Department of Planning, Housing and Infrastructure

User Guide

Vista self-registration

February 2026

Vista is our new digital learning platform created for Crown land managers (CLMs). To access Vista and complete online training, CLMs will first need to register. This guide provides step-by-step instructions to help CLMs complete their registration.

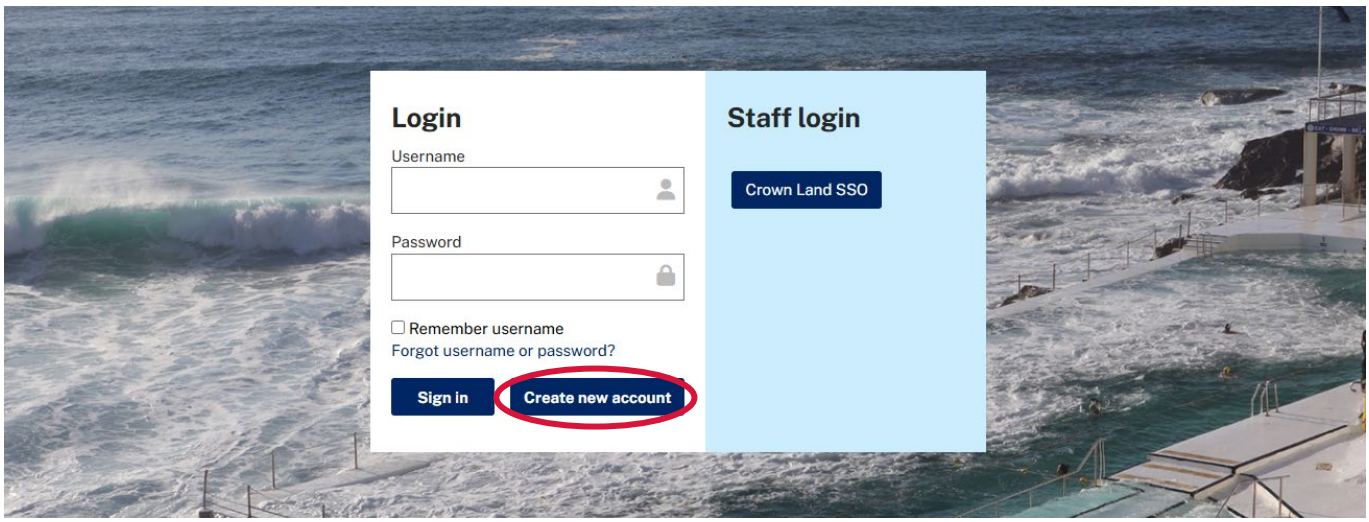
Instructions

Pop ups

Occasionally, a web browser may not recognise the Vista web address, treat it as unsafe, and display a notification such as “Pop-ups have been blocked”. If this occurs, you will need to add the Vista website to your trusted or allowed sites within your browser settings.

