# Handout mySRM for suppliers

## Create or change users

***<u>Attention</u>: Each supplier is responsible for his own user in mySRM. If there is a change in users (somebody leaves the company, someone new joins the team …) the Supplier needs to activate or delete respective users.***

If there is a person in your company who already has a login (Admin role) for the mySRM portal, this person can add an account for other persons within the company. In the following, it is described how this can be done:

1. **Login** to mySRM using the available login data (https://app11.jaggaer.com/portal/tgw)
2. Choose **„Contact people"** in the menu on the left
3. Choose **„New user"**:
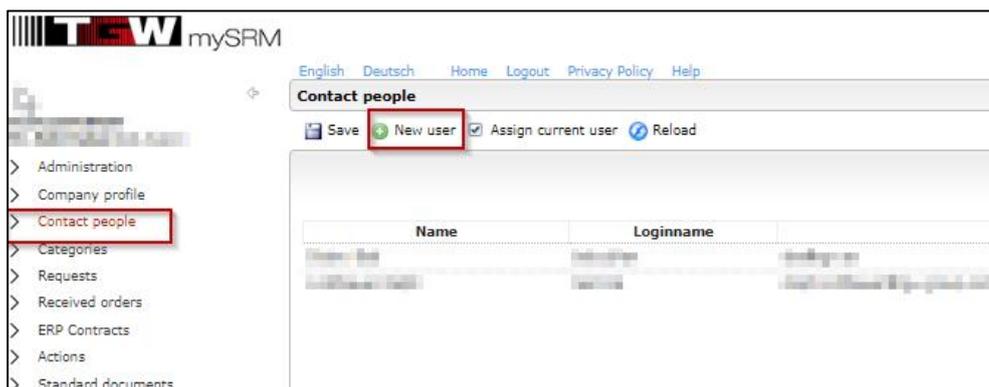


4. In the new window that pops up, user data of the new user can be entered. All mandatory fields (*) have to be filled. In order to create a login for the new user, it is necessary to **flag „Create portal user"** and to define a loginname:
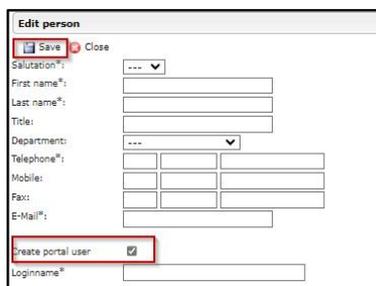


5. By clicking on **„Save"** an automatic **email** is sent to the address that has been entered for the new user. This mail contains the link to the platform, loginname and a password for the first login. The new user can independently login to the system with this data.
6. **Login** by the new mySRM user using the login data from the email.
7. **Change password:** new users must change their password in the course of their first login to the system

# Create new "Admin" User

Once the user account is created, this user can get the admin rights by following these steps:

1) Click on Administration/ All Accounts I manage / User data and select the user you want to change
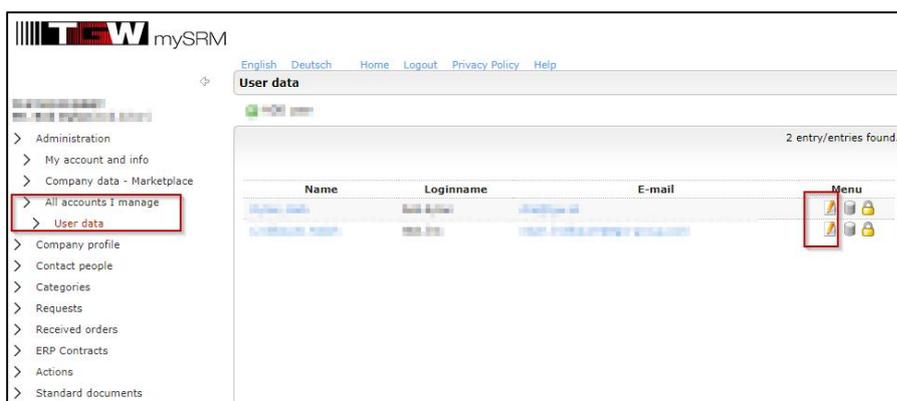


2) Activate the "Admin" Permission for this user and click on "save"