

# How to:



## 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 [mocsupport@coalservices.com.au](mailto:mocsupport@coalservices.com.au).*

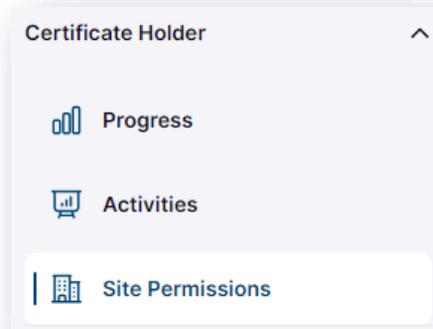
Login at <https://moc.coalservices.com.au>

# Manual Share Permissions



Coal Services

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.

Permissions	
View Activities	<input checked="" type="checkbox"/> Allow
View Evidence	<input checked="" type="checkbox"/> Allow
View Compliance Status	<input checked="" type="checkbox"/> Allow
Assign Event / Assign Activity	<input checked="" type="checkbox"/> Allow

4. Enable Permissions as required.

5. Select "Save Site".



Permissions can be changed at any time.

# Invitation Share Permissions



1. Email received from [noreply.moc@coalservices.com.au](mailto:noreply.moc@coalservices.com.au) 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.

Site: Mines Rescue Test (Mines Rescue Test)

Permissions	
View Activities	<input checked="" type="checkbox"/> Allow
View Evidence	<input checked="" type="checkbox"/> Allow
View Compliance Status	<input checked="" type="checkbox"/> Allow
Assign Event / Assign Activity	<input checked="" type="checkbox"/> Allow

4. Enable Permissions as required.

5. Select "Save Site".



Permissions can be changed at any time.