Quick Reference Guide
ACCESSING DATABANK

Did you know that video tutorials are available to assist administrators using the Single Scheme Databank?

CLICK HERE FOR THE TUTORIAL LIBRARY

Permissions to access the Single Scheme Databank

Access to the Databank is restricted to a small number of authorised individuals in each Relevant Authority having regard to business needs. Each user is issued with their own Databank user account.

Individual Databank user accounts are set up by the DPER Single Scheme Databank Team at the request of the Local Databank Coordinator in each relevant authority. If you feel that you have a business need to be set up with access to the Single Scheme Databank for your organisation, you should consult with your organisation's Local Databank Coordinator who will make the necessary arrangements.

How do I know when I have been granted access to the Single Scheme Databank?

If your Local Databank Coordinator requests that you are provided with access to the Single Scheme Databank, you will receive an e-mail notification from the DPER Single Scheme Databank Unit to your official work e-mail address within 72 hours notifying.

The Single Scheme Databank consists of two applications:

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Data Gathering and Validation Tool (DGVT)	this is a data transfer tool that each relevant authority will use to upload data annually to the Databank for their Single Scheme members and pensioners
Single Pension Scheme BI Reports Tool*	this is an information tool that allows a relevant authority to: • run certain reports on their Single Scheme members and pensioners based on the data previously uploaded by the relevant authority; • download copies of annual data files previously submitted to the Databank by that relevant authority

If you have been granted access to both applications, you will receive a separate e-mail for each application.

How do I login to the Databank?

If using either of the Databank applications for **the first time**:

- You should click on the url link provided in the e-mail(s) you received from the DPER Single Scheme Databank Unit.
- This will prompt you to set your initial security password for the application in question.
- You should then log-on to the relevant application using your official work e-mail address and the password you have just set.

Enter your email address here

Enter your password here
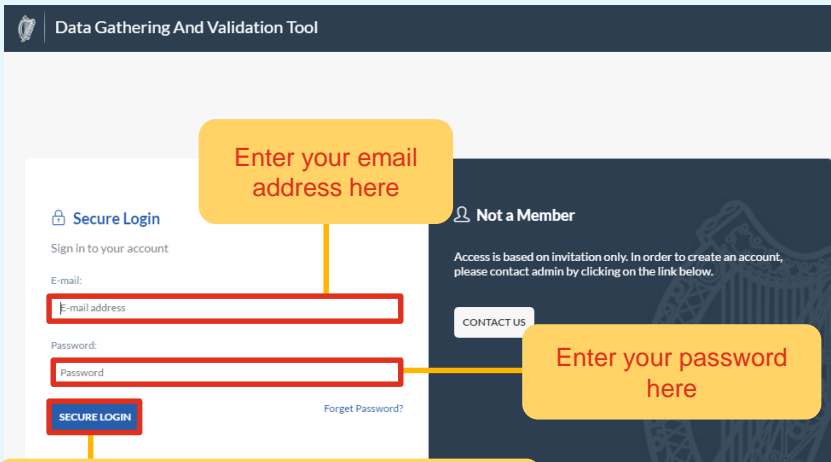
Once you have entered your email address and password, click "Secure Login"

For subsequent visits to the relevant Databank applications that you hold permissions for, you can access the application directly by clicking on the relevant url below:

Data Gathering and Validation Tool (DGVT)	https://dgvt.gov.ie
Single Pension Scheme BI Reports Tool*	For bodies on Government Network https://spsreports.gov.ie For education bodies on HEAnet: https://hea.spsreports.gov.ie

These urls have been saved at:

https://singlepensionscheme.gov.ie/databank/employers/urls

which you may wish to bookmark for future reference.

Your password is unique to you and should **not** be shared with colleagues. Please note that the Department for Public Expenditure and Reform will **never** ask for your password by email or over the phone.

