



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY



MiEnviro Portal

MiEnviro Portal:
Manage User Access

Course Objective

The purpose of this training is for Site Administrators to learn how to authorize other users access to their site.



User Roles

Site's can have as many users (any role) access their site as needed.

- **Site Administrator** – Site Administrator's are responsible for managing access to their site. They can edit site data, forms and reports.
- **Editor** – This role can edit forms and reports.
- **Limited Editor** – This role can edit forms and reports they've started. They cannot edit forms and reports another user started.
- **Viewer** – This role can view site data.

Authorize a user access to your site

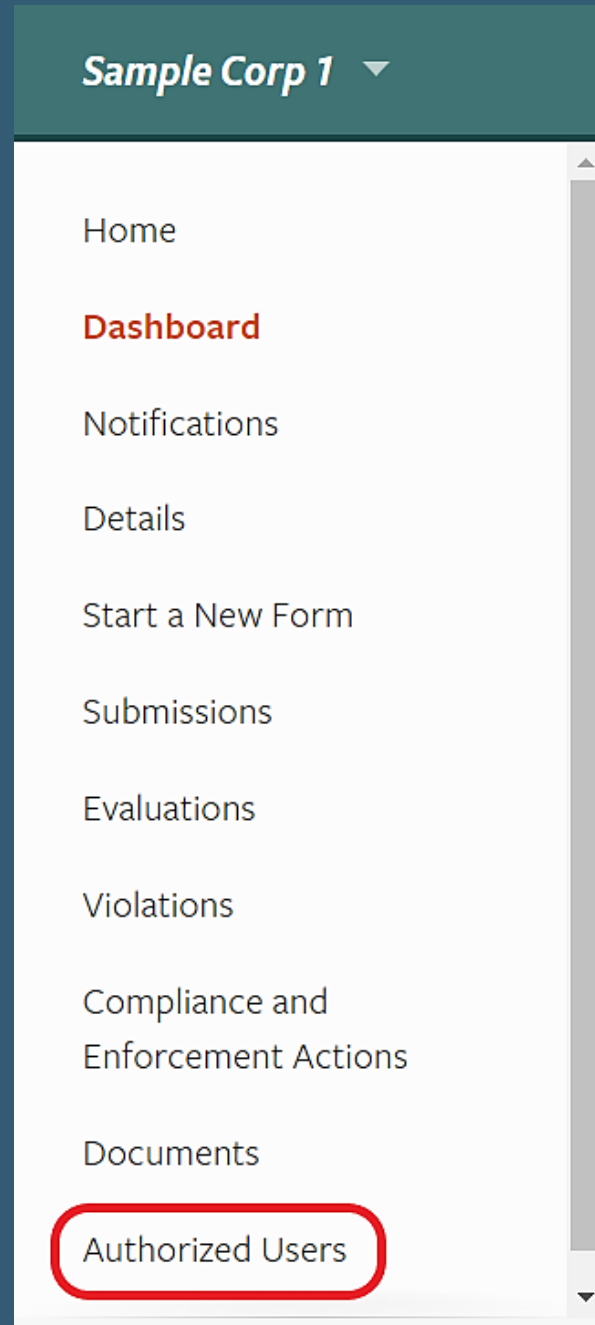
Select a site from the site selection box in the upper left corner. Click on the down arrow to display the list of sites. Use the scroll bar on the right to find the right site or enter the name of the site in the Filter Items field.

The screenshot displays a web application interface with a dark blue header and a light grey sidebar. The main content area is white. A green arrow labeled '1' points to a dropdown menu in the top left corner of the main area, currently showing '(All)'. Below this is a 'Filter items' search box, also highlighted with a red box. The sidebar contains a list of site names, each with a red 'S' icon and a 'Manage' gear icon. A green arrow labeled '2' points to the first item in the list, '600 N Pine'. The main content area shows a list of draft applications under the heading 'HIGH PRIORITY'. Each draft entry includes the site name, application ID, title, a 'DRAFT' status, a description, and 'Continue' and 'Delete Draft' buttons. On the right side, there are summary boxes for 'CHARGES' (1 CHARGES, \$550.00 TOTAL DUE) and 'UPCOMING' (No items).

