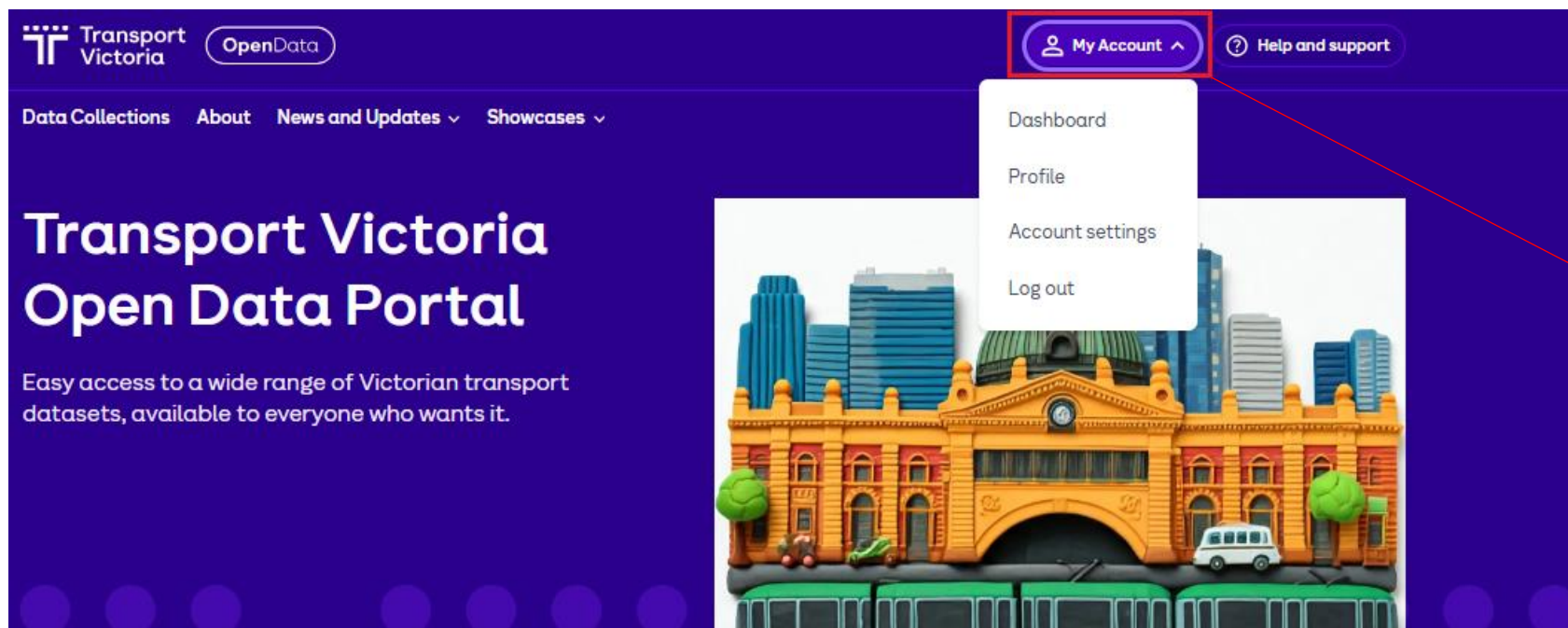# Transport Victoria Open Data Portal
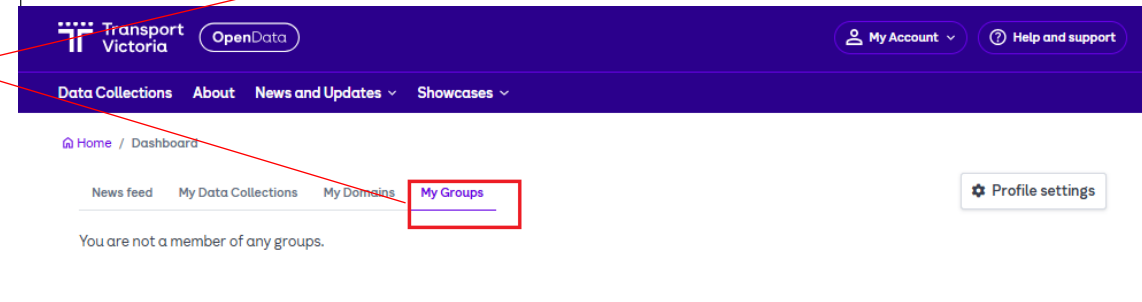# How to manage your account

Step 1: Click the "My Account" button in the top right corner of the portal to access and manage your account

Transport Victoria Open Data Portal
How to manage your account

Step 2: Click the "Dashboard" button to see the recent updates to datasets or data collections you are following under the "News Feed" tab

