

How to grant/reject access requests to a module

If you have received an email notification from EDEN with details of an 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 ². Once you read the notification it will move to the full notifications list ³.

The screenshot displays the EDEN portal interface. At the top, the EDEN logo is on the left, and the top navigation bar contains 'Admin', '50+', 'Deirdre Kirwan', and 'Sligo County Council'. The main content area is titled 'Latest Portal Notifications' and shows a table of notifications. The second row of the table is highlighted in yellow. Below the table, there are four columns of links: 'Apply', 'Notify/Manage', 'Report Information', and 'EPA Services'. At the bottom, there are four buttons for 'Common Modules for Sligo County Council': NIECE, MDS, LMA, and CRIS.

| Name | Regarding | From | Received | |
|-----------------------------------|-----------|---------------|------------------|--|
| Module Authorisation Approved BCC | | Carolán, Neil | 24-09-2015 15:02 | |
| Module Authorisation Requested | | A, Z | 24-09-2015 14:45 | |
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Common Modules for Sligo County Council

- NIECE**
Network for Ireland's Environmental Compliance and Enforcement
- MDS**
Monitoring Data System Module
- LMA**
Licensing Management Application Module
- CRIS**
Compliance and Risk Information System Module

All Modules

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Option 1: Use Open Link to approve request

Select the notification to see the details of the request

Home / My Notifications / Notification - Module Authorisation Requested

Notification - Module Authorisation Requested

A request for access to ODS & FGas Module has been received from:

Name: Z A
Email/Login: debugport+1@gmail.com

This request will need to be processed.

[Open Link](#)

Select the Open Link button which will take you directly to the Manage Modules screen. Select the Authorisation Requests tab and either approve or reject the request.

Home / Manage Modules / ODS & FGas Module

Module Administration of ODS & FGas Module

Members **Authorisation Requests 1**

Authorisation Requests

Show 10 ☐ entries Search:

| Firstname | Lastname | Email Address | Request Date | |
|-----------|---------------|-----------------------------|--------------|--|
| Test | Administrator | kgloadm+wednesday@gmail.com | 30/09/2015 | ✓ Approve ✗ Reject |

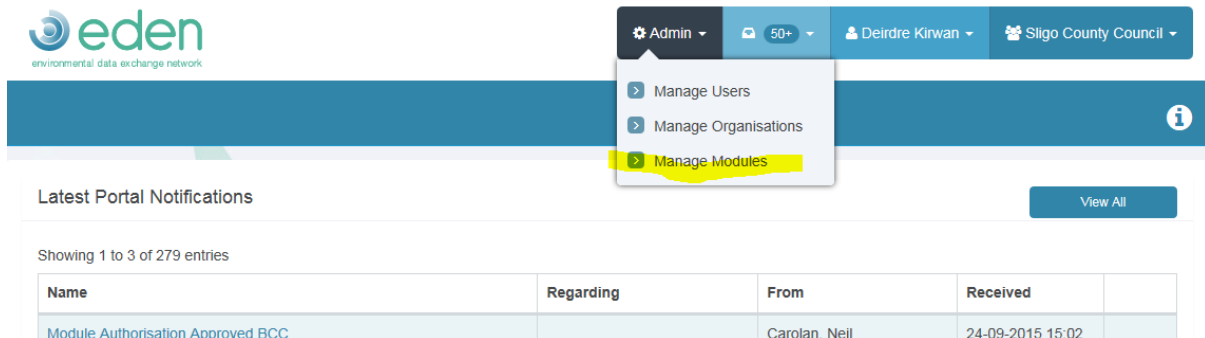
Showing 1 to 1 of 1 entries

Previous 1 Next

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Option 2: Use the Menu

The Admin menu option is available to all Module or Organisation administrators. Select the menu option shown below to take you to the Manage Module screen as above where you can process the request as in Option 1.



The screenshot shows the eden portal interface. The top navigation bar includes the eden logo, an Admin menu, a notification bell with 50+ alerts, a user profile for Deirdre Kirwan, and the organisation name Sligo County Council. The Admin menu is open, showing options for Manage Users, Manage Organisations, and Manage Modules, with the last option highlighted in yellow. Below the navigation bar, there is a section for 'Latest Portal Notifications' with a 'View All' button. A table displays notification entries, with the first entry highlighted in blue.

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The user will be notified by email notification and if approved will be able to use the module.