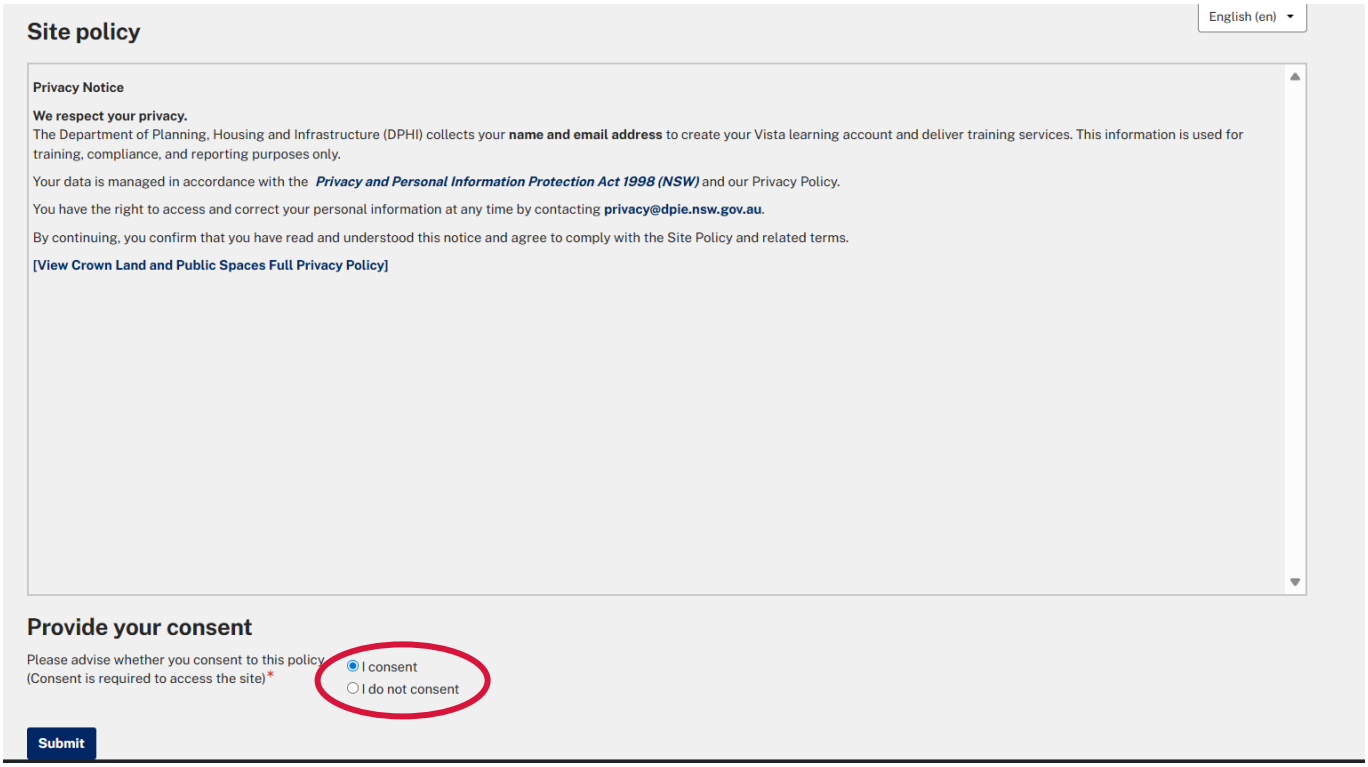
Please refer to User Guide – Allowing Pop-ups for Vista for step-by-step instructions on how to adjust your browser settings and disable the security blocks for the Vista website.

