



## User Reference Guide: Managing users on MHRA Submissions

This guide is about managing users on MHRA Submissions by either adding individuals not currently registered or adding those who are registered at another organisation to your own.

To begin the 'Managing users' process, select the 'User Maintenance' tile from the MHRA Submissions homepage.





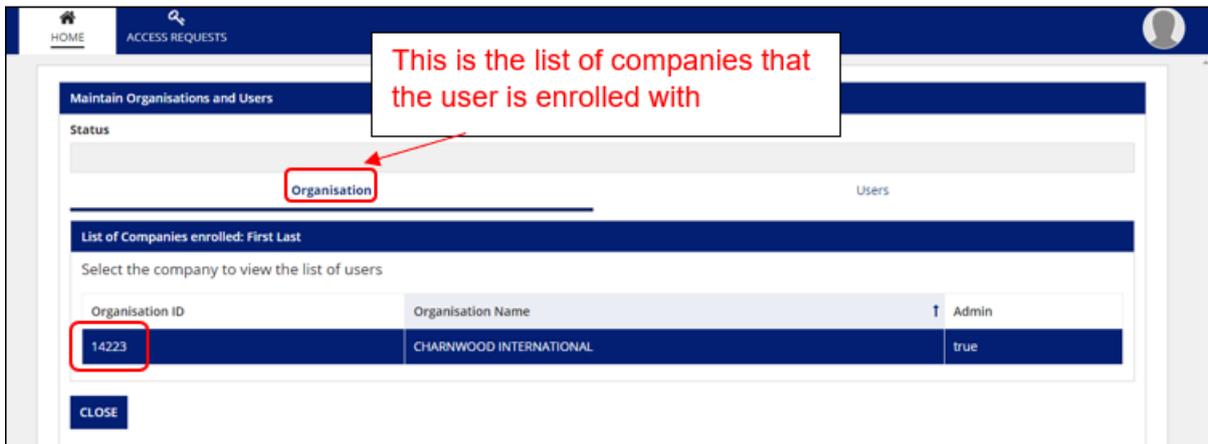
## Step 1:

### Company Administrator - How to add individuals to your organisation

Notes:

- If you are adding an individual from outside your organisation then they should already be registered on the portal at their own organisation before you add them to your organisation.
- It is important to be aware of the access rights you are granting to those outside your organisation. Administrators have control over who they can add to their organisation; managing users and setting the permissions that they have on MHRA Submissions.
- Administrators will have visibility of all organisation submission data whereas, standard users will only have access to their own submission data.

Under 'Organisation' you will see the list of companies that the user is enrolled with. Select the 'Organisation ID' to access the list of users at that organisation.



- At the bottom select 'Add User' to add a user to the organisation.



Enter the 'Email ID'. If the individual is already registered with MHRA Submissions then the first name and last name fields will auto-populate. If the individual is not already registered, then add their 'First Name' and 'Last Name' into the corresponding fields.

For any individual you will need to select whether they are entitled to 'Admin' permissions or not. Then click the '+' sign.

Home

List of users enrolled to that organisation

Maintain Organisations and Users

Organisation Users

Add users to the current company : 51926 : ESC TEST FACILITY LIMITED

Enter the user details below and click + to add. To remove a user click X next to their listing.  
When adding users please only add email addresses for individuals; do not add group or shared email addresses.

Email ID	First Name	Last Name	Is Admin?	
test@test.co.uk	Test	Test	Is the user an Admin?	+

SUBMIT CANCEL

CLOSE ADD NEW ORGANISATION

Once the '+' sign has been clicked the 'Submit' button will be selectable. Select 'Submit'.

Maintain Organisations and Users

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Email ID	First Name	Last Name	Is Admin?	
test@test.co.uk	Test	Test	Yes	X
			Is the user an Admin?	+

SUBMIT CANCEL

CLOSE ADD NEW ORGANISATION

If the individual you added was already registered (you did not need to populate their 'First Name' and 'Last Name') then they should now follow the details in [Step 2](#) below.

If the individual you added was not already registered (you needed to complete their 'First Name' and 'Last Name') then they should now follow the details in [Step 3](#) below.

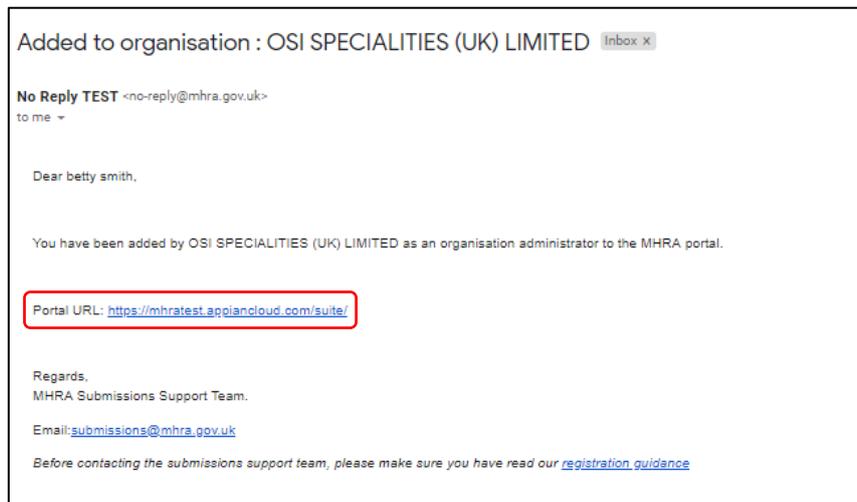


## Step: 2

The individual will receive an email from the MHRA stating at the start of the subject 'Added to organisation'.



