Environment Online

Reference Guide – disassociate user access to an organisation

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Government of **Western Australia**
Department of **Water and Environmental Regulation**

Summary

This reference guide provides information on how a **Service Administrator** can disassociate a user from representing an organisation within Environment Online.

Prerequisites

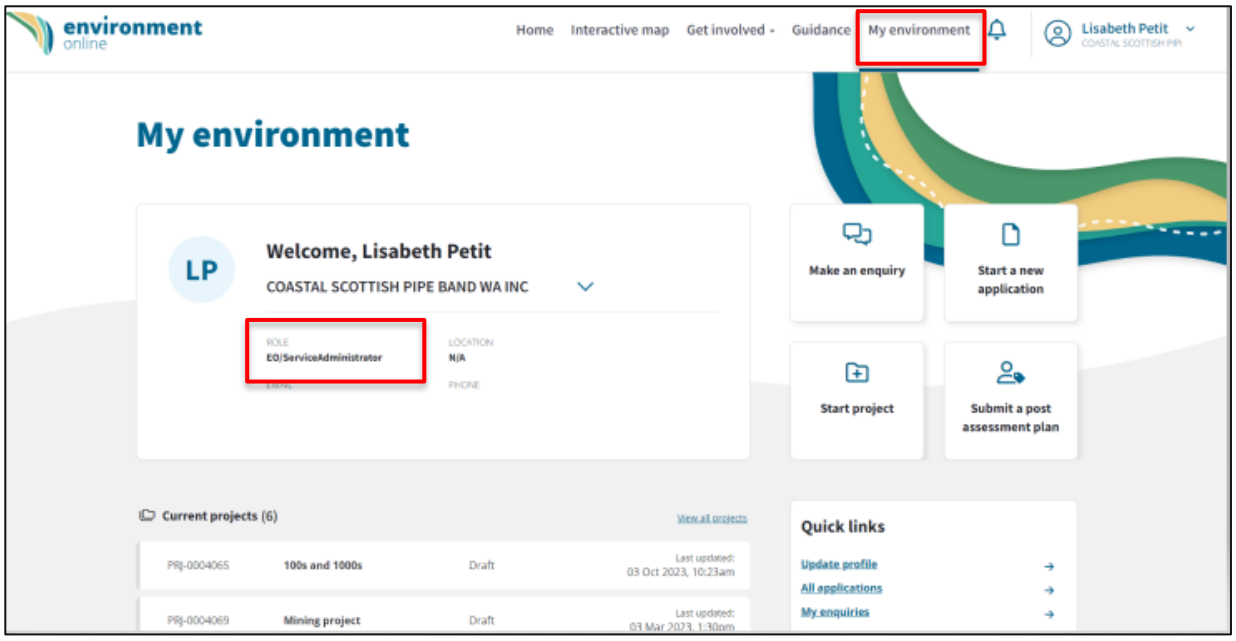
Only **Service Administrators** can manage access to projects and disassociate users. You must ask your **Service Administrator** to assign you access if you are a Service User.

You must be authorised to represent the relevant entity in the WA Relationship Authorisation Manager (WARAM) to be assigned access to the project.

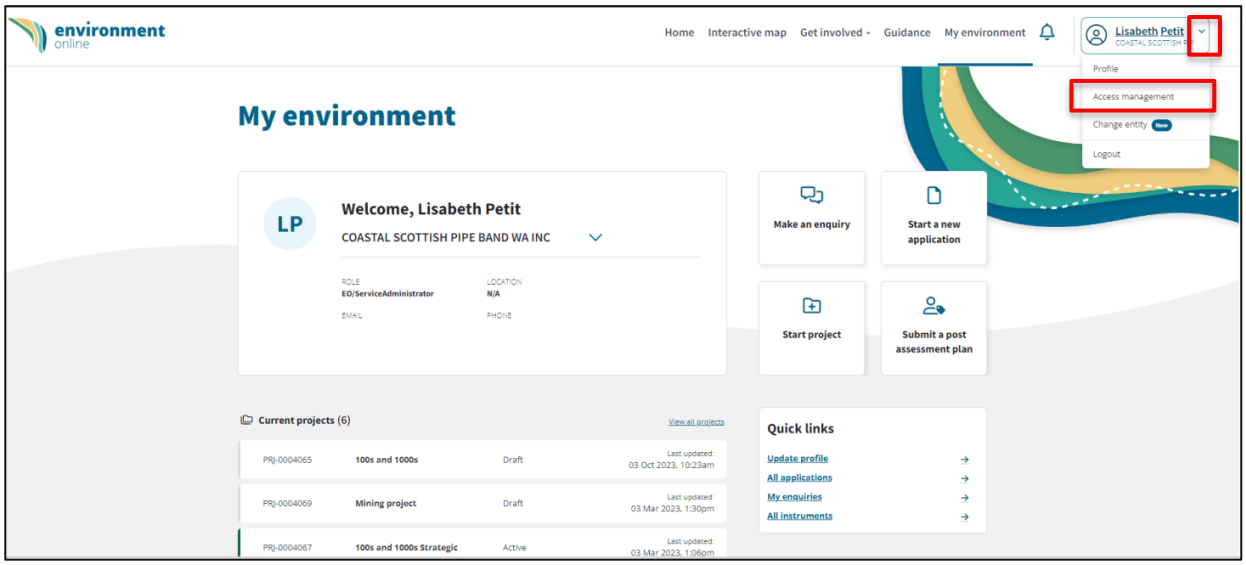
You must be signed into Environment Online as a **Service Administrator** representing an entity.

