

Managing permissions on a Network Partner account

On the Be Connected Network Partner site, you can grant other people working in your organisation with certain permissions so they can also access your organisation's Be Connected account.

The most useful permissions that can be allocated are:

- Organisation Editor
 - Can see and change organisation details
 - Can view learner reports
 - Can add learners to CaptureIT
 - Able to submit funding applications and accept contracts
- Tutor
 - Can view learner reports
 - Can add learners to CaptureIT

How to add a person and give permissions for a Be Connected account

1. Load the homepage of the Be Connected Network Partner site (www.beconnectednetwork.org.au) and log in to your account. The login button is in the top right-hand corner of the home screen.
2. Once logged in, click the 'Your organisations' tab on the right-hand side of the navigation bar.

The screenshot shows the Be Connected Network Partners website. The navigation bar includes links for 'Join the Network', 'Grant program', 'News & events', 'Resources', 'Contact', and 'Your organisations' (which is circled in red). The main content area features a yellow-bordered box with a COVID-19 update and a 'Join our network' section with a video player showing two people looking at a tablet.

3. Select 'Add or edit a person' under the 'People' section.

Your organisations

If you are a member of the Be Connected Network, you can edit your details or add additional organisations here. You can also manage learner data and manage requests for data access.

Organisations

Add or edit organisations who provide access to computers or digital skills training or join a network.

Add or edit an organisation >

People

Manage data about the people who can access and edit your organisation data.

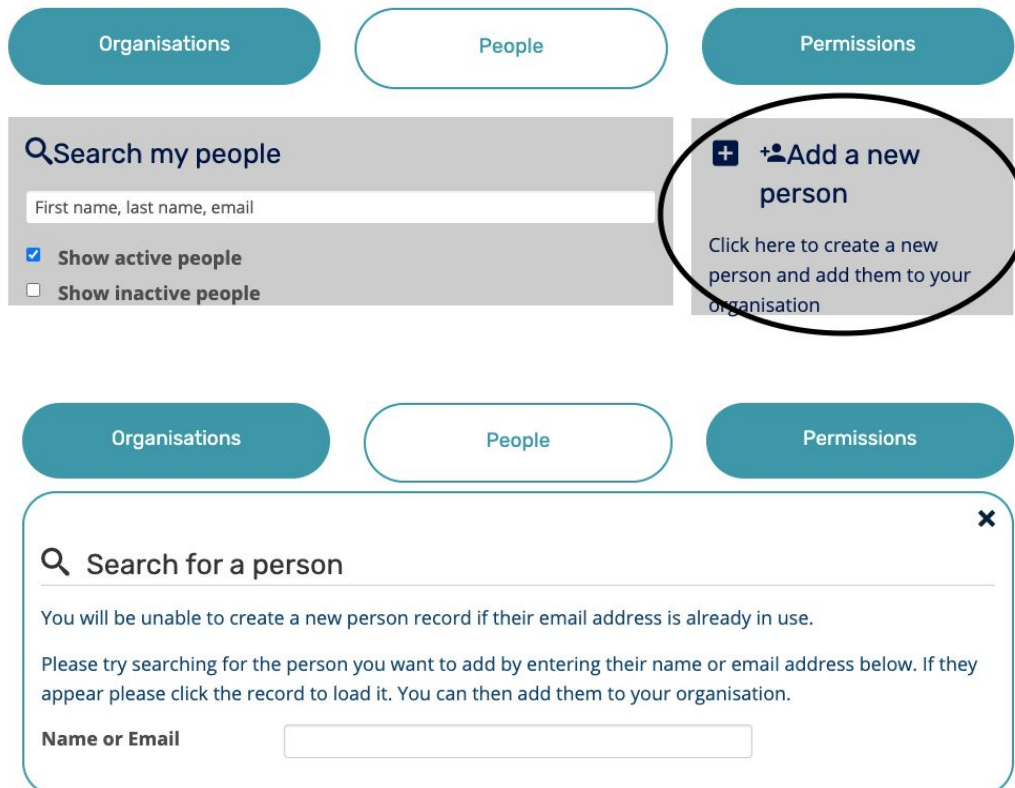
Add or edit a person >

Permissions

Manage requests that you have submitted for access to another organisation or requests that have been sent to you for access to your organisation data.

