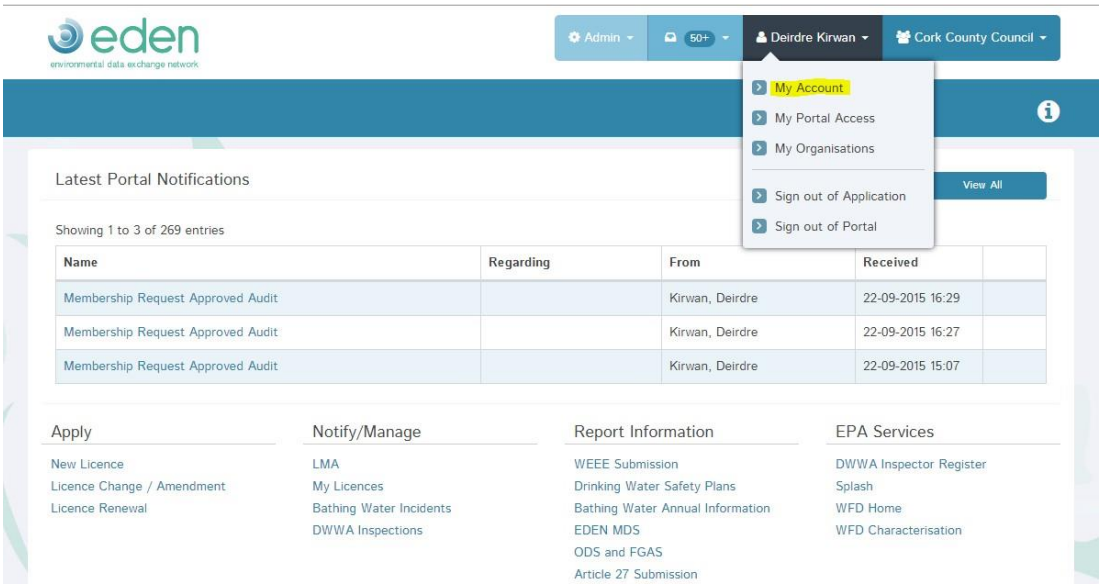
How to Request Access to another Organisation

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

Option 1: My Account

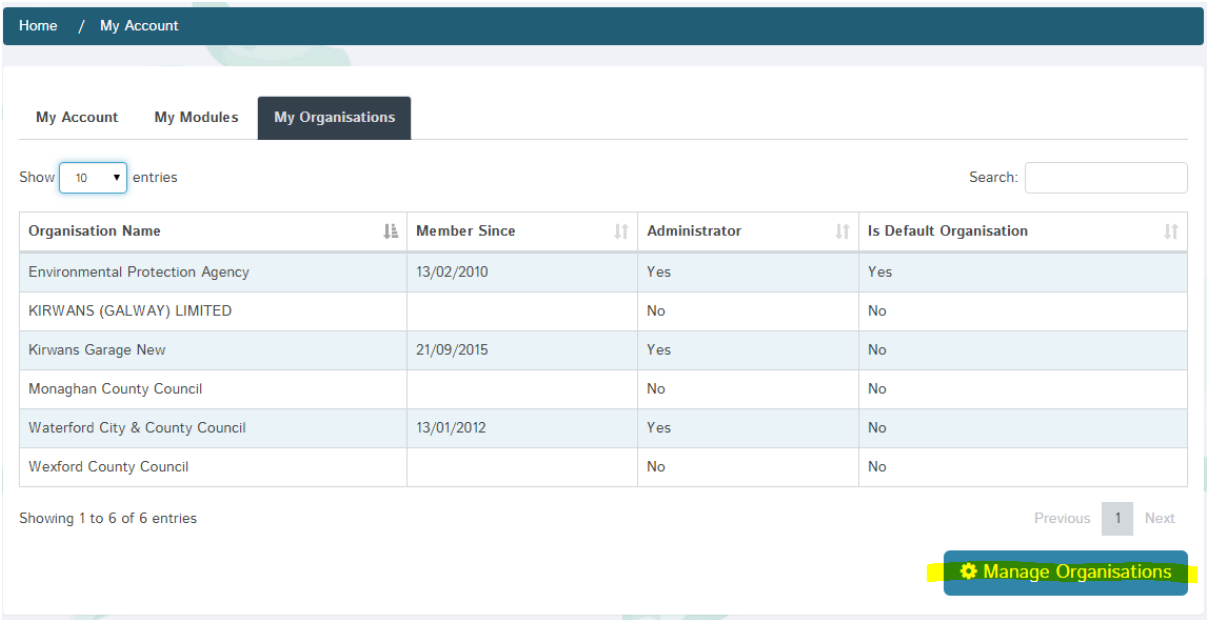
On the home page, select My Account from the menu available as shown below



