



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.





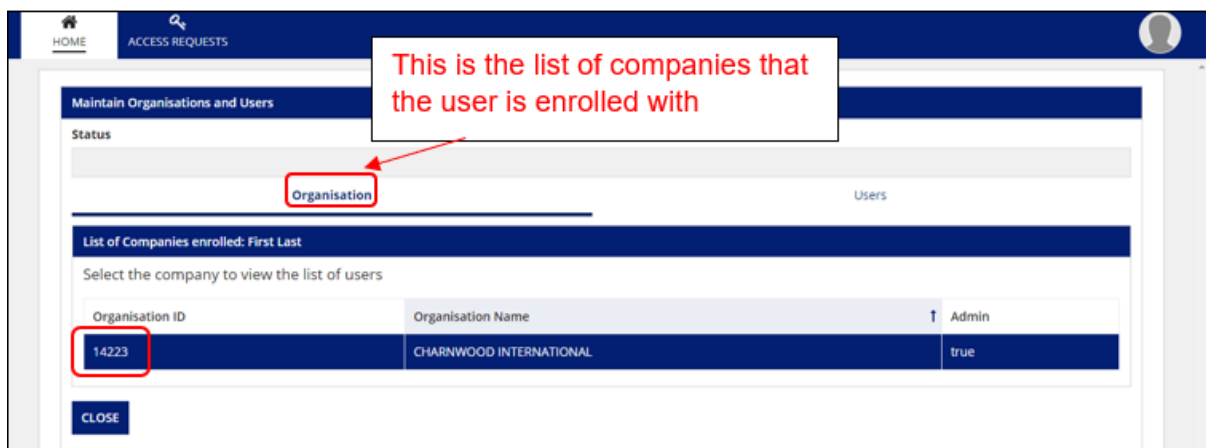
Step 1:

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.



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?	+
			Is the user an Admin?	
			Yes	
			No	

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.

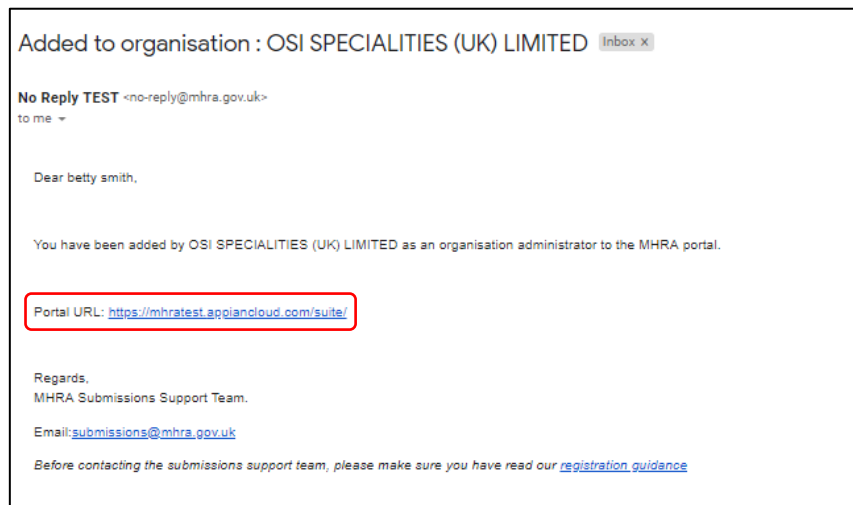
If the individual you added was not already registered (you needed to complete their 'First Name' and 'Last Name') then they should now follow the details in [Step 3](#) below.

Step: 2

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



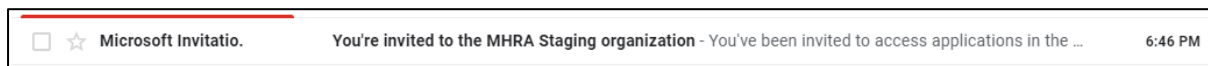
The email will invite them to click a link to complete the process and access MHRA Submissions.



They will then be redirected to the MHRA Submissions homepage.