Manage permissions >

4. Click to 'Add a new person' and then search for the person's name or email address.



Organisations People Permissions

Search my people

First name, last name, email

Show active people

Show inactive people

+ Add a new person

Click here to create a new person and add them to your organisation

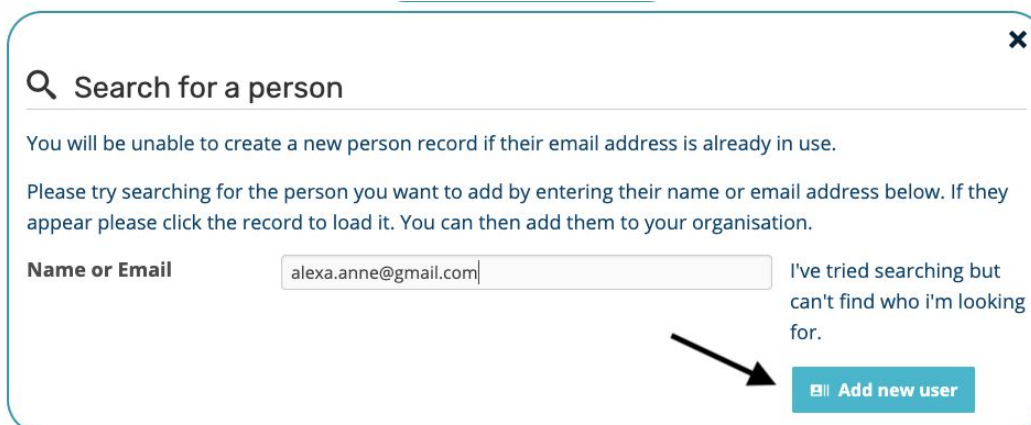
Organisations People Permissions

Search for a person

You will be unable to create a new person record if their email address is already in use. Please try searching for the person you want to add by entering their name or email address below. If they appear please click the record to load it. You can then add them to your organisation.

Name or Email

5. If the person's details appear below, click on their name and continue adding permissions for them (Step 7). If the person's details are not there, click 'Add new user'.



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Please try searching for the person you want to add by entering their name or email address below. If they appear please click the record to load it. You can then add them to your organisation.

Name or Email I've tried searching but can't find who i'm looking for.

Add new user

6. Fill out the person's personal details. Mandatory fields are first name, last name, the Be Connected organisation they will be working at, and email address. Confirm the details, and click 'Save'.

Personal Details

Please complete the personal details of the new user you wish to add to the system. We hope the guidance below will help you create a new user quickly.

We will verify nobody else has registered with the address you provide before you are able to save the new user.

If the email address you have entered is not valid please try entering it into the search box above to retrieve the user.

First name	<input type="text"/>	* Required
Last name	<input type="text"/>	* Required
Job Title	<input type="text"/>	
Primary Organisation	<input type="text"/>	* Required
	Please select the organisation this person will primarily be working at.	
Email	<input type="text"/>	* Required
Phone	<input type="text"/>	
Mobile Phone	<input type="text"/>	

Once this is saved, the personal details will lock and it will show a red locked message - continue to follow the instructions below.

7. Next, you need to scroll down to the 'Permissions' section and select the organisation you would like to give them permissions for.
8. Click 'Assign' next to the permission you want to allocate to the person (following tips from the first page).

For the person assigned a role

The person will receive an email to let them know they have been granted permission for your Be Connected account. To make use of the permissions, they need to create their own login, associated with the email address entered in the system.

They will need to register their details on the [Be Connected Network website registration](#). This will send an activation email to confirm the email address, and from there they will have immediate access to relevant permissions for the organisation.

Please note: The activation link may bring the person to step 2 of adding an organisation - they do not need to complete this as the organisational account already exists.