Disassociating a user representing an organistation

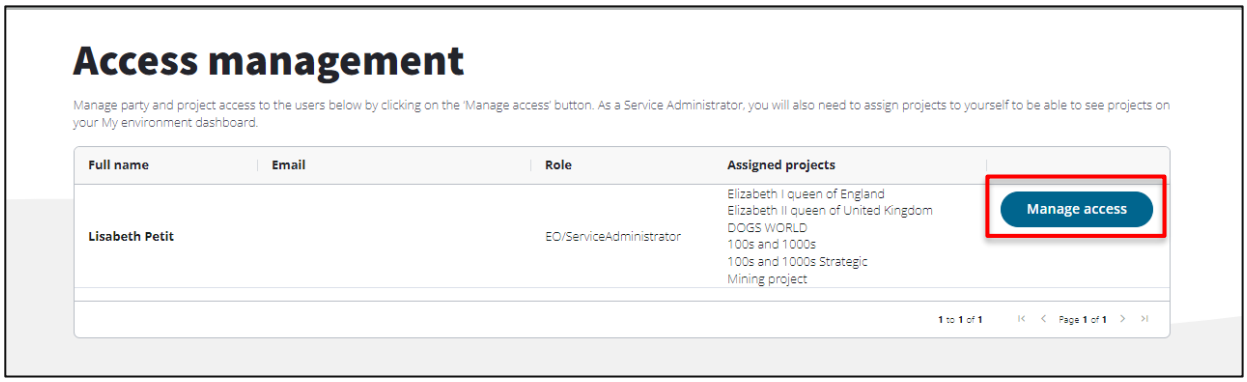
1. Navigate to Environment Online
2. Log in as a **Service Administrator**
3. Select the **My environment** tab



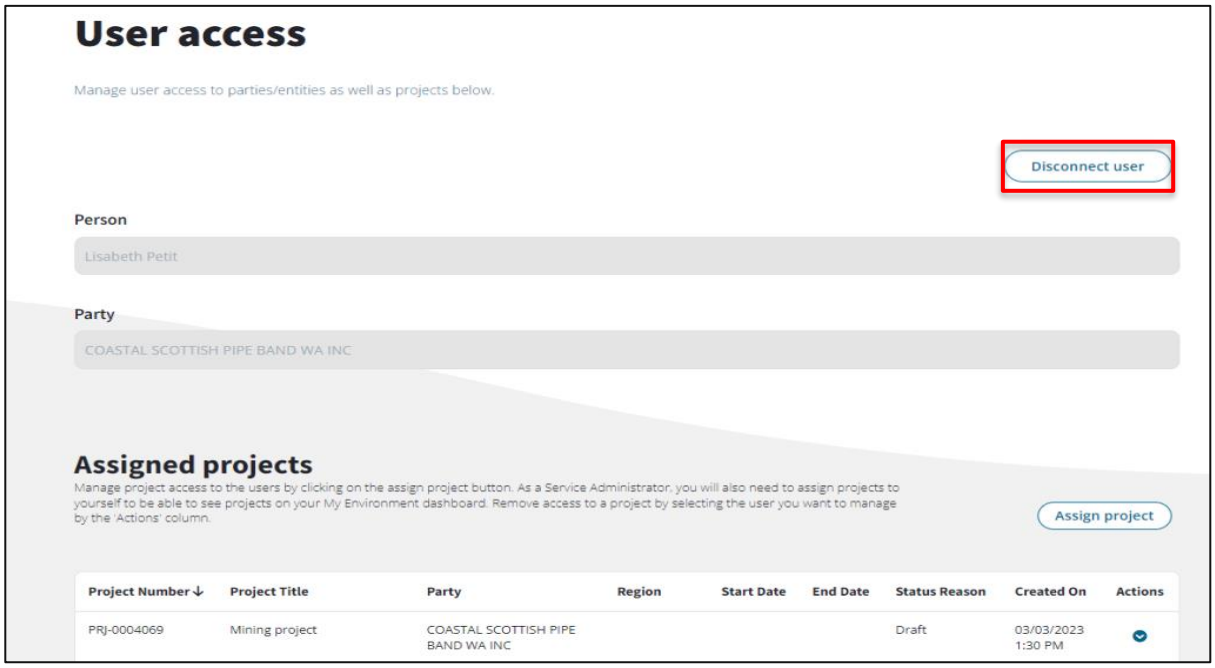
4. Select the drop-down menu from the top right, next to your profile name, then select **Access management.**