Login page



1. Select the blue **Create new account** button at the bottom of the white Login box

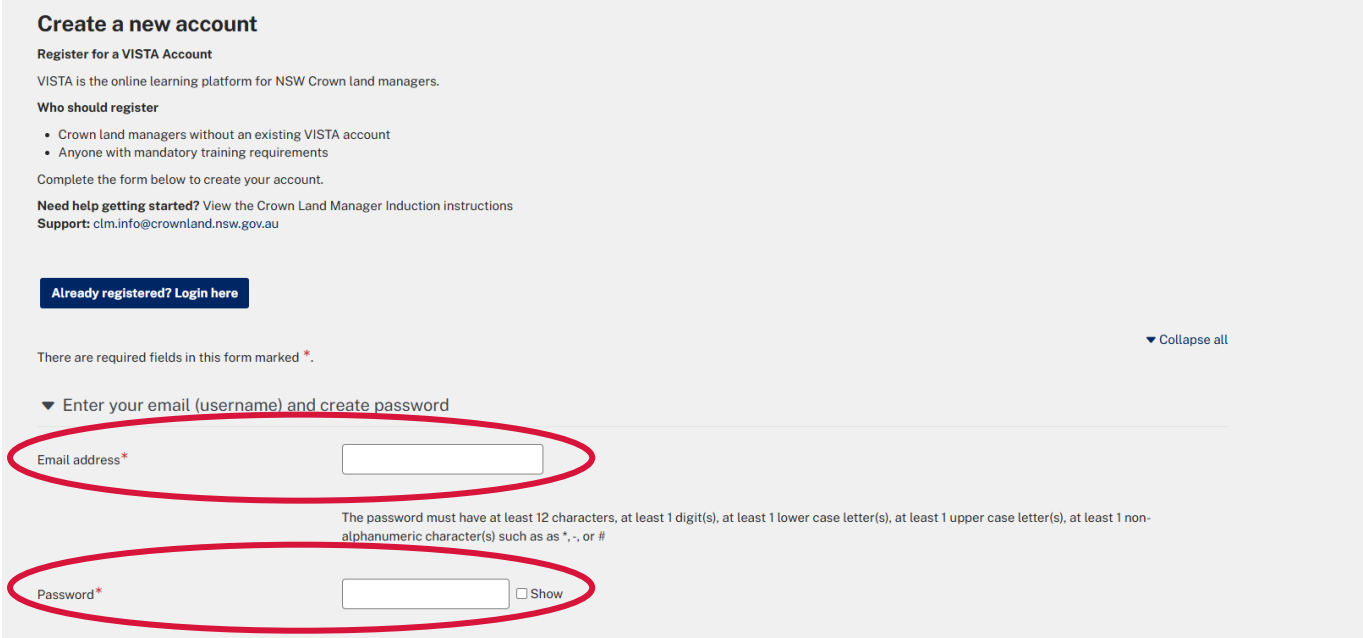
Site policy page



1. Advise whether you provide your consent to the site policy by clicking on the circle next to 'I consent' or the circle next to 'I do not consent'

NOTE: You are required to provide your consent to progress through the Vista registration process. Should you choose not to consent to the site policy you will be redirected back to the Login page.

Registration page – Create login details



1. Enter your email address in the white text field. This is a mandatory field.

   NOTE:

   - If you have previously provided Crown Lands with an email address, please use the same email address here. This will assist us with tracking your training for you.
   - Your email address will become your **Username** and should be used for logging in once your registration is confirmed.

2. Choose a password and enter it in the white text field. This is a mandatory field.

   NOTE:

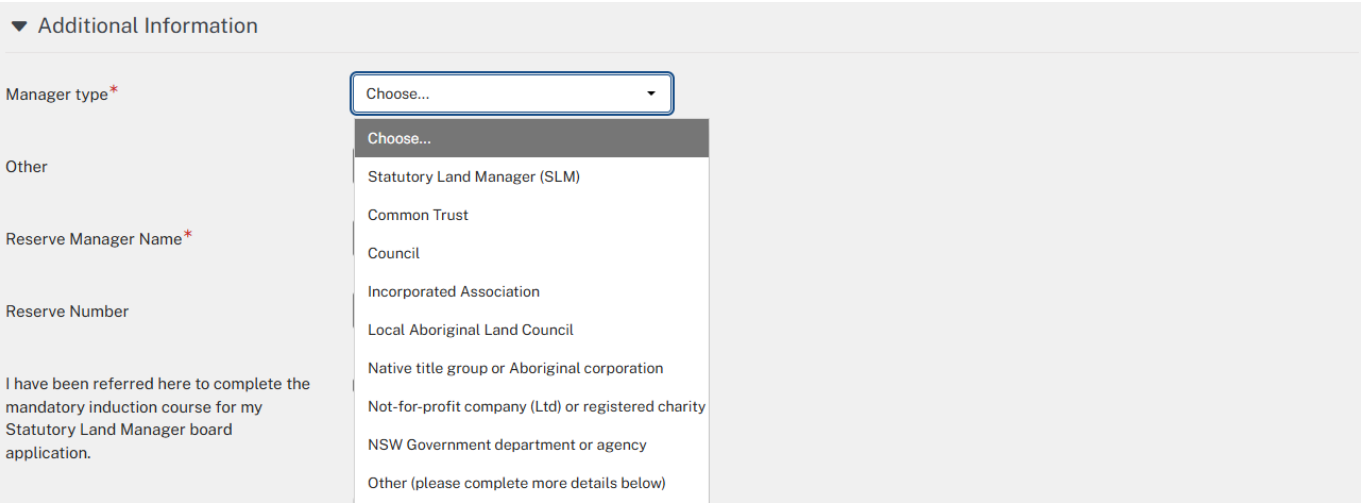
   - The password must have at least 12 characters, including at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s) and at least 1 non-alphanumeric character(s) such as *, -, or #.
   - Check the box next to 'Show' to see the password you are entering or have entered.

