

Instructions Facility Administrators to use for granting or rejecting access to an ERIC account:

1. Log in to the DEQ Portal, and navigate to the ERIC home page. If you have access to more than one ERIC account, select the account you want to work on from the drop down list.
2. At the bottom of the home page, you will see the User Administration link. This link is only accessible to Facility Administrators for the account.



3. Clicking the link will take you to the User Administration page. This page lists current users with access to the account, and any outstanding requests for access.

The screenshot shows the "Emissions Inventory Reporting Center" User Administration page for "Beta Plant 13 (AI#15013), Beta Company 13". It features two tables: "Current Account Users" and "Outstanding Access Requests".

Current Account Users:

First Name	Last Name	Email Address	Role	
John	Haasbeek	john@haasbeek.com	Administrator	Edit Delete

Outstanding Access Requests:

First Name	Last Name	Email Address	Request Date	
Jennifer	Mouton	jennifer.mouton@la.gov	3/19/2007	Grant Reject

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4. If you want to grant access to a requestor, click the "Grant" link next to the listing on the Outstanding Access Requests list. You can click "Reject" if you do not wish to grant access. By default, users are granted access with the "Reader" role. The roles are explained below in Step 6..

Emissions Inventory - User Administration

Emissions Inventory Reporting Center

User Administration - Beta Plant 13 (AI#15013), Beta Company 13

Current Account Users:

First Name	Last Name	Email Address	Role	
John	Haasbeek	john@haasbeek.com	Administrator	Edit Delete
Jennifer	Mouton	jennifer.mouton@la.gov	Reader	Edit Delete

Outstanding Access Requests:

There are no outstanding access requests for this account.

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- To change the role for a user, click on the “Edit” link on the individuals row in the Current Account Users list. The roles column will display a drop down menu of roles. Select the role you want the user to have on the current account, and click the “Update” link. You may have as many users of each role as you like. You can also grant multiple roles to the same user – just have them make additional access requests and grant them the roles they need.

Emissions Inventory - User Administration

Emissions Inventory Reporting Center

User Administration - Beta Plant 13 (AI#15013), Beta Company 13

Current Account Users:

First Name	Last Name	Email Address	Role	
John	Haasbeek	john@haasbeek.com	Administrator	Edit Delete
Jennifer	Mouton	jennifer.mouton@la.gov	Reader	<div style="border: 1px solid gray; padding: 2px;"> Update Cancel </div>

Outstanding Access Requests:

There are no outstanding access requests for this account.

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- The user roles are as follows:
 - Administrator** – has full access to edit inventory data plus manage users
 - Manager** – has full access to edit inventory data but can not manage users
 - Responsible Official** – can edit inventory data and submit/certify inventories
 - Reader** – can only view inventory data