

# NA Access Request as Authorised User in the Organisation Registration system

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National Agency users have the possibility to request access as an authorised user to the organisation details of your organisation in the Organisation Registration system.

If the National Agency user requests such access, an email notification is sent to all the authorised users already registered for the organisation. The authorised user has then the option to accept or reject the access request by the NA.

This page explains how to action the NA access requests in the Organisation Registration system.

 The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

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# Prerequisites


- NA Access request notification email received
- Only exiting Authorised users for the organisation can accept or reject the request

## Steps


### 1. Open the Organisation details from "My Organisations"

Sign in to Single Entry Point and select **My Organisations** from the main menu. Open the organisation details for the organisation for which an NA Access Request notification was received.

The organisation details open in **Edit** mode.

 Only users registered as authorised users for the organisation in Organisation Registration system can approve or reject such requests.

Edit My Organisation

 Your form is complete, don't forget to save your changes.

Content Menu

Organisation data

Legal address

Organisation Contact Person

Users 3

Accreditations 0

Documents 0

Organisation data

The data contained in the highlighted fields below ( ) are publicly available to anyone searching for an organisation (legal entities and natural persons) through the Erasmus+ and European Solidarity Corps platform. You can find more information here Privacy Statement.

PIC 897915033

Legal name \* Test Organisation

Business name Test Organisation

Legal status ☐ International organisation

\* ☐ a natural person ☒ a legal person

2. Access the "Users" tab and view the "Pending Users"

Access the **Users** tab. All existing authorised users are displayed in the list of **Authorised Users**. Pending NA user access request are displayed below the existing users, in section **Pending Users**.

You may have to use the scrollbars in your browser to access all information on screen.

In our example, one pending user request is displayed.

Content Menu

✓ Organisation data

✓ Legal address

✓ Organisation Contact Person

✓ Users 3

✓ Accreditations 0

✓ Documents 0

Users

Authorised Users 3 result(s) found

+ Add new authorised user

Global Filter

Name	Email	User role	Creation date/time (Brussels time)	Approved by	Actions
Daniela Name	Daniela@email.com	Authorised User	29/09/2020 14:46:55		<div></div>
Eric Name	Eric@email.com	Authorised User	18/02/2021 12:15:12		<div></div> <div></div>
Anna Name	Anna@email.com	Authorised User	18/06/2021 10:40:42		<div></div> <div></div>

1

Pending Users 1 result(s) found

Global Filter

Name	Email	User role	Request date/time (Brussels time)	Actions
Nadine Nationalagency	nationalagencyone@email.com	NA User (FR01)	29/03/2022 16:02:52	<div>accept</div> <div>reject</div>


1


### 3. Accept or reject the NA Access request







For the pending users, Name, Email, User role incl. NA code and Requested date/time are displayed in the list.





To approve the access request by the NA user, click on the green **accept** button.

To reject the access request by the NA user, click on the red **reject** button.

 Pending Users 1 result(s) found

Q Global Filter 

Name 	Email 	User role 	Request date/time (Brussels time) 	Actions
Nadine Nationalagency	nationalagencyone@email.com	NA User (FR01)	29/03/2022 16:02:52	<div><div> accept</div><div> reject</div></div>

  1  

4. Confirm the selected action

Confirm the selected action in the confirmation pop-up window.

If you chose to accept the access request by the NA, confirm the request by clicking **OK** in the confirmation pop-up.

Pending user Nadine Nationalagency

By approving this request, I have the necessary consent or contractual rights to allow an Erasmus+ or European Solidarity Corps National Agency representative to process personal data stored in the Organisation Registration System.

Cancel

Ok

The NA user is added to the list of **Authorised Users**. The **Approved by** column is updated with the name of the authorised user that accepted the request.

If there are no other pending user requests, the **Pending Users** list is no longer displayed on screen.

Authorised Users 4 result(s) found

+ Add new authorised user

Name	Email	User role	Creation date/time (Brussels time)	Approved by	Actions
Daniela Name	Daniela@email.com	Authorised User	29/09/2020 14:46:55		<div></div>
Eric Name	Eric@email.com	Authorised User	18/02/2021 12:15:12		<div></div> <div></div>
Anna Name	Anna@email.com	Authorised User	18/06/2021 10:40:42		<div></div> <div></div>
Nadine Nationalagency	nationalagencyone@email.com	NA User (FR01)		Daniela Name	<div></div> <div></div>

If you selected to reject the request, confirm the rejection in the pop-up window by clicking on **OK**. If there are no other pending user requests, the list will no longer display. The NA user will not be added to the list of authorised users.

Pending user Michal Nationalagency-Three

Are you sure you want to reject this user?

Cancel

Ok

5. "Update" the organisation details to save and submit the changes

To save the changes, click on the **Update** button. A success message displays.

## Edit My Organisation

Update

Organisation ID : E10000104

NA CERTIFIED

Legal name : Test Organisation

Business name : Test Organisation  
PIC : 897915033  
VAT number :

Legal form :  
Establishment/registration country : France

Last modification date : 31/03/2022 11:01:30 (Brussels time)  
Last modified by : Name Daniela

### Content Menu

✓ Organisation data

✓ Legal address

✓ Organisation Contact Person

✓ Users 4

✓ Accreditations 0

✓ Documents 0

### Users

Authorised Users 4 result(s) found

+ Add new authorised user

Global Filter

Name	Email	User role	Creation date/time (Brussels time)	Approved by	Actions

### Success



You have successfully updated organisation with ID:

E10000104

OK

6. Organisation details updated

The list of **Authorised Users** is updated. The column **Creation date/time** is updated for the NA user. The NA user has now access to the Organisation details in the Organisation Registration system as Authorised user.

The **User role** for the authorised NA user will however display as NA User incl. NA Code and can therefore easily be recognised.

Users

Authorised Users

4

result(s) found

+ Add new authorised user

Q Global Filter

x

Name	Email	User role	Creation date/time (Brussels time)	Approved by	Actions
Daniela Name	Daniela@email.com	Authorised User	29/09/2020 14:46:55		<div></div>
Eric Name	Eric@email.com	Authorised User	18/02/2021 12:15:12		<div></div> <div></div>
Anna Name	Anna@email.com	Authorised User	18/06/2021 10:40:42		<div></div> <div></div>
Nadine Nationalagency	nationalagencyone@email.com	NA User (FR01)	31/03/2022 11:01:30	Daniela NAME	<div></div> <div></div>

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Expected Outcome

- Access to the organisation details for the NA user as Authorised User approved or rejected
- If the access request was approved:
  - Email notification is sent to added NA user, informing them about the granted access
  - Email notification to all already existing authorised users is sent, informing them about the newly added authorised user



## Related Articles

- [Newly added and updated wiki pages for Organisation Registration system](#)
- [VAT number in Organisation Registration system](#)
- [Notifications to contact/authorised users of an organisation in the Organisation Registration system](#)
- [Manage contacts and authorised users in the Organisation Registration system](#)
- [Keeping consistent organisation information between systems in the Organisation Registration system](#)
- [Basic functionalities of the Organisation Registration system](#)
- [OID](#)
- [How to update and delete the Organisation Contact and Authorised Users in the Organisation Registration system](#)
- [Modify Organisation in the Organisation Registration system](#)
- [How to register an organisation in the Organisation Registration system](#)