

Environment Online

Reference Guide – disassociate user access to an organisation

27 May 2024



Summary

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

Prerequisites

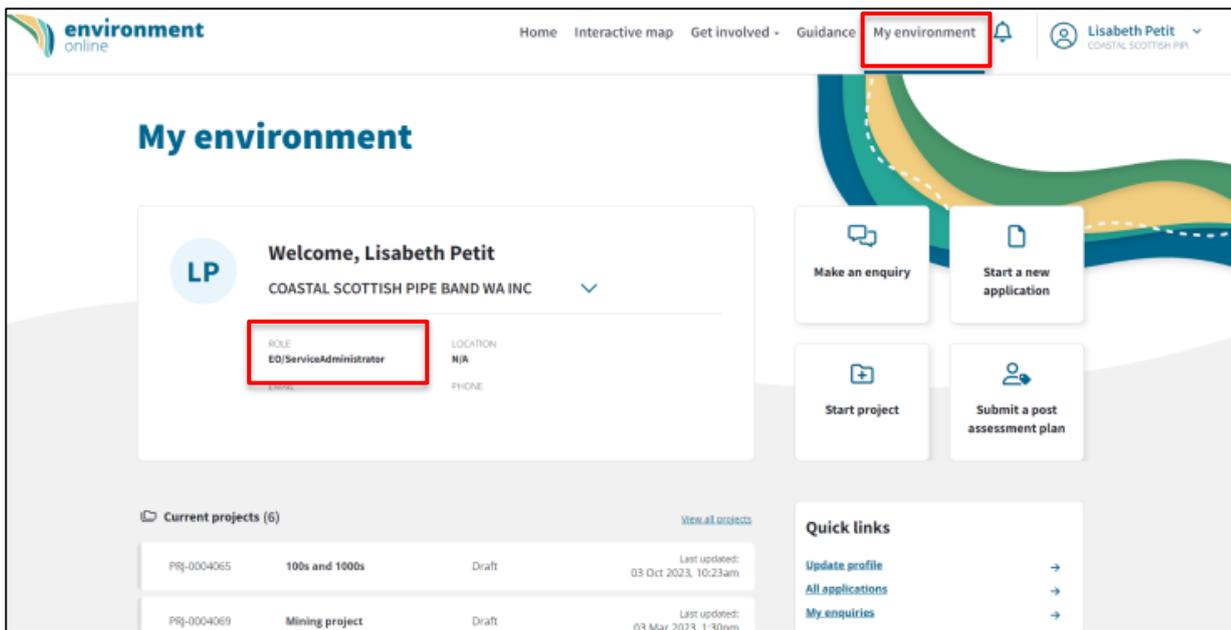
Only **Service Administrators** can manage access to projects and disassociate users. You must ask your **Service Administrator** to assign you access if you are a Service User.

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

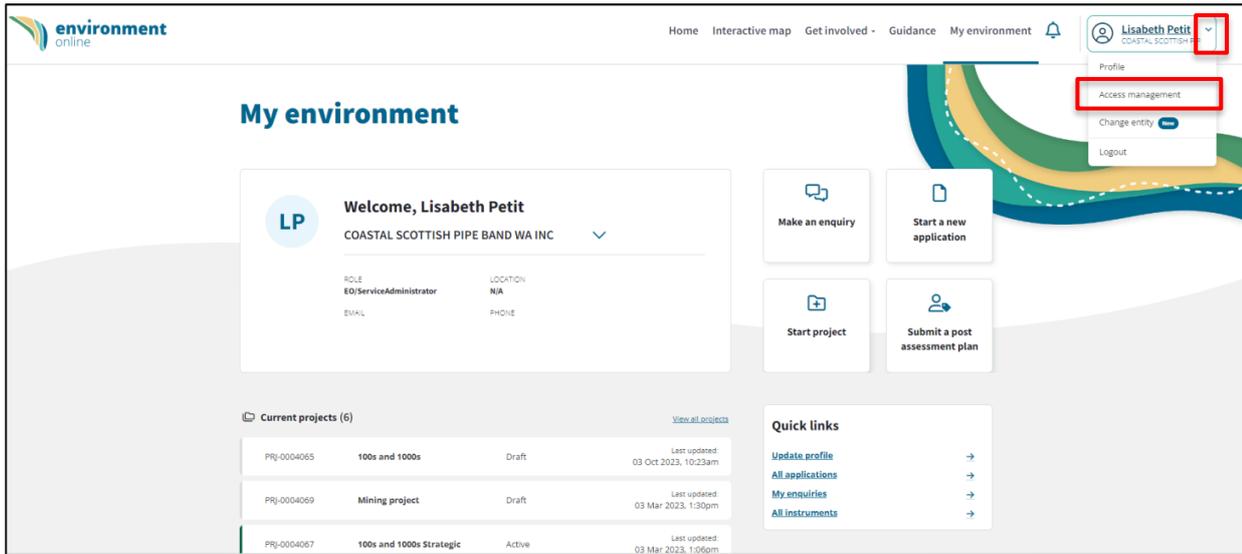
You must be signed into Environment Online as a **Service Administrator** representing an entity.

