

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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.

The screenshot shows a table titled "Active Users" with a search bar and "Add Filters +" button. The table has columns for Name, Email, Program, Last Login, and Action. There are five entries listed. At the bottom right, the "Add New User" button is highlighted with a red box.

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
Mimi Tyzin	kte31zin@getnada.com	Hazardous Waste		Edit Reset Password Disable
Lily Aldrin	kte31ome.julba+lily@pwc.com			Edit Reset Password Disable
Jose Bingham	kte31e.bingham@tijux.com	Hazardous Waste		Edit Reset Password Disable

+ Add New User

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.

The screenshot shows the "Add New User" form. It has a heading "Add New User" and a sub-heading "To get started, enter the user's email address". Below this is an "Email" input field, which is highlighted with a red box. There are "Cancel" and "Continue" buttons at the bottom.

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
<input type="checkbox"/> 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.

Manage Users

Email
testemail@email.com

First Name: Last Name:

Job Title:

Business Phone Number: Phone Extension:

Mobile Phone Number: Same as Business Phone Number

Program: User Access Level:

- Secondary
- Primary
- Secondary
- Manifest Only

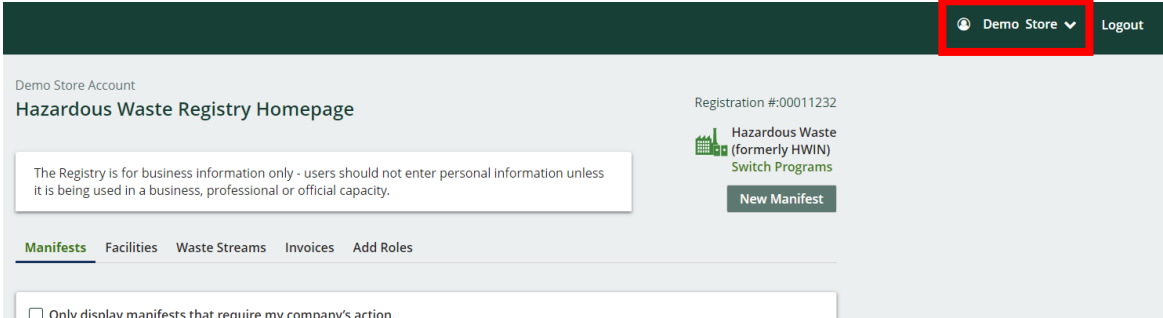
I hereby authorize this user to create/modify data.

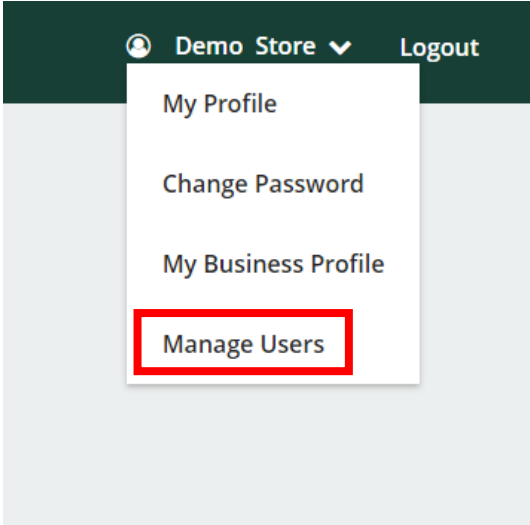
7.	<p>Click the checkbox <input type="checkbox"/> I hereby authorize this user to create/modify data.</p> <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="checkbox"/> I hereby authorize this user to create/modify data. </div>																														
8.	<p>Click Save to add the user to HWP Registry.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="background-color: #e0f0e0; padding: 5px; border: 1px solid gray; display: flex; align-items: center;"> <input checked="" type="checkbox"/> I hereby authorize this user to create/modify data. </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Cancel <div style="border: 2px solid red; padding: 5px; background-color: #444; color: white; border-radius: 3px;">Save</div> </div> </div> <p><i>The Manage Users page displays again.</i></p>																														
9.	<p>Review the updated Active Users table.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 90%;"> <div style="background-color: #444; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Active Users <div style="border: 1px solid gray; padding: 2px 5px; border-radius: 3px; flex-grow: 1;">Enter search terms here</div> Q <div style="border: 1px solid gray; padding: 2px 5px; border-radius: 3px;">Add Filters +</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Name ▼</th> <th style="text-align: left;">Email</th> <th style="text-align: left;">Program</th> <th style="text-align: left;">Last Login</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>Timmy Tom</td> <td>test@test.com</td> <td>Hazardous Waste</td> <td></td> <td>Edit Reset Password Disable</td> </tr> <tr> <td>Ted Mosby</td> <td>kte31ome.julba+mosby@pwc.com</td> <td></td> <td></td> <td>Edit Reset Password Disable</td> </tr> <tr style="border: 2px solid red;"> <td>Rob Walker</td> <td>testemail@email.com</td> <td>Hazardous Waste</td> <td></td> <td>Edit Reset Password Disable</td> </tr> <tr> <td>Mimi Tyzin</td> <td>kte31zin@getnada.com</td> <td>Hazardous Waste</td> <td></td> <td>Edit Reset Password Disable</td> </tr> <tr> <td>Lily Aldrin</td> <td>kte31ome.julba+lily@pwc.com</td> <td></td> <td></td> <td>Edit Reset Password Disable</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px; font-size: small;"> 6 entries <div style="display: flex; align-items: center; gap: 5px;"> << < Page 1 of 2 > >> </div> <div style="border: 1px solid gray; padding: 2px 5px; border-radius: 3px;">5 entries per page</div> </div> </div> <p>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.</p>	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
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Inactivate a User

- 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.


- Select **Manage Users**.



*The **Manage Users** page displays.*
- In the Active Users table, click **Disable** on the row for the user you want to inactivate.

				Disable
Rob Walker	testemail@email.com	Hazardous Waste	Edit Reset Password	Disable
	kte31zin@getnada.co		Edit	

4.

The inactivated user will move to the **Inactive Users** table. You can review the updated Active Users and Inactive Users tables to confirm.

Active Users

Q
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
Mimi Tyzin	kte31zin@getnada.com	Hazardous Waste		Edit Reset Password Disable
Lily Aldrin	kte31ome.julba+lily@pwc.com			Edit Reset Password Disable
Jose Bingham	kte31e.bingham@tijux.com	Hazardous Waste		Edit Reset Password Disable

5 entries

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Page 1 of 1
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5 entries per page
⌵

+ Add New User

Inactive Users

Q
Add Filters +

Name ▾	Email	Program	Disabled Date	Action
Rob Walker	testemail@email.com	Hazardous Waste	Apr 19, 2023,10:13:11 a.m.	Enable

1 entries

<<
<
Page 1 of 1
>
>>

5 entries per page
⌵

If you would like to add them back as an active user, select **Enable** on the row for the user.