The email will invite them to click a link to complete the process and access MHRA Submissions.



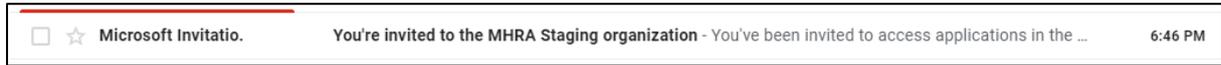
They will then be redirected to the MHRA Submissions homepage.



## Step 3:

### Steps for an individual to access their account

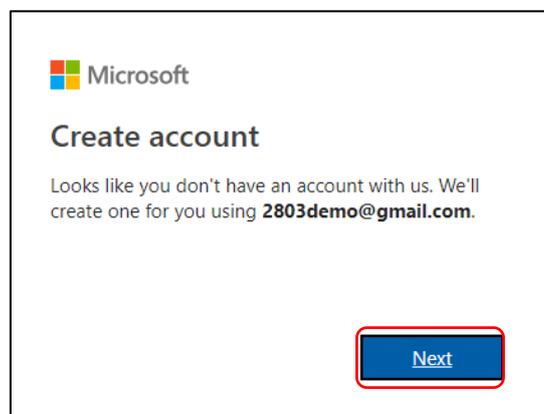
The individual will receive an email from Microsoft containing the link to get started.



From the email they should click 'Get Started'.



As the individual is creating a new account with MHRA Submissions, they will proceed to Microsoft's Single Sign-on process. They should select 'Next'.



They will be asked to create a password for their Submissions account, then click 'Next'.



*Note: for some individuals who have corporate Microsoft accounts at their organisation and are using their organisation email address, they may not be prompted to create a password and some of the other steps associated with this step will be skipped.*

The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and the email address '2803demo@gmail.com'. The main heading is 'Create a password'. Below the heading is the instruction 'Enter the password you would like to use with your account.' followed by a password input field with masked characters '.....'. A blue 'Next' button is located at the bottom right of the form.

From the next screen they should select 'Never' if they do not want their browser to save the password. If a password is created at this step then it will be needed to login to MHRA submissions in future.

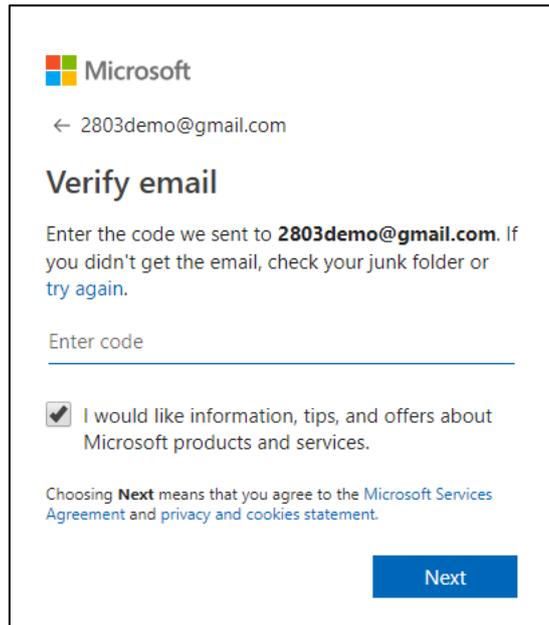
The screenshot shows a 'Save password?' dialog box. It contains two input fields: 'Username' and 'Password'. The 'Password' field is masked with '.....'. There are two buttons at the bottom: a blue 'Save' button and a grey 'Never' button. The 'Never' button is highlighted with a red rectangular border.

They should confirm their 'Country/Region' and 'Birthdate' (users must be over the age of 13 years old – this is a standard Microsoft age verification) and select 'Next'.

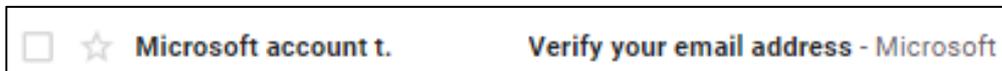
The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and the email address '2801demo@gmail.com'. Below that is another back arrow and the email address '2803demo@gmail.com'. The text 'We need just a little more info to set up your account.' is displayed. Below this text are two sections: 'Country/region' with a dropdown menu showing 'United Kingdom', and 'Birthdate' with three dropdown menus for 'Month', 'Day', and 'Year'. A blue 'Next' button is located at the bottom right of the form. The entire form area is highlighted with a red rounded rectangular border.