Steps for an individual to access their account

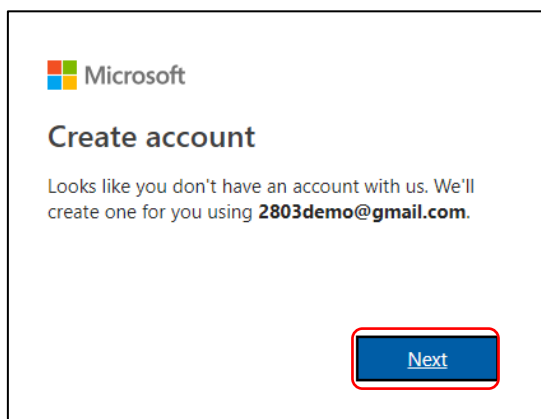
The individual will receive an email from Microsoft containing the link to get started.



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 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 this is the instruction 'Enter the password you would like to use with your account.' followed by a password input field with masked characters (dots). A blue 'Next' button is located at the bottom right.

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 fields for 'Username' and 'Password' (masked with dots). To the right of the password field is an eye icon. At the bottom are two buttons: 'Save' and 'Never'. 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 setup screen. It includes the Microsoft logo, a back arrow, and the email address '2803demo@gmail.com'. Below this is the text 'We need just a little more info to set up your account.' A red rounded rectangle highlights the 'Country/region' dropdown menu (set to 'United Kingdom') and the 'Birthdate' section, which includes dropdowns for 'Month', 'Day', and 'Year'. A blue 'Next' button is at the bottom right.



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.

Microsoft

← 2803demo@gmail.com

Verify email

Enter the code we sent to **2803demo@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

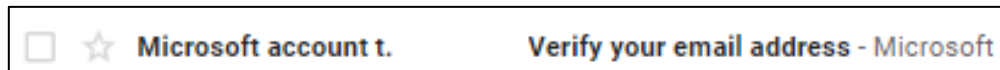
Enter code

☒ I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

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.

Verify your email address Inbox x

Microsoft account team <account-security-noreply@accountprotection.microsoft.com> 6:57 PM (1 minute to me ▾)

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **8643**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,



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'.

Microsoft

← 2803demo@gmail.com

Verify email

Enter the code we sent to **2801demo@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

8643

☐ would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

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'.

Microsoft

← 2803demo@gmail.com

Create account

Before proceeding, we need to make sure a real person is creating this account.

HRPS XdQK

New

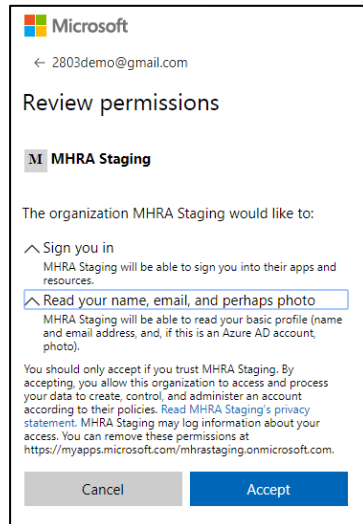
Audio

Enter the characters you see

HRPSXdQK

Next

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



Microsoft
← 2803demo@gmail.com

Review permissions

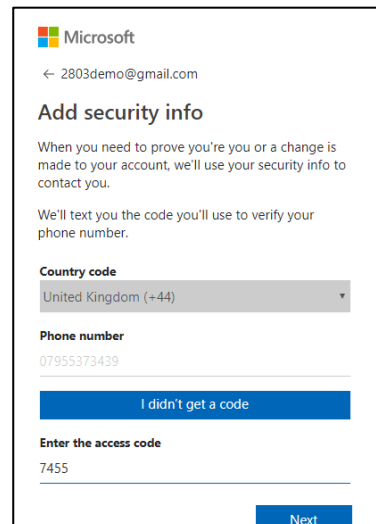
MHRA Staging

The organization MHRA Staging would like to:

- Sign you in
MHRA Staging will be able to sign you into their apps and resources.
- Read your name, email, and perhaps photo
MHRA 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 MHRA 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 MHRA Staging's privacy statement. MHRA Staging may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/mhrastaging.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.




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.