Environment Online **Reference Guide – disassociate user access to an organisation**

27 May 2024





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

| nline | nment | | Home | Interactive map | Get involved + | Guidance My environ | ment 🗘 🙁 | Lisabeth Petit 🛩 | |
|-------|---|---------------------------------|--------------------------|-----------------|----------------------------|------------------------------------|----------------------------------|------------------|--|
| | My env | vironment | : | | | | | | |
| | LP Welcome, Lisabeth Petit COASTAL SCOTTISH PIPE BAND WA | | PIPE BAND WA INC | ~ | | C Make an enquiry | Start a new application | | |
| | ļ | ROLE EQ/ServiceAdministrator | LOCATION NJA PHONE | | | + Start project | Submit a post assessment plan | | |
| | Current project | ts (6) | | 1 | New all projects | Quick links | | | |
| | PRJ-0004065 | 100s and 1000s | Draft | 03 Oct 202 | ast updated: 3, 10:23am | Update profile All applications | ÷ | | |
| | PRJ-0004069 | Mining project | Draft | 03 Mar 20 | ast updated: 23. 1:30pm | My enquiries | + | | |

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

| environment | | | | Home Int | teractive map Get involve | ed - Guidance Myenvi | ronment 🗘 | COASTAL SCOTTISH P |
|-------------|-------------------|--|--|---------------------------------------|------------------------------------|---------------------------------|-----------|---|
| | My env | ironment | | | | | | Profile Access management Change entity (|
| | LP | Welcome, Lisab COASTAL SCOTTISH P | P eth Petit PIPE BAND WA INC | ~ | C) Make an enquiry | C Start a new application | A | |
| | | ROLE EO/ServiceAdministrator EMAIL | LOCATION N/A PHONE | | + Start project | Submit a post assessment plan | | |
| | 🕒 Current project | s (6) | | View all projects | S Quick links | | | |
| | PRJ-0004065 | 100s and 1000s | Draft | Last updated: 03 Oct 2023, 10:23am | Update profile All applications | <u>→</u> | | |
| | PRJ-0004069 | Mining project | Draft | Last updated: 03 Mar 2023, 1:30pm | My enquiries All instruments | → → | | |
| | PRJ-0004067 | 100s and 1000s Strategic | Active | Last updated: 03 Mar 2023, 1:06pm | | | | |

5. Select Manage access.

| anage party and projec ur My environment das | t access to the users below by clicking shboard. | on the 'Manage access' button. As a Service Admin | istrator, you will also need to assign projects to you | urself to be able to see projects o |
|---|--|---|--|-------------------------------------|
| Full name | Email | Role | Assigned projects | |
| Lisabeth Petit | | EO/ServiceAdministrator | Elizabeth I queen of England Elizabeth II queen of United Kingdom DOGS WORLD 100s and 1000s 100s and 1000s Strategic Mining project | Manage access |

6. Select **Disconnect user.**

| User ac | cess | | | | | | | |
|--|---|--|--|--|---------------------------------|----------------------------|----------|---------|
| Manage user access t | to parties/entities as well | as projects below. | | | | | | |
| | | | | | | | | |
| | | | | | | | Disconne | t user: |
| Person | | | | | | | | |
| Lisabeth Petit | | | | | | | | |
| | | | | | | | | |
| Party | | | | | | | | |
| COASTAL SCOTTISH | I PIPE BAND WA INC | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | orojects | | | | | | | |
| Assigned p | | | | | | | | |
| Assigned p Manage project access t yourself to be able to se | to the users by clicking on the projects on your My Envir | ne assign project button. As a Service A onment dashboard. Remove access to | dministrator, you a project by sele | u will also need to ecting the user you | assign project want to mana | s to ge | Assign | project |
| Assigned p Manage project access t yourself to be able to se by the 'Actions' column. | to the users by clicking on the projects on your My Envir | e assign project button. As a Service A onment dashboard. Remove access to | dministrator, you a project by sele | u will also need to acting the user you | assign project: want to mana | s to ge | Assign | projec |
| Assigned p Manage project access t yourself to be able to se by the 'Actions' column. Project Number ↓ | to the users by clicking on the projects on your My Envir Project Title | e assign project button. As a Service A onment dashboard. Remove access to Party | dministrator, you a project by sele Region | u will also need to acting the user you Start Date | essign projects want to mana | sto ge Status Reason | Assign | project |

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

| | | t involved - | Guidance | My environment |
|--|---|--------------|---------------|----------------|
| | Disconnect user from party/entity 🗙 | | | |
| me / Access management / Edit project a | | | | |
| | Once you disconnect this user's profile from the party / entity, the user will no longer have access to any assigned projects and they will not appear on any user lists. | | | |
| User access | Please remember to perform this same action in other portals where the association of this user and the relevant company occurs. If you do not do this the user will still have acress to the party / entity. | | | |
| Manage user access to parties/entities a | information, however they will not have any project access. | | | |
| | | | | |
| | Cancel Disconnect user | \subset | Disconnect us | ser |
| Person | | | | |
| | | | | |
| | | | | |
| Party | | | | |
| | | | | |
| | | | | |
| | | | | |

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

| User access | |
|---|---|
| Manage user access to parties/entities as well as projects below. | |
| Person | |
| | |
| Party | |
| COASTAL SCOTTISH PIPE BAND WA INC | , |
| Assigned projects Manage project access to the users by clicking on the assign project button. As a Service Administrator, you will also need to assign projects to yoursefit to be able to see projects on your My Environment dashboard. Remove access to a project by selecting the user you want to manage by the Actions' column. | |
| | |
| Back to My environment | |
| Back to My environment Acknowledgement of Country | |

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

| environment online | Home | My environment | Interactive map | Get involved 🗸 🛛 | Guidance |
|--|-----------|-------------------------------|---------------------|----------------------|----------|
| My environment | | | | | |
| Welcome, Test ROLE EMAIL PHONE EO/ServiceAdministrator EMAIL PHONE PARTY APM ACN | | | Make an enquiry | L New application | on |
| Example Organisation N/A N/A | | | Lpdate profile | L New proposa | ı |
| ⅔ Current projects (1) | | | | | |
| PRJ-0008252 Example Project Draft | 24 Aug 20 | Last updated:)22, 10:59am | Actions My comments | <i>→</i> | |