Registration page – Provide additional information

1. Enter your first name into the white text field. This is a mandatory field.
2. Enter your last name into the white text field. This is a mandatory field.

   NOTE:

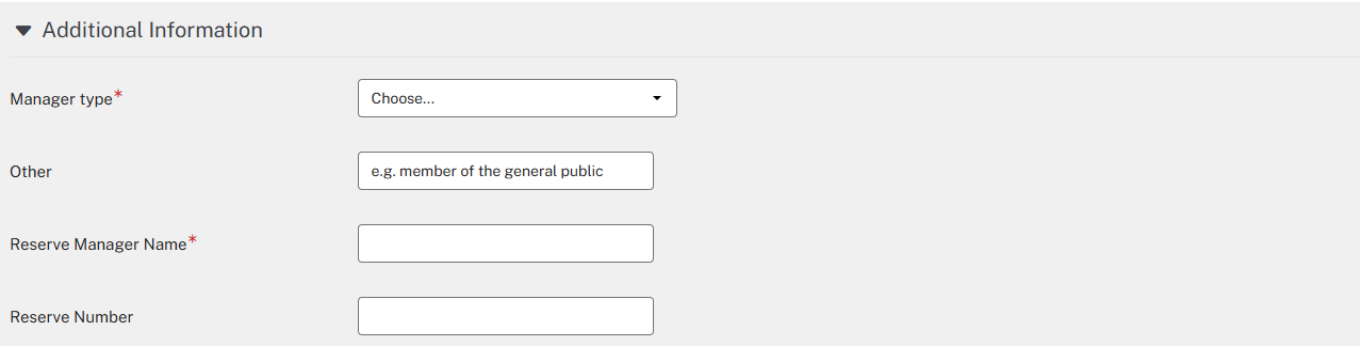
   - If you have previously provided Crown Lands with your full name, please use the same name here. This will assist us with tracking your training for you.
   - After you register, you can add your middle name to your **User Profile** if you would like to.



3. **Manager Type** - Click on your **Manager Type** from the drop-down box. This is a mandatory field.

   NOTE:

   - If you're completing the board appointment application process, please choose Statutory Land Manager as your **Manager Type**.
   - The **Manager Type** is based off appointed CLM types. If you are not part of an organisation that is an appointed CLM please click on **Other** and provide further detail in the **Other** text field below. Examples of **Other** types could include:
     - a reserve volunteer (e.g. Landcare, reserve maintenance etc)
     - a reserve user
     - an agent acting on behalf of a CLM (e.g. an accountant)
     - a general member of the public
   - If you are unsure of what your **Manager Type** is but know your **Reserve Manager Name**, please select **Other** from the dropdown list and complete the **Reserve Manager Name** text field.
   - If you don't know what your **Manager Type** or your **Reserve Manager Name** is, please select **Other** from the dropdown list and complete as much detail as you can in both the **Other** text field and the **Reserve Manager Name** text field.



4. **Other** – This is a non-mandatory field. This text field is only required to be completed if **Other** has been selected from the **Manager Type** dropdown. This is a non-mandatory field.
5. **Reserve Manager Name** – Please enter your full reserve manager name. This is a mandatory field.

   NOTE:

   - If you're unsure of the full name, provide as much detail as possible.
   - If you're completing the board appointment application process, you will find this information in your conditional approval email.
   - If you are not a volunteer or employee of an appointed CLM please state the reserve name that you are most closely aligned with.
6. **Reserve Number –** Please enter your reserve number if known including the R (e.***g. R1234)***

   NOTE: If you're completing the board appointment application process, you will find this information in your conditional approval email.

