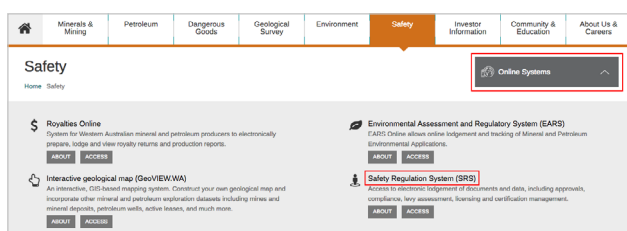




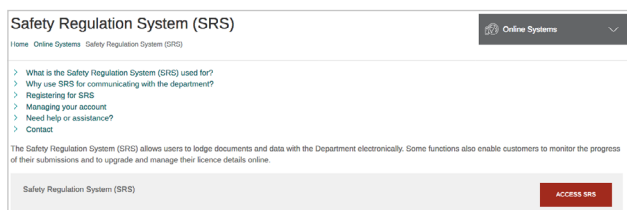
# Quick help guide to access and manage your SRS account

## Accessing Safety Regulation System (SRS)

1. From the Department website, click Resources Safety. Then expand 'Online Systems' and click 'Safety Regulation System'. You can also save this page as a favourite in your browser for easy access.



2. Once you are in the SRS page, click 'Access SRS'.



3. Enter your username and password. Click 'Sign in'.

Note: You will see only the subsystems where you have been granted security roles either as Company Endorser, Company Administrator or Company Representative.

## Manage 'My Profile' or update personal details

You can update and manage your account in SRS including address and contact details.

1. From the SRS home page click 'My Profile' and select 'My Personal Details' from the drop-down list.



2. To update your details click on the arrow to expand the relevant section. You will see your current details.

Click 'Update' to amend the information. Enter the new information and click 'Save' to accept or 'Cancel' to return to the previous page.

Note: Changes to your account will be reflected across all Department systems, if you have registered to access more than one system.

## Changing your password

1. Login to SRS as per *Accessing Safety Regulation System* on page 1.
2. Once logged in, click 'Set Password'.

The screenshot shows the 'Manage My Account' page for a user named Lucy Bloggs. The page is titled 'SINGLE SIGN ON' and 'Manage My Account'. It displays the user's details, including Username (ex87945), Preferred Login Name (LucyBloggs), Given Name (Lucy), Last Name (Bloggs), Email (lucy.bloggs26@yahoo.com), Phone (99999999), and Fax. It also shows the Company Name, Address (1 adelaide terrace), Suburb (east perth), Postcode (6004), State (WA), and Country (Australia). The System Access is listed as 'SRS EXTERNAL COMPANY USER' and 'SRS EXTERNAL USER'. There are two buttons: 'Update Details' and 'Set Password'.

3. Enter your existing password followed by a new password. Retype your new password to confirm and click 'Update' to complete the password change process.

## Reset a forgotten password

1. If you have forgotten your password, click 'Forgotten password?' on the SRS login page.

The screenshot shows the SRS login page. The header includes the Government of Western Australia logo and the text 'Department of Mines, Industry Regulation and Safety'. The main heading is 'SINGLE SIGN ON'. Below the heading, there is a section for 'Sign in to use available applications' with fields for Username and Password, and buttons for 'Sign in' and 'Forgotten password?'. To the right, there is a 'New User Registration' section with a 'Register' button.

2. Enter your username and email you used to register for SRS. Click 'Reset Password'. If the username and email matches your registration details, you will receive an email with a new password.

The screenshot shows the 'Forgotten Password' page. It asks the user to enter their Username and Email address to reset their password. It states that a new password will be generated and sent to the user's Email address. A note specifies that the password will only be reset if the Username and Email match the current registration details. There are input fields for Username and Email, and buttons for 'Reset Password' and 'Back'.

For information about Safety Regulation System, contact:

### Resources Safety

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[www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)