

How to grant/reject access requests to a Licence

If you have received an email notification from EDEN with details of a Licence access request, then you need to carry out the following steps to approve or reject the user request.

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

If you are an administrator of more than one organisation then please check you are logged in under the correct organisation. Use the Switch Organisation functionality to change organisations ¹

The notification will appear on screen as shown below. Once you read the notification it will move to the full notifications list. ²

The screenshot shows the EDEN portal interface. At the top, there's a navigation bar with the EDEN logo, a settings icon, a notification bell with '42', a user profile for 'Barry Houlihan', and a dropdown for 'Environmental Protection Agency'. Below this is a section titled 'Latest Unread Portal Notifications' with a 'View All' button. It shows 'Showing 1 to 3 of 42 entries'. A table lists notifications:

Name	Regarding	From	Received
Licence Access Requested		Test, S	22-02-2016 14:45
Licence Access Requested		Test, S	22-02-2016 14:45
Organisation Membership Request Approved BCC (Admin)		Turley, Samantha	19-02-2016 09:34

Below the table are three columns of links: 'Apply' (New Licence, Licence Change / Amendment, Licence Renewal), 'Notify/Manage' (LMA, My Licences, Site Visits, Compliance), and 'EPA Services' (Splash). At the bottom, it says 'Common Modules for Environmental Protection Agency'.

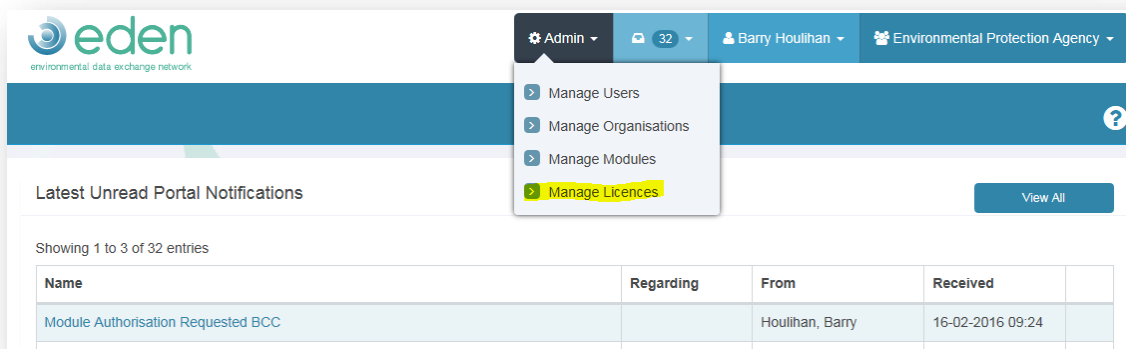
Click on the notification to see the details of the request

The screenshot shows the details of a 'Notification - Licence Access Requested'. The breadcrumb trail is 'Home / My Notifications / Notification - Licence Access Requested'. The title is 'Notification - Licence Access Requested'. The content states: 'A request for access to Licence **Abbeydorney - D0417** has been received. The details are: Name: S Test, Email/Login: [REDACTED]. Please log on to EDEN to process this request.'

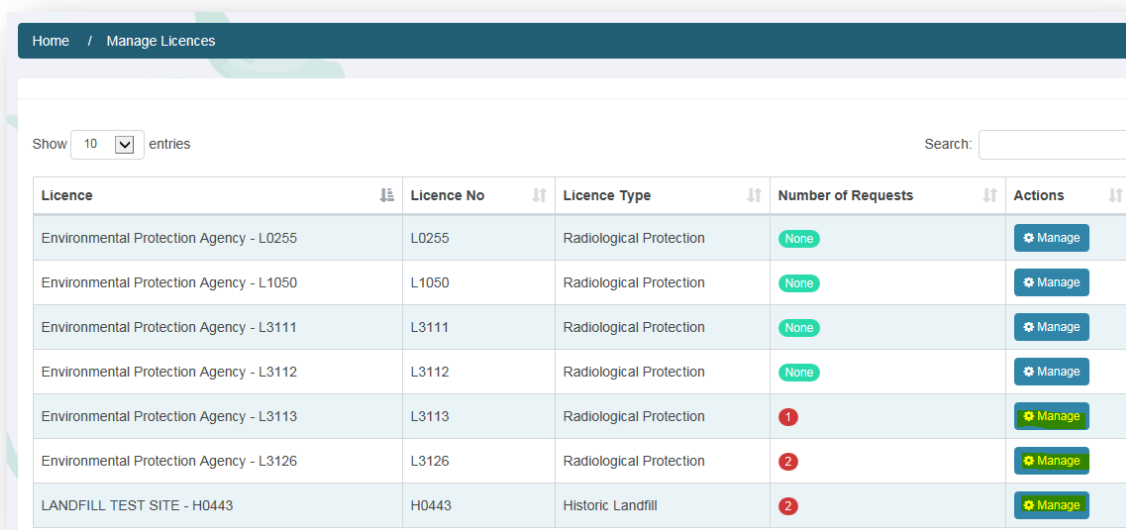
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Option 1: Use the Manage Licences Menu option

