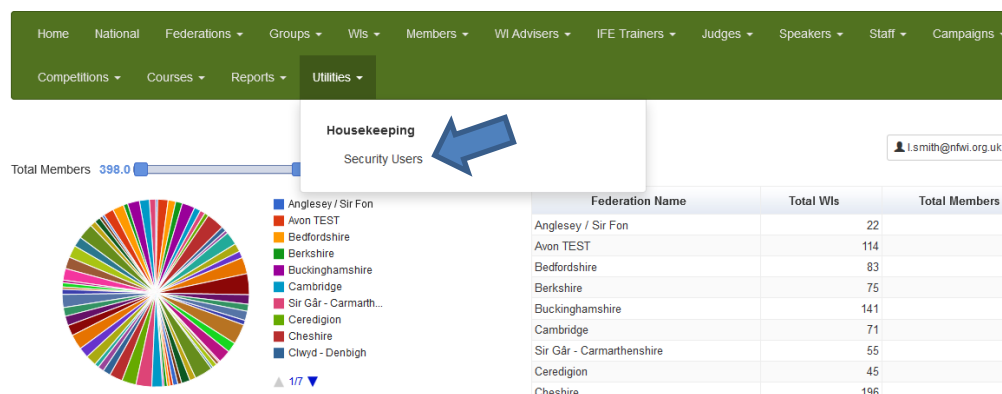


CHECKING & SETTING UP USERNAMES AND PASSWORDS (FEDERATIONS ONLY)

HOW TO CHECK/CHANGE A PASSWORD

Click on 'Utilities' in the top menu, and then on 'Security Users'



The screenshot shows the NFWI website interface. The top navigation bar includes links for Home, National, Federations, Groups, WIs, Members, WI Advisers, IFE Trainers, Judges, Speakers, Staff, and Campaigns. Below this, a secondary bar contains Competitions, Courses, Reports, and Utilities. The Utilities dropdown menu is open, showing options for Housekeeping and Security Users. A blue arrow points to the Security Users option. On the left, there is a pie chart representing the distribution of members across various federations, with a legend listing federations like Anglesey / Sir Fon, Avon TEST, Bedfordshire, Berkshire, Buckinghamshire, Cambridge, Sir Gâr - Carmarthenshire, Ceredigion, Cheshire, and Clwyd - Denbigh. A table on the right lists the Federation Name, Total WIs, and Total Members for each federation.

Federation Name	Total WIs	Total Members
Anglesey / Sir Fon	22	
Avon TEST	114	
Bedfordshire	83	
Berkshire	75	
Buckinghamshire	141	
Cambridge	71	
Sir Gâr - Carmarthenshire	55	
Ceredigion	45	
Cheshire	196	

This will open up the 'Security User' Search screen

Search for Security User

Please specify your search criteria below, then click 'Search'

Search Criteria

Securityuser

First name

Surname

Federation: Buckinghamshire

Lastlogin to

Passwordexpirydate to

Userexpirydate to

Lastfailedlogin to

Status

Created by

Created date to

Modified by

Modified date to

Here, you can either search for a members username (her email address) or create a new user.

To search for a user, to make sure they have been set up as either an MCS Rep or Federation Rep, you will need to put her email address (or the first part of it) in the 'Securityuser' box

Search for Security User

Please specify your search criteria below, then click 'Search'

Search Criteria

Securityuser: l.smith@nfwl.org.uk

First name

Surname

Federation: Buckinghamshire

If you do not know her email address or you wish to search under something else, you can do, like the name etc.

Then click on Search at the bottom of the page



If the person already has a user set up, they will show up as seen below

Security User Search Results

I.smith@nfwi.org.uk

Timeout: 29m 22s (Reset)

Help

Copy CSV Excel Print

10 records per page

Search:

SecurityUser	First Name	Surname	Lastlogon	Passwordexpirydate	Userexpirydate	Loginattempts	Lastfailedlogin	Status
I.smith@nfwi.org.uk		Melton	17/09/2014			0		Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

Search Again Create New

Click on the username – (the email address)

This will then take you into the users security profile record.

If you click on the box next to 'Show Password' it will reveal the password for that person's account

Security User Details - I.smith@nfwi.org.uk

Save

Status

Status

Approved

Application

MCS2

Basic Details

Person

Melton, Rita

496463

Search

Clear

Username

I.smith@nfwi.org.uk

Password

testing

Show Password

☒

Password

Password Expiry Date

User Expiry Date

If you untick the Show Password box, you can then overwrite it with a new password. You will also need to confirm it in the following password box

Person

Melton, Rita

496463

Search

Clear

Username

I.smith@nfwi.org.uk

Password

testing

Show Password

☒

Password

Password Expiry Date

Then click on 'Save' at either the bottom or top of the page

HOW TO SET UP A NEW USER

When an MCS Rep has the position of MCS Rep assigned to her, she should automatically have a security profile set up for her, and an email is automatically sent to her, informing her of her login details.

