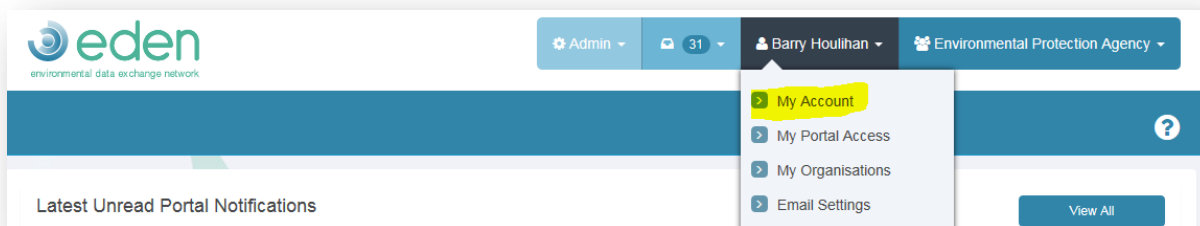


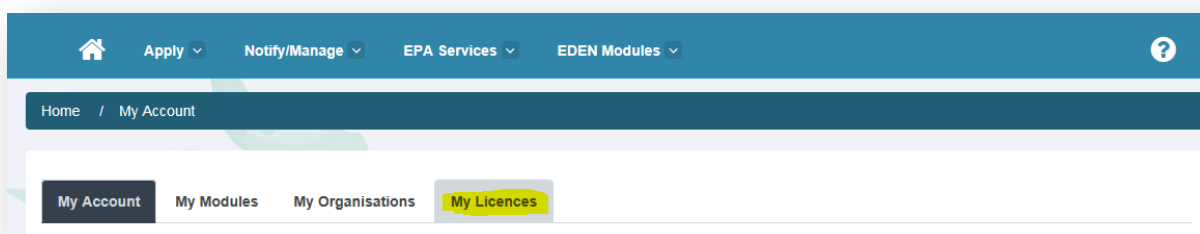
## How to request access to a Licence

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

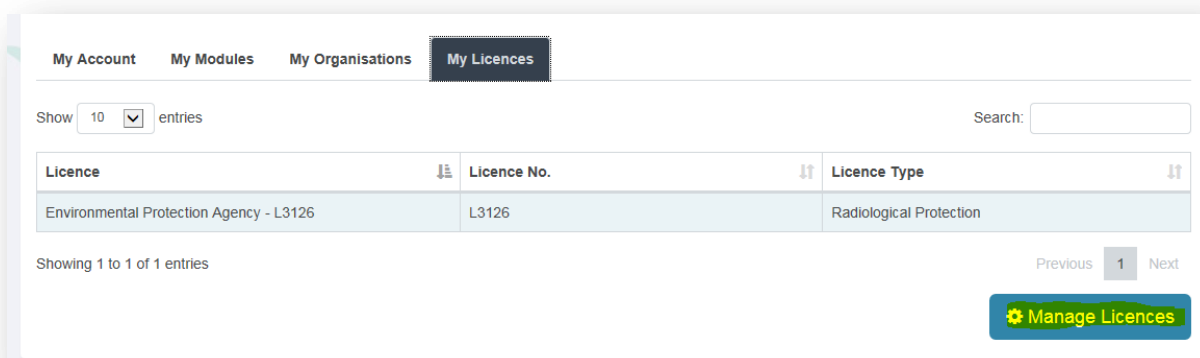
Select the 'My Account' link from your user menu options.



From the 'My Account' page, select the 'My Licences' tab. On this tab, you will see the Licences that you currently have access to.

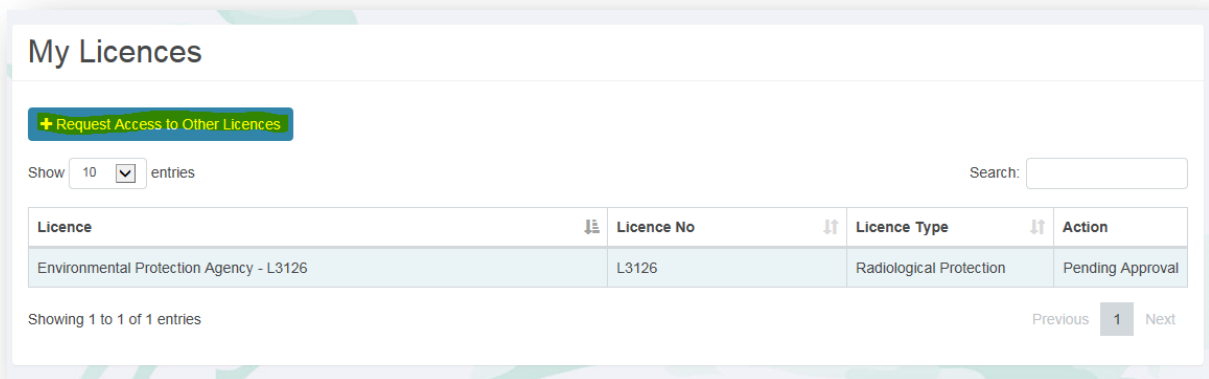


To request access to additional Licences, on the 'My Licences' tab, click on the 'Manage Licences' button. This will take you to the 'My Licences' screen.



