

A WREGIS account can have as many logins as needed to allow for different business functions. The privilege level of each login determines what can be done within the account. **Account Managers are responsible for creating and maintaining all account logins.**

WREGIS takes security seriously. Users must adhere to the following rules.

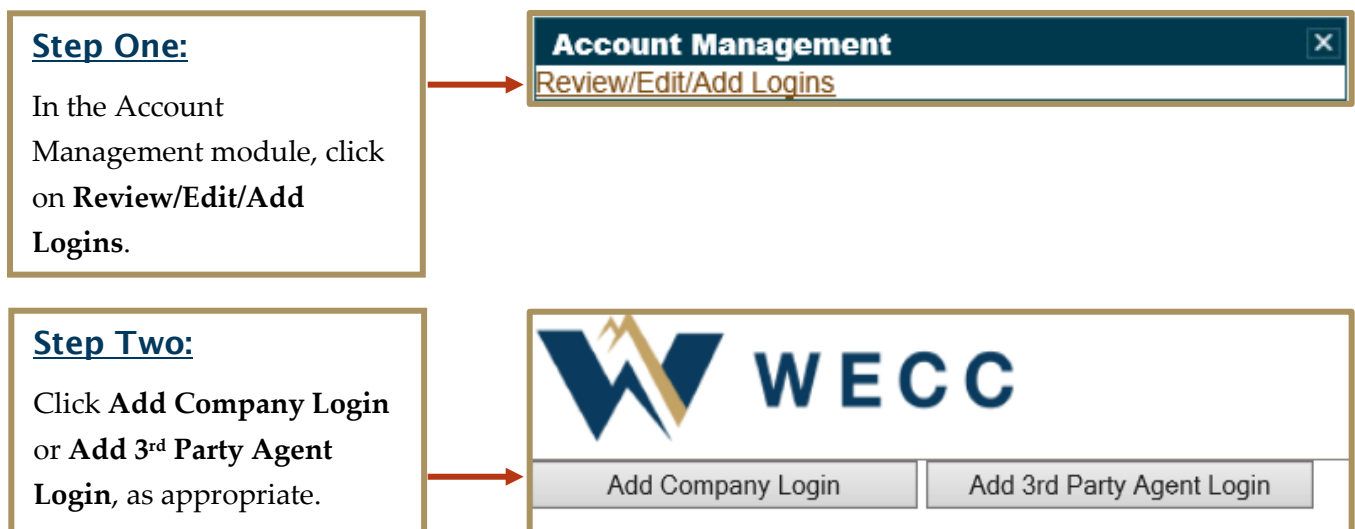
WREGIS LOGIN RULES
1. Each user needs a separate login; sharing is not allowed.
2. Do not use a group email address – individual email addresses are required.
3. Ensure login contact information is kept up to date.
4. Passwords must be reset every 120 days (different from the last 16 passwords).

There are two types of Account Holder logins:

1. **Company Logins:** For those who work directly for the Account Holder company/organization.
2. **3rd Party Agent Logins:** For those who do not directly work for the Account Holder company/organization.

The correct login type must be selected upon login creation, or the login may be rejected by the WREGIS Administrator.

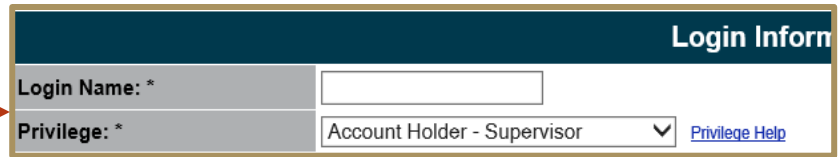
Creating a WREGIS Account Holder Login



Step Three:

Complete the **Login Name** field—this is the name the user will enter when logging into WREGIS.

Select the **Privilege** level for the user from the dropdown list.