If you have logged in successfully, a green box containing the message *"Successfully signed in as…"* will be displayed at the top along with the relevant landing page for the Databank application you have logged onto:
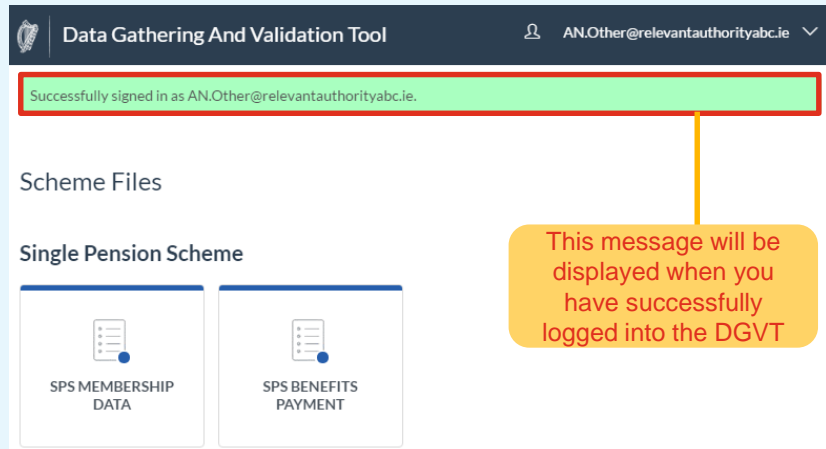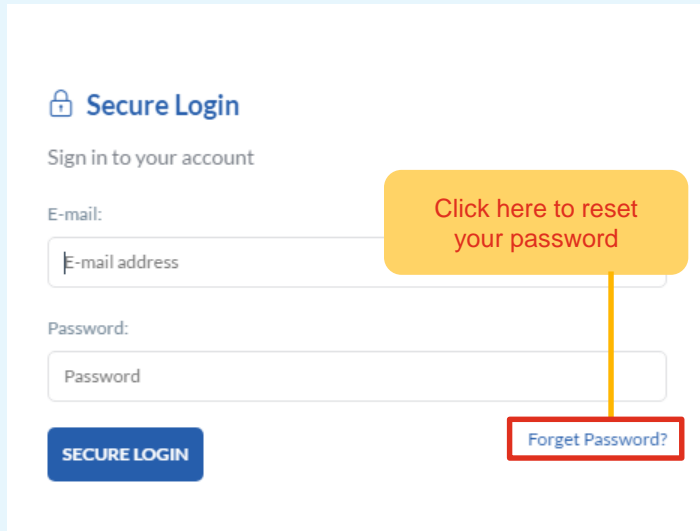

This message will be displayed when you have successfully logged into the DGVT

If you have entered your password or email address incorrectly, you will see this error message.
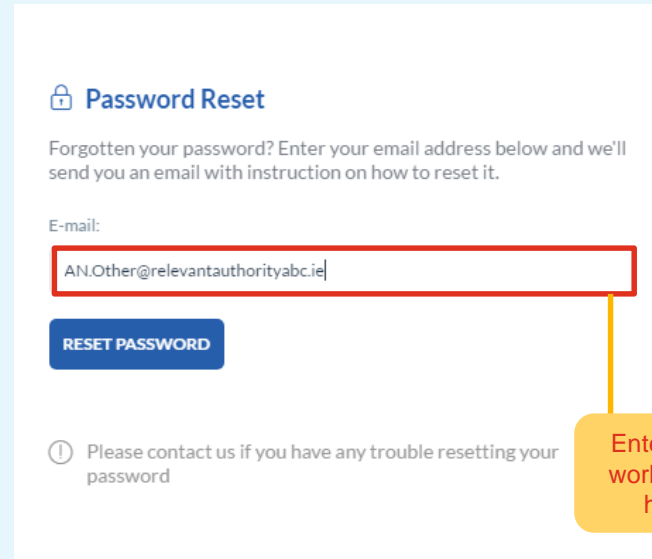
I have forgotten my password or it has expired. How can I reset it?

Please note that passwords can only be reset **online**.
If you have forgotten your password for one of the Databank applications, you should click on the "Forget Password?" link on the login page for application in question:
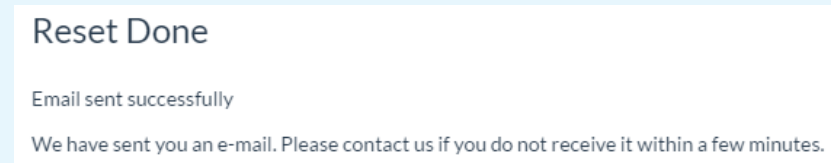
🔒 **Secure Login**

Sign in to your account

E-mail:

| E-mail address |

Click here to reset your password

Password:

| Password |

SECURE LOGIN   Forget Password?

A new page will open and you will be requested to carefully enter your official work e-mail address and then click "reset password":

🔒 **Password Reset**

Forgotten your password? Enter your email address below and we'll send you an email with instruction on how to reset it.

E-mail:

| AN.Other@relevantauthorityabc.ie |

RESET PASSWORD

ⓘ Please contact us if you have any trouble resetting your password

Enter your work email here

When you click on the Reset Password button, the message below will appear onscreen.

Reset Done

Email sent successfully

We have sent you an e-mail. Please contact us if you do not receive it within a few minutes.

After a few moments, an email will be sent to your work email address with instructions on how to complete resetting your password. Please follow these instructions in the email to finish resetting your password.

Remember that there are separate passwords for both Databank applications. A password reset will only apply for the application that it is requested under.

What should I do if I don't receive an e-mail after submitting a password reset?

If you have successfully submitted a password reset request, you should receive an e-mail within 5 minutes. If it still hasn't arrived within 5 minutes, please check your spam or junk email folder in the first instance.

Where can I get further information?

You should consult the Single Scheme Databank Training page for administrators at https://singlepensionscheme.gov.ie/databank/training

Each organisation has also designated a Local Databank Coordinator to liaise with the DPER Single Scheme Databank Team. If your Local Databank Coordinator cannot assist you with your technical query, your Local Databank Coordinator will make contact with DPER on behalf of your organisation for further assistance.

Please note that for security purposes, under no circumstances should personal data intended to be uploaded to the Single Scheme Databank be e-mailed to DPER.