

WPD DataPortal2

Registration & Account Management

Version 1.1 – August 2016



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Accessing WPD DataPortal2

Web Address

The WPD DataPortal2 service is an online facility provided by Western Power Distribution.

It is accessible at the following web address: <https://dataportal2.westernpower.co.uk>

System Requirements

The WPD DataPortal2 website uses modern Web Standards to provide a dynamic and secure service. You will need a modern Web Browser, to enable Javascript and accept Cookies to use the service. You can check if your web browser is up to date at <http://www.whatbrowser.org>

Your attention is drawn to the following points:

- A minimum screen resolution of 1024 x 768 and a fast internet connection are recommended for the best usability
- Geolocation facility is dependent on Hardware and Software support on your device
- Some features may be more difficult to use on Touch Screen devices
- Be aware that downloads from the site vary in size and some may take a longer time to download on slower connections

Registration

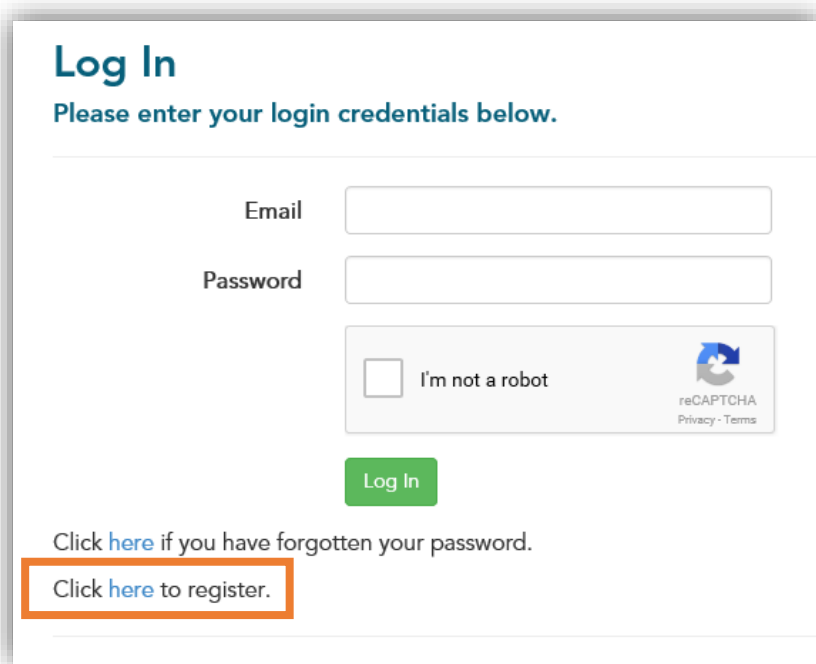
Where to Register

Access to WPD DataPortal2 is restricted to users approved by Western Power Distribution.

To register for the service please complete the online registration at the following web address:

<https://dataportal2.westernpower.co.uk/Auth/Register>

Alternately, you can access the registration page by accessing the site and clicking the "Click [here](#) to register." link as highlighted in the picture below:



The image shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Please enter your login credentials below.** (Instruction)
- Email** (Label) and an empty text input field.
- Password** (Label) and an empty text input field.
- I'm not a robot** (reCAPTCHA checkbox)
- reCAPTCHA logo and **reCAPTCHA Privacy - Terms** (Text)
- Log In** (Green button)
- Click [here](#) if you have forgotten your password.
- Click [here](#) to register.** (Link highlighted with an orange box)

Completing the Registration

Please complete the registration form as completely and accurately as possible. We will use the information that you provide to determine your eligibility for access to the service. Incomplete or purposefully withheld information may delay your registration or result in your application being declined.

Please note that fields labelled like this are required fields and must be completed before your registration can be submitted.

The password you choose upon registration should meet the following requirements:

- Minimum of 6 characters in length
- Contain at least one upper case and one lower case letter
- Contain at least one number
- Contain at least one special character

When you have completed the registration form press the  button to send it.

If you have filled the form successfully you will receive the following acknowledgement:

Registration Confirmation

Thank you for registering for the WPD DataPortal 2 service, we are pleased to confirm that your registration request has been received successfully.

