1 **Administrator Role- Grant Access to a Second Administrator**
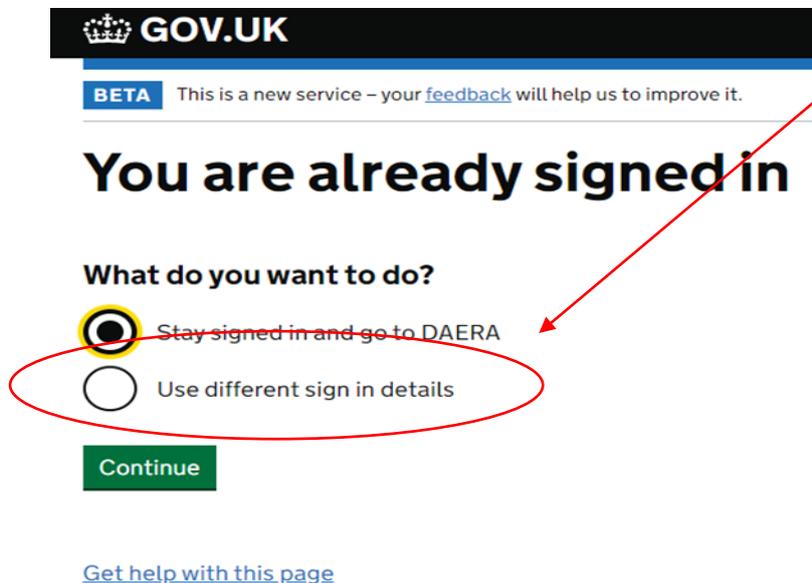
- As well as adding a staff member as a standard user, the administrator can add an additional user with administrator privileges. To do this, the administrator must click on the 'DAERA Group' button.

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

2

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

Add a team member

Manage team members

Team member	Role	Email address	Action
John Smith	Standard User	Johnsmith@guerrillamail.com	Manage
Tester Magee (you)	Administrator	testermageesurgery@yopmail.com	Manage

Showing 1-2 of 2 team members

- The administrator must then enter the name and email address of the staff member, select the 'administrator' role and then click 'continue'.

< Back

Add a team member

Full name

Tracey Magee

Email address

Traceymagee@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

Get help with this page

3 • The administrator must then click the 'Confirm' Button.

Confirm you want to add this team member

Team members

Team member	Role	Email address	Action	
Tracey Magee	Administrator	Traceymagee@guerrillamail.com	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 testermageesurgery@yopmail.com 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.
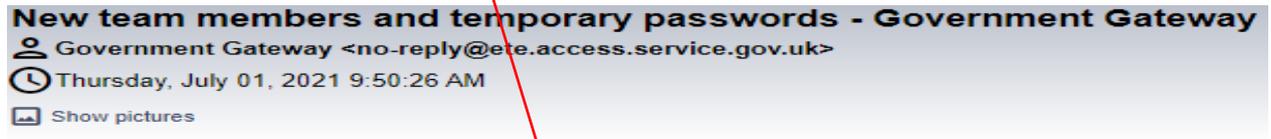
For security, do not share passwords by email.

Continue

Return to DAERA

Get help with this page

4

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

New team members and temporary passwords - Government Gateway

Government Gateway <no-reply@ete.access.service.gov.uk>

Thursday, July 01, 2021 9:50:26 AM

Show pictures

GOV.UK

You added 1 new team member on Thu 01 Jul 2021 at 08:50.

New team members

Name	Temporary password
Tracey Magee	s7j6e1b3g5

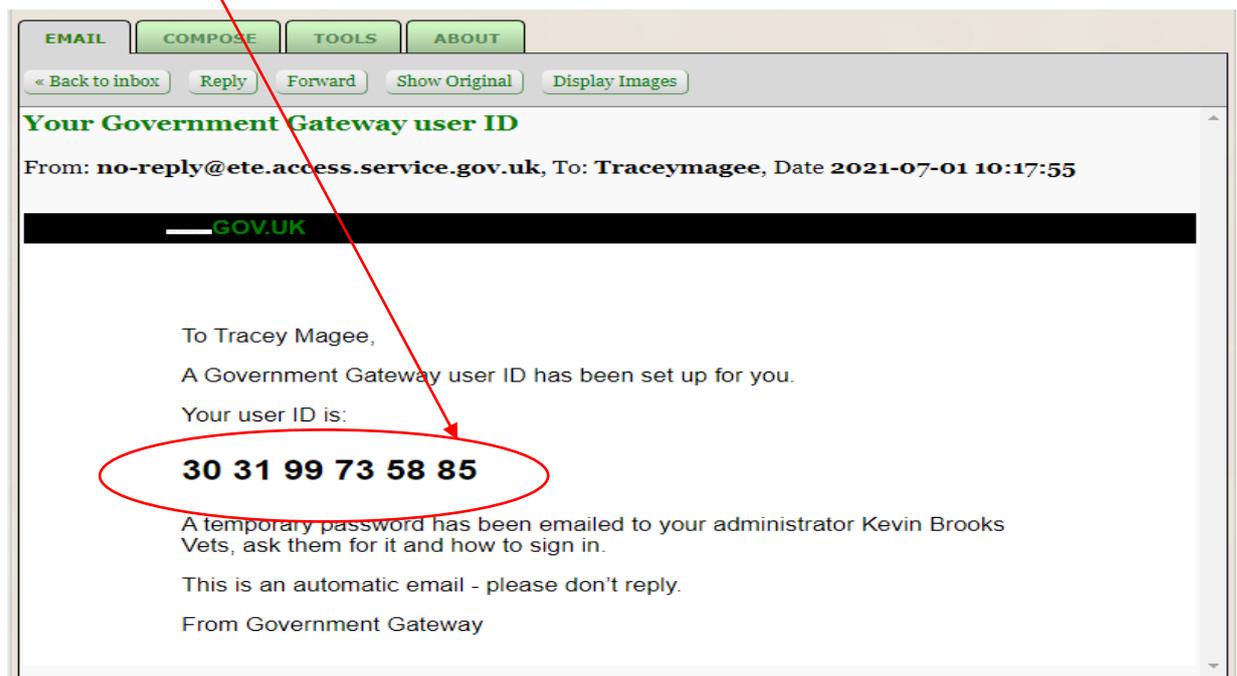We will send each team member a user ID by email.

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** the **staff member** receives will contain the corresponding **Government Gateway ID**.

| EMAIL | COMPOSE | TOOLS | ABOUT |

« Back to inbox | Reply | Forward | Show Original | Display Images

Your Government Gateway user ID

From: **no-reply@ete.access.service.gov.uk**, To: **Traceymagee**, Date **2021-07-01 10:17:55**

GOV.UK

To Tracey Magee,

A Government Gateway user ID has been set up for you.

Your user ID is:

30 31 99 73 58 85

A temporary password has been emailed to your administrator Kevin Brooks Vets, ask them for it and how to sign in.

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

From Government Gateway

5 ➤ • 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.

303199735885

Password

••••••••••

Sign in

• 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

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

- 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 staff member will gain access to the Portal's main dashboard which will look like the screen below. As they have been granted administrator status, they have access to the 'DAERA Group' button meaning they can also manage staff additions/revocations as well as work on applications as normal.