



MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY



**MiEnviro** Portal

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MiEnviro Portal:  
Manage User Access

# Course Objective

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



# User Roles

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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

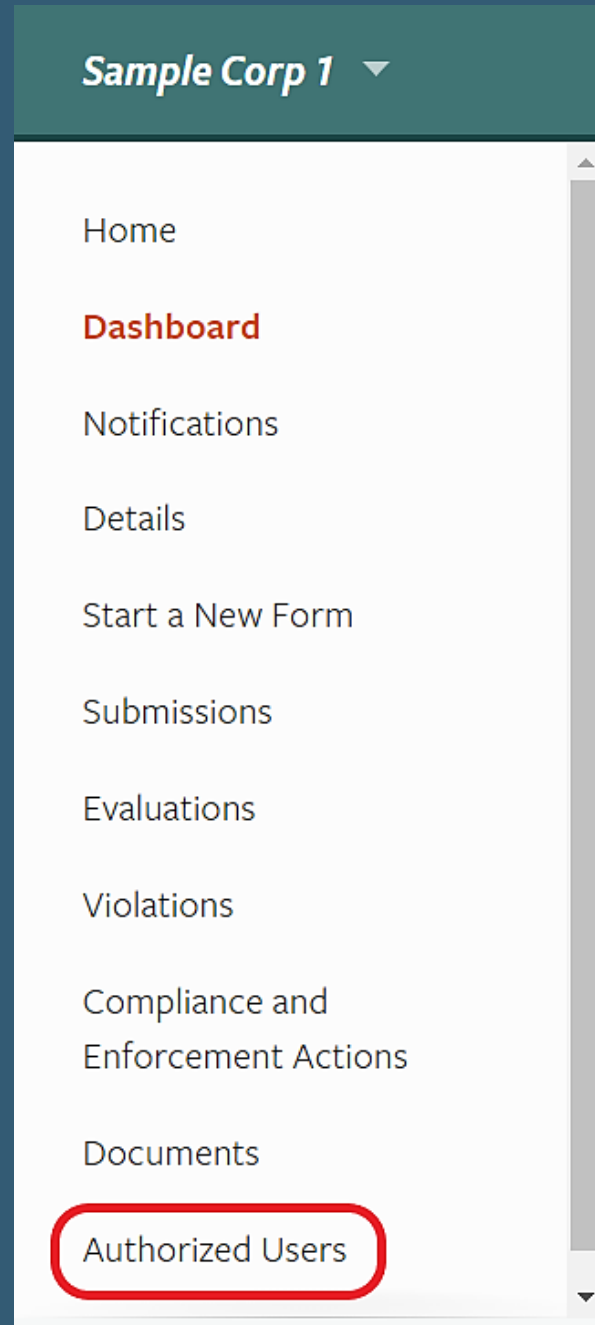
Select a site from the site selection box in the upper left corner. Click on the down arrow to display the list of sites. Use the scroll bar on the right to find the right site or enter the name of the site in the Filter Items field.

The screenshot displays a web application interface for managing applications. At the top, there are status indicators: Priority 15, Upcoming 0, As Needed 0, Draft 15, To Be Signed 0, and In Process 17. On the left side, there is a site selection box with a dropdown menu currently set to '(All)'. A green arrow labeled '1' points to this dropdown. Below the dropdown is a 'Filter items' field, also circled in red. A list of sites is shown, including '600 N Pine', 'Amie Test Contractor', 'Amie Test Contractor 2', 'Amie Testing Training', 'New Contractor', 'Sample 1000-', 'Sample 2000', 'Sample Corp 1', and 'Sample Corp 1000'. A green arrow labeled '2' points to the 'Filter items' field. The main content area shows a list of applications under the heading 'HIGH PRIORITY'. The first application is 'Asbestos - Notification of Intent to Renovate/Demolish' with a 'DRAFT' status and a description: 'The submission was received on 05/03/2023. The latest draft revision is v3. The agency is processing your submission.' It has 'Continue' and 'Delete Draft' buttons. Below it are two more applications from 'Sample Corp 7' and 'Sample Corp 5', both with 'DRAFT' status and similar descriptions. The right side of the interface shows a 'CHARGES' summary with '1 CHARGES' and a 'TOTAL DUE' of '\$550.00'. Below that is an 'UPCOMING' section with '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. A green arrow labeled '2' points to the 'Invite User to Join' button in the top right corner. The main content area features a table 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. The table contains one entry for Amie Haywood, Administrator, with email Haywooda2@mi.gov and status Active. A blue information banner at the top right states: 'This screen lists external users authorized to access and manage data for this site.'

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.