Authorized User

Once a site is selected, the Authorized Users screen option becomes available.

User access is granted per site.



Invite User to Join

The user you invite to join your site must have a MiEnviro user account. You need the user's email address before you can grant them access.

Click Authorized Users on the left navigation menu, then click the Invite User to Join button. This screen also provides a list of users who have access to the site.

The screenshot shows the 'Authorized Users' page in a web application. The page has a dark green header with 'Sample Corp 1' and a 'Users' dropdown menu. A green arrow labeled '2' points to the 'Invite User to Join' button in the top right corner. The main content area displays a table of authorized users with columns for Name, Role, Email/Login, Date, and Status. A green arrow labeled '1' points to the 'Authorized Users' menu item in the left navigation menu.

Name	Role	Email/Login	Date	Status
Amie Haywood	Administrator	Haywooda2@mi.gov	03/31/2023	Active

Invite User

Enter the users first and last name in the Name field. Enter their email address they used for their account. Select a role using the drop-down list.

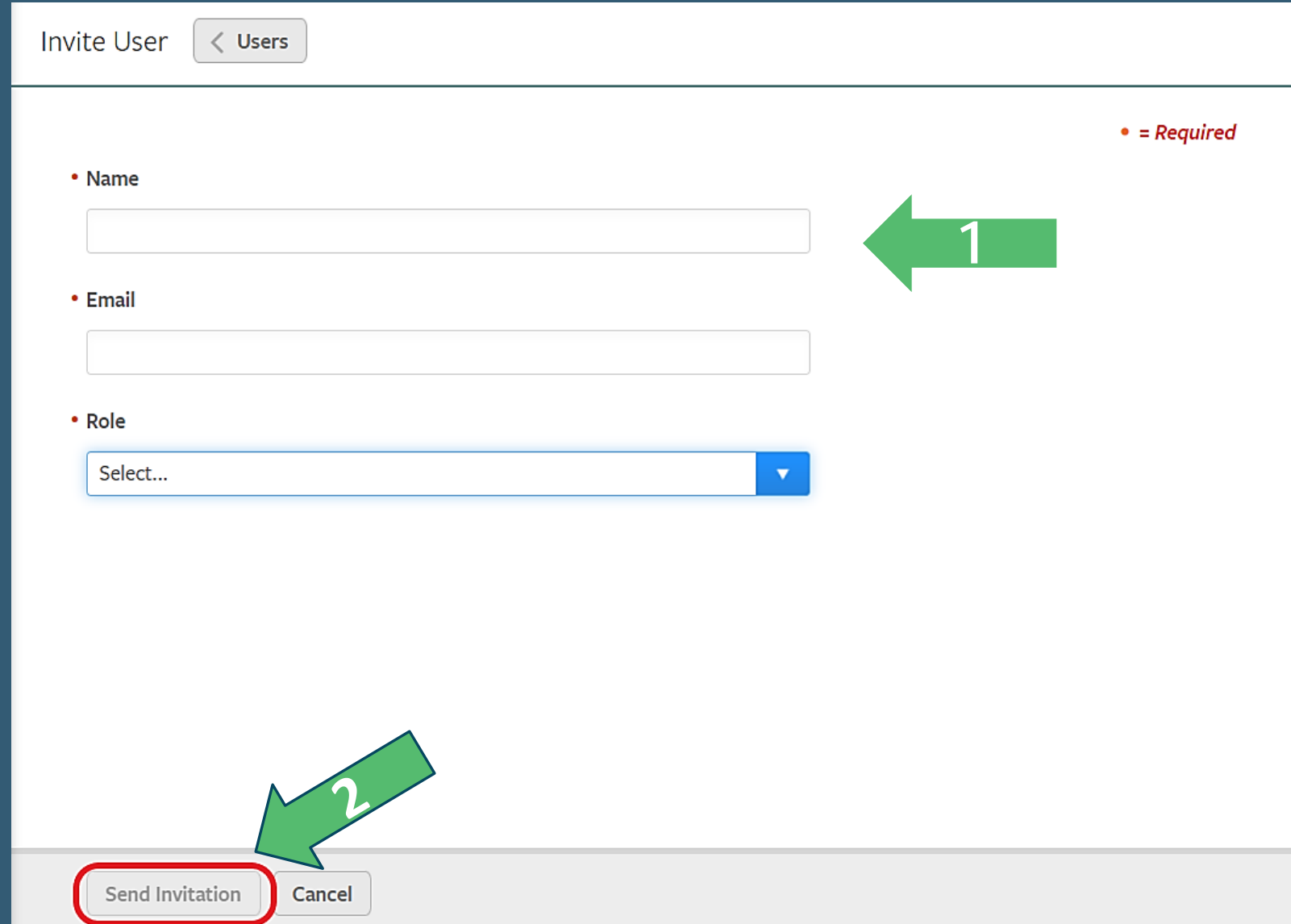
Click Send Invitation at the lower left of the screen. The system will send an email to the user with a link. The user will click the link in the email and have access to the site.

