

Setting up user accounts



01 July 2019

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1 Introduction

This guide explains how to create user accounts on i-Connect so that you can send information about Local Government Pension Scheme (LGPS) members in your organisation to your pension fund.

i-Connect is an Internet application that helps to manage the transfer of employee information from payroll administrators to pensions administrators.

1.1 Who to contact

If you have any questions about using the i-Connect service, please contact your pension fund.



2 First login

You will receive an email from i-Connect with details of your i-Connect username and a single use hyperlink. Click on the hyperlink to create your password and complete the registration process.

You must complete your i Connect registration within five days of receiving the 'i-Connect: Account registration' email.



Welcome to i-Connect

The administering authority of your pension scheme has created the following i-Connect user account on your behalf:

username: empflake3

Simply click the link below to complete your i-Connect registration and create a user password:

http://10.10.62.24:19090/web_front_end/signup?key=7115fde0-c737-426c-8a9f-f51cd39ca8dc

Please use your unique username and password each time you log in to i-Connect at:

https://app.i-connectdata.co.uk (don't forget to add this address to your bookmarks).

You can find out more about i-Connect by visiting our website:

http://www.i-connectdata.co.uk/

Kind Regards,

Colin Lewis Managing Director i-Connect Software Limited

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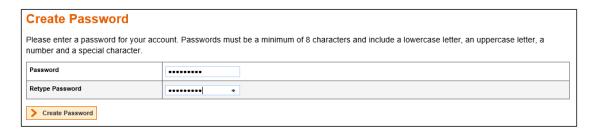
If you attempt to register after this period, you will receive the following error:

This URL has now expired. Please request a new link to be sent via email.

Contact your pension fund to request a password reset, this will generate a new registration email.



Click the hyperlink in the email, then enter and confirm a password:



Remember to bookmark https://app.i-connectdata.co.uk in your browser and make a note of your username for future access to i-Connect.

Your password must be between eight and 30 characters in length and include a minimum of:

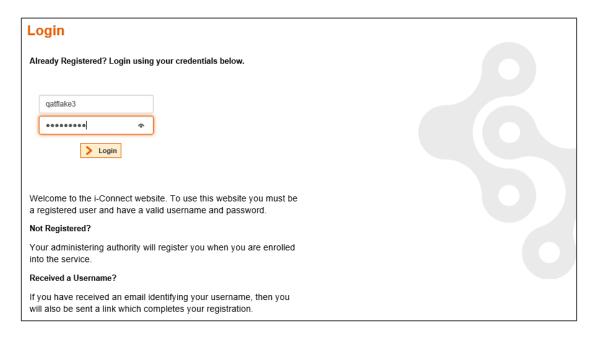
- One lower-case letter
- · One digit
- · One upper-case letter
- One special character, for example, '#' or '*'

Click the 'Create Password' button to complete the i-Connect registration.



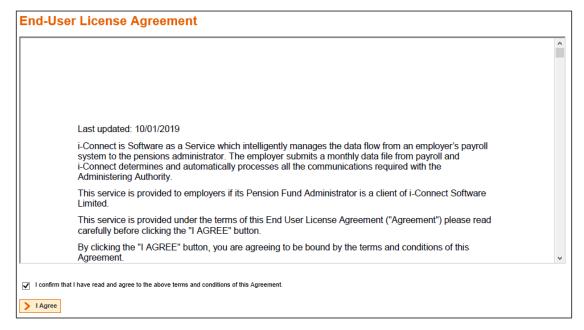
3 Subsequent logins

Select the i-Connect link from your bookmarks, enter your username and password and click 'Login':



Your user account will be locked if the password is entered incorrectly five times. In this case, you should ask another i-Connect user in your organisation with a Manager role to reset your password. If no one is available in your organisation, you should ask your pension fund or the i Connect service desk (support@i-Connectdata.co.uk) to reset your password.

3.1 End-user license Agreement



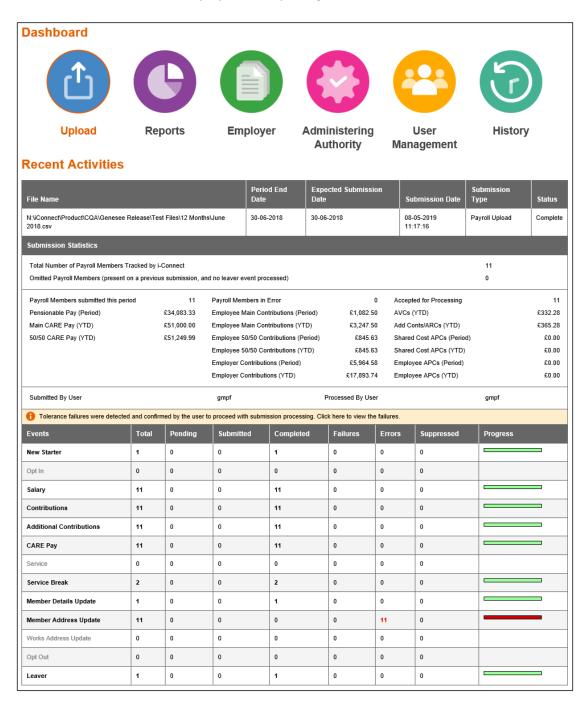


You must read and agree the terms and conditions of the End-User License Agreement when logging on to the service for the first-time following registration. Click on the 'I confirm that I have read and agree to the above terms and conditions of this Agreement.', then click the 'I Agree' button.



