



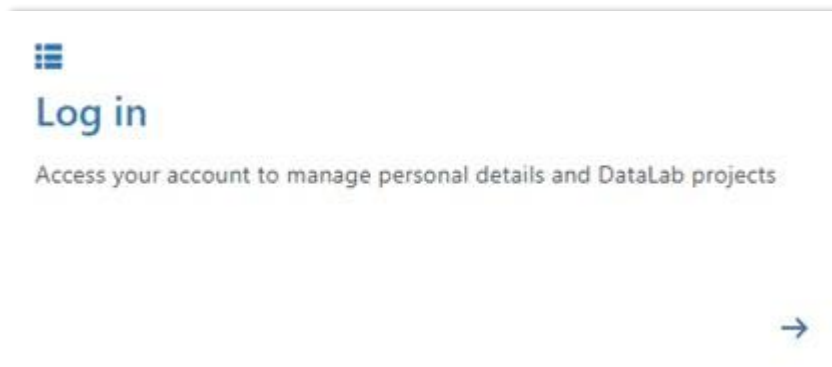
MYDATA PORTAL DASHBOARD NAVIGATION GUIDE

User guide – Beta release



MANAGING A PROFILE

1. From the myDATA home page, select 'Log in'

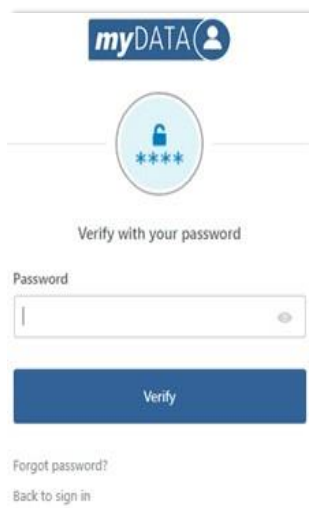


2. Enter your registered email address and select 'Next'



A screenshot of a login form. At the top left is the 'myDATA' logo with a person icon. Below the logo is the text 'Log in to myDATA (Test)'. Underneath is a label 'Email address' followed by a text input field. At the bottom of the form is a blue button labeled 'Next'.

3. Enter your password and select 'Verify'



A screenshot of a password verification form. At the top left is the 'myDATA' logo with a person icon. Below the logo is a circular icon containing a padlock and four asterisks. Underneath is the text 'Verify with your password'. Below that is a label 'Password' followed by a password input field with an eye icon. At the bottom of the form is a blue button labeled 'Verify'. Below the button are two links: 'Forgot password?' and 'Back to sign in'.