Invite User < Users

• = Required

- Name
- Email
- Role

Send Invitation Cancel



Certifier Rights

There are some applications, forms and reports which require a user to be certified in order to access the submit function.

Site Admins and Editors who need certifier rights must submit a Certifier Agreement Form.

- ✓ Certifiers must be a direct employee of the site
- ✓ AQD does not allow consultants to be certified

Certifier Agreement Form

Access the form on your user profile.



Your user profile is your name in the upper right corner.



The form must have a wet signature on both signature pages.



Forms with electronics signatures will not be approved.



Mail the completed form to the address listed on the form.

Edit User Role or Remove Access

On the Authorized Users screen, click Open on the far right next to the user to access the Edit User Role screen.

The screenshot shows the 'Authorized Users' management interface. At the top left, the organization is identified as 'Sample Corp 1'. A 'Users' button is circled in red. A green button labeled 'Invite User to Join' is also visible. A blue information banner states: 'This screen lists external users authorized to access and manage data for this site.' Below this is a table with the following columns: Name, Role, Email/Login, Date, and Status. The table contains one entry for 'Amie Haywood', with the role 'Administrator', email 'Haywooda2@mi.gov', and date '03/31/2023'. The status is 'Active'. A red box highlights the 'Open' button at the end of the row. A green arrow with the number '1' points to this button. The left sidebar contains a menu with 'Authorized Users' highlighted in red.

Name	Role	Email/Login	Date	Status
Amie Haywood	Administrator	Haywooda2@mi.gov	03/31/2023	Active

Edit User Role or Remove access

Use the drop-down arrow under "Role" to change user access. Click Save when finished.

Click Inactive to remove access. If you click Inactive, the system instantly removes the user's access to the site.

The screenshot shows the 'Edit User Role' interface. At the top, there is a breadcrumb trail: 'Edit User Role < Users'. The main form contains the following fields:

- Name:** Example User
- Email:** Exampleuser@company.com
- Role:** A dropdown menu currently showing 'Administrator'. A red circle highlights the dropdown arrow, with a green arrow labeled '1' pointing to it.
- Buttons:** 'Request Certifier Rights' and 'Save' (circled in red with a green arrow labeled '2' pointing to it) and 'Cancel'.

On the right side, there is a 'Status' section with a red box around it and a green arrow labeled '3' pointing to the 'Inactive' button. Below this is a 'Certifier Agreement Form' section with a green box containing a checkmark and the text: 'Approved to certify and submit CROMERR submissions.' Below that is another 'Certifier Agreement Form' link. At the bottom right, there is a 'Roles' section with the text: 'Roles provide different capabilities:' followed by a list:

- **Viewer** - Can view site information but can't make any changes
- **Editor** - Can fill out forms and reports. May

A red asterisk and the text '* = Required' are located above the 'Role' dropdown.



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Email for questions
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