We will send a message to the email address you provided shortly. Please follow the instructions contained in this mail to confirm your ownership of the email address.

Please Note

WPD assess all registration requests. You will not be able to access the service until access has been granted.

In most cases these requests will be processed within 24 hours, however in some cases we may choose to contact you to gather further details to support your application.

If your request is approved you will receive an email notification to your registered email address.

Please [click here](#) to return to the Home page.

Within a few minutes of submitting your registration you should receive a mail to the email address used in the registration:

Dear User,

An account has recently been registered for the [WPD DataPortal2](#) service using this email address.

If you made this request, please confirm ownership of this email address by clicking [here](#).

If you did not make this registration, you may safely ignore this email - no further action is required.

Regards,

WPD DataPortal2 Team

Email: wpdplanningdata@westernpower.co.uk
Telephone: 0121 623 9647

Please follow the link in the mail to confirm ownership of your email address.

Registration Outcome

You will not be able to access the WPD DataPortal2 service until your registration request has been approved by WPD. In most cases requests will be processed within 24 hours, however in some cases we choose to contact you to gather details to support your application.

You will be notified by email on the outcome of your registration request. If your request has been accepted, you will receive the following message via email:

Dear User,

I am pleased to inform you that your access request for the WPD DataPortal2 service has been approved.

You can [click here](#) to be taken to the login page.

Help documents can be viewed by following [this](#) link.

Regards,

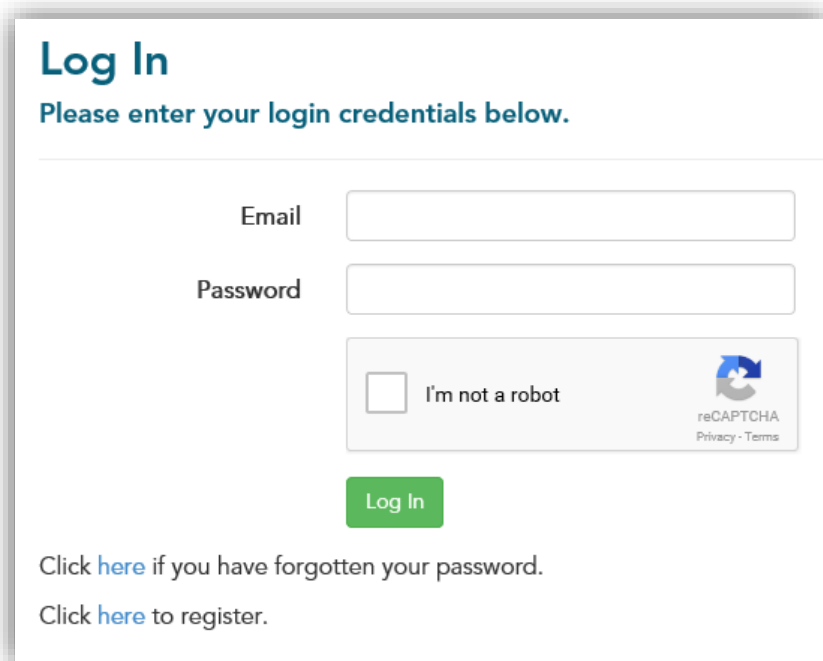
WPD DataPortal2 Team

Email: wpdplanningdata@westernpower.co.uk
Telephone: 0121 623 9647

Logging In

Log In

Access the website at <http://dataportal2.westernpower.co.uk> and populate the **Email** and **Password** fields:




The screenshot shows a login form with the following elements:

- Log In** header in blue.
- Instruction: **Please enter your login credentials below.**
- Email** label next to an empty text input field.
- Password** label next to an empty text input field.
- A reCAPTCHA box containing:
 - An empty checkbox.
 - The text "I'm not a robot".
 - The reCAPTCHA logo and text "reCAPTCHA Privacy - Terms".
- A green **Log In** button.
- Links: "Click [here](#) if you have forgotten your password." and "Click [here](#) to register."

The **Email** field is the email address that you used during the registration process.

