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Administrator Role- Grant Access to a Standard User

- The **Administrator** of the Portal for a practice has the ability to grant and revoke access for additional staff members going forward. To grant access to a staff member, the administrator must click on the 'DAERA Group' button on the left hand side of the page.



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



- The administrator must click on 'Add a Team Member'.

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
Tester Magee (you)	Administrator	testermagee@yopmail.com	Manage

Showing 1-1 of 1 team members

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- The administrator must enter the name and email address of the staff member. A standard user can process applications on behalf of the practice but will not have the ability to grant/ revoke access for other staff members. The administrator must select 'standard user' and then click 'continue'.

Add a team member

Full name

John Smith

Email address

Johnsmith@guerrillamail.com

What is their role?

Administrator

Can access services for an organisation and manage its team members.

Standard user

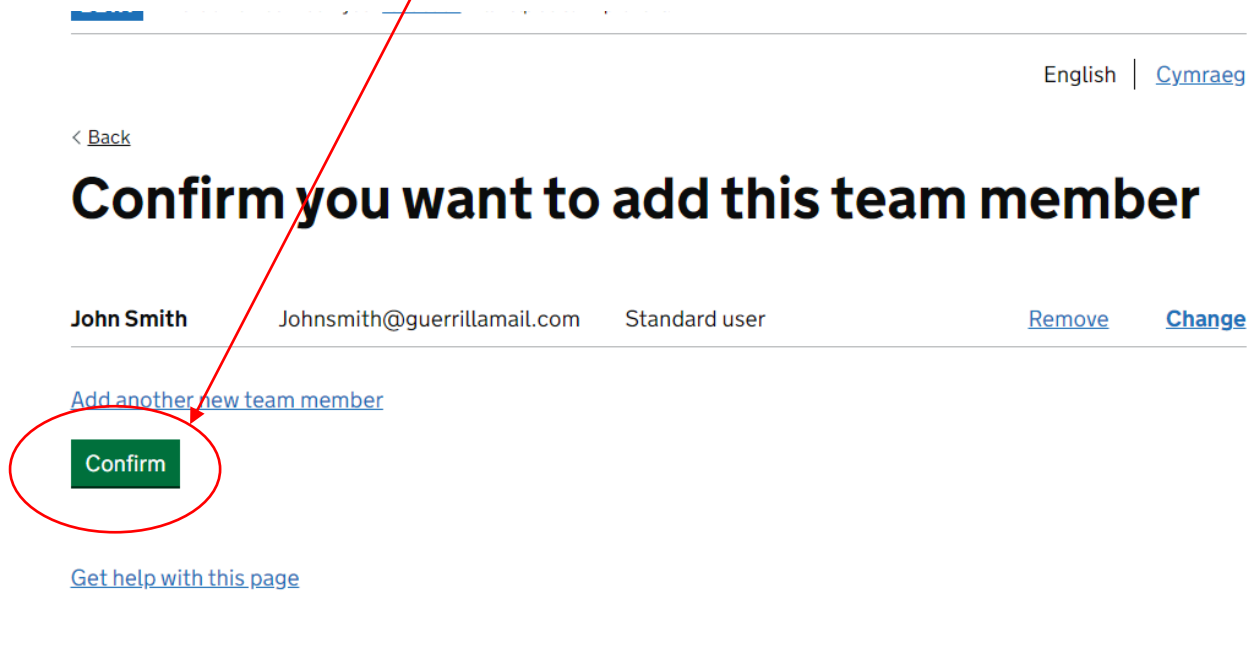
Can access services for an organisation.

[Continue](#)

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- The administrator must click the 'confirm' button



English | [Cymraeg](#)

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Confirm you want to add this team member

John Smith Johnsmith@guerrillamail.com Standard user [Remove](#) [Change](#)

[Add another new team member](#)

Confirm

[Get help with this page](#)

- The **administrator** will receive an email containing a **password** which they must pass to the staff member. The **staff member** will also receive an email with a **Government Gateway ID**.

1 team member added

What happens next

We will send an email to | Tester@testermagesurgery. with a temporary password for the new team member.

Give them their temporary password so they can use it with their Government Gateway user ID to sign in. They will receive a user ID by email.

For security, do not share passwords by email.

Continue

[Return to DAERA](#)

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- The email **the administrator** receives will contain the **password** that must be passed to the staff member who has been added.

GOV.UK

You added 1 new team member on Tue 29 Jun 2021 at 07:58.

New team members

Name	Temporary password
John Smith	k4r5r0f5u7

We will send each team member a user ID by email.

What to do next

Give each team member their temporary password so they can sign in - for security reasons, do not send passwords by email.

This is an automatic email - please don't reply.

From Government Gateway

- The **email** which the **staff member** receives will contain the corresponding **Government Gateway ID**.

To John Smith,

An administrator asked us to send your user ID to you.

Your user ID is:

57 24 46 65 88 77

This is an automatic email - please don't reply.

From Government Gateway

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- The **Staff member** must navigate to the [log in page](#) and enter the **Government Gateway ID and Password**.

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](#)

- The staff member will be prompted to create a permanent password

Reset your password

Enter your temporary password

Enter a new password

Your new password must be 10 or more characters. You can use a mix of letters, numbers or symbols.

New password

Confirm new password

Reset password

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- Confirmation of the password change will be received, at which point the staff member must click 'Continue'.

BETA This is a new service – your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

Password changed

Continue

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- The staff member will see the same Portal landing page the administrator will have seen when logging in. There will be a panel with the practice Organisation Name and a button with their name on the left hand side menu. The staff member must click on the DECOL panel to proceed.

The screenshot shows a 'Service Dashboard' interface. On the left, there is a dark blue sidebar containing the Department of Agriculture, Environment and Rural Affairs logo and website address. Below the logo, the user's name 'Tester Magee' and 'Veterinary Surgery' are displayed in a white oval. Underneath, there are buttons for 'John Smith' (with a user icon) and 'Log Out' (with a logout icon). At the bottom of the sidebar is a green 'Help' button with a question mark icon. On the right, the main content area has a blue header 'Service Dashboard'. Below the header, a light blue button labeled 'DECOL' is circled in red. Below the 'DECOL' button is an empty white rectangular box.

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- The staff member will gain access to the Portal's main dashboard which will look like the screen below. As a standard user, they have no access to the 'DAERA Group' button as this is reserved for use by administrators only. Standard users will however be able to work on applications as normal.

Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

Welcome
John Smith

DAERA Profile

Log Out

Help

Awaiting Export List

Recently Processed

Awaiting Export List

Create Spreadsheet

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EHC Number	Original EHC Number	Date Of Loading	Processing Office	Comments
Filter	Filter	Filter	Filter	Filter