If however, you should ever need to set up a user that that has not worked for, you should follow these steps:

Follow the first steps above to get to the main Security Users search screen


You can search for their email address to make sure that they are not already set up. If not, click on ‘Create New’ at the bottom of the page

Search for Security User

Please specify your search criteria below, then click 'Search'

Search Criteria

Securityuser	<input type="text"/>
First name	<input type="text"/>
Surname	<input type="text"/>
Federation	<input type="text" value="Buckinghamshire"/>
Lastlogin	<input type="text"/> to <input type="text"/>
Passwordexpirydate	<input type="text"/> to <input type="text"/>
Userexpirydate	<input type="text"/> to <input type="text"/>
Lastfailedlogin	<input type="text"/> to <input type="text"/>
Status	<input type="text"/>
Created by	<input type="text"/>
Created date	<input type="text"/> to <input type="text"/>
Modified by	<input type="text"/>
Modified date	<input type="text"/> to <input type="text"/>



This will open up the ‘Create New Security User’ screen

Click on ‘Search’, to find the member


Create New Security User

Status

Status	<input type="text" value="Approved"/>
Application	<input type="text" value="MCS2"/>

Basic Details

Person	<div>No item selected</div> <div><input type="text" value="I.smith"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></div>
Username	<input type="text"/>
Password	<input type="password" value="*****"/>
	<input type="checkbox"/> Show Password
Password	<input type="password"/>
Password Expiry Date	<input type="text"/> <input type="button" value="Calendar"/>
User Expiry Date	<input type="text"/> <input type="button" value="Calendar"/>



This will open up a popup window

Search for Person

Please specify your search criteria below, then click 'Search'

Search Criteria

Federation: Buckinghamshire

First Name:

Surname:

Salutation:

Post Code:

Address 1:

Town:

County:

Telephone Day:

Telephone Evening:

Telephone Mobile:

E-mail: l.monks@nfwi.org.uk

Search

Here you can search using the criteria you want in order to find the member that you wish to make a user

In this case I have used the email address, as above.

Then click on 'Search' at the bottom

This will bring up everyone with that specific criteria

If this is the member you want, click on their name (under the Relationship column) to select them

Person Search Results

10 records per page

Search:

Relationship	First Name	Surname	Email	Post Code
Monk, Latel	Latel	Monk	l.monks@nfwi.org.uk	UB5 4QW

Showing 1 to 1 of 1 entries

Previous 1 Next

Search Again

This will then put their details into the main page, where you can enter a password for them (this will appear as dots until you tick the 'Show password' box).

You will also need to repeat the password in the password box below it. Then click on 'Save'.

Create New Security User

Save

Status

Status Approved

Application MCS2

Basic Details

Person Monk, Latel
496462 **Search** **Clear**

Username lmonks@nfwl.org.uk

Password *****

Show Password

Password *****

Password Expiry Date

User Expiry Date

After you have saved the user, you need to scroll down to ‘Roles’ in order to assign their roles. This is where you can allow/provide them access to their WI or their Federation

Roles

Profile [Please select..]

National ☐

Federation Buckinghamshire

WI [Please select..]

Add Role

For the first example I am assigning a WI MCS Rep for a WI called ‘Test Latel Test’

Click on the Profile dropdown menu, and choose ‘WI: Manager (MCS Rep)’

Roles

Profile WI :Manager (MCS Rep)

National ☐

Federation Buckinghamshire

WI [Please select..]

Add Role

Your Federation will automatically be selected.
Then select the WI from the WI dropdown menu

Roles

Profile WI :Manager (MCS Rep)

National ☐

Federation Buckinghamshire

WI [Please select..]

Add Role

Administrator Use Only

Admin? ☐

Test Latel Test

Save

Then click on ‘Add Role’

Roles

Profile WI :Manager (MCS Rep)

National ☐

Federation Buckinghamshire

WI Test Latel Test

[Add Role](#)

After that you will need to confirm the password again, in the second Password box (you can tick the 'Show Password' box to see this)

Then click on 'Save' at either the top or bottom of the page.

This is the MCS Rep now set up with access to her WI.

If you wanted to assign a Federation MCS Rep you will repeat as above but when you select the profile from the dropdown menu, you will choose either 'Federation: Manager' (this enables them to make amendments to any member in the federation) or 'Federation: User (read only)', which does at it says and just gives them Read Only access to the federation's members

Roles

Profile WI :Manager (MCS Rep)

National ☐

Federation Buckinghamshire

WI [Please select...]