The **Password** field is the password that you chose for yourself during the registration process. WPD do not know your password and will not be able to confirm it to you. In the case that you have forgotten the password you will need to complete a [Forgotten Password](#) request.

Complete the reCAPTCHA security measure by clicking in the empty box next to "I'm not a robot". The reCAPTCHA process is used to protect our site and your login details. If for any reason you have had to login and out of your account multiple times within a short period, you may be asked to complete a simple image recognition task such as "Select all images with trees in them".

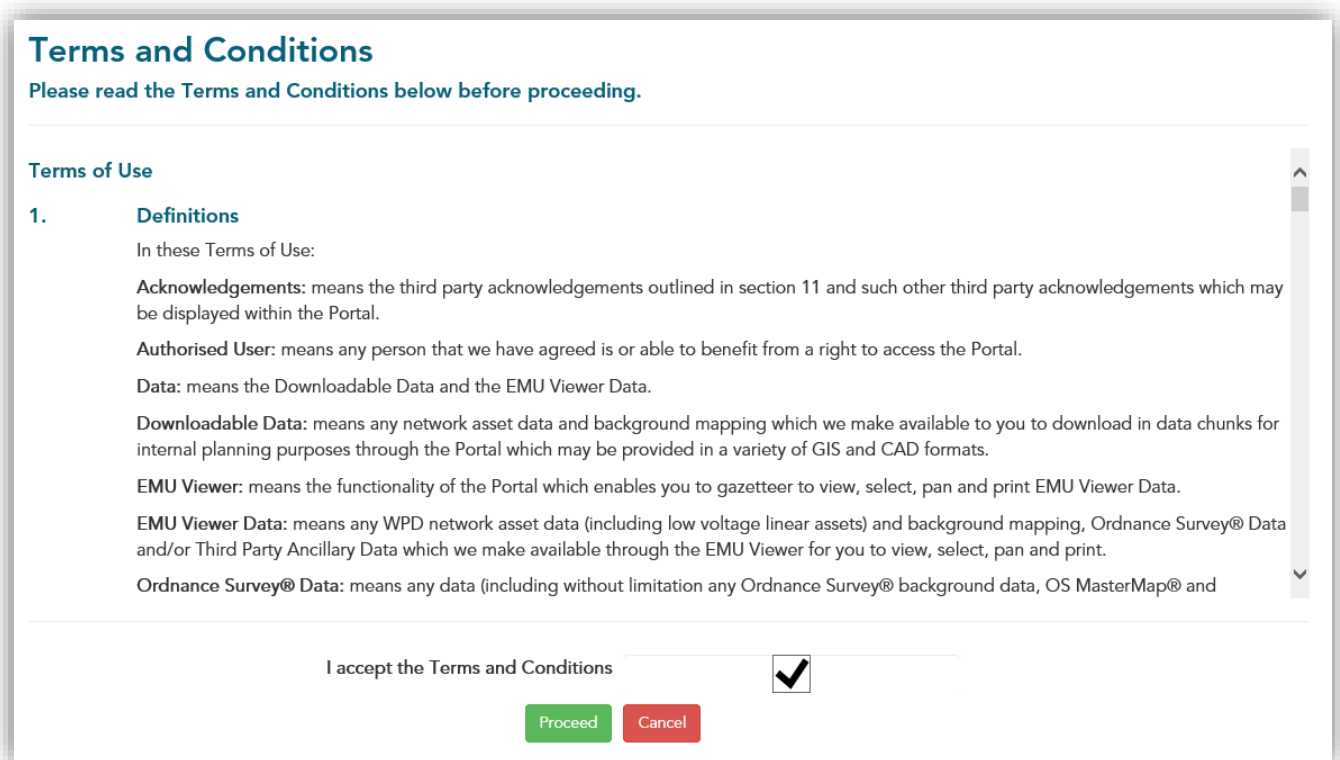
When you have completed the above, click the  button to proceed.

Accept Terms and Conditions

Each time you access the WPD DataPortal2 service you will be asked to confirm your acceptance of the Terms of Use. You should read these carefully and ensure that you understand them in full before proceeding.