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.



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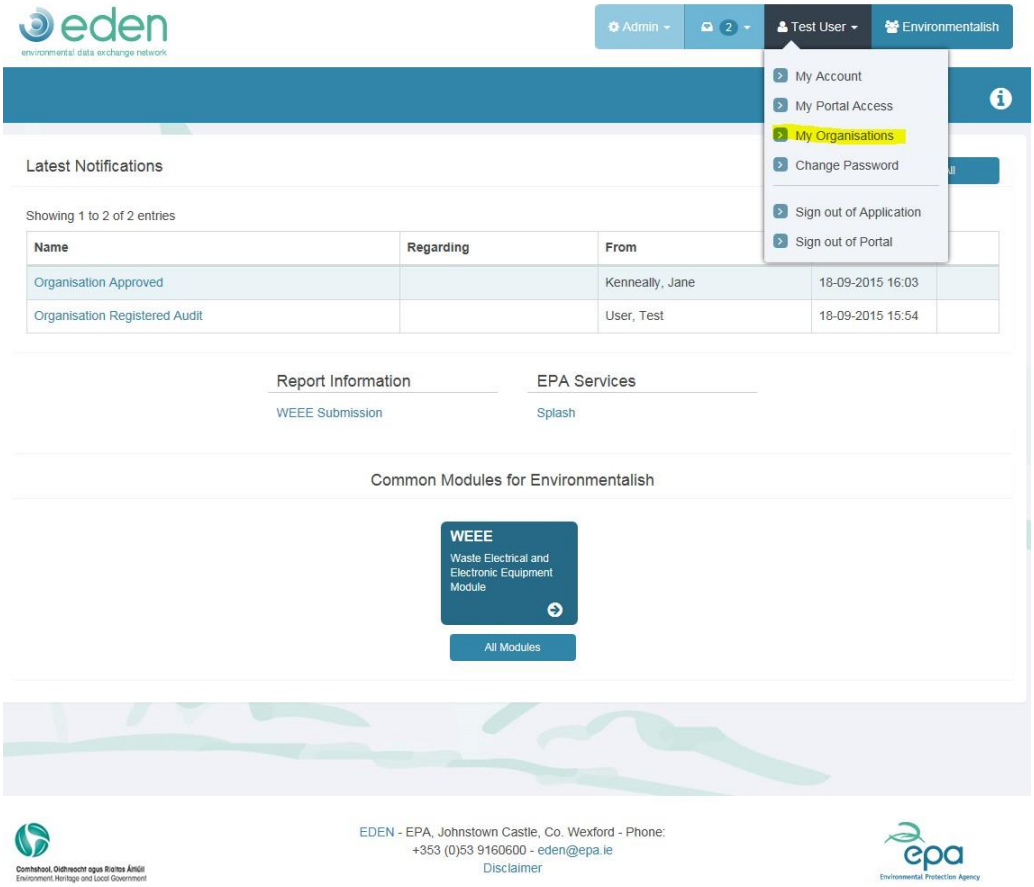
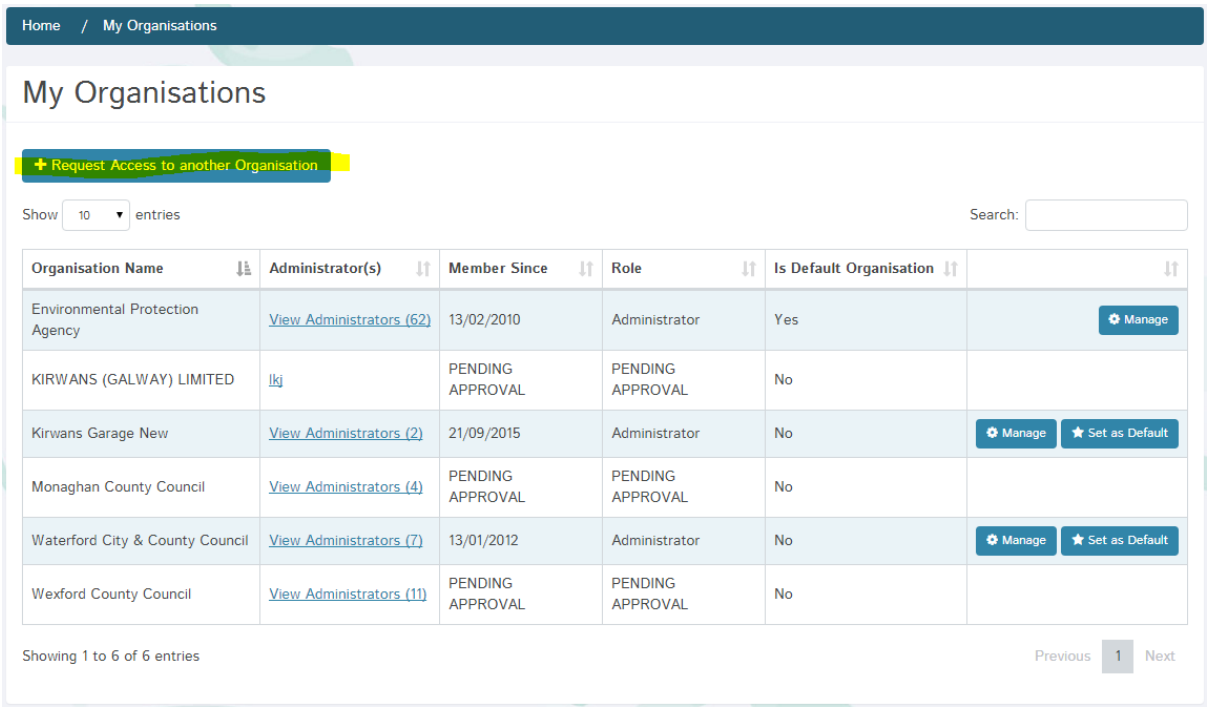
Option 2: My Organisations

