

## 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.

Select the 'Organisation ID' to access the list of users.

Organisation ID	Organisation Name	Admin
14223	CHARWOOD INTERNATIONAL	true

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 added, their details will appear as below and the 'Submit' box will become selectable. Select 'Submit'.

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	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.

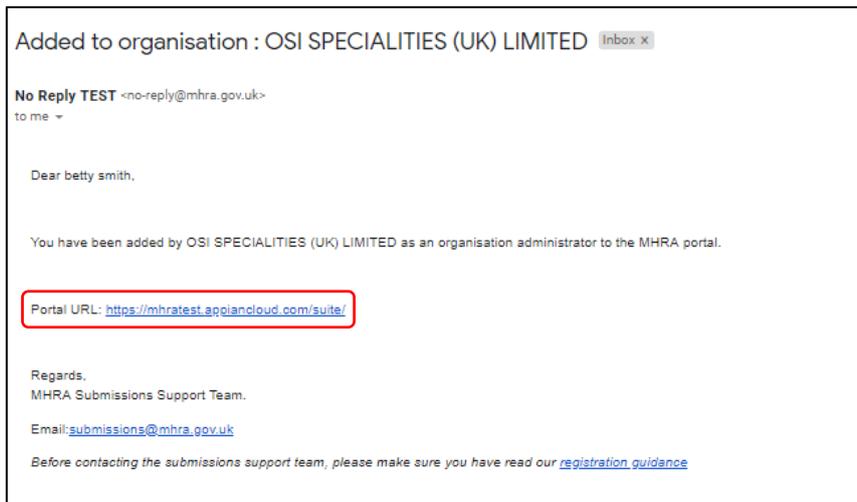
If the individual you added was not already registered (you needed to complete their 'First Name' and 'Last Name') then they should now follow the details in [Step 3](#) below.

## Step: 2

The individual will receive this email from the MHRA.



They should click the link to complete the process and access MHRA Submissions.



They will be redirected to the MHRA Submissions homepage.

### Step 3:

#### Steps for an individual to access their account

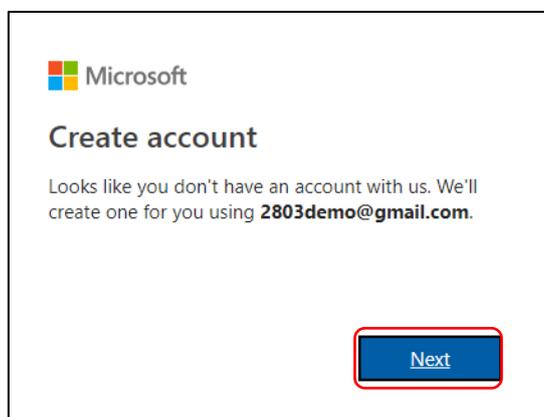
The individual will receive this email from Microsoft containing the link to get started.



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.*

A screenshot of the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is 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 '.....'. At the bottom right is a blue 'Next' button.

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.

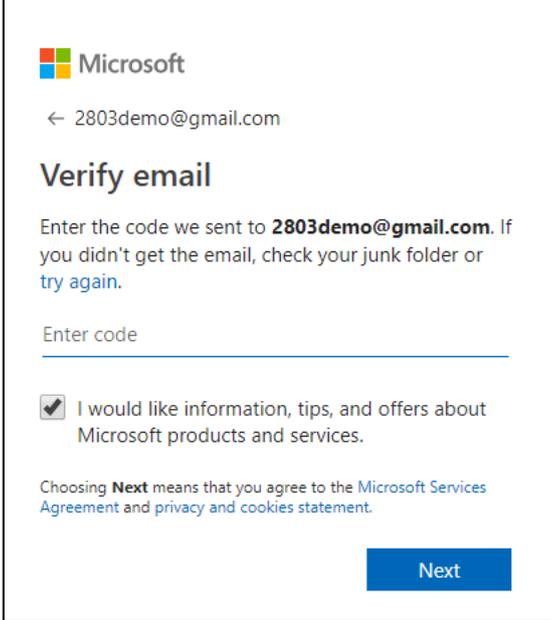
A screenshot of a 'Save password?' dialog box. It contains two input fields: 'Username' and 'Password'. The 'Password' field is masked with '.....'. At the bottom are two buttons: 'Save' (blue) and 'Never' (grey). The 'Never' button is highlighted with a red rectangular border.

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'.

