

## How to Request Access to another Organisation

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

### Option 1: My Account

On the home page, select My Account from the menu available as shown below

The screenshot shows the EDEN home page. At the top right, there is a user profile dropdown menu for 'Deirdre Kirwan' with the 'Cork County Council' logo. The dropdown menu is open, showing options: 'My Account' (highlighted), 'My Portal Access', 'My Organisations', 'Sign out of Application', and 'Sign out of Portal'. Below the menu, the 'Latest Portal Notifications' section shows a table with 3 entries. At the bottom, there are four tabs: 'Apply', 'Notify/Manage', 'Report Information', and 'EPA Services'.

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

Apply	Notify/Manage	Report Information	EPA Services
New Licence Licence Change / Amendment Licence Renewal	LMA My Licences Bathing Water Incidents DWWA Inspections	WEEE Submission Drinking Water Safety Plans Bathing Water Annual Information EDEN MDS ODS and FGAS Article 27 Submission	DWWA Inspector Register Splash WFD Home WFD Characterisation

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

To get access to other organisations, select the **My Organisations** tab and then the **Manage Organisations** button which will take you to the page where you can see what organisations you belong to and request access to others.

The screenshot shows the 'My Organisations' page. At the top, there are tabs for 'My Account', 'My Modules', and 'My Organisations' (selected). Below the tabs, there is a search bar and a table of organisations. The table has columns: 'Organisation Name', 'Member Since', 'Administrator', and 'Is Default Organisation'. At the bottom, there is a 'Manage Organisations' button.

Organisation Name	Member Since	Administrator	Is Default Organisation
Environmental Protection Agency	13/02/2010	Yes	Yes
KIRWANS (GALWAY) LIMITED		No	No
Kirwans Garage New	21/09/2015	Yes	No
Monaghan County Council		No	No
Waterford City & County Council	13/01/2012	Yes	No
Wexford County Council		No	No

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### Option 2: My Organisations

On the home page, select My Organisations from the menu under your name as shown in the screenshot below.

The screenshot shows the EDEN (Environmental Data Exchange Network) home page. At the top right, there is a user profile dropdown menu for 'Test User'. The menu options are: My Account, My Portal Access, My Organisations (highlighted in yellow), Change Password, Sign out of Application, and Sign out of Portal. Below the menu, the 'Latest Notifications' section shows two entries: 'Organisation Approved' and 'Organisation Registered Audit'. The 'Report Information' section includes 'WEEE Submission' and 'EPA Services'. The 'Common Modules for Environmentalish' section features a 'WEEE' module (Waste Electrical and Electronic Equipment Module) and an 'All Modules' button. The footer contains logos for the Environmental Protection Agency (EPA) and the Department of the Environment, Heritage and Local Government, along with contact information for EDEN.

A list of your current organisations will be shown

The screenshot shows the 'My Organisations' page. At the top, there is a navigation bar with 'Home / My Organisations'. Below the header, there is a section titled 'My Organisations' with a button '+ Request Access to another Organisation'. A search bar is located on the right. Below the search bar, there is a table listing organisations. The table has columns: Organisation Name, Administrator(s), Member Since, Role, Is Default Organisation, and a 'Manage' button. The table shows six entries: Environmental Protection Agency, KIRWANS (GALWAY) LIMITED, Kirwans Garage New, Monaghan County Council, Waterford City & County Council, and Wexford County Council. The 'Manage' button is present for the first, third, and fifth entries. The 'Set as Default' button is present for the third and fifth entries. The table is paginated, showing 1 to 6 of 6 entries.