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



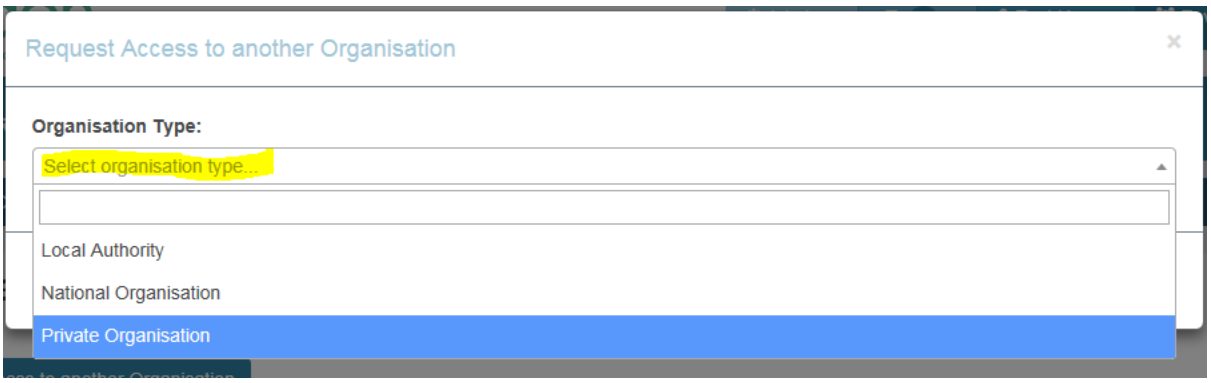
A list of your current organisations will be shown



- 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.

