

# GEN Administrators

Further information and resources for GEN administrators

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## GEN administrator and division access

To become a GEN admin, employees will need to complete a confidentiality agreement and have this endorsed by their director, minimum executive band 1 or equivalent. This is then sent to the PSC GEN team for approval and processing.

For existing GEN admins, your divisional access may need to be updated following ongoing organisation structure changes. If this occurs and you need to modify your access, please contact the PSC GEN team to arrange new access to divisions.

## Password reset for GEN/EBX

To have your password reset, please contact the PSC GEN team.

## Resources for GEN admins

Please note, these resources may be updated, it is important to continue to check you have the most recent version. Please contact the PSC GEN team if you think that any information is out of date, or needs further explanation.

### **GEN EBX admin user guide**

Provides instructions for GEN admins to complete GEN uploads and updates.



### **Data specifications - Government Employee Number (GEN)**

Provides GEN admins with the specifications for data input for GEN allocations and updates.



### **GEN confidentiality agreement administrator access request form**

Complete this form when requesting to become a GEN admin.



### **GEN confidentiality agreement (view only)**

Complete this form when requesting to have view only access to GEN data.



### **The privacy code of practice for the Public Service Commission**

Code of practice that ensures the privacy and security of GEN information.



### **CSV template**

Blank CSV template to complete bulk GEN uploads and updates on EBX.



## **Contact us**

If you need further information on the GEN, please contact 02 9272 6075 or the helpdesk below.

**[Email GEN Helpdesk](#)** →