## How to request access to a Licence

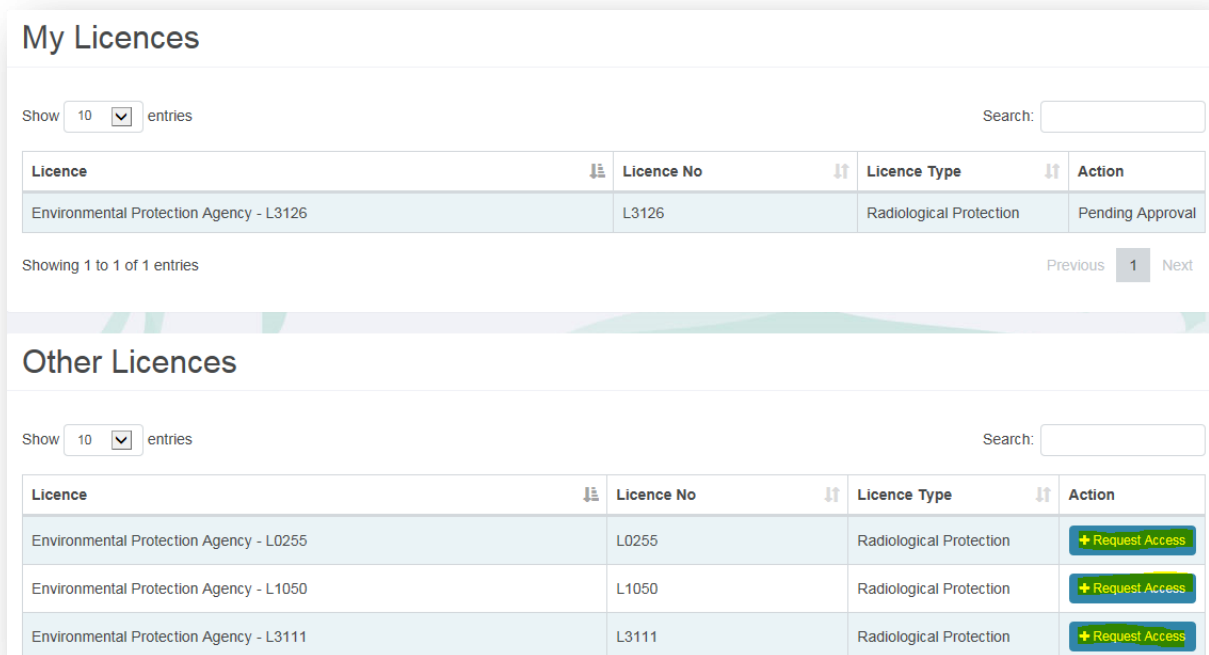
On the 'My Licences' screen, click on the 'Request Access to Other Licences' button.



The screenshot shows the 'My Licences' interface. At the top, there is a button labeled '+ Request Access to Other Licences'. Below this, there is a search bar and a dropdown menu set to '10 entries'. A table displays one licence entry. The table has columns for Licence, Licence No, Licence Type, and Action. The entry shows 'Environmental Protection Agency - L3126' with Licence No 'L3126', Licence Type 'Radiological Protection', and Action 'Pending Approval'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation links.

Licence	Licence No	Licence Type	Action
Environmental Protection Agency - L3126	L3126	Radiological Protection	Pending Approval

The 'Other Licences' section will show a list of all the Licences that are available to request access to. Clicking on the 'Request Access' button will open a modal window.

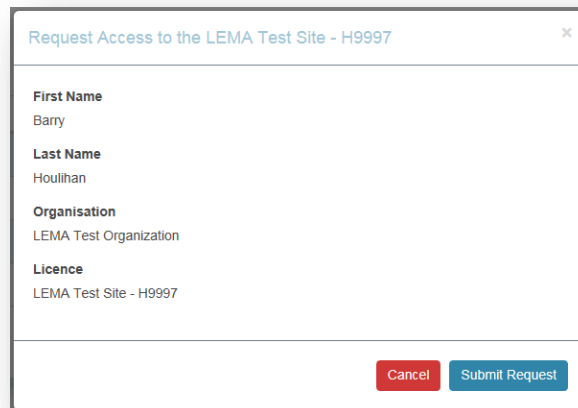


The screenshot shows the 'Other Licences' interface. It has a search bar and a dropdown menu set to '10 entries'. A table displays three licence entries. Each entry has columns for Licence, Licence No, Licence Type, and Action. The entries are 'Environmental Protection Agency - L0255', 'Environmental Protection Agency - L1050', and 'Environmental Protection Agency - L3111', all with Licence Type 'Radiological Protection'. Each entry has a '+ Request Access' button in the Action column. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation links.

Licence	Licence No	Licence Type	Action
Environmental Protection Agency - L0255	L0255	Radiological Protection	+ Request Access
Environmental Protection Agency - L1050	L1050	Radiological Protection	+ Request Access
Environmental Protection Agency - L3111	L3111	Radiological Protection	+ Request Access

## How to request access to a Licence

Clicking on the 'Submit Request' button will submit your request for access.



The screenshot shows a web form titled "Request Access to the LEMA Test Site - H9997". The form contains the following fields and values:

Field	Value
First Name	Barry
Last Name	Houlihan
Organisation	LEMA Test Organization
Licence	LEMA Test Site - H9997

At the bottom right of the form, there are two buttons: a red "Cancel" button and a blue "Submit Request" button.

A success banner will appear at the top of the page if your request has submitted correctly. The administrator for your Organisation will be notified of your request and will have to approve it before you will have access to the Licence. You will be notified by EDEN when the request has been processed by your administrator.

