

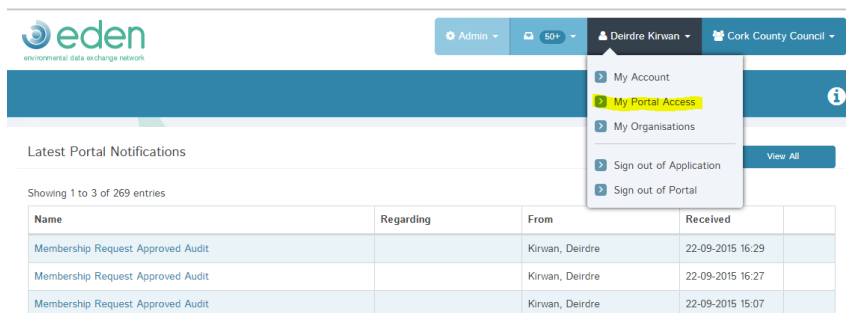
## How to access NIECE

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.

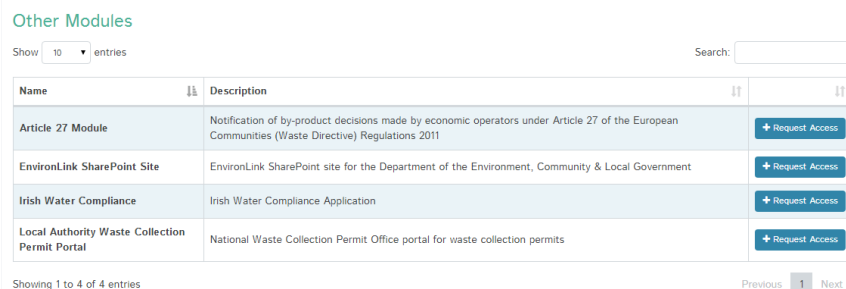
- Log in to EDEN <https://www.edenireland.ie> with your normal username and password
- On the home page, select My Portal Access from the menu available as shown below. This will take you to the My Portal Access page where you can submit requests to:
  - request access to other EDEN modules
  - remove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



The screenshot shows the EDEN user interface. At the top, there is a navigation bar with the EDEN logo and user information: Admin, 50+, Deirdre Kirwan, and Cork County Council. A dropdown menu is open, showing options: My Account, My Portal Access (highlighted), My Organisations, Sign out of Application, and Sign out of Portal. Below the menu, there is a section for 'Latest Portal Notifications' with a table showing three entries.

Name	Regarding	From	Received
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 16:29
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 16:27
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 15:07

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



The screenshot shows the 'Other Modules' page. It has a search bar and a table listing four modules. Each module has a '+ Request Access' button.

Name	Description
Article 27 Module	Notification of by-product decisions made by economic operators under Article 27 of the European Communities (Waste Directive) Regulations 2011
EnvironLink SharePoint Site	EnvironLink SharePoint site for the Department of the Environment, Community & Local Government
Irish Water Compliance	Irish Water Compliance Application
Local Authority Waste Collection Permit Portal	National Waste Collection Permit Office portal for waste collection permits

- 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.

Request Access to the Local Authority Waste Collection Permit Portal Module

**First Name**

Deirdre

**Last Name**

Kirwan

**Organisation**

Cork County Council

**Module**

Local Authority Waste Collection Permit Portal

**Description**

National Waste Collection Permit Office portal for waste collection permits

Cancel

Submit Request

**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

The screenshot shows the EDEN portal interface. At the top, there's a header with the EDEN logo and navigation links for Admin, SGP, and user profile (Deirdre Kirwan, Cork County Council). A dropdown menu is open for the user profile, showing options: My Account (highlighted), My Portal Access, My Organisations, Sign out of Application, and Sign out of Portal. Below the header, there's a section for 'Latest Portal Notifications' showing a table of notifications. The table has columns: Name, Regarding, From, and Received. It shows three entries for 'Membership Request Approved Audit' from 'Kirwan, Deirdre' with received times. Below the notifications, there are four main sections: Apply, Notify/Manage, Report Information, and EPA Services, each with a list of available actions.

Name	Regarding	From	Received
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 16:29
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Apply	Notify/Manage	Report Information	EPA Services
New Licence	LMA	WEEE Submission	DWWA Inspector Register
Licence Change / Amendment	My Licences	Drinking Water Safety Plans	Splash
Licence Renewal	Bathing Water Incidents	Bathing Water Annual Information	WFD Home
	DWWA Inspections	EDEN MDS	WFD Characterisation
		ODS and FGAS	
		Article 27 Submission	

- 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