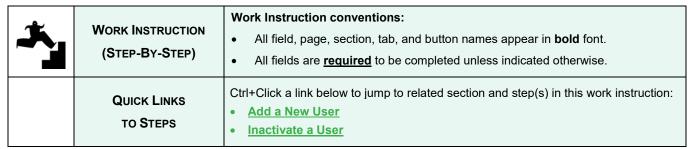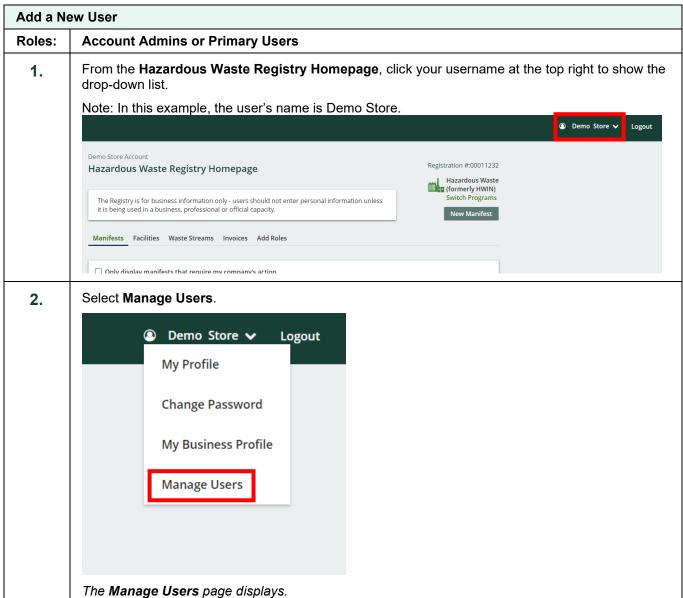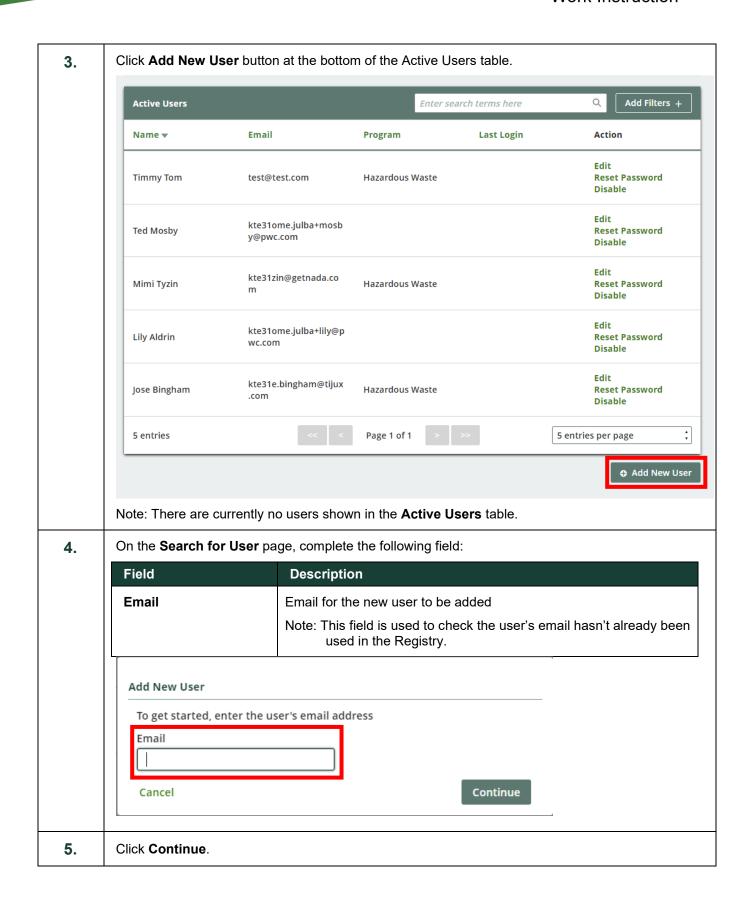## Add New or Inactivate HWP User

