and asset management Transport for NSW Bearch standards			
Fast track to			
	st standards Open for consultation	Asset Management at Transport	

Figure 1 — Transport Standards Home page

2. Click Log in as shown in Figure 1.

The My Transport Standards account page appears.



A NSW Government website	
Transport for NSW	Q, 🛓 Log in
About Transport Standards Portal Contact us User Guide	
Home > Log in	
My Transport Standards account Create a My Transport Standards account quickly and access personant statuses. Click here Why create an account?	
 Save search filter selection for quick access later Save standards to flavourites and access your curated list of standards Oct notifications about updates to your saved standards 	

Figure 2 — My Transport Standards account page

- 3. Click **Create account** as shown in Figure 2.
- 4. The **Create an account** page appears.

	A NEW Construent solution		
	Transport for NSW		٩ . ١٩
	About Transport Standards Portal Contact us User Guide		
	Harrie 3 Register		
	Create an account		
	First name *		
	Last name *		
		. г	2.2
	Email ID *	/	Enter your detai in these fields
	Confere enail ID *	L	
	Mobile *		
	Organisation name		
	organisation name		
	Organisation address		
	Designation		
act this ckbox	Organisation phone number		
\leq			
	have read the Terms and condition and the Privacy policy *		
	WGhYXYD Enter the code here from the image		
	Enter the code from the image		
i	Create account Click home		
	Create account Click here		

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	М
Last name	Enter your last name	М
Email ID	Enter your email ID, preferably your work email ID	М
Confirm email ID	Re-enter your email ID.	М
Mobile	Enter your mobile phone number.	М
Organisation name	Enter the name of your organisation	0
Organisation address	Enter the address of your organisation	0
Designation	Enter your designation	0
Organisation phone number	Enter your work phone number	0

- 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':

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

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.

/our Registration Request has been submitted				
① This message was sent with Low importance				
s svc_aspt_Admin To: Bey Saducos	(c) ← ← ← ··· Thu 2/16/2023 10:12 AM			
Hello Bey Saducos , 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 mir	ns. The system 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 Standards@Transport.nsw.gov.au.				
Thanks. Asset Standards Publishing System This is an automated email. Please do not reply to it.				
This is an automated email. Prease do not reply to st.				

Figure 5 — Request submission email notification

9. You will receive another email notification within 30 mins, with a link to activate your registration.

Activate Your TfNSW Standards Portal Registration CRM:0101233 Traced To Dyn. x				
(i) ← ← → … Thu 2/16/2023 10:14 AM				
n				

Figure 6 — Registration activation email notification

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



The Sign up with invitation code screen appears.

A NSW Government website					
NSW OVERMENT	port for NSW	۵	Log in		
About Transport Standa	rds Portal Contact us User Guide				
Sign in Redeem	invitation tation code				
* Invitation code Popqs2PbD-rr8NLcWXA4svtcGou-FaUuWJ-rinM4M3L-XQpFB7-tfLxzFyT9jv1iaxuVacUpqT6y5QWVqeuepyV3xDsy3APMijtiCE5VT-hivfvi					
	Register Click here				

Figure 7 — Sign up with invitation code screen

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

The following screen with redeeming code appears.

NSW	Transport for NSW	Q 🛓 Log in
About Trans	port Standards Portal Contact us User Guide	
•) Sign in	Redeem invitation	
	ig code: tzVDi5pkvSVG-pY308Bol9hyGjbSZF4smGBWU8uUTygVRCuhxBEIXuzuOmtPiOPhJQhg-OYkNJRJtE [Lr9j8-2HqbJClxunn9iUx3zM4mcRTSHdvcja-ay4uNGe68Vz75tezmaya48HfhnrTzEk-	keaPR-TxNEW7fSCL-
Register u	ising an external account	
	Click here	

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.



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

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.