

User Level

Once you have successfully signed in you will see your home page. The portal allows to configure licences for users belonging to more than one organisation – to see the licence details the organisation needs to be selected by using the drop down box as highlighted below.

MyPEN

My Orgs

Search Users

Search Orgs

org.user

Logout

User - Mr Org User

You

This Users's Organisations

Username

org.user

Title

Mr

First name

Org

Surname

User

Email

orguser@org.com.au

Phone

1800 762 993

Send email with

?

☒ New product updates

☒ Product and marketing information

Save Changes

Membership and Licensing

Organisations

Password

Only currently active/valid licenses for the User are shown on this page: licenses yet to come into effect or that have expired are not shown. Product expiry dates shown do not take into consideration the Products master expiry date set on the Product itself.

Organisation logging in at:

- none selected -

Organisation Product Licen

- none selected -

Licensing Portal Organisation (8069) <- PEN CS Pty Ltd

Organisation Component Licenses:

Legacy User Product Licenses:

Product	Expiry
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Legacy User Component Licenses:

Component	Expiry
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Figure 2: MyPen User Homepage

To see your organisation click on the link 'This User's Organisation' in the top left corner – this will display all organisations the logged on user belongs to. A click on the organisation of interest will load a new page, please see the chapter on Organisation Level for details.

This Users's Organisations

Licensing Portal Organisation

Username

org.user

Title

Mr

First name

Org

Surname

User

Email

orguser@org.com.au

Phone

1800 762 993

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Figure 3: MyPen User Organisations