



## Share Permissions (Certificate Holder)

How to share permissions as a Certificate Holder, with a Mine Site or Training Provider to manage details, view log information, compliance and/or add activities for the Coal Services Maintenance of Competence (MoC) Portal to assist with maintaining your NSW Practicing Certificate.

There are 2 ways a Certificate Holder can grant Permissions for a Mine Site or Training Provider in the MoC Portal:

- 1. Manually Share Permissions
- 2. Invited to Share Permissions

**Note:** Granting Permission to any site allows them to manage your basic account details, except your email address – to change your email please contact <u>mocsupport@coalservices.com.au</u>.

Login at https://moc.coalservices.com.au

## Manual Share Permissions

- 1. Select "Site Permissions"
  - Phone select the 3 lines
  - PC left menu

- 2. Select "Add Sites"
- 3. Search for the Mine Site or Training Provider in the "Site or Organisation" field.
- 4. Enable Permissions as required.

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5. Select "Save Site".

Permissions can be changed at any time.

## Invitation Share Permissions



- 1. Email received from <u>noreply.moc@coalservices.com.au</u> to join an Organisation's Site, select "Join".
- 2. Select "Join".
- 3. You will either be prompted to login, or if already logged in taken to this screen.
- 4. Enable Permissions as required.



5. Select "Save Site".



Permissions can be changed at any time.