I have been referred here to complete the mandatory induction course for my Statutory Land Manager board application. ☐

7. Tick this box *only* if you are completing the board appointment application process. If you have *not* been specifically directed here by Crown Lands staff, please *do not* tick this box.

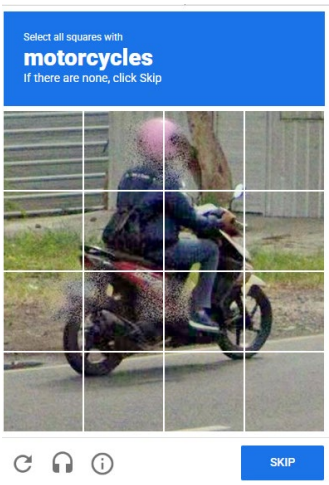
Registration page – Account creation

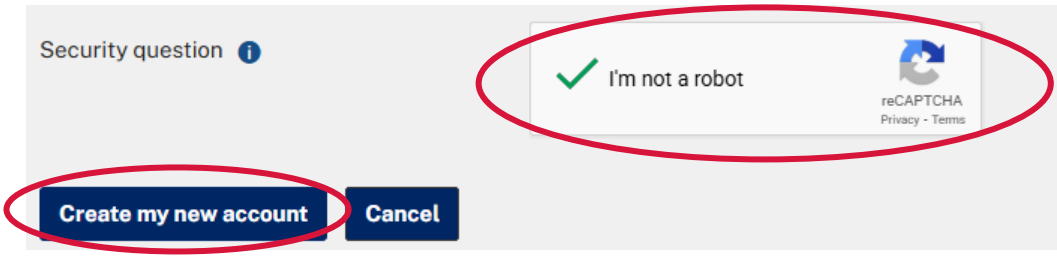
Security question ⓘ

☐ I'm not a robot reCAPTCHA Privacy - Terms

1. Tick the box to confirm that you are not a robot.

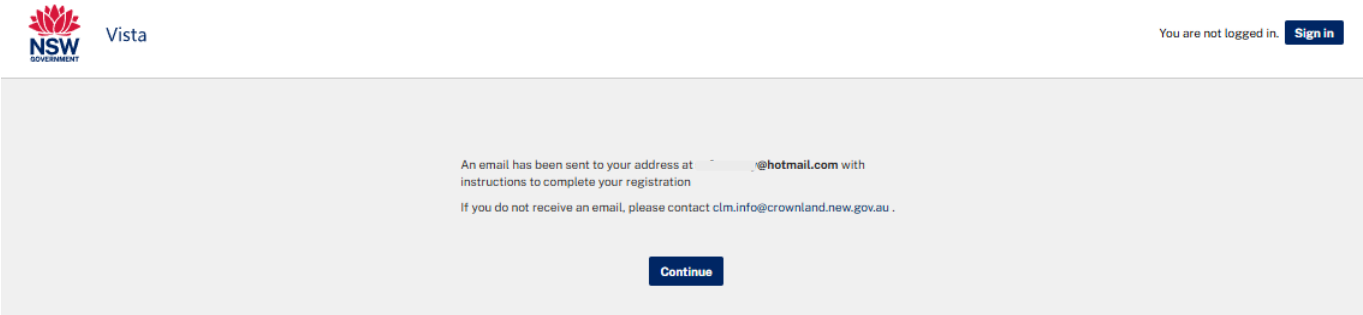
   NOTE: The security question comes up as a challenge that must be completed correctly. An example is provided below. You may be requested to complete multiple challenges. You must complete all challenges to be able to register for Vista.