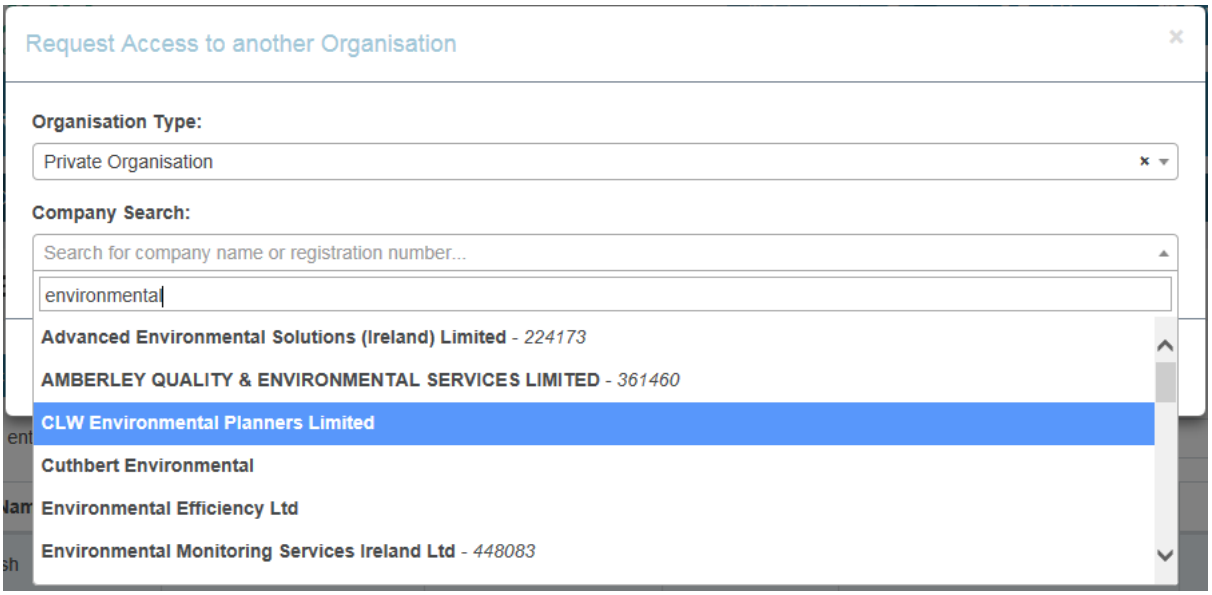
Select an option from the drop down box



- 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



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.