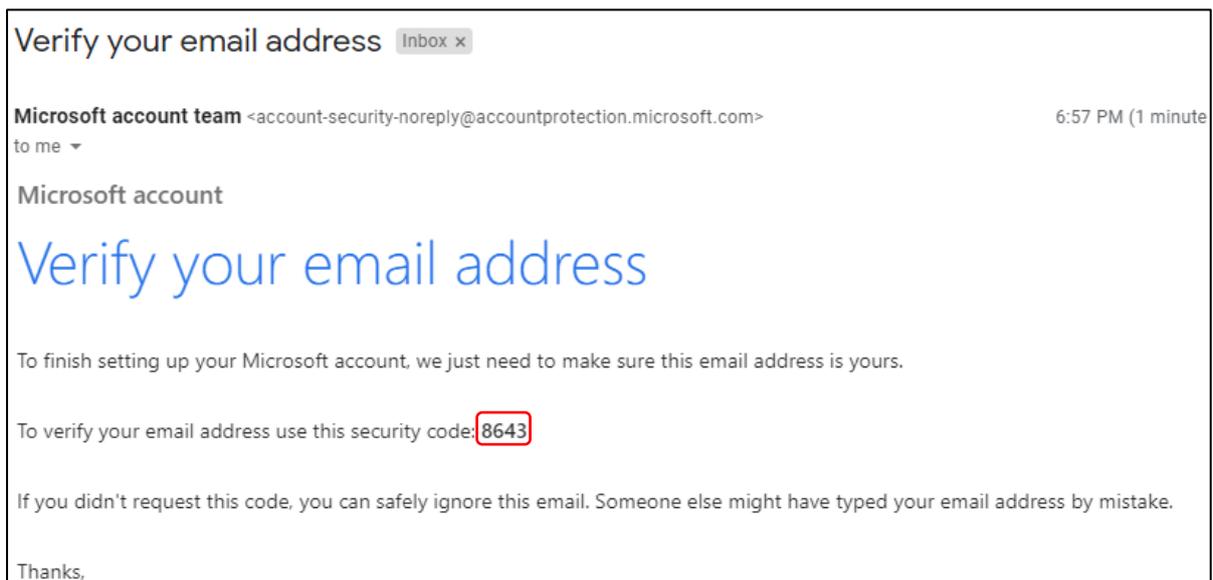
They will be requested to verify their email address. An email will be sent to the email address that is registering containing a code. Note: this email may reach a spam or junk folder rather than the email inbox.



From their mailbox they should click the link in the email they have been sent from Microsoft.



The email will contain a four-digit code.





They should enter this code into the Microsoft Verification page and deselect the tick box if they DO NOT wish to receive information, tips, and offers about Microsoft products and services. Then click 'Next'.

The screenshot shows an email from Microsoft to 2803demo@gmail.com. The subject is 'Verify email'. The body text asks the user to enter a code sent to 2801demo@gmail.com. A text input field contains the code '8643'. Below the code field is a checkbox that is currently unchecked, with the text 'would like information, tips, and offers about Microsoft products and services.' A blue 'Next' button is located at the bottom right. A red box highlights the code field, the unchecked checkbox, and the 'Next' button.

There will be a prompt to confirm the characters on the screen for security purposes. They should read the letters (highlighted) and enter them in the character box underneath. Then click 'Next'.

The screenshot shows the 'Create account' page. It asks the user to confirm they are a real person by identifying characters in a distorted image. The image shows the letters 'HRPS' and 'XdQk' in a stylized font. Below the image are two buttons: 'New' and 'Audio'. A text input field contains the characters 'HRPSXdQK'. A blue 'Next' button is at the bottom right. A red box highlights the distorted character image and the 'Next' button.

They should click 'Accept' once they have reviewed permissions (further information is available via the drop-down options).



Microsoft  
← 2803demo@gmail.com

### Review permissions

**MHR Staging**

The organization MHR Staging would like to:

- Sign you in  
MHR Staging will be able to sign you into their apps and resources.
- Read your name, email, and perhaps photo  
MHR Staging will be able to read your basic profile (name and email address, and, if this is an Azure AD account, photo).

You should only accept if you trust MHR Staging. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. Read MHR Staging's privacy statement: MHR Staging may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/mhrstaging.onmicrosoft.com>.

Cancel Accept

Microsoft  
← 2803demo@gmail.com

### Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code  
United Kingdom (+44)

Phone number  
07955373439

I didn't get a code

Enter the access code  
7455

Next

*Note: Email verification is the regular route. For security purposes, a mobile number may be requested for verification, with a verification code sent via a text message. This will not be used for communications by MHR.*

They should click 'Yes' to complete the process and automatically proceed to the next stage. Registration is complete.

**MHR**  
2803demo@gmail.com

### Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

They will be redirected to the MHR Submissions homepage.