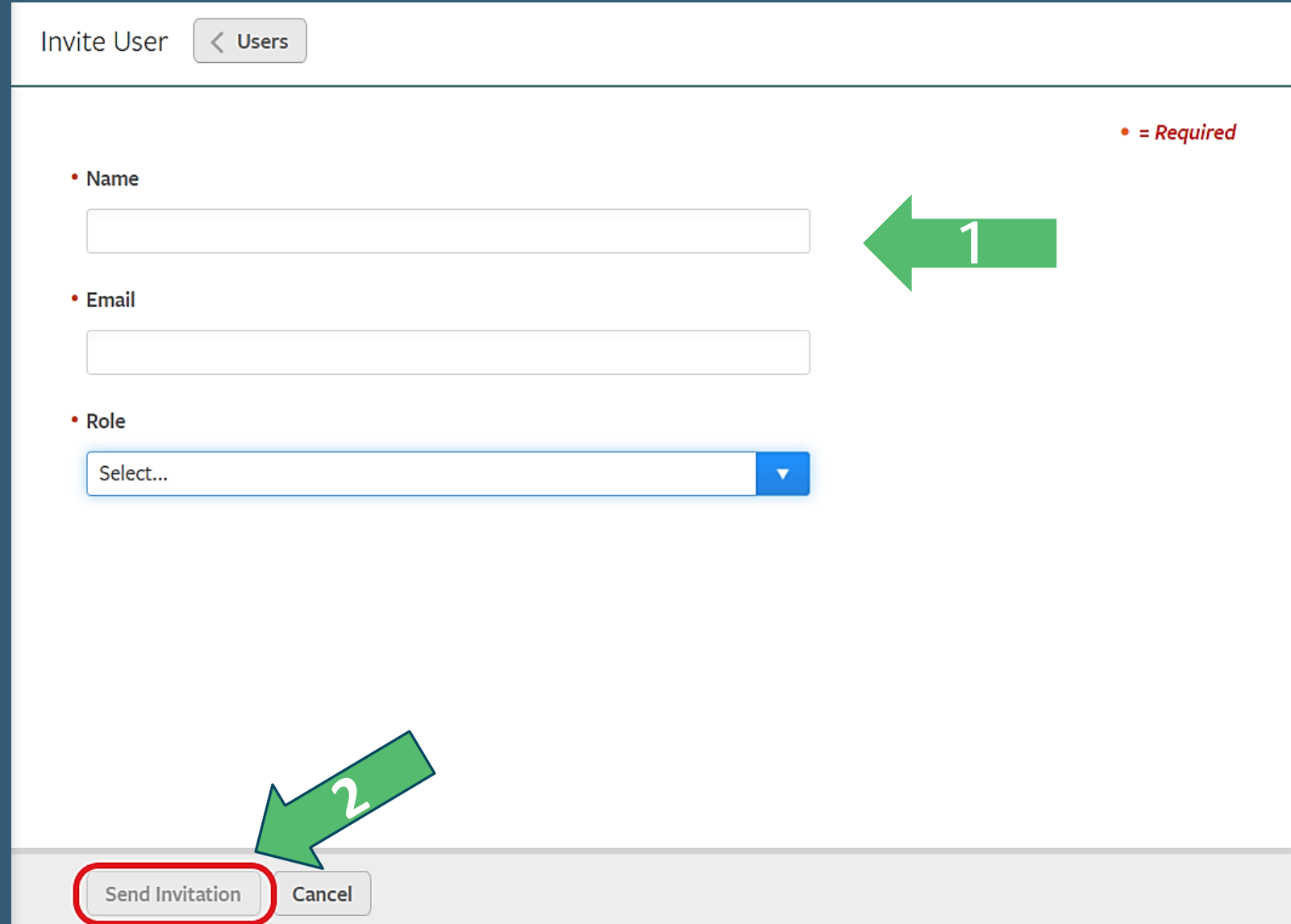
Click Send Invitation at the lower left of the screen. The system will send an email to the user with a link. The user will click the link in the email and have access to the site.

Invite User < Users

• = Required

- Name
- Email
- Role

Send Invitation Cancel



# Certifier Rights

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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

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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 a web application interface for managing users. The top header includes a dropdown for 'Sample Corp 1', a 'Users' button, and an 'Invite User to Join' button. A blue information banner states: 'This screen lists external users authorized to access and manage data for this site.' The left sidebar contains navigation links: Home, Dashboard, Notifications, Details, Start a New Form, Submissions, Evaluations, Violations, Compliance and Enforcement Actions, and Documents. The 'Authorized Users' section is highlighted in the sidebar. The main content area displays a table of authorized users with columns for Name, Role, Email/Login, Date, and Status. A single user is listed: Amie Haywood, Administrator, Haywooda2@mi.gov, 03/31/2023, and Active. An 'Open' button is located to the right of the user's status. A green arrow with the number '1' points to this button.

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

# 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 'Inactive' and 'Active' buttons. A red box highlights this section, with a green arrow labeled '3' pointing to it. Below the status 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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