

## Administrator Role- Revoking Staff Access

- The administrator can also revoke access of a staff member. To do this, the administrator must first [log in](#) to their account.

**Keeping your information secure**

Businesses and organisations using HMRC services will soon be required to use an access code to sign in. If you do not already receive access codes, you can [find out more about the planned changes \(opens in new tab\)](#).

Do not share your Government Gateway user ID and password with anyone else.

### Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

**Sign in**

[Create sign in details](#)

- Once in to the portal, the administrator must click on the DECOL panel

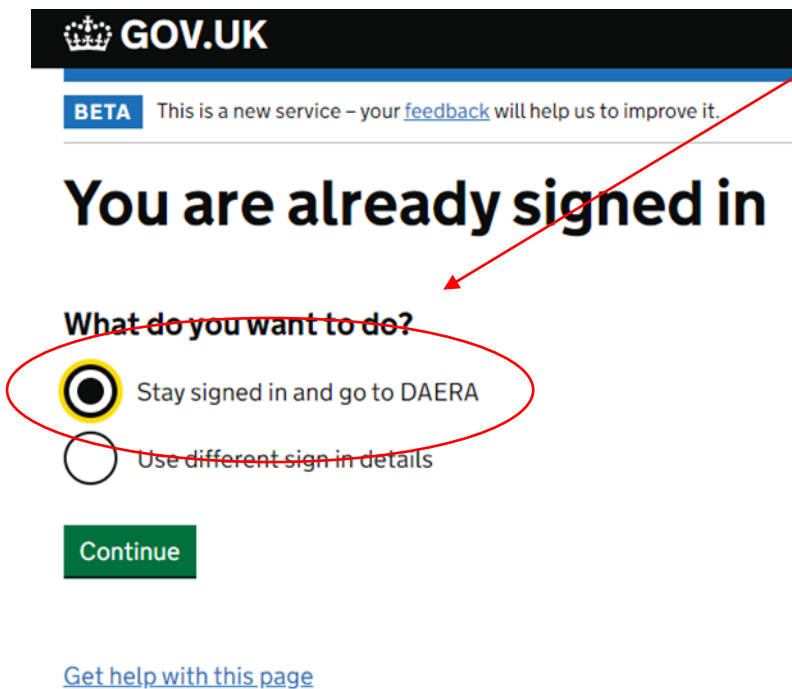
The screenshot shows a web browser window with several tabs open: 'SHA Exporter AVI LI...', 'SHA Exporter DAER...', 'SHA Release Notes', 'SHA Exporter AVI P...', 'SHA Exporter DAER...', 'ADU Test Scripts', and 'IIFD Intranet'. The main content area is titled 'Service Dashboard' and features a large blue header. Below the header, the 'DECOL' panel is highlighted with a red circle, and a red arrow points to it from the right. On the left side of the dashboard, there is a dark blue sidebar with the Department of Agriculture, Environment and Rural Affairs logo and the name 'Tester Magee Veterinary Surgery'. Below the sidebar, there are buttons for 'Tester Magee', 'Log Out', and 'Help'.

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- Once the administrator is through to the dashboard they must click on the 'DAERA Group' button.



- The administrator must then click on 'Stay signed in and go to DAERA' and then click 'Continue'



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- The administrator must then click on the 'Manage' button against the team member whose access they wish to revoke.

Government Gateway

## Team members

We recommend that you have at least 2 team members set up as administrators.

[Add a team member](#)

### Manage team members

Team member	Role	Email address	Action
John Smith	Standard User	Johnsmith@guerrillamail.com	<a href="#">Manage</a>
Tester Magee (you)	Administrator	testermageesurgery@yopmail.com	<a href="#">Manage</a>
Tracey Magee	Administrator	Traceymagee@guerrillamail.com	<a href="#">Manage</a>

Showing 1-3 of 3 team members

- The administrator will be presented with the details of the staff members account. To delete their account and revoke their access to the Practice's Portal, the administrator must click 'Delete (NAME)'s Government Gateway User ID'.

## Manage John Smith's Government Gateway details

### Full name

John Smith

### Email address

Johnsmith@guerrillamail.com **VERIFIED**

### Role

Standard user - Can access services for an organisation.

### Security preferences

Not set

Added on: 29 June 2021

Last signed in: -

### Actions

[Reset password](#)

[Resend Government Gateway user ID](#)

[Delete John Smith's Government Gateway user ID](#)

- The administrator will be prompted to confirm that they want to delete the staff member's account and revoke their access. The administrator must click 'Confirm' to proceed.

## Are you sure you want to delete John Smith's user ID?

This will mean they cannot sign into any online government services for this organisation.

All information connected to this user ID will be deleted and cannot be recovered.

- Yes, delete John Smith's user ID
- No, do not delete John Smith's user ID

Confirm

- The administrator will see a confirmation statement confirming that the staff member's access has been revoked. They must click 'Continue' to Proceed.

User ID details deleted  
for:

John Smith

Continue

- The administrator will be returned to the 'DAERA Group' page, where they will see that the staff member has been removed.

Government Gateway

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Tracey Magee	Administrator	Traceymagee@guerrillamail.com	<a href="#">Manage</a>

Showing 1-2 of 2 team members

- If the staff member attempts to log in using the details given to them previously, they will be disallowed and will see this message. Creating new sign in details will not allow them access to the portal.

## This user ID and password has been deleted

We have deleted this user ID and password. This may be because they have not been used for 3 years or more.

We have done this to protect you against malicious or fraudulent attempts to access your details.

This means you cannot use these details to access your information.

You can [sign in using a different user ID and password](#), or you can create new sign in details.

[Create new sign in details](#)

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**NOTE:**

**It is the responsibility of the AVP (whether it be the administrator or clinical director) to ensure that access to their Portal is strictly controlled to ensure data protection.**

**If an aPVP leaves the practice their access to the Portal must be revoked immediately using the process outlined above.**

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