A screenshot of the Microsoft account creation interface showing the 'We need just a little more info to set up your account.' step. The 'Country/region' dropdown is set to 'United Kingdom'. The 'Birthdate' section has three dropdowns for 'Month', 'Day', and 'Year'. A blue 'Next' button is at the bottom right. A red rounded rectangular border highlights the 'Country/region' and 'Birthdate' sections.

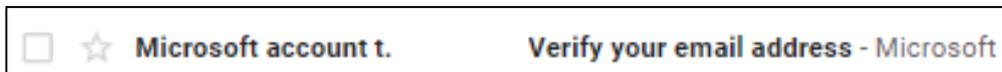


They will be requested to verify their email address. A code will be sent to the email address that is registering.

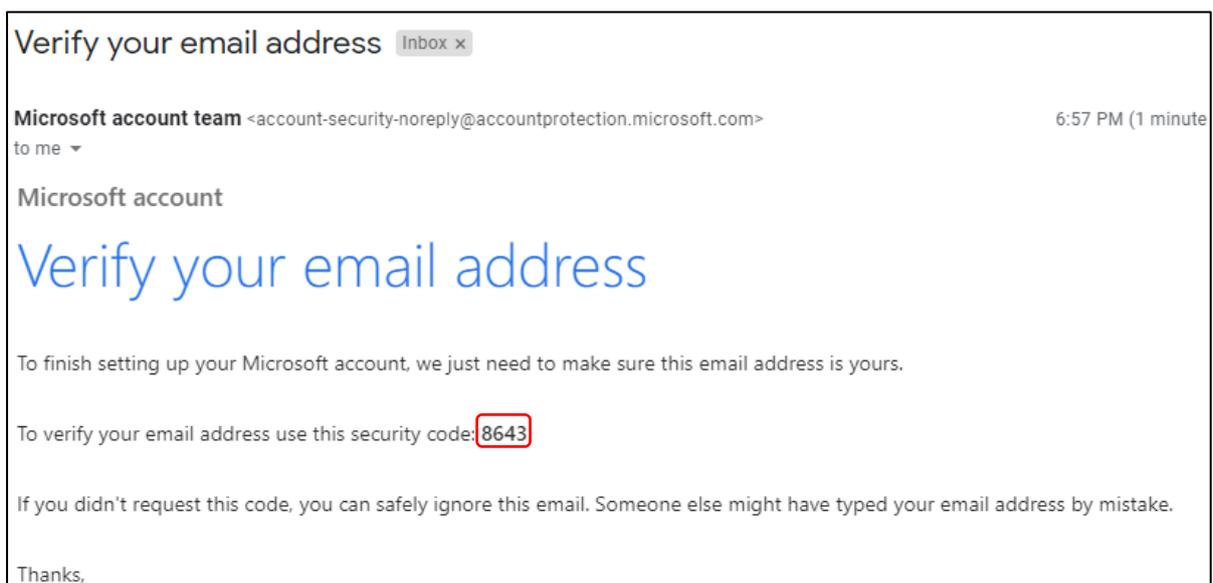


The screenshot shows a Microsoft email verification page. At the top left is the Microsoft logo. Below it is the email address '2803demo@gmail.com'. The main heading is 'Verify email'. The text below says: 'Enter the code we sent to 2803demo@gmail.com. If you didn't get the email, check your junk folder or try again.' There is an input field labeled 'Enter code'. Below the input field is a checkbox that is checked, with the text 'I would like information, tips, and offers about Microsoft products and services.' At the bottom, there is a blue button labeled 'Next'.

They should click the link 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 a Microsoft email verification page. At the top, it says "Microsoft" with the logo. Below that, it says "← 2803demo@gmail.com". The main heading is "Verify email". The text below says "Enter the code we sent to 2801demo@gmail.com. If you didn't get the email, check your junk folder or try again." There is a text input field containing the code "8643". Below the input field is a checkbox that is currently unchecked, with the text "I would like information, tips, and offers about Microsoft products and services." Below the checkbox is a link: "Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement." At the bottom right, there is a blue button labeled "Next".

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 a Microsoft account creation page. At the top, it says "Microsoft" with the logo. Below that, it says "← 2803demo@gmail.com". The main heading is "Create account". The text below says "Before proceeding, we need to make sure a real person is creating this account." There is a security image showing the characters "HRPS" and "XdQk" in a stylized font. To the right of the image are two buttons: "New" and "Audio". Below the image is the text "Enter the characters you see". There is a text input field containing the characters "HRPSXdQK". At the bottom right, there is a blue button labeled "Next".



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 MHRA.*

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

MHRA

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 MHRA Submissions homepage.