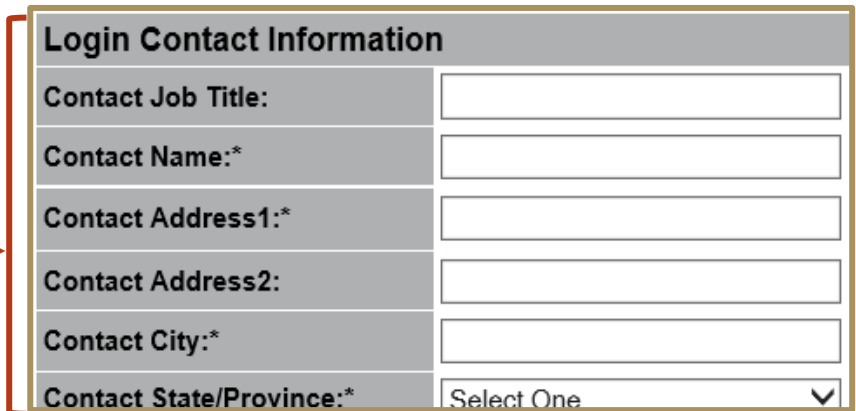
The screenshot shows a form titled "Login Inform" with two rows. The first row is "Login Name: *" with an empty text input field. The second row is "Privilege: *" with a dropdown menu showing "Account Holder - Supervisor" and a "Privilege Help" link to the right.

Click on the **Privilege Help** link for details on what each privilege can see and do in WREGIS.

Step Four:

For a Company Login, complete the **Contact** and **Mailing** information.

For a 3rd Party Agent Login, complete the **Company Name** and **Mailing Address**, and **Login Contact** information.

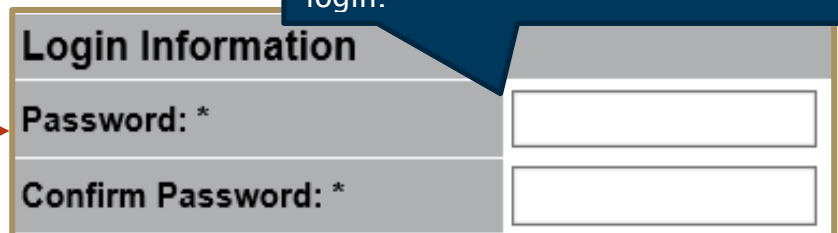


The screenshot shows a form titled "Login Contact Information" with several rows of input fields: "Contact Job Title:", "Contact Name:*", "Contact Address1:*", "Contact Address2:", "Contact City:*", and "Contact State/Province:*" with a dropdown menu showing "Select One".

You must give the new user the password to login for the first time. The new user will be prompted to reset the password upon initial login.

Step Five:

Create and confirm a **Password**, then click **Next** at the bottom of the screen.



The screenshot shows a form titled "Login Information" with two rows. The first row is "Password: *" with an empty text input field. The second row is "Confirm Password: *" with an empty text input field.

Step Six:

On the Privilege Login Management page, check all privilege boxes required. For security, privileges must be assigned and updated by the Account Manager.

Click **OK** at the bottom of the screen when complete.

Privilege Login Management				
Generation Privilege Login Management				
Can Create New Facility:				
Allow Mass Certificate Tra				
Active Generator Plant-Unit Name	Generator View Only	Generation Data Management and Maintenance	Forward	Certifi Trans
10.22 Demo Existing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10.22 Demo NEW	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Demo 201807	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

View Only must be checked, in addition to any other privileges, for users to see selected items.

Step Seven:

On the Review/Edit/Add Logins page, verify the new login was created correctly.

3rd Party Agent Logins will remain 'Pending' and not available for use until the Notice of Agent Designation form is submitted to WREGIS.

Login Name ↑↓	email ↑↓	Privilege Description ↑↓	Active/Inactive ↑↓	Status ↑↓
temp0318	chansen@wecc.org	Account Holder - Supervisor	Active	Approved
shoolka	mfrantz@wecc.org	Account Holder - Agent Maintenance	Active	Approved
agent0318	chansen@wecc.org	Account Holder - Agent Maintenance	Inactive	Pending

Updating/Inactivating an Existing WREGIS Account Holder Login

Step One:

In the Account Management module, click **Review/Edit/Add Logins**.

Account Management	
Review/Edit/Add Logins	

Step Two:

Click the login name of the user whose information you are updating.

Login updates—on the Login Information page, make any necessary updates, then click **OK**.

Login inactivation—uncheck the **Active** checkbox at the bottom of the Login Information page, then click **OK**.

Login Name ↑↓	email ↑↓	Privilege Description ↑↓	Active/Inactive ↑↓	Status ↑↓
temp0318	chansen@wecc.org	Account Holder - Supervisor	Active	Approved
shootkg	mfrantz@wecc.org	Account Holder - Agent Maintenance	Active	Approved
agent0318	chansen@wecc.org	Account Holder - Agent Maintenance	Inactive	Pending

Contact Country: US

Contact Telephone:

Contact E-mail:* chansen@wecc.org

Login Information

Status: Approved

Active:

* Required Field

OK

NOTE: Account Manager information cannot be updated via the Review/Edit/Add Logins page. For Account Manager updates, contact the WREGIS Help Desk.

