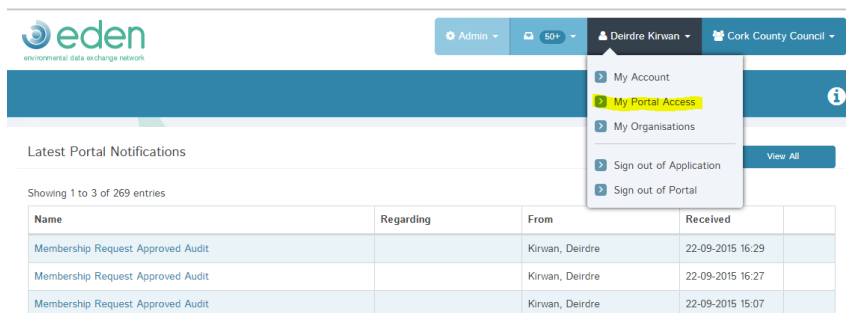# How to access NIECE

Request access to the NIECE module through EDEN using the instructions provided below.

Note that:
- The modules available to select will depend on your organisation type
- The NIECE module may not be visible to organisations that are categorized as 'non-national', should this occur please use the EDEN Contact Us facility to log your request.
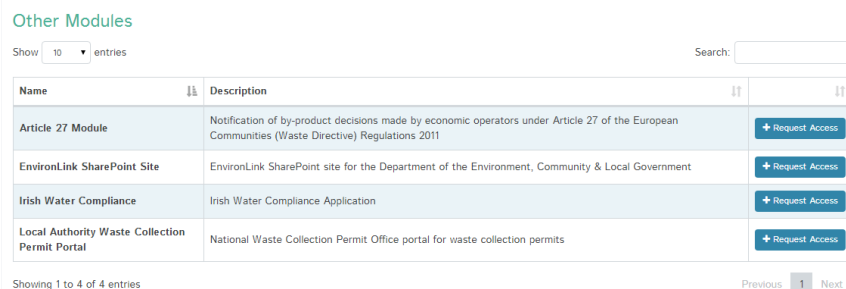

- Log in to EDEN https://www.edenireland.ie with your normal username and password

- On the home page, select My Portal Access from the menu available as shown below. This will take you to the My Portal Access page where you can submit requests to:
  - request access to other EDEN modules
  - remove your access to a module (e.g. if you've changed roles in your organisation and no longer need access to a particular module)

- Select the module you would like to Request Access to.

- A confirmation box will appear where you can confirm your selection and submit the request. Your request will be processed by an administrator and if approved, you will be able to access that

module. The module name will appear on your home page and in the menu you see, once the request has been approved.

Note that the modules you have access to depend on you organisation, to check that you are logged in as the correct organization or to manage your organisations:

- On the home page, select My Account from the menu available as shown below. This will take you to the **My Account** page where you can:
    - View and change your contact information
    - View what modules you have access to for the organisation you are logged in as
    - View what organisations you belong to

- Check you are logged in as the correct organisation and use the Switch Organisation function to change to the correct one if you need to.

- You will be able to see what modules you have access to and role you currently have to on this page.

- Click the Manage Modules, to take you to the My Portal Access page where you can change options.

If you need support to use the NIECE portal, please visit the HELP page on NIECE or contact us through the EDEN Contact Us facility