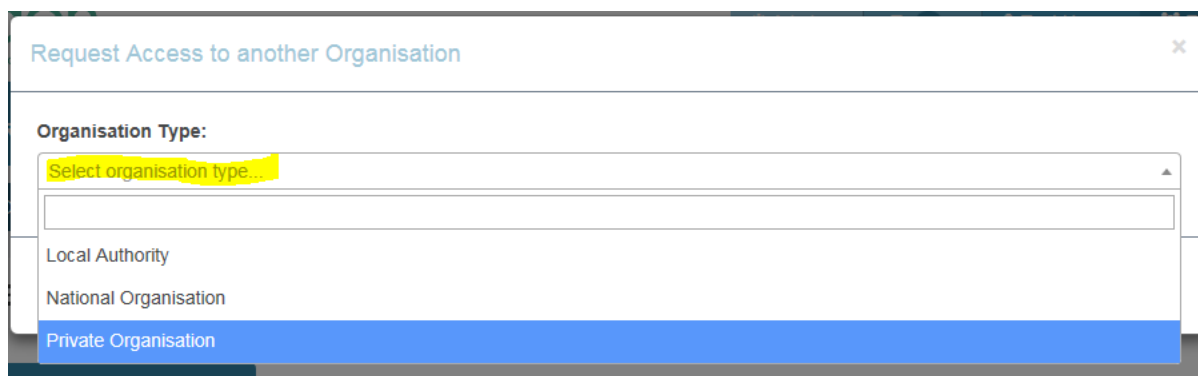
Organisation Name	Administrator(s)	Member Since	Role	Is Default Organisation	
Environmental Protection Agency	<a href="#">View Administrators (62)</a>	13/02/2010	Administrator	Yes	<a href="#">Manage</a>
KIRWANS (GALWAY) LIMITED	<a href="#">lkj</a>	PENDING APPROVAL	PENDING APPROVAL	No	
Kirwans Garage New	<a href="#">View Administrators (2)</a>	21/09/2015	Administrator	No	<a href="#">Manage</a> <a href="#">Set as Default</a>
Monaghan County Council	<a href="#">View Administrators (4)</a>	PENDING APPROVAL	PENDING APPROVAL	No	
Waterford City & County Council	<a href="#">View Administrators (7)</a>	13/01/2012	Administrator	No	<a href="#">Manage</a> <a href="#">Set as Default</a>
Wexford County Council	<a href="#">View Administrators (11)</a>	PENDING APPROVAL	PENDING APPROVAL	No	

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- **Manage:** If you are an administrator you will be able to manage the user access from here as well using the Manage button. If you are not an administrator you will not see the Manage button.
- **Set as Default:** allows you to set an organisation as the default organisation that appears when you log in. Your default organisation is normally set to the organisation you first registered with but this may change over time.

To request access to another organisation, click the *Request Access to another Organisation* button highlighted on the screenshot above.

