




DATA PORTAL

Primary Administrator : how to declare a user

Prerequisite: the administrator needs to have his account validated before declaring other users/administrators

1

The administrator accesses the user management interface

On the Data Portal, click on this icon  in the header to the right of his name

2

The administrator clicks on "Add a collaborator"


If the employee has already created a public account, they must contact the hotline to have it attached

3

The administrator fills in the form 

On this form, fill in the user personal information, his role (developer or administrator) and set the user's password

4



The user receives an email from RTE with an activation link *(which does not contain the password)* 

At the same time, the administrator communicates the password to the user

Access the portal!

The user receives an email confirming that his account has been activated : he can then access the portal.

5

The user clicks  on the link to activate his account 



 The activation link is valid for 3 days. Should it expire, the account is deleted and the administrator has to recreate the account by following this process