

User Guide C Login for First Time Users

NSW LRS Online

Authorised users will have a Login supplied by NSW LRS to access further information in the LRS Online system.

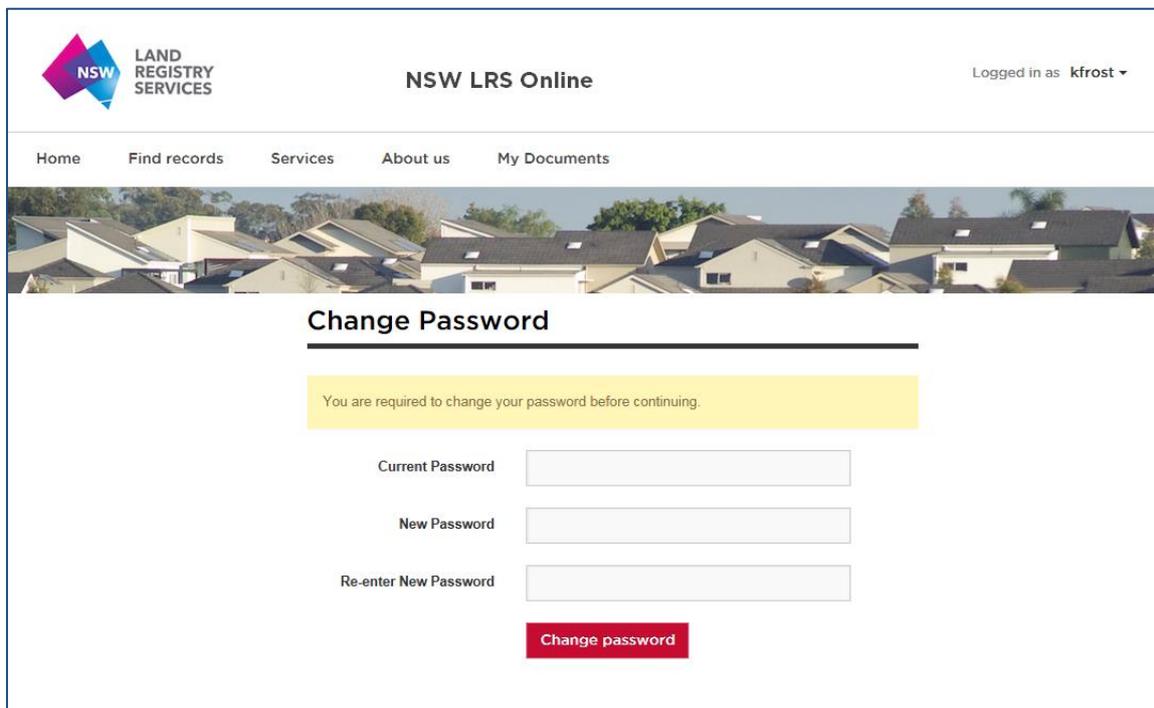
The team in Electronic.Services@nswlrs.com.au will provide user ID's when they receive a request from the Local Administrator. The UserID consists of Username and Password.

Access this website by: <http://online.nswlrs.com.au>

When a new user is put on the system, they receive a temporary password, and the system will request they change this and the "Change Password" menu will display.

1. To change a temporary Password

Type in the temporary password that was emailed to you in the "Current Password" field. Type in a new password into the "New Password" field, and again into the "Re-enter New Password" field and press the Change Password button.



NSW LAND REGISTRY SERVICES

NSW LRS Online

Logged in as kfrost ▾

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Change Password

You are required to change your password before continuing.

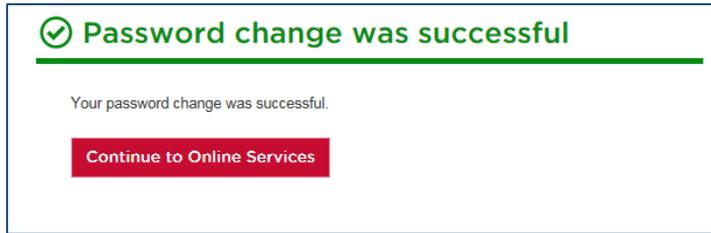
Current Password

New Password

Re-enter New Password

Change password

The following will be displayed:



Click on “Continue to Online Services” button. The Authorised User field will display your UserID.

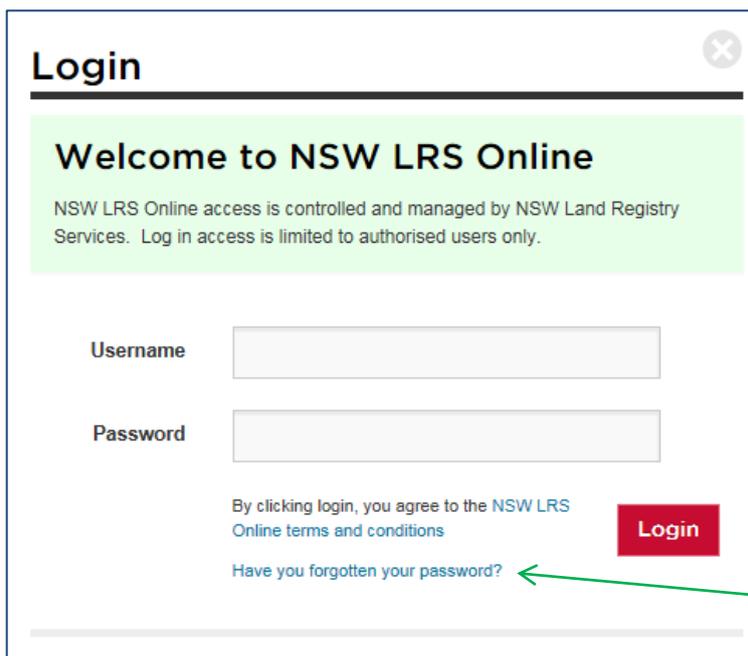
2. Active UserID, but you have Forgotten your Password

You have the ability to change your password, when your UserID is Active.

