User Creation Procedure

**Version V 1.0**

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| **Document Control** |

**Document History**

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**Review**

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| **Name** | **Role** |
| Rajvina Yakub | Lead Consultant |
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1. Overview

## Introduction

Camso Support Project currently focuses on CAD worker, On-Demand Publishing and EPMDocument issues.

This document explains about the user creation procedure. ITC team will create the users for Belgium and Sri Lanka region. For the rest Steve and Martin will do.

1. Procedure

Below is the procedure to create the user:

1. Request user to specified detail access requirement (Product, State Access, Print&View or CAD Designer, ect). For the same if we know the co-worker then it will be easy to copy the access.
2. Ask user to give the details of co-worker if he knows.
3. If user don’t know about the co-worker details, then ask to owner for the access details which they agree to provide to user.

Once you complete the above steps take the approval from Product owner.

Send an email to following recipient with respect to context.

1. **Construction and Library**: Gayan Appuhamy Gayan.Appuhamy@camso.co and/or Chathuranga DeSilva Chathuranga.DeSilva@camso.co
2. **MH Product**: David Detollenaere David.Detollenaere@camso.co and/or Vajira Kumarathunga Vajira.Kumarathunga@camso.co

After getting approval create the user.

It is suggested that you follow the following rules while creating password:

* 8x character minimum
* 1x special character
* Mix of upper and lower case (at least 1 uppercase)

Use the following site for automatic password generation:  
[**https://passwordsgenerator.net/**](https://passwordsgenerator.net/)

After user creation send the information to user by keeping cc to [wc.admin@camso.co](mailto:wc.admin@camso.co).

Also send the approval mail to steve and martin.

Also add note in mail that Microsoft Edge is not supported browser. Use Internet Explorer.

Note: We can create user, for group of user take martin's approval