



User Guide

ASIC Regulatory Portal

How to change Access levels

Version 1.0



ASIC

Australian Securities & Investments Commission

How to change a user's access level

1. Log in to the **ASIC Regulatory Portal** – <https://regulatoryportal.asic.gov.au/>
2. Click on the **entity name** you want to administer users for. This will take you to the entity dashboard.

Who would you like to represent?

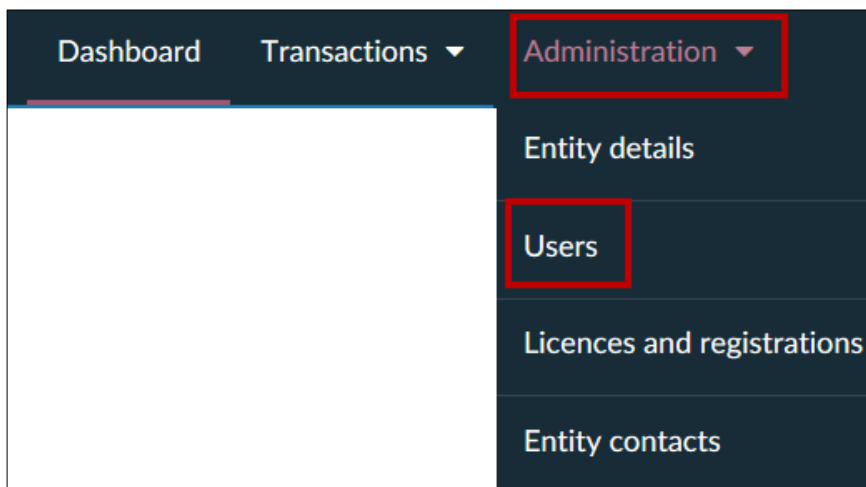
Select an entity from the list below or click '+ Connect to an entity' to add another entity.

[+ Connect to an entity](#)

Current connections

Entity name	Entity type	ASIC identifier
Shane Ross (Myself)	Individual	
Brody Jenner	Individual	
TEST COMPANY PTY LTD	Australian registered company	

3. Click on **Administration** in the top navigation bar and select **Users** from the drop-down menu.



The screenshot shows the top navigation bar of the ASIC Regulatory Portal. The navigation bar is dark blue with white text. The 'Administration' menu item is highlighted with a red box, and its dropdown menu is open, showing 'Entity details', 'Users', 'Licences and registrations', and 'Entity contacts'. The 'Users' option is also highlighted with a red box.

4. This will open the Users tab and show a list of **connected** and **disconnected** users for the entity.

Dashboard Transactions Administration

Entity details Users Licences and registrations Entity contacts

Managing users

Before you invite others to use the portal on behalf of an entity, you should understand the [Access level](#) you can allocate to them.

In summary, a Senior administrator has the highest Access level; an Administrator has similar access to a Senior administrator except they cannot invite a Senior administrator; an Approver can launch, edit and submit a form or transaction; an Editor can only launch and edit a form or transaction.

To change a user's Access level, connection or invitation status use the 'cog' icon to the left of a user's name. If you don't see a cog, you cannot change that users details.

+ Invite new user to entity

Users for this entity

Name	Email	Access level	Status
Ross Williams	RossTest@test.com	Approver	Connected
Shane Ross (Myself)	Shane@test.com	Senior Administrator	Connected
Test Tester	test@test.com	Approver	Invite Pending
Test Testname	test.bname@email.com	Approver	Invite Expired

5. Click on the **edit** cog to the left of the user's name whose Access level you want to change.

Users for this entity

Name	Email	Access level	Status
Ross Williams	RossTest@test.com	Approver	Connected
Shane Ross (Myself)	Shane@test.com	Senior Administrator	Connected
Test Tester	test@test.com	Approver	Invite Pending
Test Testname	test.bname@email.com	Approver	Invite Expired

6. Select the new **Access level** you want to assign.

Users for this entity			
Name	Email	Access level	Status
Ross Williams	RossTest@test.com	Approver	Connected
is (Myself)	Shane@test.com	Senior Administrator	Connected
er	test@test.com	Approver	Invite Pending
ame	test.bname@email.com	Approver	Invite Expired

User actions

Access role

Administrator

Approver

Editor


✖ Disconnect from entity

7. Tick the conformation message and click **Confirm**.

Change user Access level

Are you sure you want to change this user's Access level?

* I understand this change of Access level will give the user the Access level I have selected, for the nominated regulated entity in the ASIC Regulatory Portal.

 A success message will display confirming you have changed the user's Access level.

Success. You have changed Ross Williams's access level for TEST COMPANY PTY LTD to Editor. ✖