



Setting up a New Health User in the Data Portal

If you are a Health *User Administrator*, you will be able to activate profiles in the Data Portal for any Health staff members as the need arises for them to use the Data Portal. This is done by assigning the user's profile roles, file permissions and folders to ensure they can use the Data Portal to work with data assets as required.

To activate a new user profile in the Data Portal:

1. Open the Data Portal through [Health Data Portal](#).

The Data Portal Home screen will display.

2. From the Data Portal Home screen, select **Manage** and then select **Users** from the list that displays.


The Manage Users screen will display.

3. In the **User ID** field at the bottom of the screen, enter the user's Health user ID.

4. To search for the user's record select

Search

The User Details screen will display.

5. To open the user's profile for editing, select  at the top of the screen.

The User Details screen will update so the user's profile can be edited.

6. In the **Roles** section, select the relevant check box(es) to add roles to the user's profile.

7. In the **File Permissions** section, select

Edit

8. In the File Permissions dialog box, select the file permissions to be added to the user's profile from the **Available** section and select **>**.



File permissions determine the published data assets a user will be able to see in the Data Portal.

9. To continue, select

OK

10. In the **Folders** section, select

Edit

11. In the **Available** section of the Folders dialog box, select the check boxes for the folders to be added to the user's profile and select **>**.

Where relevant, it is important to select both the top level folder and at least one sub-level folder underneath for the user to be able to perform the required functions.



Folders determine the data assets the user will be able to view and/or edit as the data assets go through the submission workflow process.

12. To continue, select .
13. To save the changes to the user's profile, select .
14. In the Save Changes dialog box, select .

The changes made will be applied to the user's profile and the user can now log in to the Data Portal and perform their required tasks.