Self Registration

Users can self-register at the logon page by clicking on the link 'Create new account' on the logon page.
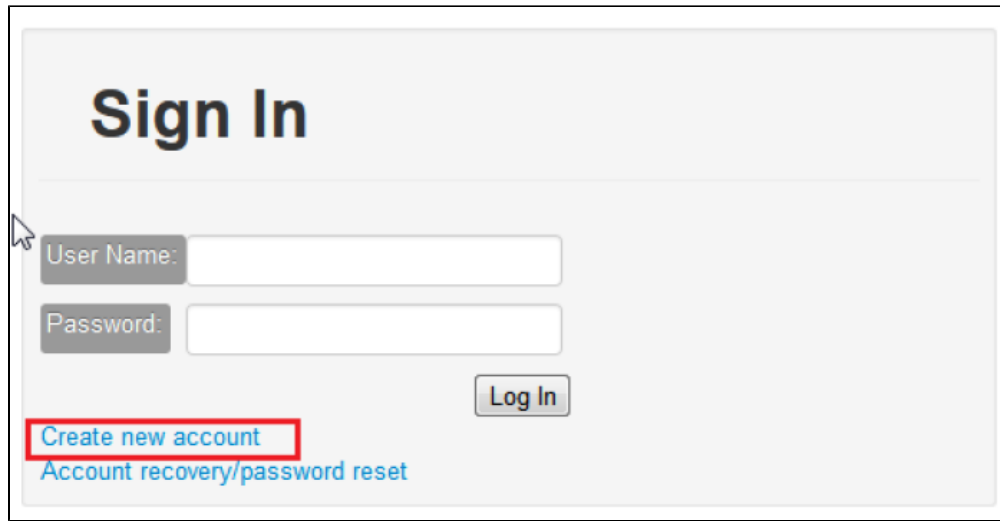

Figure 20: Create New Account Link

This will open a new window where you are prompted to enter our personal and organisational information. A MyPEN account will be created automatically for you if you complete the form.
This account will have to be confirmed by our support team to confirm your organisation details before your account becomes fully activated. Before this time, you will be able to log in and update your personal details at any time, but will not have access to any PEN products. Our support team will fully activate your account within 2 business days.

Register new MyPEN account

Please provide your personal and organisation details. A MyPEN account will be created automatically for you, however, our support team will need to confirm your Organisation details before your account becomes fully activated. Before this time, you will be able to log in and update your personal details at any time, but will not have access to any PEN products. Our support team will fully activate your account within 2 business days.

Username	username *
Title	- not set -
First name	first name *
Surname	surname *
Email	email *
Phone	phone *
Password	password *
Confirm Password	confirm password *
Send email with ?	☑ New product updates
	☑ Product and marketing information
Job Role	- not set - *

Organisation Details

Organisation Name	organisation name *
Cross Reference Number	ref number
Street Address	street address *
Suburb	suburb *
State	- not set - *
Postcode	postcode *
Phone	phone *
Fax	fax
Clinical Software	- not set - * Not verified
Billing/Appointment Software	- not set - * Not verified

Ok Cancel

Figure 21: Self Registration Form

After completion the account will be displayed with the status as 'Awaiting Approval'.

Users	Client Organisations	Membership and Licensing	Credit	Login/Usage Reports

This is the list of all User accounts associated with this Organisation. User accounts may also have associations with other Organisations. Users details and their association with this Organisation can be changed on the Users account page, accessable via following the links below. New accounts can be created via the Add new User button visible to Organisation Administrators and PenCS Support.

Add new User   Export list to file (including Users at all client Organisations)   Count: 1

Name (Username)	Job Role	Permission	Self-Reg Status	Active
Practice1 User (p1.user) You	General Practice Nurse	Administrator	Awaiting Approval	Yes

Figure 22: Self Registered Account Status