
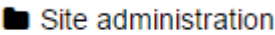
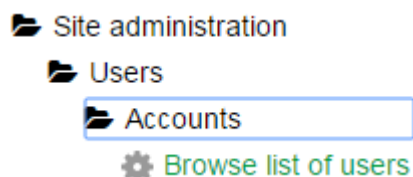


Process for Adding a New User to WILMa

Any new user that is paid by Warwickshire County Council will automatically come through from HRMS into WILMa in the daily upload. In addition to this any new user that is not paid by Warwickshire County Council but has a @warwickshire.gov.uk email address will automatically be set up on WILMa which they can access via 'Single sign on'.

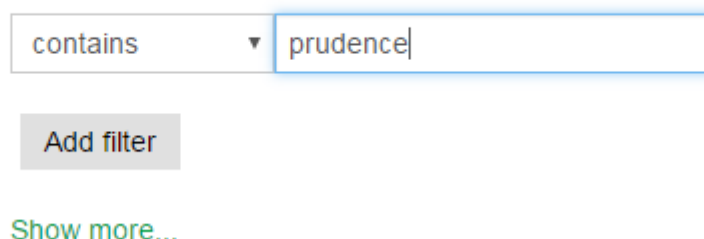
New users that need to be set up are those without a @warwickshire.gov.uk email address and are not paid by Warwickshire County Council. Most of these will be done by the 'Registration Approval' but if not you will need to follow the below instructions.

- Sign in as your course admin
- Go to your Home Page
- On the right hand side, under 'Administration' 
- Then click on 'Site administration' 
- Then click on 'Users' then 'Accounts' followed by 'Browse list of users'



- This will then give you a list of users on WILMa. What you will need to do first is check the user is not already on there. To do this you will need to click into the blank search field and type in the name. For example type in prudence

User full name



The image shows a search interface. There is a dropdown menu with 'contains' selected. To its right is a text input field containing 'prudence'. Below these is a grey button labeled 'Add filter'. At the bottom is a green link labeled 'Show more...'.

Then click enter. This will then list all those learners with this name. If the learner is not on this list you will then need to create them

- You will need to click on 'Add a new user'

Add a new user

- Under 'General' you will need to click into the search box by 'Username' and type all lower case with no space the forename and surname of the new user.

Username*

hettyprudence|

- You will then need click into the search box by the 'New password' and type in a password. The generic password we use is Welcome123. You will also need to put a tick in the box next to 'Unmask' and also a tick in the box next to 'Force password change' as shown below

New password ?

Welcome123

☒ Unmask

Force password
change



- Then click in the search box by 'First name' and type in the 'First name' of the new learner.

First name*

Hetty

- Then click in the search box by 'Surname' and type in the 'Surname' of the new learner.

Surname*

Prudence

- Then click in the search box by 'Email address' and type in the Email address' of the new learner.

Email address*

hettyprudence@testorganisation.com

- Then click on the downward arrow on the right hand side of the search box by 'Email display and choose 'Allow everyone to see my email address'

Email display

Allow everyone to see my email address ▼

- After this you will need to scroll down and click on 'Optional'

► Optional

- The scroll down and find the 'ID Number'. In the search box next to this put the exact 'Username' you put in for the Learner earlier on.

ID number

hettyprudence|

- Once you have done this you will need to click on 'Create User'

Create user

- You will then be sent to the 'Users' field. You will need to again type into the search field the surname of the user.

User full name

contains ▼

Prudence|

Add filter

Show more...

- You will then need to click 'enter' and you should be able to see your new user

First name / Surname	Email address	City/town	Country	Last access	Edit
Hetty Prudence	hettyprudence@testorganisation.com	Warwickshire	United Kingdom	Never	✕ 👁 ⚙

- You will then need to click on the learner which is in green writing
- Once you have done this you will need to scroll down to 'Administration' and click on 'Primary position'

Administration

- Preferences
- Log in as
- Primary position
- Secondary position
- Aspirational position

- You will then need to scroll down and click on the 'Choose position' box

Position  Choose position

- You will then get the following screen

Browse Search

Warwickshire County Council ▼

There are more than 1000 items at this level. Try searching instead.