Select an option from the drop down box

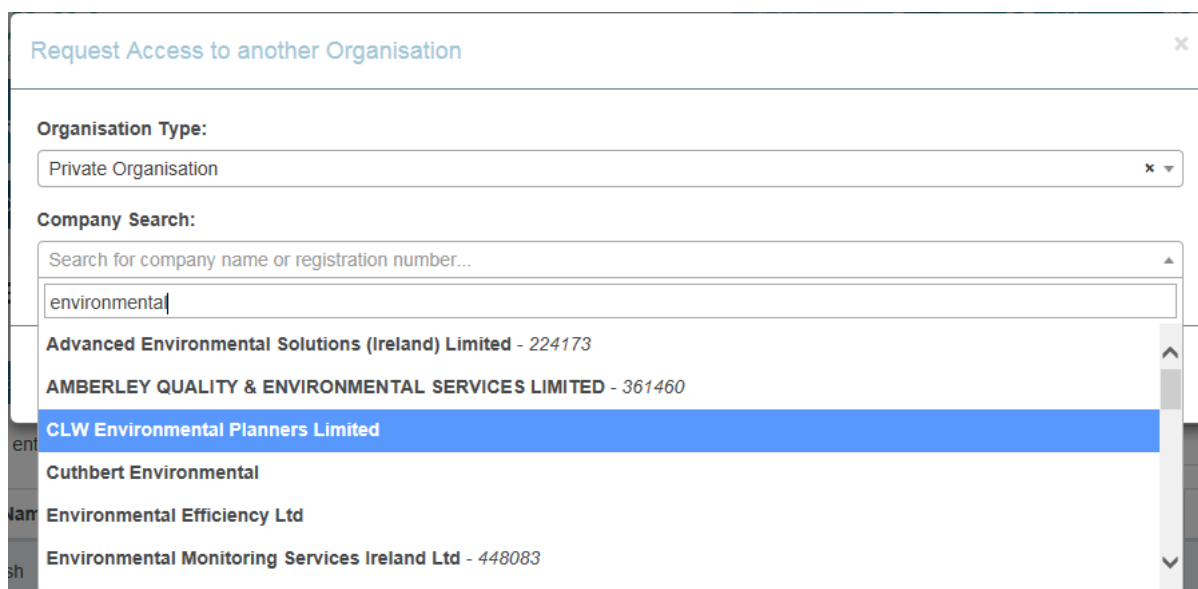


The screenshot shows a dialog box titled "Request Access to another Organisation". Under the "Organisation Type:" label, there is a dropdown menu. The menu is open, displaying the following options: "Select organisation type..." (highlighted in yellow), "Local Authority", "National Organisation", and "Private Organisation" (highlighted in blue).

- **Local Authorities** – a list of all local authorities in the country plus Irish Water
- **National Organisations** – include other public bodies e.g. EPA, Department of Environment etc.
- **Private Organisations** – a list of all private companies currently registered on EDEN

If you select Local Authorities or National Organisations, select an option from the drop down list presented to you.

If you select Private Organisations, enter the name or CRO number of the company as shown below



The screenshot shows the same dialog box, but now the "Organisation Type" is set to "Private Organisation". Under the "Company Search:" label, there is a search bar with the text "environmental" entered. Below the search bar, a list of companies is displayed, with "CLW Environmental Planners Limited" highlighted in blue. Other companies in the list include "Advanced Environmental Solutions (Ireland) Limited - 224173", "AMBERLEY QUALITY & ENVIRONMENTAL SERVICES LIMITED - 361460", "Cuthbert Environmental", "Environmental Efficiency Ltd", and "Environmental Monitoring Services Ireland Ltd - 448083".

Select the company name you want. You will be shown the name and address of the company. If it is the correct company, click Submit, otherwise click Cancel and start over.

## How to Request Access to another Organisation

Private Company

Start typing the company name / CRO registration number in the box below to find your company details. If your company has not been registered before, you will be able to create a new company.

Company Search:

Environmental Efficiency Ltd

Organisation

Environmental Efficiency Ltd

Trading As

Website

Registered Address

Address Line 1

Address Line 2

Address Line 3

Town/City

County

Eircode/Postcode

Country

Phone

Fax

Organisation Address

Address Line 1

Bray, Co Wicklow, Ireland

Address Line 2

Address Line 3

Bray, Co Wicklow, Ireland

Town/City

County

Wicklow

Eircode/Postcode

N/A

Country

Ireland

Phone

01 276 14 28

Fax

Cancel Request Access

Your request will be sent to the administrator of that company for them to process.

eden  
environmental data exchange network

Admin 3 Test User Environmentalish

Report Information EPA Services EDEN Modules ?

**Success**  
Your request was successfully submitted. You will be notified when it has been approved or rejected.

Home / My Organisations

### My Organisations

+ Request Access to another Organisation

Organisation Name	Administrator(s)	Member Since	Role	Is Default Organisation	
Environmentalish	<a href="#">Test User</a>	18/09/2015	Administrator	Yes	<a href="#">Manage</a>
Environmental Efficiency Ltd	<a href="#">Richard</a>	PENDING APPROVAL	PENDING APPROVAL	No	

Once your request has been processed by the administrator of that organisation, you will receive an email notification. If approved, you can then switch to the new organisation once you've logged in to EDEN.