If you enter an incorrect password three times, the system Disables the Userid and you need to email either your Local Administrator or electronic.services@nswlrs.com.au for a new temporary password.

Active User

Enter your Username and select the link of “Have you forgotten your password?”



Login

Welcome to NSW LRS Online

NSW LRS Online access is controlled and managed by NSW Land Registry Services. Log in access is limited to authorised users only.

Username

Password

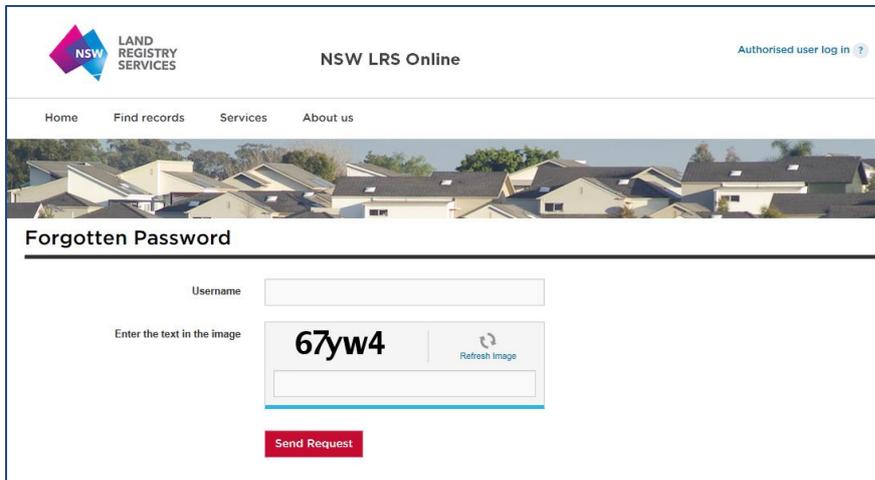
By clicking login, you agree to the [NSW LRS Online terms and conditions](#)

[Have you forgotten your password?](#)

[Login](#)

The “Forgotten Password” menu displays.

Enter your Username/UserID, then the captcha text into field and select “Send Request”.



NSW LAND REGISTRY SERVICES

NSW LRS Online Authorised user log in ?

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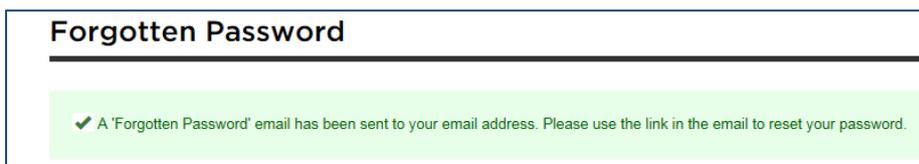
Forgotten Password

Username

Enter the text in the image **67yw4** Refresh Image

Send Request

This will send the User an Email link to update their password.



Forgotten Password

✓ A 'Forgotten Password' email has been sent to your email address. Please use the link in the email to reset your password.

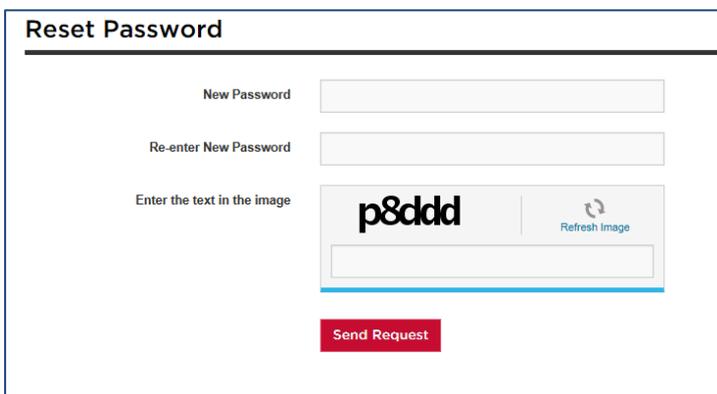
In the email, following the instructions to click on the link and the reset password screen will display.



A request has been made to reset the password for your NSW LRS Online User ID.
To choose a new password, click on the link below and follow the prompts on screen.

<https://online.nswlrs.com.au:443/wps/poc?uri=six:/reset-password?token=DD9B52CFC54B3A4C49672C15C71A0F499FA80236>

The “Reset Password” menu displays. Insert a new password in the “New Password and “Re-enter New Password” fields, and select “Send Request”.



Reset Password

New Password

Re-enter New Password

Enter the text in the image **p8ddd** Refresh Image

Send Request

Then the following displays:

Reset Password

✓ Your password has been updated, please click the [Authorised user log in](#) link to login with your new password

Your password is reset, and you can click on the “Authorised User” link in this text.

If the password updating procedure is not successful, please email: electronic.services@nswlrs.com.au for assistance.