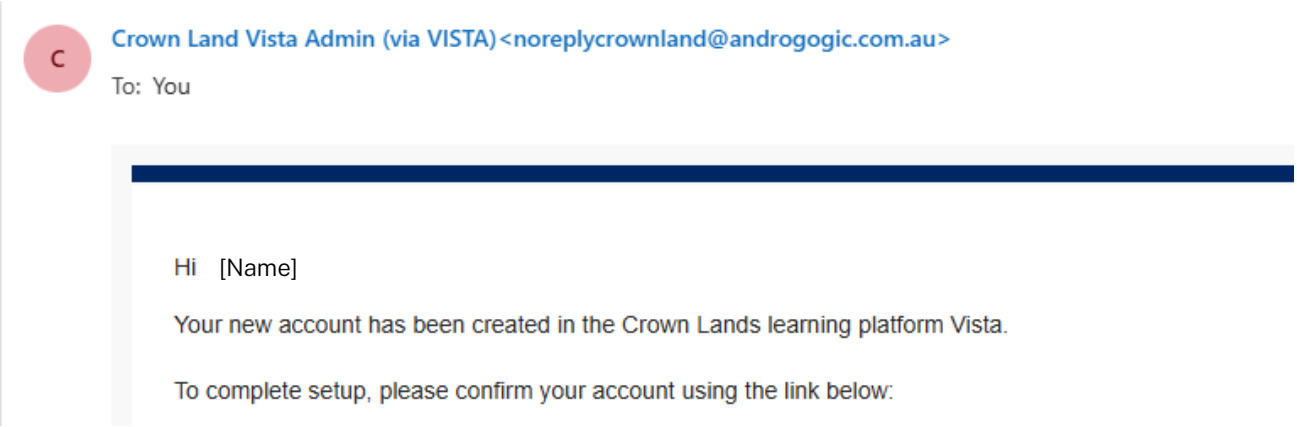


2. When all challenges have been completed successfully, a green tick will be displayed.
3. Once verification is complete, click on the blue **Create my new account** button.

Notifications – Registration completion



1. Once you have completed your details in the registration form and clicked the **Create my new account** button. An onscreen notification will appear to let you know that an email has been sent to the email account that you have specified.

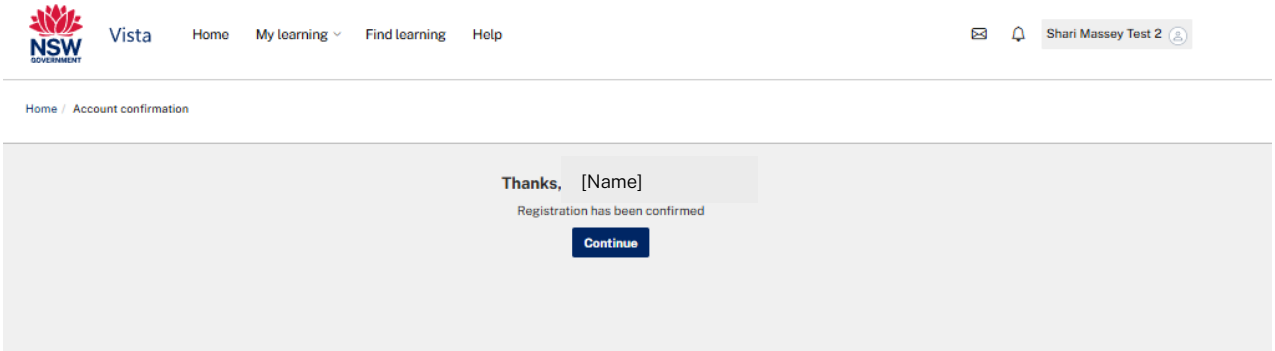


2. Login to your email account. You will find an email notification from Crown Land Vista Admin containing a link back to the Vista website to confirm your registration.

   NOTE: If you do not receive this email please check the junk and/or spam folders in your mailbox. If you are still unable to locate the email, contact clm.info@crownland.nsw.gov.au for assistance.

3. Click on the link.

   NOTE: Some mail clients may not display the confirmation URL as a link. If this happens, copy and paste the link into your web browser and press enter on your keyboard.



4. After clicking the link, you'll return to the Vista site. Select the blue **Continue** button to finalise your registration. You'll then be taken to the Vista Home page and can now commence your training.

5. You'll receive a welcome email notification once your registration has been finalised. This is an information email only and requires no further action.

Still have questions or need help?

Contact clm.info@crownland.nsw.gov.au and a team member will get back to you within two business days.