Tip: The "My Data Collections", "My Domains" and "My Groups" tabs in the dashboard won't have any news feeds, these are inactive features for open data users
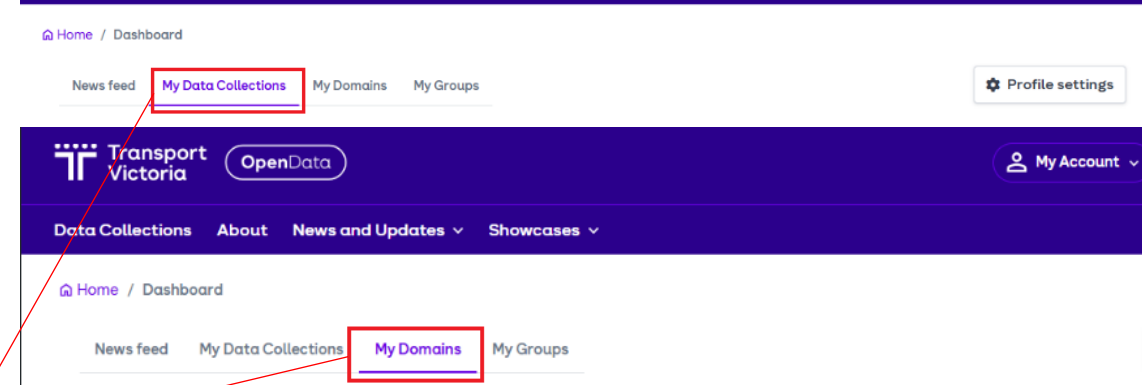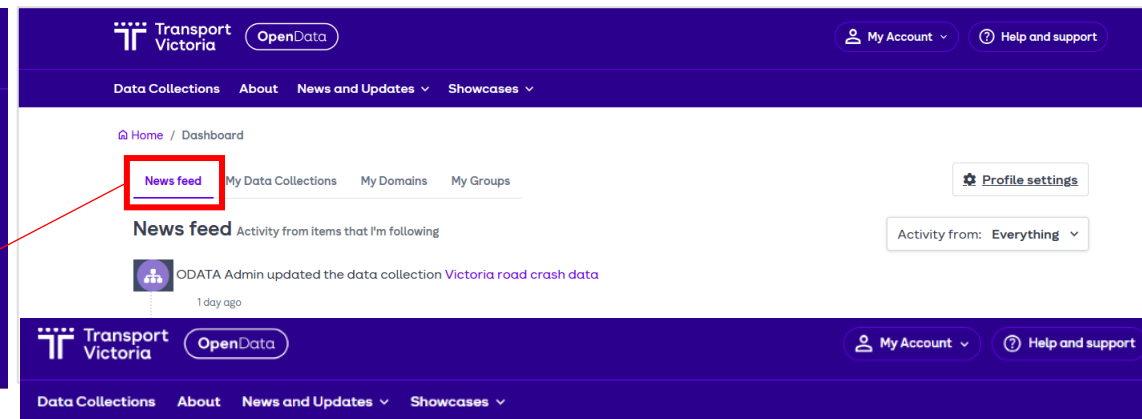