4 i-Connect Dashboard

The i-Connect Dashboard is displayed when you log in:





The Dashboard is the i-Connect home page and is displayed to all users. The options available on the Dashboard depends on the role allocated to you by your pension fund or manager:



Upload

Load payroll extract files into i-Connect and manage their progress



Online Return Submit data manually into i-Connect



Member Matching

Guides you through the member matching process for the selected payroll



Reports

Reporting tools for administrative and compliance purposes



Employe

Employer-specific options such as contact detail maintenance



User

Management Facilities to set up, manage and contact users



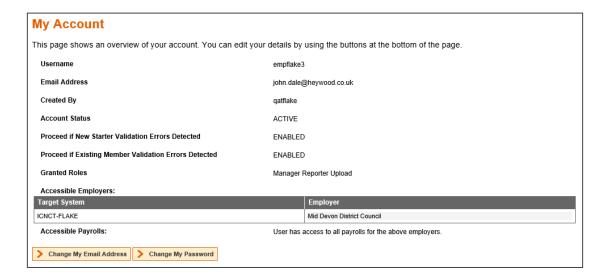
History

An online record of i-Connect data processing



5 My Account page

Click on the 'My Account' link on the i-Connect banner to change your email address or password:



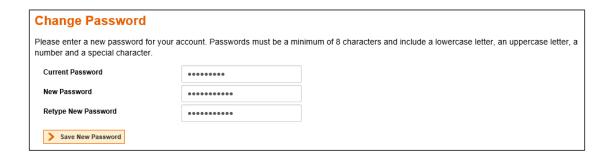
5.1 Changing your email address

Click the 'Change My Email Address' button, enter your new email address and click the Save Email Address button:



5.2 Changing your password

Click 'Change My Password'. Enter your current password followed by your new password and click the 'Save New Password' button:





6 User management

User management is available only to users with the Manager role. It enables users to view, create, amend, disable and reset other users on i-Connect.

6.1 Roles

Manager	Gives a user access to User Management on the Dashboard. This is used for creating and editing users.
Reporter	Gives a user access to Reporting on the Dashboard.
Upload	Allows a user to upload payroll files and to proceed or cancel processing of those files. This role is also required for the member matching phase.
Default Permissions for the Reporter and Upload Roles	Users can view payroll submission history and the status of the latest upload, in addition they can view the payroll/employer/administering authority details and contact other users via the Contact Users page. Users can also change their own password and email address.

6.2 User List page

Click the 'User Management' icon on the Dashboard to display the User List page:

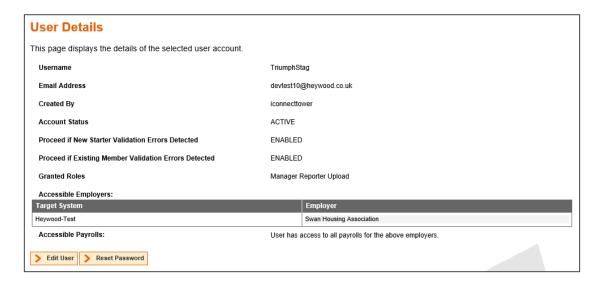
to the appropriate user.								
Username	Email Address	Created By	Granted Roles	Account Status				
otusElan	devtest10@heywood.co.uk	iconnecttower	Administering Authority Manager Reporter Upload	DISABLED	> View			
owettJupiter	devtest10@heywood.co.uk	iconnecttower	Administering Authority Manager Reporter Upload	ACTIVE	> View			
aimlerDart	devtest10@heywood.co.uk	iconnecttower	Administering Authority Manager Reporter Upload	ACTIVE	> View			
VolseleyHornet	devtest10@heywood.co.uk	iconnecttower	Administering Authority Manager Reporter Upload	ACTIVE	> View			
ordPrefect	devtest10@heywood.co.uk	iconnecttower	Administering Authority Manager Reporter Upload	DISABLED	> View			
1GMagnet	devtest10@heywood.co.uk	iconnecttower	Administering Authority Manager Reporter Upload	DISABLED	> View			
ustinHealey	devtest10@heywood.co.uk	iconnecttower	Administering Authority Manager Reporter Upload	ACTIVE	> View			
riumphStag	devtest10@heywood.co.uk	iconnecttower	Manager Reporter Upload	ACTIVE	> View			

You can manage any of the users on the list by selecting the 'View' button, which displays the User Details page.