- You will then need to click on 'Search' and you will get the following screen

Browse Search

Search All frameworks ▼ Search

- In the search box next to 'Search' you need to put the name of the position you're looking for. You also need to click on the downward arrow next to 'All frameworks' and choose either 'Warwickshire County Council' or 'Third Party Sector'.

Browse Search

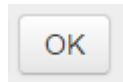
Search Associate Third Party / Sector ▼ Search

Associate (4323)

- Once you have done this click on the position you need so the position turns blue

Associate (4323)

- Then click on 'Ok



- The position will then be added and you should see it as below

Position  Associate (4323)  

- You will then need to scroll down and click on the 'Choose position' box

Organisation  

- You will then get the following screen

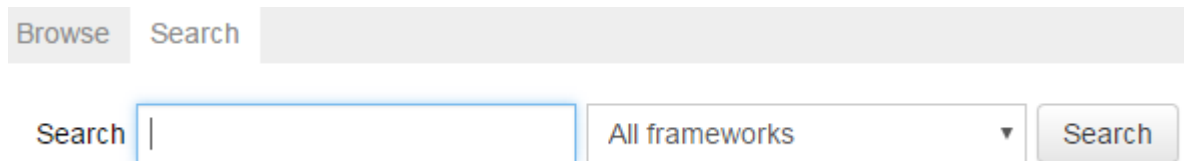
Choose organisation

Browse
Search

Warwickshire County Council ▼

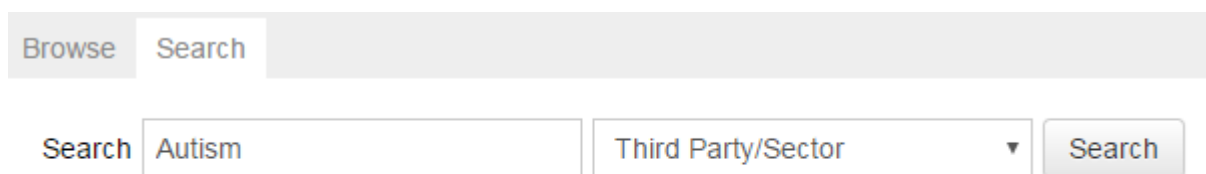
+ People Group
+ Schools
+ Communities Group
+ Officers
+ Resources Group
+ Fire and Rescue
Members
+ Other
TTO Compensation WCC
CAB Leamington and Warwick
CAB South Warwickshire

- You will then need to click on 'Search' and you will get the following screen



The screenshot shows a navigation bar with 'Browse' and 'Search' tabs. Below it, there is a search interface with a label 'Search', an empty text input box, a dropdown menu currently showing 'All frameworks', and a 'Search' button.

- In the search box next to 'Search' you need to put the name of the organisation you're looking for. You also need to click on the downward arrow next to 'All frameworks' and choose either 'Warwickshire County Council' or Third Party Sector.



This screenshot shows the search interface after input. The search box now contains the word 'Autism', and the dropdown menu has been changed to 'Third Party/Sector'.

Autism Oxford (4284)
Autism West Midlands Organisation (4766)

- Once you have done this click on the organisation you need so the organisation turns blue

Autism Oxford (4284)
Autism West Midlands Organisation (4766)

- Then click on 'Ok'

Autism Oxford (4284)
Autism West Midlands Organisation (4766)

- If you know the 'Manager' of the learner, you can add this using the guidelines for adding a position and organisation.
- If the 'Position' or 'Organisation' is not available you may want to try typing other spellings of the 'Position' or 'Organisation' to see if it has been saved as something different.
- If still unavailable you will need to create these using the available crib sheets in the WILMa Handbook

- Once you're happy with the 'Position' and 'Organisation' assigned to the user, you can then click on 'Update position'

Update position


- The new user is now added and you can either click 'