



This guide outlines the full process you should follow if you want to create a new user and give them access to CCMS. This can only be done by a user with the CCMS Firm Administrator role.

You can also:

- amend an existing user to give them access to CCMS, (use the **'Granting CCMS access to an existing user'** quick guide)
- Create a Fee Earner or Supervisor to assign to a case (use the **'Create a Fee Earner or Supervisor'** quick guide).

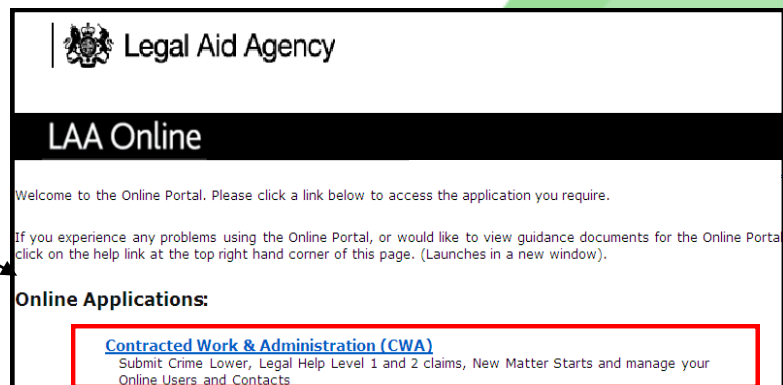
1

Log in to the LAA Online portal (for help doing this, see the 'Logging in' quick guide).

Click on the **'Contracted Work & Administration'** link on your list of applications.

In the CWA Navigator, click **'CCMS Firm Administrator'**.

Note: If you only have one role assigned to your username, you may not see the Navigator screen and will continue to step 2.

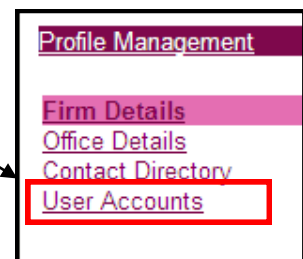
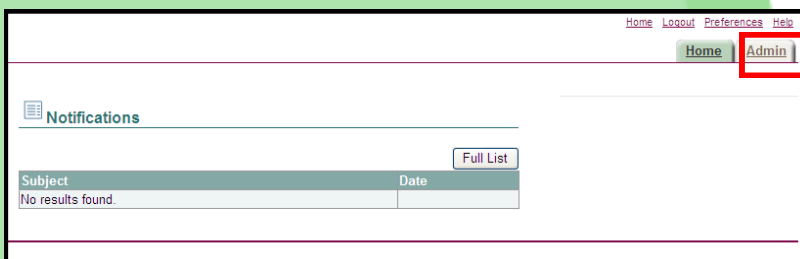


2

Select the **'Admin'** tab on the top right hand corner of the screen to view the **'Profile Management'** menu.

Click on 'User Accounts' so see a list of the existing users at your firm. If there are more than ten existing users, you will need to click 'next 10' to view them all.

Make sure the user you are creating does not already exist. If they do, you can give them access to CCMS. See the **'Granting CCMS to existing users'** quick guide.





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To create your new user, select 'Add Supplier User'

User Accounts

The following people have active accounts and can access the portal on behalf of your company Add Supplier User

User Name	Email	First Name	Middle Name	Last Name	Phone Number	Job Title	Edit
ELIZABETHWHITE	elizabeth.white@legal.co.uk	Elizabeth		White	0208 111 223		
JACKBLACK	jack.black@legal.co.uk	Jack		Black	0208 111 224		

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Manage User Profile

Indicates required field

Firm PAUL A BROOK Firm Number 10239 Cancel Apply

Username JACKBLACK Job Title

* Email jack.black@legal.co.uk * Phone 0208 111 224

Contact Title * First Name Jack Middle Name Phone Extension

* Last Name Black Fax

User Password

Select to reset user's password. A system generated password will be emailed to the user.

Reset Password You cannot reset the password and change email at the same time.

[User Access](#)

This will open the 'Manage User Profile' screen. Fill in the required fields.

Note: You cannot amend the username after you have created the user.

IMPORTANT: The username will default to the email address.

You **must** edit this before continuing. You should enter a username as the first and second names without a gap, for example JOHNSMITH.

You will also be notified if the username you choose is already in use in the system. You should have checked that your user does not already exist, so in this situation you should pick a different username.

Scroll down the screen to 'Responsibilities'. View CCMS roles by choosing the 'CCMS Application' from the drop down list. Click the tick box next to the relevant CCMS Role(s) to add the role.

Responsibilities

Select Object: Applications CCMS Application

Select All | Select None

Select	Responsibility table	Application
<input type="checkbox"/>	CCMS Office Manager	CCMS Application
<input checked="" type="checkbox"/>	CCMS Firm Administrator	CCMS Application
<input type="checkbox"/>	CCMS Cross Office Access	CCMS Application
<input type="checkbox"/>	CCMS Case management supervisor	CCMS Application
<input type="checkbox"/>	CCMS Case management	CCMS Application
<input type="checkbox"/>	CCMS Bill Supervisor	CCMS Application
<input type="checkbox"/>	CCMS Bill Preparation	CCMS Application

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User Access Restrictions

If no Offices are specified, the user will be able to access all the data for this firm.

Office Restrictions

Modify Offices

Firm Name	Office	Organization Name
Access not restricted by Office.		

Cancel Register

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When you have chosen the roles, scroll down to the bottom of the screen and click the 'Register' button.

A confirmation message will be displayed to confirm that the account has been created.

You have now created a new CCMS user.

The new user will receive an email containing their username and password and a link to the LAA Online Portal where they can access CCMS.