

How to:

Update Certificate Holder account details (Admin User)

How to update Certificate Holder account details using Coal Services Maintenance of Competence (MoC) Portal.

As an Admin you are able to modify the account information on behalf of a Certificate Holder that has enabled permissions for your Organisation Permissions are enabled by the Certificate Holder on Invite or Manually via the Site Permissions area of their Portal.

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

1. Select "Certificate Holders"
 - PC – left menu
 - Mobile Device – select the 3 lines



2. Search and/or select the Certificate Holder from the list

3. All active fields can be updated by an Admin on behalf of the Certificate Holder
Note: Email can only be updated by emailing mocsupport@coalservices.com.au

View Certificate Holder: Test Testing

First Name	Last Name
<input type="text" value="Test"/>	<input type="text" value="Testing"/>
Email	Phone
<input type="text" value="[REDACTED]"/>	<input type="text" value="0000000000"/>
Statutory Function	Mine Type
<input type="text" value="Undermanager"/>	<input type="text" value="Underground coal mines"/>
Practicing Certificate ID	
<input type="text" value="8793"/>	
Start	End
<input type="text" value="16/12/2018"/>	<input type="text" value="15/12/2023"/>