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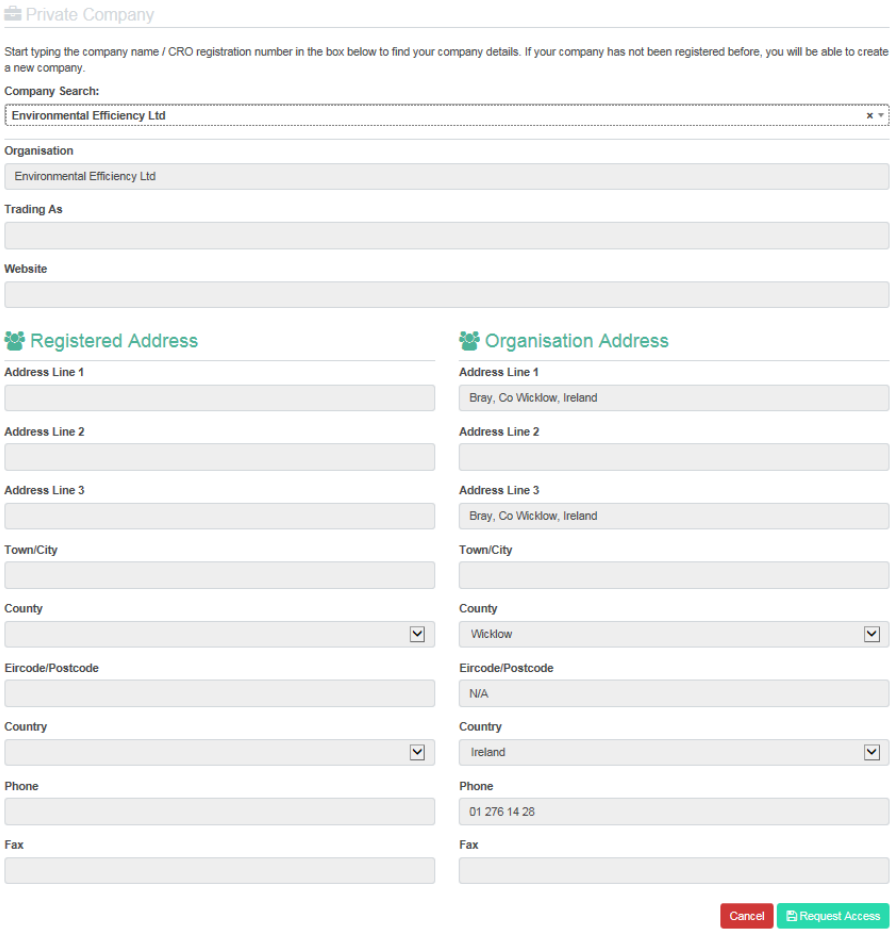
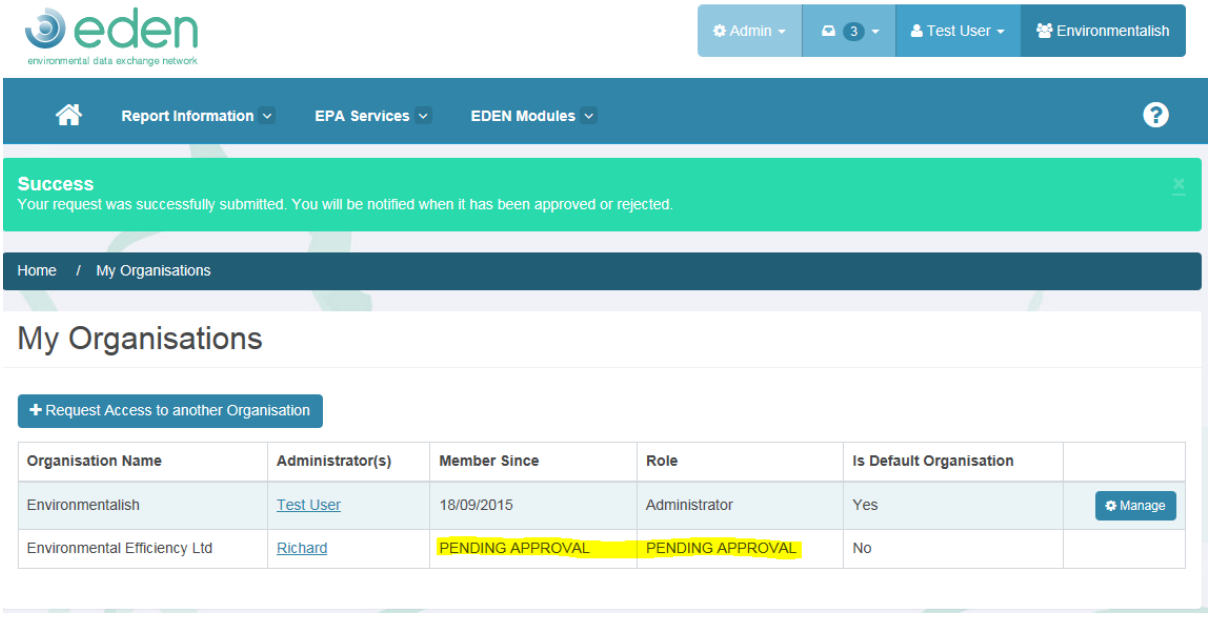


Your request will be sent to the administrator of that company for them to process.



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.