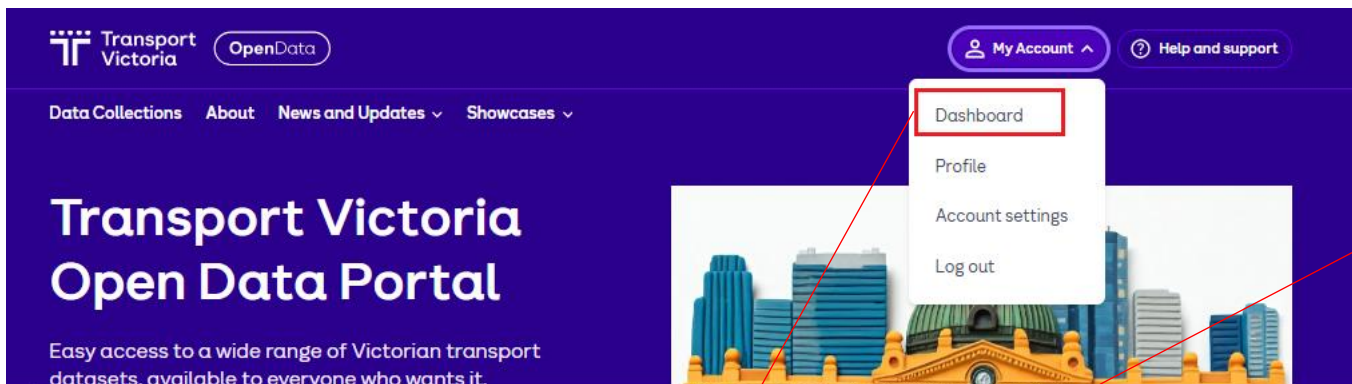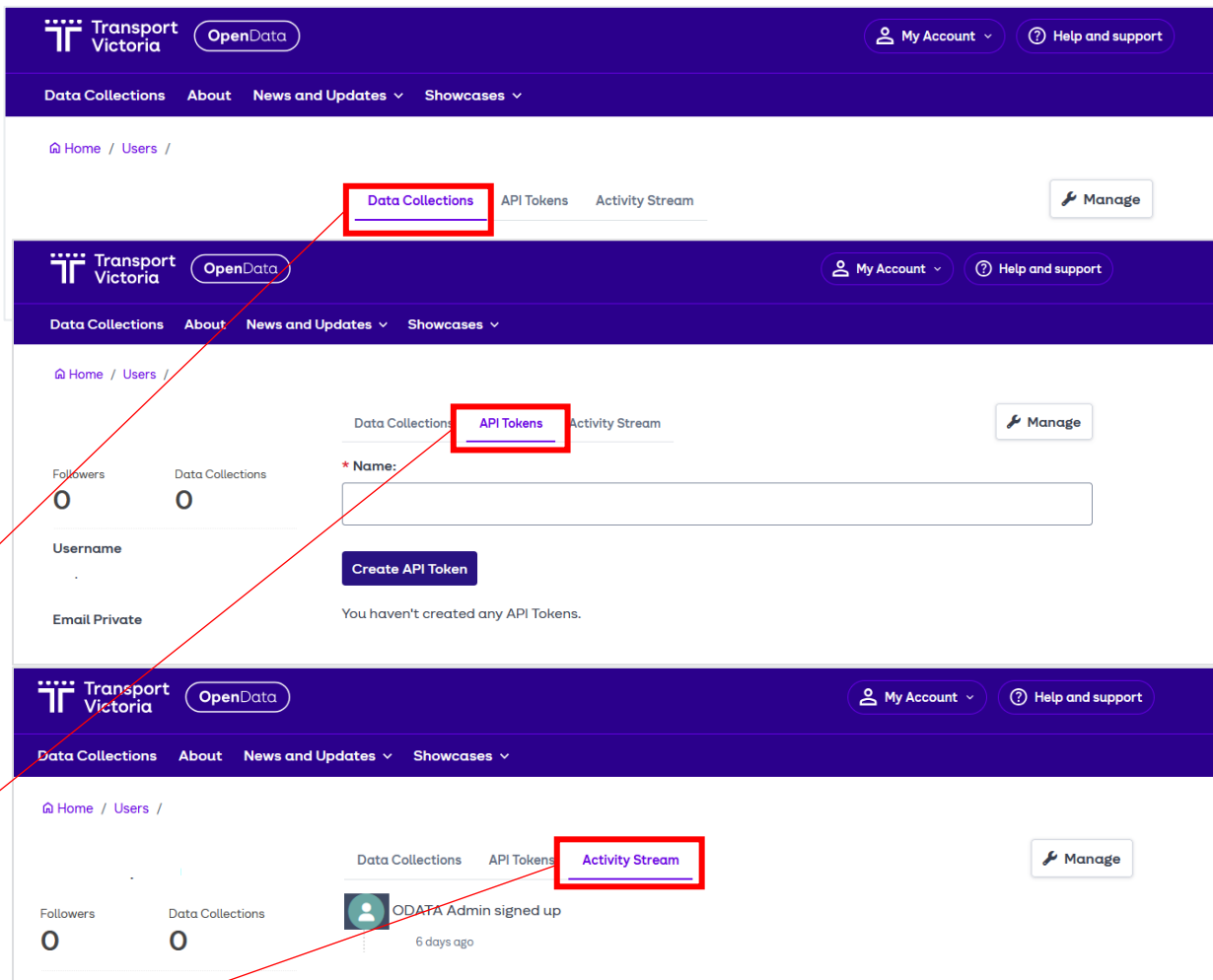
Transport Victoria Open Data Portal
How to manage your account
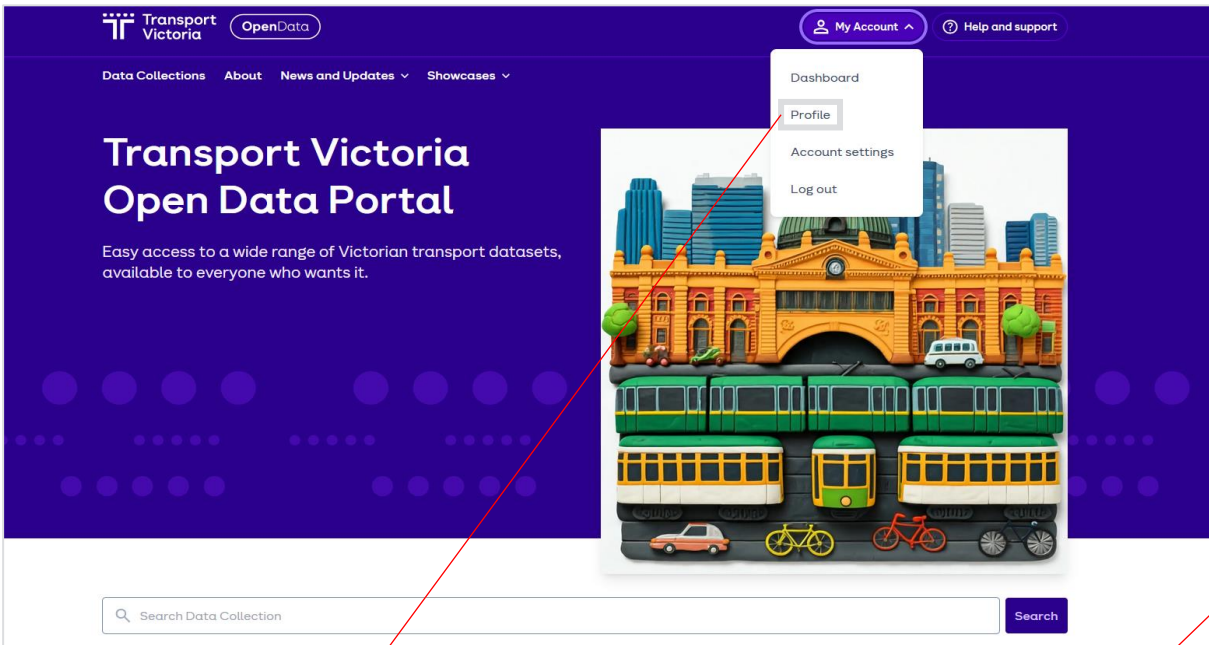
Step 3: Click the "Profile" button to see your API tokens and recent activity.

