9 June 2016

Information Management Division

Eudravigilance
Registration User Management
1. Manage Profile

The Manage Profile function is restricted in use to the responsible person and/or deputy administrator(s) of a Headquarter Organisation.

To manage your profile, click Manage your profile from the main menu:

Manage your profile using the following options:

1.1. Printable version

The Printable Version of your profile allows you to print a user friendly version of your profile.

1.2. Edit Organisation

To edit the Headquarter Organisation details click Edit Organisation.

Edit the required details and click Update. If there are any errors in the profile, they are displayed in red.

Please note: Some of the organisation details cannot be amended. If details need amending and you are unable to do so, contact the EudraVigilance Registration team.

1.3. Add Affiliate/Subordinate Information

This option allows you to enter information about an Affiliate/Subordinate:
Click the Help link for additional help filling out this section.

1.4. **Add HQ User**

The Add HQ user allows the registration of an Individual user:
2. Log Out

To log out of the restricted site, click Log Out and the following message is displayed:
3. Change Password

When logged in to EudraVigilance for the first time, you are required to change your password immediately. A password change is also required if an existing password has been reset.

To change your password click **Change Password** and the following screen is displayed:

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**Do you want to change your Password ?**

Please click the link below to be redirected to the "Set New Password" Page (re-authentication will be required).

NB: Once initiated this process cannot be cancelled. The account will be unusable until the Password has been changed.

[Set New Password]

If you do not intend to change the Password, please click the link below to be redirected to the Restricted Area.

[Restricted Area]

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Click **Set New Password** and you are directed to the following screen where you are required to authenticate your user details:
Click **OK**.

Please enter and confirm your New Password then click "Set New Password" to complete the change.

**NB:** This activity will need to be completed in under a minute. If not completed on time, you will need to re-authenticate using the Current Password and re-enter the New Password.

Refreshing this page will also trigger a re-authentication.

Passwords must have a minimum length of eight characters and contain a combination of at least three of the following: Uppercase Letters, Lowercase Letters, Numbers, Symbols (.,_,?;#~£$&).

Enter a new password; and enter it again to confirm it and click **Set New Password**. Please note the new password MUST be a minimum length of 8 characters and a combination of lower and upper case letters, numbers and symbols.

"Set New Password" Complete

Please click the link below to be redirected to the Restricted Area (re-authentication will be required).

**Restricted Area**

The password has been changed successfully. You are prompted to return to the restricted site where you will need to enter your password to log in successfully.