You will not be able to login to the WPD DataPortal2 service without accepting the Terms of Use.

Use the scroll bar on the right of the Terms of Use document to scroll down:



Terms and Conditions
Please read the Terms and Conditions below before proceeding.

Terms of Use

1. **Definitions**

In these Terms of Use:

Acknowledgements: means the third party acknowledgements outlined in section 11 and such other third party acknowledgements which may be displayed within the Portal.

Authorised User: means any person that we have agreed is or able to benefit from a right to access the Portal.

Data: means the Downloadable Data and the EMU Viewer Data.

Downloadable Data: means any network asset data and background mapping which we make available to you to download in data chunks for internal planning purposes through the Portal which may be provided in a variety of GIS and CAD formats.

EMU Viewer: means the functionality of the Portal which enables you to gazetteer to view, select, pan and print EMU Viewer Data.

EMU Viewer Data: means any WPD network asset data (including low voltage linear assets) and background mapping, Ordnance Survey® Data and/or Third Party Ancillary Data which we make available through the EMU Viewer for you to view, select, pan and print.

Ordnance Survey® Data: means any data (including without limitation any Ordnance Survey® background data, OS MasterMap® and

I accept the Terms and Conditions

Proceed **Cancel**

If you are happy to accept the Terms of Use, click in the empty check box to confirm this and then press the **Proceed** button.

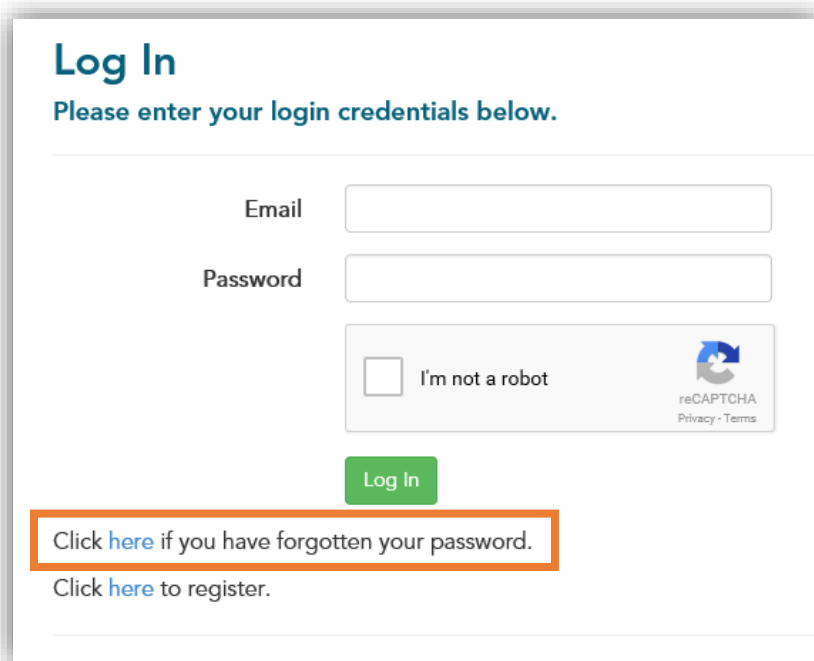
If you do not accept the Terms of Use, click the **Cancel** button, you will be logged out and returned to the Home page.

Forgotten Password

If you have forgotten your password, you will need to submit a Forgotten Password request. WPD staff are not able to view your password for security reasons and will not be able to disclose it via email or telephone.

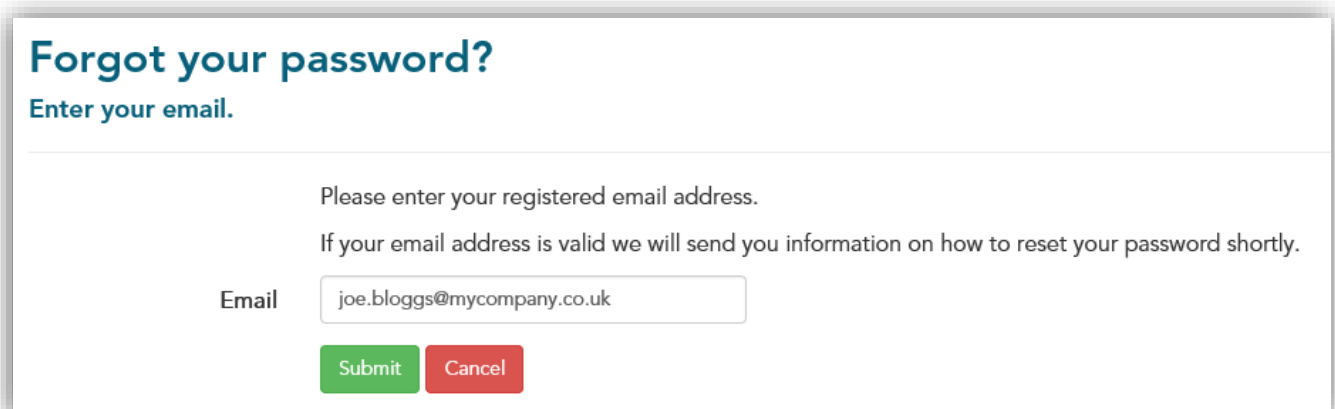
Submit Request

Follow the "Click [here](#) if you have forgotten your password" link on the login screen, as highlighted in the image below:




The screenshot shows a login form titled "Log In" with the instruction "Please enter your login credentials below." It includes input fields for "Email" and "Password", a reCAPTCHA "I'm not a robot" checkbox, and a green "Log In" button. Below the button, a link "Click [here](#) if you have forgotten your password." is highlighted with an orange border. Another link "Click [here](#) to register." is visible below it.

On the "Forgot your password?" screen enter the email address associated with your WPD DataPortal2 account:

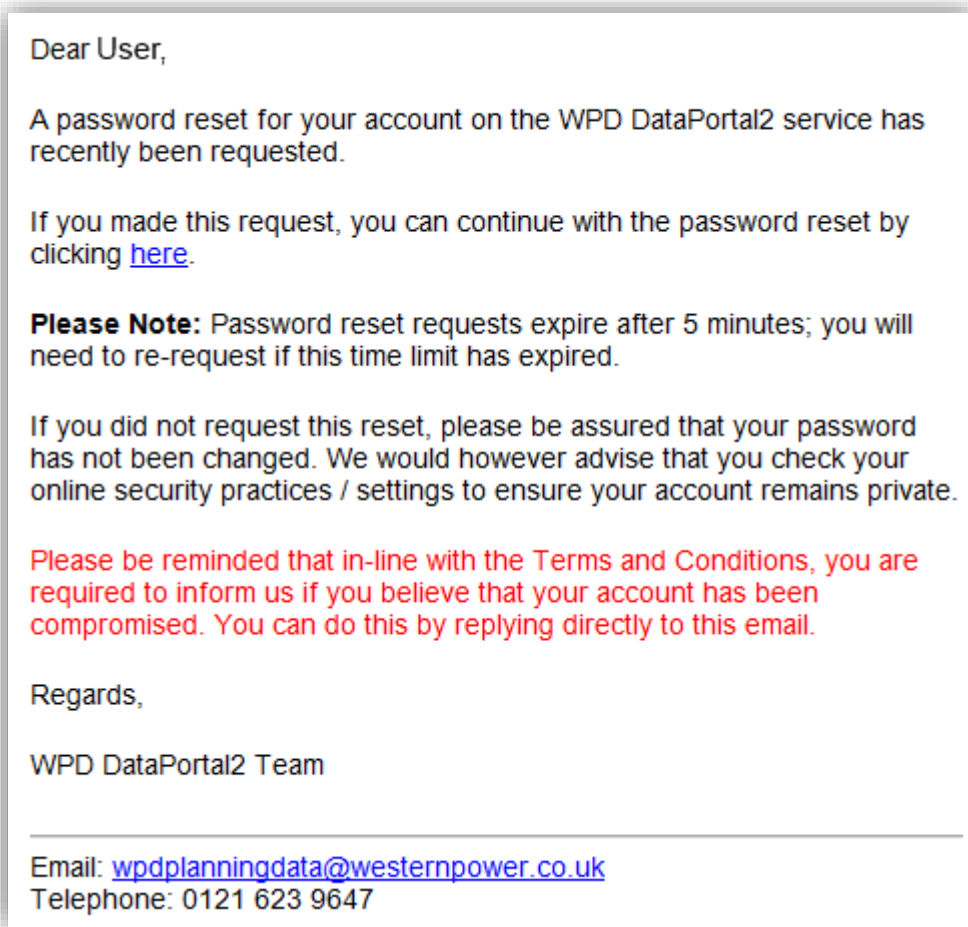


The screenshot shows a form titled "Forgot your password?" with the instruction "Enter your email." Below this, it says "Please enter your registered email address." and "If your email address is valid we will send you information on how to reset your password shortly." There is an input field for "Email" containing "joe.bloggs@mycompany.co.uk". At the bottom, there are two buttons: a green "Submit" button and a red "Cancel" button.

Click the  button when ready. Upon submitting your Forgotten Password request you will be shown a brief confirmation message.

Completing the Reset

Shortly after submitting your request (if the email address you supplied was valid), you will receive an email with instructions on how to proceed:



Follow the link in the email to proceed to the final step in the reset process, this will open a page on the WPD DataPortal2 website:

Reset password.
Reset your password.

Email


New Password

Confirm New Password

The **Email** field should be populated with the same email address used to submit the Forgotten Password request.

The **New Password** and **Confirm New Password** fields should be populated with a new password that confirms to the password standard:

- Minimum of 6 characters in length
- Contain at least one upper case and one lower case letter
- Contain at least one number
- Contain at least one special character

Click the  button to complete the process.

Account Details

To update any information associated with your account, such as:

- Change of contact details
- Change of employment / job role

Send an email to wpdplanningdata@westernpower.co.uk with the details of the change.

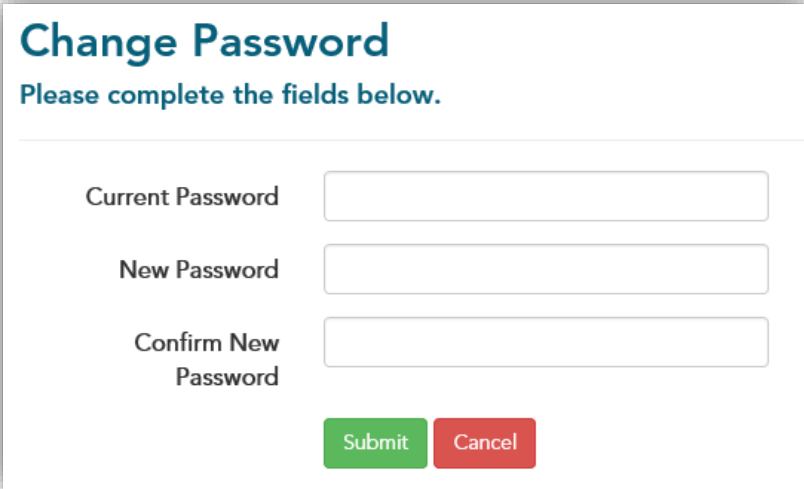
Please note we may periodically contact you to verify your requirement for access, if we are unable to contact you we may revoke your access.

Change Password

If you wish to change your password, you can do this via the Account Details page.

[Log In](#) and then navigate to the Account Details page by clicking the link in the main menu bar at the top of the page.

On the "Your Account Details" page click the  button, this will open the Change Password page:



The image shows a 'Change Password' form. At the top, it says 'Change Password' in a large blue font, followed by 'Please complete the fields below.' in a smaller blue font. Below this, there are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. At the bottom of the form, there are two buttons: a green 'Submit' button and a red 'Cancel' button.

The Current Password should be the password that you currently log in with.

The **New Password** and **Confirm New Password** fields should be populated with a new password that confirms to the password standard:

- Minimum of 6 characters in length
- Contain at least one upper case and one lower case letter
- Contain at least one number

- Contain at least one special character

Click the  button to complete the process.