Disassociating a user representing an organisation

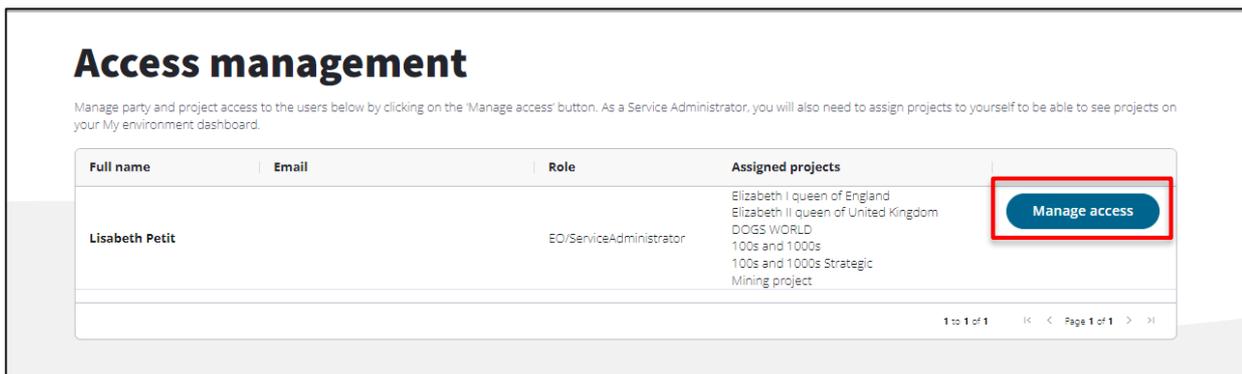
1. Navigate to [Environment Online](#)
2. Log in as a **Service Administrator**
3. Select the **My environment** tab



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



- Select **Manage access**.



6. Select **Disconnect user**.

User access

Manage user access to parties/entities as well as projects below.

Person
Lisabeth Petit

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 yourself 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.

Assign project

Project Number ↓	Project Title	Party	Region	Start Date	End Date	Status Reason	Created On	Actions
PRJ-0004069	Mining project	COASTAL SCOTTISH PIPE BAND WA INC				Draft	03/03/2023 1:30 PM	

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

Disconnect user from party/entity ✕

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.

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 access to the party / entity information, however they will not have any project access.

Cancel **Disconnect user** **Disconnect user**

User access

Manage user access to parties/entities a

Person
Lisabeth Petit

Party
COASTAL SCOTTISH PIPE BAND WA INC

- 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

Lisabeth Petit

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 yourself 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](#)

Acknowledgement of Country

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

User disconnected successfully

- 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	example@email.com	-

PARTY	ABN	ACN
Example Organisation	N/A	N/A

Current projects (1)

PRJ-0008252	Example Project	Draft	Last updated: 24 Aug 2022, 10:59am
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Actions

My comments →

