How to Register for EDEN

Sign Up - https://www.edenireland.ie

Create an EDEN account

Organisation Selection

Step 1 – National Organisation or Local Authority selected

Step 1 – Private Organisation selected

Step 2 – Enter your Contact Information

Step 3 – Select the Module you would like access to

Registration Complete
How to Register for EDEN

Sign Up - https://www.edenireland.ie

Select Sign Up on the screen shown below

Create an EDEN account

Enter your email address, a password, enter the Captcha and agree to the Terms of Service/Privacy Policy in order to register for an EDEN account

Check your email as you will have received an email from EDENSystem with a link that you click to verify your email. We do this to ensure your email address is valid.
How to Register for EDEN

The email you receive will look like this:

Select the link in the email you receive and you will now be able to Sign In (highlighted in yellow below) to complete the rest of your registration

Select EDEN Sign In from the next screen, then enter your username or email address and password as shown below and press Sign In
How to Register for EDEN

Sign in with your EDEN account

Sign In

Use your EDEN username or email address to Sign In.

Organisation Selection

Next select what type of Organisation you belong to from the drop down shown on screen:

- Local Authority e.g. Carlow County Council
- National Organisation e.g. Department of Environment
- Or Private Organisation.

If you select Private Organisation, you can join an existing organisation or if this is your organisation’s first time using EDEN you can create a new organisation.

New Local Authorities and National Organisations are set up by the EPA.

Step 1 – National Organisation or Local Authority selected

You will be shown the organisation details of the organisation you’ve selected and click Next Page to enter your contact details.
How to Register for EDEN

Step 1 – Private Organisation selected

If you are joining an organisation that already exists in EDEN, start typing the name or CRO number in the Company Search box and matches will be shown. Select your organisation name from the list.

You will be shown the organisation details of the organisation you’ve selected and click Next Page to enter your contact details.

If your organisation does not exist, then use the Click to Create New option to register your organisations details from scratch.
How to Register for EDEN

Click Next Page to enter your own contact details. Any errors or missing information will be highlighted to you when you click Next Page, similar to this screenshot.

Please fix all validation errors
- Company address line 1 is required
- Company county is required
- Company phone is required
- Company business type is required
How to Register for EDEN

Step 2 – Enter your Contact Information

Enter your contact information and select Next Page. Any errors or missing information will be highlighted to you when you click Next Page.

Step 3 – Select the Module you would like access to:

The modules available to select will depend on the organisation type you selected at the start. Select the module you would like access to and click Submit.
How to Register for EDEN

Registration Complete

If you requested a new organisation to be set up, your request will be sent to the EPA for organisation set up and approval.

If you requested access to an organisation that already exists, your request will be sent to an administrator of that organisation.

Registration Complete

The organisation you have registered in EDEN has been sent to the EPA for processing.
You will have access to the EDEN portal once your application has been approved.

Once your request has been approved either by the EPA or an administrator of the organisation, you will receive one of the email notifications below and you can now log in and use EDEN.

New Organisation

Organisation Approved

The organisation you registered in EDEN has been approved by the EPA.
Organisation Name: Environmental
Business Type: Other
You may now login to EDEN.

IMPORTANT: This email has been generated automatically by the EDEN system. Please do not respond to this email as replies cannot be answered.

This email is intended for the recipients specified above and any other use is prohibited. It may contain confidential information. If you received this email in error, please contact eden@epa.ie. EDEN does not accept legal responsibility for the contents of this message if it has reached you via the Internet, as Internet communications are not secure. All EDEN communications are scanned for malware and virus infection using the latest utilities.

New User & existing organisation

Notification - Membership Request Approved

The membership request you made on 21/09/2015 to Cavan County Council has been approved.

Your membership details are:
Email/Login: deirdrekinwan1+monday@gmail.com
Organisation: Cavan County Council
Role: User