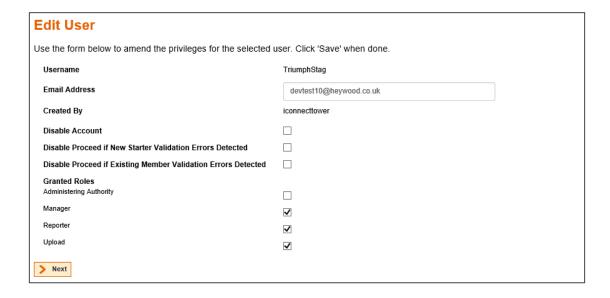
6.3 User Details page

Use this page to view an existing user, change their details or reset their password.



6.4 Edit User page

Select the relevant checkbox to disable the selected user's account, grant or remove roles. Note that changes to the email address field will not be retained:





The following options are available:

Disable Account

Tick this option to disable the selected users account

• Disable Proceed if New Starter Validation Errors Detected

Tick this option to prevent users completing a submission if there are any new starter validation errors

• Disable Proceed if Existing Member Validation Errors Detected

Tick this option to prevent users completing a submission if there are any new starter validation errors

Granted Roles

Select the relevant role or roles for the user

Click the 'Next' button to move to the Edit Accessible Payrolls page.

6.5 Edit Accessible Payrolls page

Select the relevant checkbox to grant or remove access to payrolls:

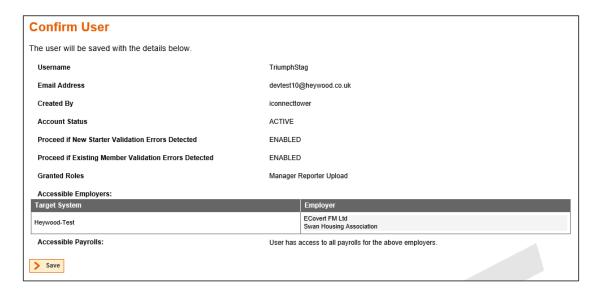


Click the 'Next' button to proceed to the Confirm User page.



6.6 Confirm User page

Click the 'Save' button to save changes made to the user account:

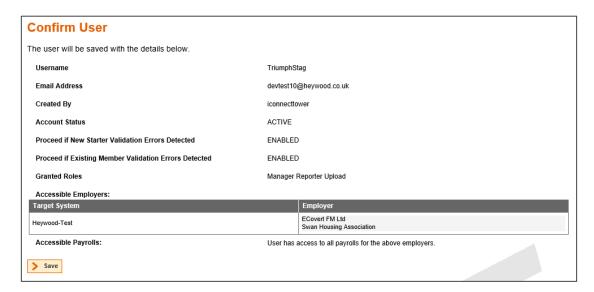


The following message is displayed:

1 User details have been amended successfully.

6.7 Resetting a user's password

Click the 'Reset' Password button on the User Details page to reset the user's password:



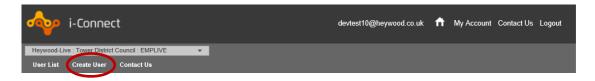
The following message is displayed to confirm that the password has been successfully reset and that i-Connect has sent a password reset email to the user's email address.



1 The password for this user has been reset successfully

6.8 Create User Wizard

Click the 'Create User' button on the navigation bar to create a new user:

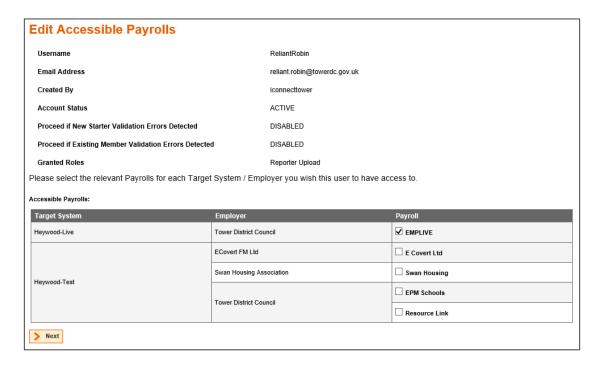


The following page is displayed:



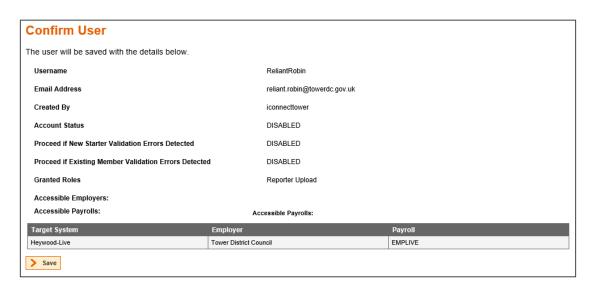
Choose a username (minimum of eight characters), enter the new user's email address and select the relevant roles. Then click the 'Next' button to grant access to payrolls:





Grant access to the relevant payroll by ticking the checkboxes, then click 'Next' to move to the Confirm User page.

The following page will be displayed:



Click the 'Save' button to confirm the user. The following confirmation message is displayed:

User credentials have been created successfully.



7 Want to know more?

Look at these guides:

- Reporting
- Onboarding
- Online Return
- File Upload







