Managing User Access to Your Submission Package

As the creator of a submission package in CEDRI, you can grant access to the package so that multiple users from your facility may work on a submission package before it is complete and submitted to EPA by a Certifier. You can manage who has access to the submission package you created from the User Management page.

To navigate to the User Management page, simply select the blue button labeled ‘User Management’ (1) on the MyCEDRI dashboard. Once you have done this, you will be brought to the ‘User Management’ page.

From the User Management page (below), ‘Select a package from the dropdown list’ (2) in the ‘Package Information’. This list includes all pending submission packages that you have created.

Note: User access to submission packages is facility-based. If a user does not have the facility specified for the submission package in their profile, they are not a candidate for access to the package until they add the facility using the My Facility interface on the MyCEDRI dashboard.
After selecting a submission package, the package details appear below the drop down list and CEDRI users associated with the facility identified (3) for the package are displayed in the ‘Available User(s)’ or ‘Assigned User(s)’ boxes depending on whether they currently have access to the package.

**Note:** Only the package creator may assign other Preparer’s submission package access privileges.

To assign or remove users from the chosen package, select their name, and then click either the ‘Add’ (4) or ‘Remove’ (5) button. That user name moves to the appropriate box, granting or denying the user access privileges to the package. You may select more than one user at a time by holding the ‘Control’ (Ctrl) or ‘Command’ key on your keyboard. You may not remove all users from the ‘Assigned’ box for your chosen package. Click the ‘Save Assignments’ (6) button to finalize your package assignments.

Once you have saved user assignments, users will be able to see the submission (and all other submissions under development that they have access to) by following the ‘Reports Under Development’ section on the MyCEDRI dashboard (7).
Selecting the report will bring the assigned user to the Create a Report page, where they will be able to continue preparing the report. For more information about creating a report, please refer to section 4.3.2, Preparing a Submission Package, in the CEDRI User Guide.