[Add Role](#)

This is the only thing you need to choose. The federation will automatically be selected and you do not need to choose a WI.

Roles

Profile WI :Manager (MCS Rep)

National ☐

Federation Buckinghamshire

WI [Please select...]

[Add Role](#)

Then click on 'Add Role', as described above.

When you have clicked on 'Add Role', if you scroll down to 'Security Profiles', you will see the selections which have been saved

This is showing a WI MCS Rep

Security Profiles

No items to display

All records per page

Search:

Organisation	Group Name	Role Name
Test Latel Test	WI	Manager (MCS Rep)

Showing 1 to 1 of 1 entries

Previous 1 Next

This is showing they have WI level access

This is showing the WI they have access to

This is showing they are the MCS Rep and have full access

This is showing a Federation Rep



The screenshot shows a table titled 'Security Profiles'. At the top, there is a search bar and a dropdown for 'records per page' set to 'All'. The table has three columns: 'Organisation', 'Group Name', and 'Role Name'. The first row shows 'Buckinghamshire' under Organisation, 'Federation' under Group Name, and 'Manager' under Role Name. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the table, there are 'Previous', '1', and 'Next' buttons.

Organisation	Group Name	Role Name
Buckinghamshire	Federation	Manager

This is showing they have full access at Manager level

This is showing they have Federation level access

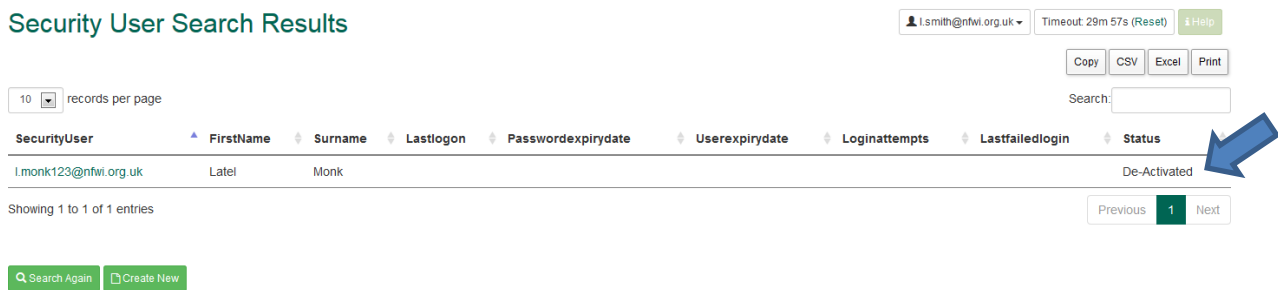
This is showing the Federation they have access to

THINGS TO CHECK

In the event that a user has been blocked from accessing the MCS for any reason:

Search for her 'Security Profile' and check to see if it has anything other than 'Approved' under the 'Status' when you search for her username. If it has anything else, go in and change it to Approved.

Security User Search Results



The screenshot shows a search results page. At the top right, there is a user profile 'i.smith@nfwl.org.uk', a timeout '29m 57s (Reset)', and a 'Help' link. Below this are buttons for 'Copy', 'CSV', 'Excel', and 'Print'. A search bar is present. The table has columns: 'SecurityUser', 'FirstName', 'Surname', 'Lastlogon', 'Passwordexpirydate', 'Userexpirydate', 'Loginattempts', 'Lastfailedlogin', and 'Status'. The first row shows 'i.monk123@nfwl.org.uk' as the SecurityUser, 'Latel' as the first name, 'Monk' as the surname, and 'De-Activated' as the status. A large blue arrow points to the 'De-Activated' status. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom left, there are 'Search Again' and 'Create New' buttons. At the bottom right of the table, there are 'Previous', '1', and 'Next' buttons.

SecurityUser	FirstName	Surname	Lastlogon	Passwordexpirydate	Userexpirydate	Loginattempts	Lastfailedlogin	Status
i.monk123@nfwl.org.uk	Latel	Monk						De-Activated

You can also change the status from 'Approved' to 'De-Activated' if you wanted to block someone from accessing the MCS.

If you have any problems assigning a member or finding their 'Security profile', make sure that their email address in their members record is correct and double check whether they have been assigned as an 'MCS Rep'. If both of these are correct they should either automatically be assigned a login with details sent directly to them via email or you should easily be able to find them to assign them a security profile yourself.

PLEASE REMEMBER: You cannot assign someone a security profile (user login) unless they have an email address listed under their member record, or their staff record for a federation staff member.