



D A M S T R A

CONNECT + PROTECT YOUR WORLD



TWMS Mobile

How to Create Employee Portal Account

PRODUCT: Damstra Workforce Management

VERSION:

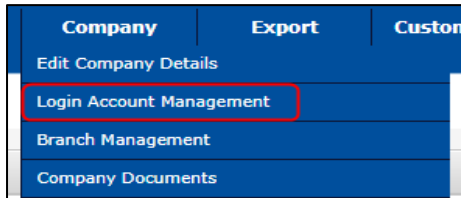
AUTHOR: Clarice Adolacion

APPROVED BY:

How to Create Employee Portal Account

Allow your employees to manage their profiles by creating their employee portal account with the following steps,

1. Login to <https://portal.damstra.com.au/>
2. Hover the mouse to *Company* then click *Login Account Management*



3. You will land to the *TWMS Portal Account* page

TWMS Portal Account

Username: Update Username These details are for the TWMS Portal account that is currently logged in.

Password: Change Password

Name: * Changing your e-mail address will deactivate your account until you activate it through the link sent to your new e-mail address. The activation e-mail will be sent immediately upon saving.

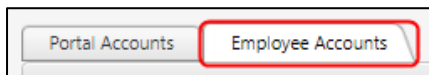
E-mail*: Update Name/E-mail

Portal Accounts | **Employee Accounts**

Employee Accounts

Load Employee List

4. Go to the *Employee Accounts*



5. Click Load Employee List to see the list of your employees
6. You might see 3 different statuses in the list

Employee Accounts		
Employee Name	Card ID	Status
[Redacted]	[Redacted]	Valid
[Redacted]	[Redacted]	Not Verified
[Redacted]	[Redacted]	No Account

- **Valid** – Account is created, verified, and unlocked.
- **Not Verified** – Account is created but locked out. Click to send a password reset email.

Employee Portal Account

Employee Name: [blurred]
Card ID/Username: [blurred]
E-mail: [blurred]

[Send Verification E-mail](#)

- **No Account** – An account has not been created. Click it to create the account.

Employee Portal Account

Employee Name: [blurred]
Card ID/Username: [blurred]
E-mail: [blurred]

[Create Account](#)