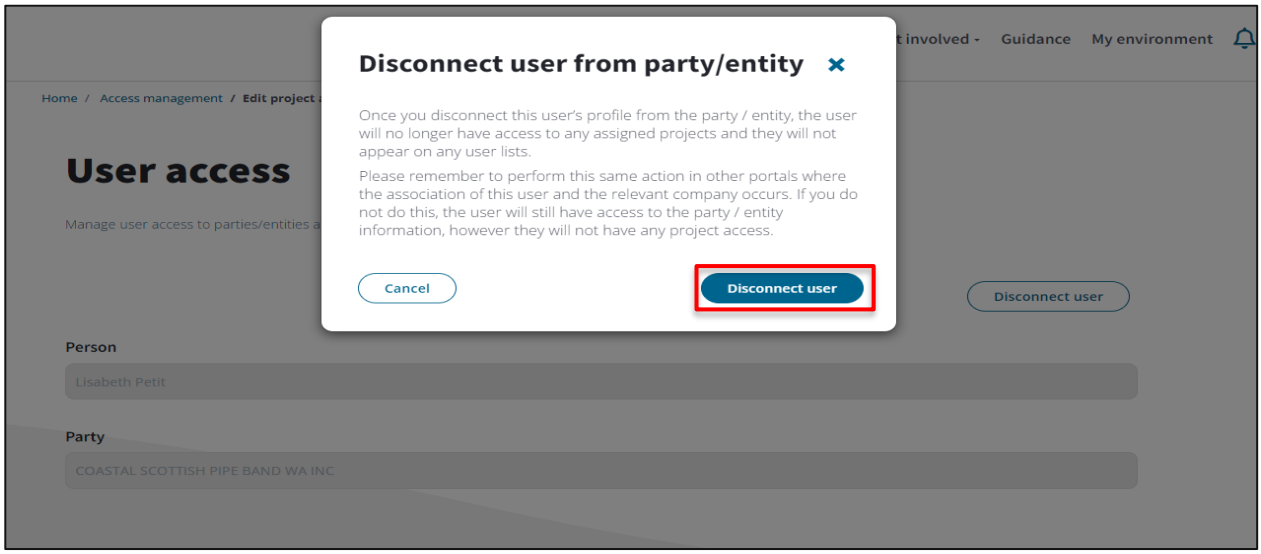
5. Select **Manage access.**



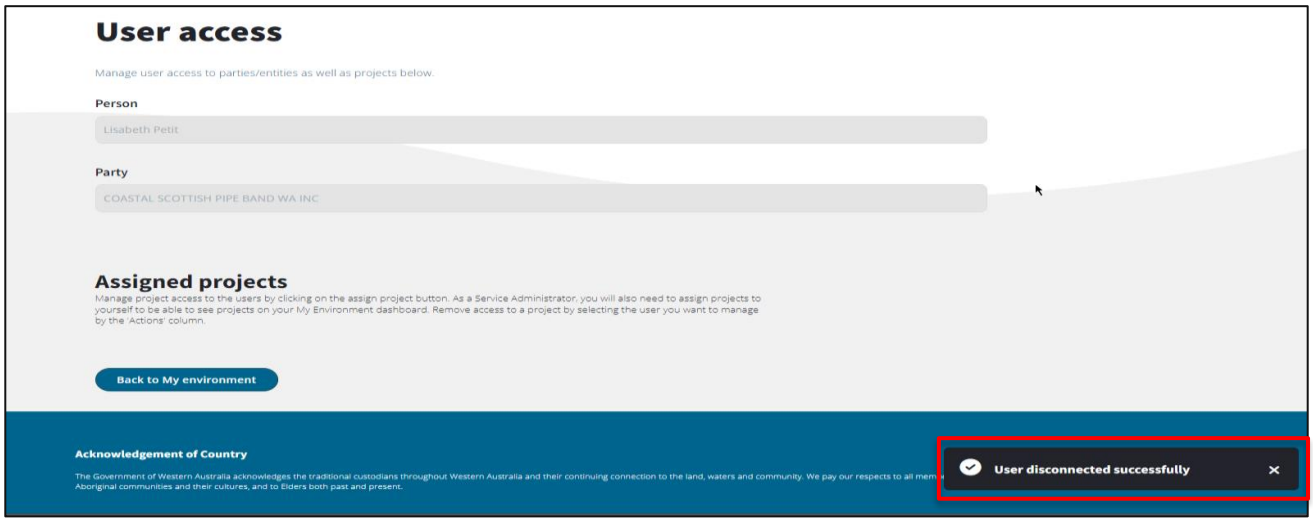
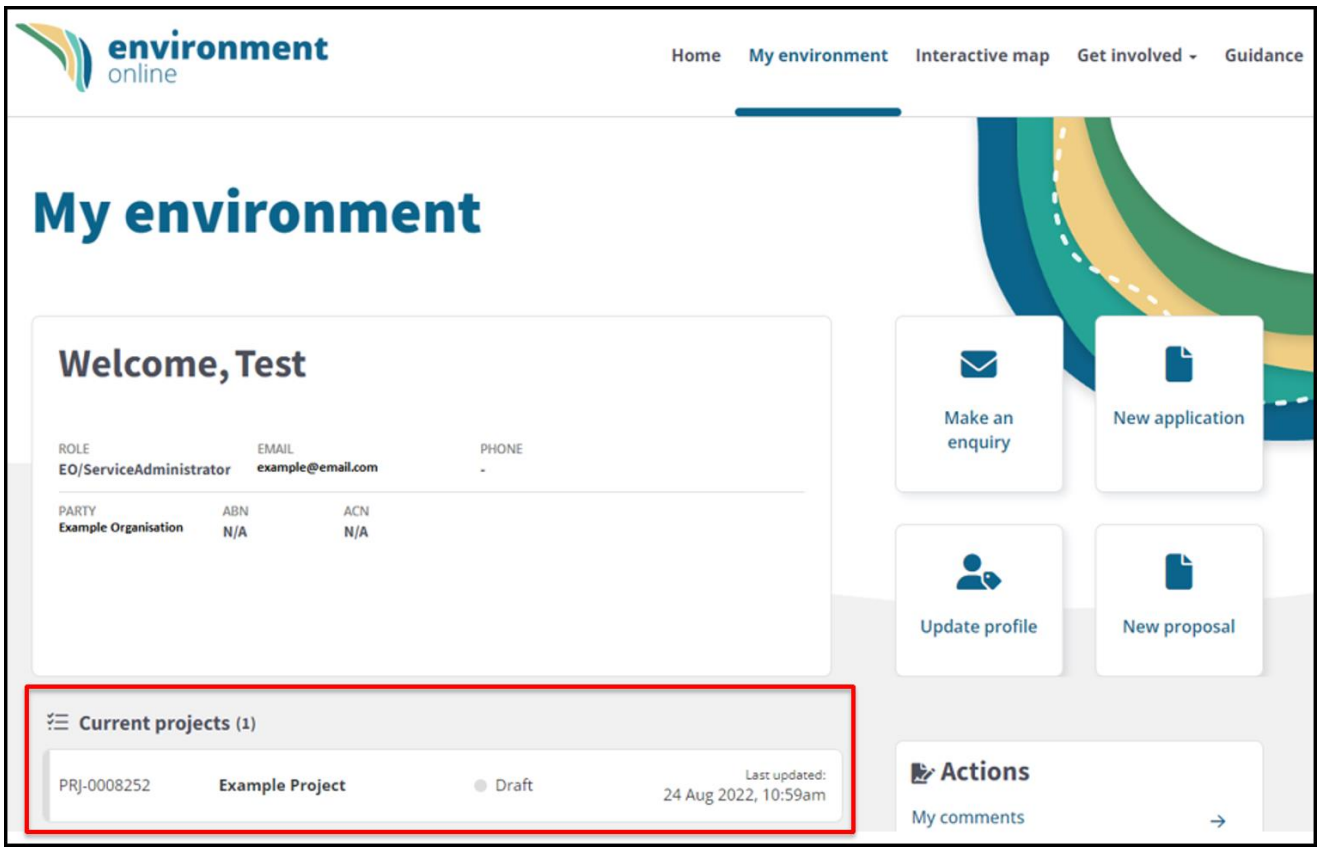
6. Select **Disconnect user.**



7. A pop-up box will appear, select **Disconnect user** box again to disconnect a user from the party/entity.



8. The user has now been disassociated and a pop-up box will appear bottom right of screen confirming **User disconnected successfully.**



9. Return to the **My environment dashboard** to confirm the user has now been disassociated.