



## Government Provider Management System Quick Reference Guide: How to edit a user

Organisation Administrators can edit user accounts. Currently, the editing of user accounts is limited to user roles and removing access to GPMS provider portal.

## **Editing user roles**

To edit a user's roles, complete the following actions:

1. In the **Manage users** screen, locate the user you want to edit, and select the **Manage** link.

Australia Generative Australia	Home Switch Provider Mi	anage Users
Manage users		
ACO ID:	Users within this ACO	+ Add New User
Provider ID: F	(Pending) Organisation administrator, Star ratings reviewer (org)	🅸 Manage
Provider ID	Organisation administrator, Star ratings reviewer (org)	🔹 Manage

**2.** The editable options will differ depending on if the user was created at the organisation or provider level.

User roles	User roles		
Please select at least one role.	Please select at least one role.		
Organisation administrator	Star ratings reviewer (service)		
Star ratings reviewer (org)	Please select at least one service.		
	All services		
Remove user			
ACO user	Provider user		

## To edit the user's roles:

- For organisation level users select and/or deselect the **Organisation administrator** and/or **Star ratings reviewer (org)** check boxes.
- For provider level users select and/or deselect the **All services** and/or individual services check boxes.
- 3. Select the Save button.

The Manage Users screen will display again. The user will receive an email notification advising their access roles have been changed.

## **Removing a user from GPMS**

To remove a user from GPMS, complete the following actions:

1. In the **Manage users** screen, locate the user you want to edit, and select the **Manage** link.



2. Scroll to the bottom of the screen and select the Remove link.

	Please select at least one role.		
	Organisation administrator		
	Star ratings reviewer (org)		
	Remove user	Cancel	Save
	<ul> <li>Nettore user</li> </ul>	Carco	

**3.** A pop-up will display advising you are removing this user at this level of your organisation and that the action cannot be undone. Select the **Remove** button.

		×
Remove	user@providerorg.co	?
You are remo organisation	ving this user at this level of y . This action cannot be undo	your ne.
Cancel	Remove	

The Manage users screen will display again. The user will no longer be listed.