Step Three:

Update login privileges—

On the Review/Edit/Add Logins page, click **Edit**.

Update privileges by checking or unchecking the boxes, then click **OK**.

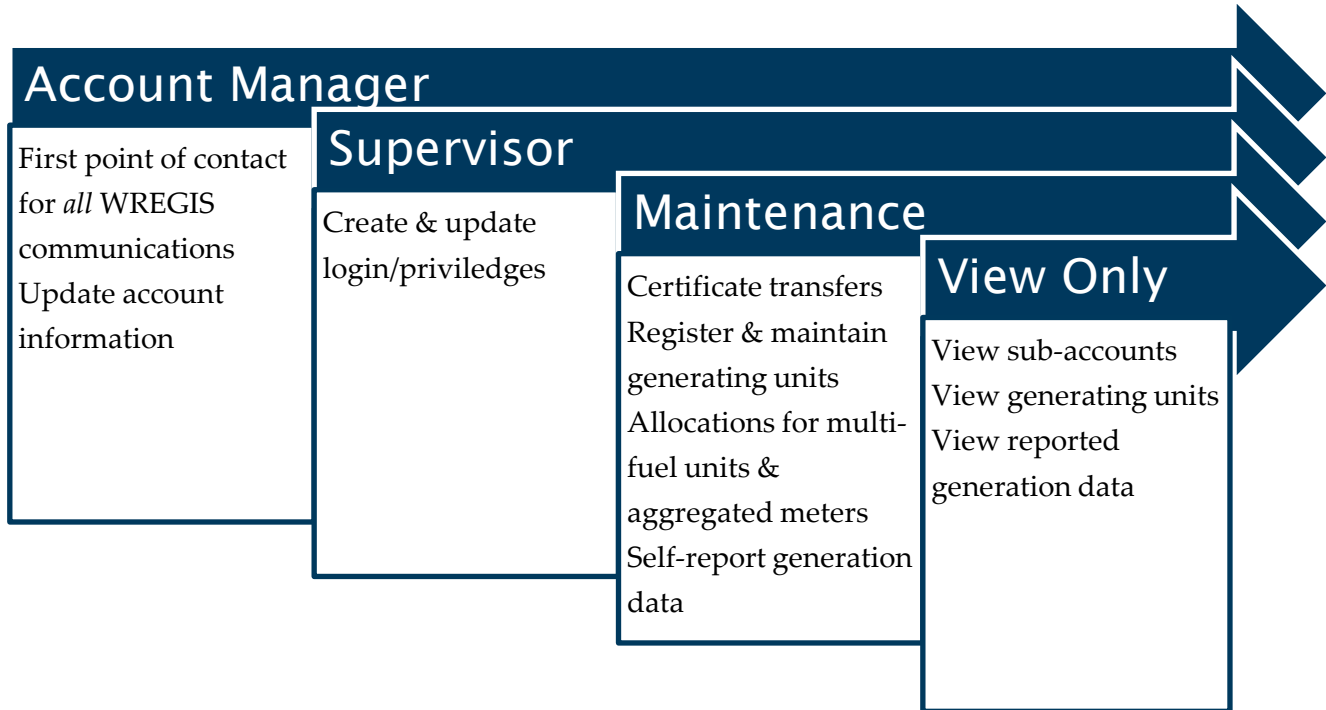
Privilege Description ↑↓	Active/Inactive ↑↓	Status ↑↓	Edit Facility/Sub-Account Privileges
Account Holder - Agent Maintenance	Inactive	Pending	Edit
Account Holder - Account Manager	Active	Approved	Edit
Account Holder - Agent Maintenance	Active	Approved	Edit

OK Cancel

Additional Information

Account Holder Security Privileges

Login privileges are determined by the login type (Company or 3rd Party Agent), privilege type (Account Manager, Supervisor, Maintenance, and View Only), and the fields selected on the Privilege Login Management screen. Here is an overview of the privilege types and their capabilities:



For 3rd Party Agent Logins, only the Maintenance and View Only privilege types are available. The Account Manager cannot be a 3rd Party Agent.