This work instruction document covers how to add a new user in your company's HWP Registry account. This document also shows the steps to inactivate an active user.
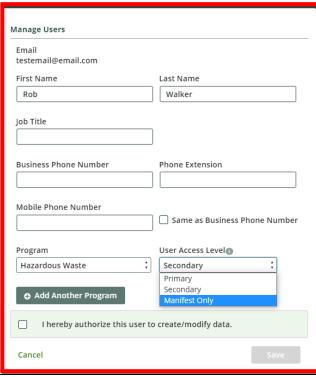
	WORK INSTRUCTION **(STEP-BY-STEP)**	**Work Instruction conventions:** • All field, page, section, tab, and button names appear in **bold** font. • All fields are **required** to be completed unless indicated otherwise.
	QUICK LINKS **TO STEPS**	Ctrl+Click a link below to jump to related section and step(s) in this work instruction: • **Add a New User** • **Inactivate a User**

Add a New User	
Roles:	**Account Admins or Primary Users**
1.	From the **Hazardous Waste Registry Homepage**, click your username at the top right to show the drop-down list. Note: In this example, the user's name is Demo Store.
2.	Select **Manage Users**. *The **Manage Users** page displays.*

3.	Click **Add New User** button at the bottom of the Active Users table.

Note: There are currently no users shown in the **Active Users** table.

4.	On the **Search for User** page, complete the following field:

Field	Description
Email	Email for the new user to be added
	Note: This field is used to check the user's email hasn't already been used in the Registry.

5.	Click **Continue**.

6.	On the **Manage Users** page, complete the following fields:

Field	Description
First Name	User's first name
Last Name	User's last name
Job Title	User's job title or position
Preferred Language	User's preferred language; select either English or French
Business Phone Number	User's business phone number
Phone Extension *(optional)*	If applicable, enter extension related to primary number
Mobile Phone Number *(optional)*	If desired, enter the mobile phone number of the primary user
☐ **Same as Business Phone Number** *(optional)*	Select this checkbox if the mobile number is the same
Program	Identifies the Registry program to which the user has access Note: Click the '**Add Another Program**' button below this field if you also want to grant the user access to another Registry program.
User Access Level	Identifies the user's access level in the system Note: Only Account Admins and primary users can add secondary and manifest-only Registry users. Note: If you select **Primary**, you will receive a warning that "Saving will replace the current Primary" user.

7.	Click the checkbox ☐ **I hereby authorize this user to create/modify data**. ☐ I hereby authorize this user to create/modify data.
8.	Click **Save** to add the user to HWP Registry. ☑ I hereby authorize this user to create/modify data. Cancel **Save** *The **Manage Users** page displays again.*
9.	Review the updated **Active Users** table. **Active Users** Enter search terms here Add Filters + | Name ▼	Email	Program	Last Login	Action
---	---	---	---	---
Timmy Tom	test@test.com	Hazardous Waste		Edit Reset Password Disable
Ted Mosby	kte31ome.julba+mosby@pwc.com			Edit Reset Password Disable
Rob Walker	testemail@email.com	Hazardous Waste		Edit Reset Password Disable
Mimi Tyzin	kte31zin@getnada.com	Hazardous Waste		Edit Reset Password Disable
Lily Aldrin	kte31ome.julba+lily@pwc.com			Edit Reset Password Disable	 6 entries << < Page 1 of 2 > >> 5 entries per page Note: The newly added user is now shown in the **Active Users** table. From here you can view the user's name, email, which program(s) they can access, and last login to the Registry. The new user will receive a separate email with link to verify their account and create a password for their own account use.

Inactivate a User	
1.	From the **Hazardous Waste Registry Homepage**, click your username at the top right to show the drop-down list. Note: In this example, the user's name is Demo Store.
2.	Select **Manage Users**. *The **Manage Users** page displays.*
3.	In the Active Users table, click **Disable** on the row for the user you want to inactivate.

4.	The inactivated user will move to the **Inactive Users** table. You can review the updated Active Users and Inactive Users tables to confirm.
	If you would like to add them back as an active user, select **Enable** on the row for the user.