Please note, the "Data Collections" tab won't have updates as it's an inactive feature for open data users

Step 4: Click on tabs to see the updates under each category

Transport Victoria Open Data Portal
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Transport Victoria OpenData
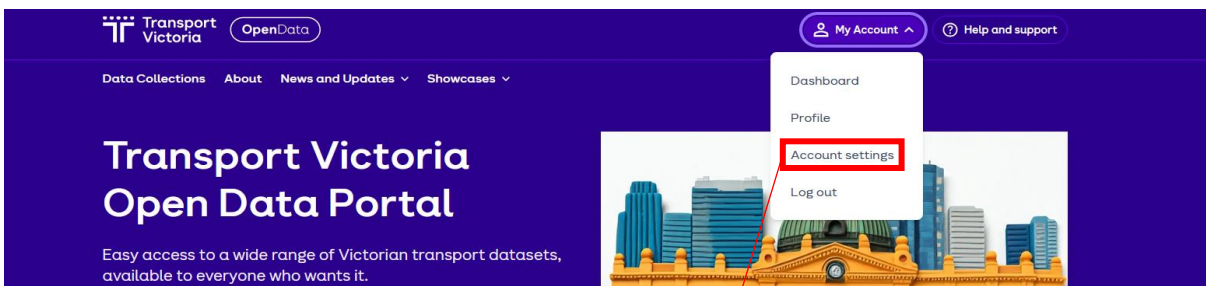
Data Collections   About   News and Updates ⌄   Showcases ⌄

👤 My Account ∧   ❓ Help and support

Dashboard
Profile
Account settings
Log out

Transport Victoria Open Data Portal

Easy access to a wide range of Victorian transport datasets, available to everyone who wants it.

Step 5: Click the "Account settings" button to view your account details

Step 6: These details cannot be changed on this page. Please visit our <u>Help and Support</u> page and use the "Contact Us" form to send us your updated information via a portal support request.

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Data Collections   About   News and Updates ⌄   Showcases ⌄

👤 My Account ⌄   ❓ Help and support

🏠 Home / Users / / Manage

Change details

Username:

Full name:

* Email:

☐ Subscribe to notification emails
You will receive notification emails from Open Data – Transport Victoria, e.g. when you have new activities on your dashboard.

Password
Click here to change password

* Required field

[Update Profile]

Step 7: Please make sure you click this tick box so you receive notifications when data collections and Domains you follow are updated

Step 8: You can update your password here. Follow the user guide for changing your password if you need help

Step 9: Click on the "Update Profile" button when you subscribe to notification emails