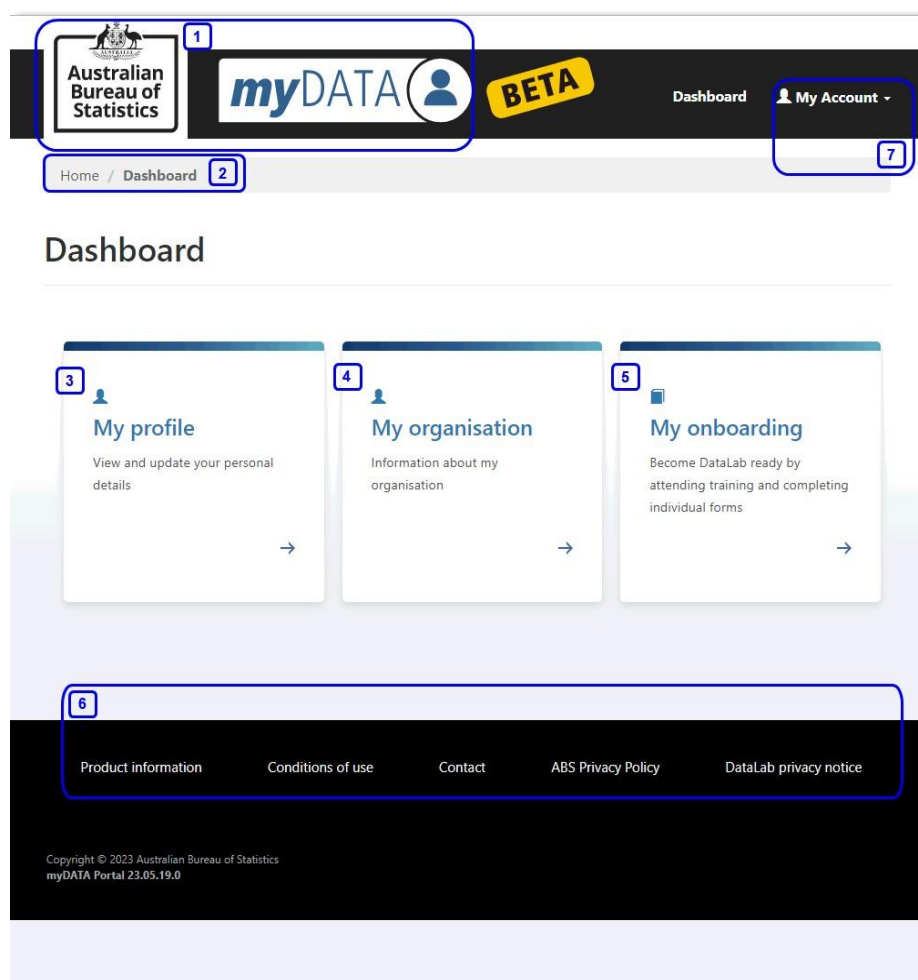
DASHBOARD NAVIGATION

1. After logging in with your authenticated credentials you will be presented with a Dashboard.

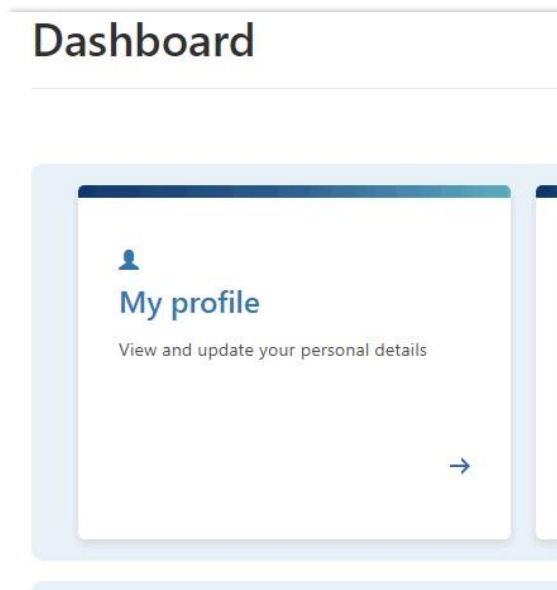
Note - New tiles will appear over time as we release new system functionality.

Navigating the dashboard

- 1 ABS and myDATA logos will take you to the corresponding home page.
- 2 myDATA breadcrumb aids navigation. You can use the breadcrumb to jump through pages.
- 3 'My profile' tile will display your registered information. You can update most fields at any time. If you need to change your email you will need to contact data.services@abs.gov.au.
- 4 'My organisation' tile shows which organisation you are attached to.
- 5 'My onboarding' tile is where you can enrol in ABS DataLab Safe Researcher training, review your training session details, cancel your training enrolment, and find your pre-training reading material and onboarding forms/quiz.
- 6 Links to relevant information on the ABS website. Clicking 'Contact' will draft an email to data.services@abs.gov.au
- 7 'My Account' is where you can log out of the myDATA system.