The Admin menu option is available to all Module or Organisation administrators. Select the menu option shown below to take you to the Manage Licences screen where you can process the request.



Click on the Manage button of the Licence you wish to approve access for



Click on the Licence Access Requests tab to view pending requests

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Home / Manage Licences / Licence Profile - L3126

Licence Administration of Environmental Protection Agency - L3126

Members Licence Access Requests 2

+ Grant Users Access to this Licence

Members

Show 10 entries Search:

First Name	Last Name	Email	Actions
NIECETest	ApplicationChange	[redacted]	Revoke Access

Accept or Reject the request as using the buttons in the Actions column

Home / Manage Licences / Licence Profile - L3126

Licence Administration of Environmental Protection Agency - L3126

Members Licence Access Requests 2

+ Grant Users Access to this Licence

Membership Requests

Show 10 entries Search:

First Name	Last Name	Email	Request Date	Actions
Barry	Houlihan	test@test.ie	10/02/2016	Approve Reject
Deirdre	Kirwan	test2@test2.ie	11/02/2016	Approve Reject

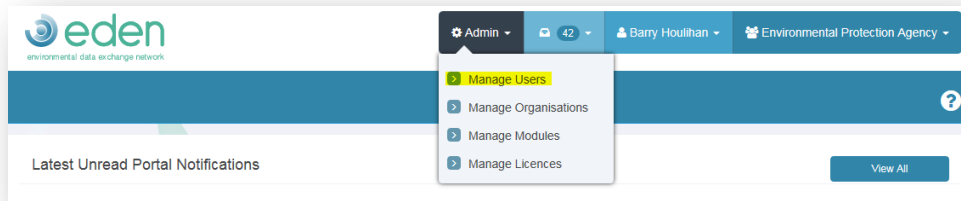
Showing 1 to 2 of 2 entries Previous 1 Next

The user will be notified by email notification and if approved will be able to access the Licence.

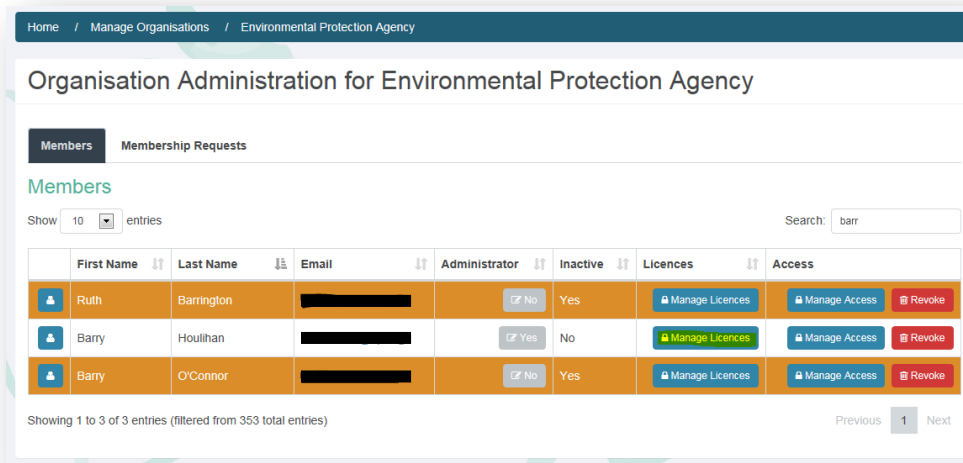
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Option 2 (Organisation Administrator Only): Use the Manage Users Menu option

The Admin menu option is available to Organisation administrators only. Select the menu option shown below to take you to the Manage Users screen as above where you can process the request.



Select the user who submitted the request and click on the Manage Licences button.



The Display Licence Access Details for [User] screen shows what Licences the user has access to and allows the Admin to approve/reject pending Licence access requests.

