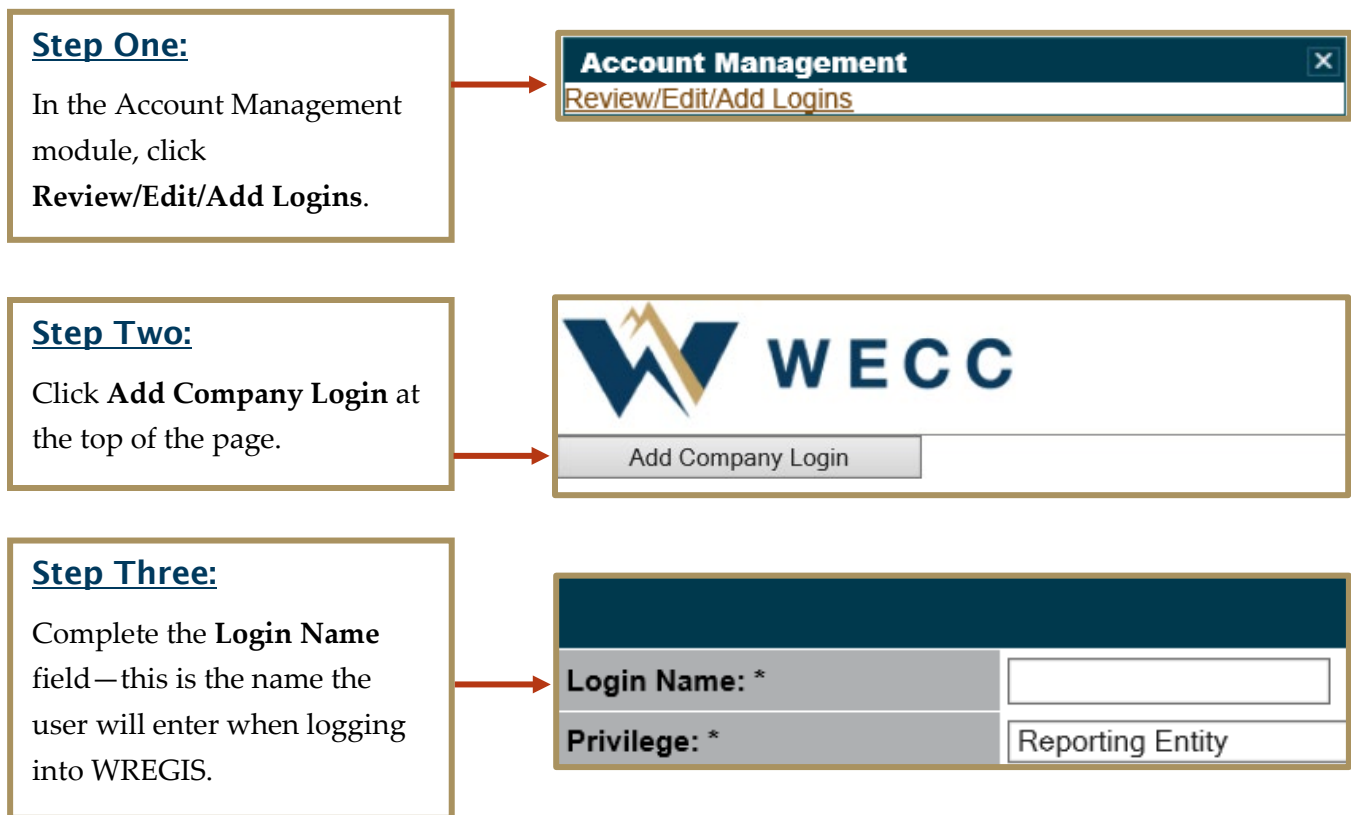


A WREGIS account can have as many logins as needed to allow for business functions. **Account Managers are responsible for creating and maintaining all account logins.**

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).

Creating a WREGIS QRE Login



Step Four:
Complete the Login Contact Information.

Login Contact Information

Contact Job Title:	<input type="text"/>
Contact Name:*	<input type="text"/>
Contact Address1:*	<input type="text"/>
Contact Address2:	<input type="text"/>
Contact City:*	<input type="text"/>

Step Five:
Create and confirm a Password, then click OK at the bottom of the screen.

Login Information

Password: *	<input type="password"/>
Confirm Password: *	<input type="password"/>

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

Login Name ↑↓	email ↑↓	Privilege Description ↑↓	Active/Inactive ↑↓	Status ↑↓
qre0319	chansen@wecc.org	Reporting Entity	Active	Approved
qredemo	mfrantz@wecc.org	Reporting Entity - Account Manager	Active	Approved

Updating/Inactivating an Existing WREGIS QRE Login

Step One:
In the Account Management module, click Review/Edit/Add Logins.

Account Management [X]

[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 ↑↓
qre0319	chansen@wecc.org	Reporting Entity	Active	Approved
qredemo	mfrantz@wecc.org	Reporting Entity - Account Manager	Active	Approved

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.

Additional Information

Qualified Reporting Entity Security Privileges

Login privileges are determined by the login privilege type (Account Manager, Reporting Entity). Below is an overview of the different privilege types and their capabilities:

