## Super User Process

Download Super User Registration Form from NGESO website

https://www.nationalgrideso.com/industryinformation/connections/connections/connections/connections-portal

Please complete details including company authorised signature

NGESO will validate your details and will add you as a Super User of the Connections Portal. You will be receive your login credentials upon launch the Portal (expected early September). If there are any issues we will contact you directly.

## What is a Super User?

The Super User concept for the Connections Portal means that 1 nominated individual within your company manages access to the Portal for your company. For MVP launch we will be releasing per company:

- 1 Super User licence
- 4 x Standard User licences

The Super User will be able to accept or reject Standard User registrations for your company and also remove accounts as necessary. The Super User themselves will be able to delegate Super User access should they leave their role or want to nominate a different Super User. Super Users will receive notifications via the Portal when a Standard User from their company has requested access to the Portal. In the case a Super User has not already been registered, the first User to request access to the Portal will become the Super User once validated by NGESO. User Management will be covered in detail in our User Guide which can be found on the Connections Portal webpage.