2. Click on the 'My profile' tile.



3. View personal details:
You can review and update your personal details.

(See example on next page)

Manage Profile



Example Person

Your Information

myDATA User ID

[example.person@example.com](#)

Registration Centre User ID *

123456

My work details

Job title

Work email *

example.person@example.com

Work phone

Work mobile

Organisation

Australian Bureau of Statistics

Address line 1 *

Address line 2

Suburb/Town *

State *

Post Code *

Country *

My details

Title

First name (legal)

Preferred name

Middle name

Last name *

Update

4. Editing personal details

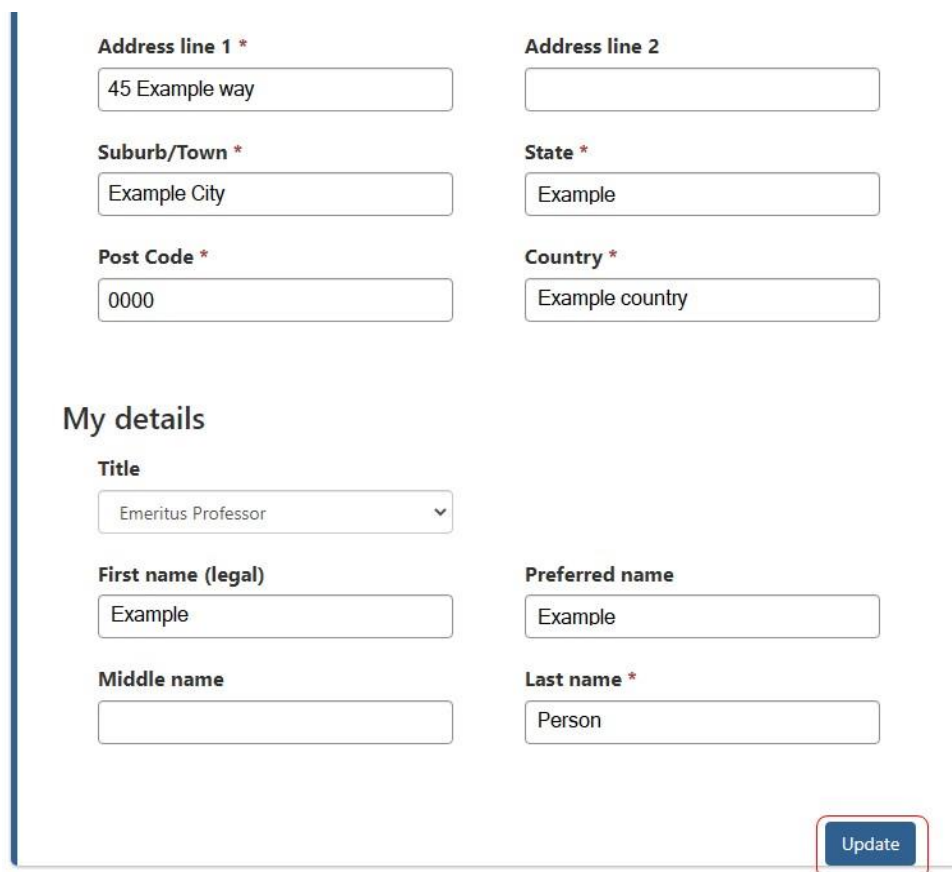
You can edit all personal details with the exception of:

- myDATA ID
- Registration Centre User ID
- Work Email

To edit any of these fields, contact data.services@abs.gov.au

To edit personal details, select the field you wish to update and replace the information contained within.

Once all changes have been made to the desired fields, click on the blue 'Update' button found at the bottom of the form. Clicking this will translate the changes to your record in myDATA.



The form is divided into two main sections. The top section contains address and location fields: 'Address line 1 *' (45 Example way), 'Address line 2' (empty), 'Suburb/Town *' (Example City), 'State *' (Example), 'Post Code *' (0000), and 'Country *' (Example country). The bottom section, titled 'My details', contains personal information fields: 'Title' (dropdown menu with 'Emeritus Professor' selected), 'First name (legal)' (Example), 'Preferred name' (Example), 'Middle name' (empty), and 'Last name *' (Person). A blue 'Update' button is located at the bottom right of the form.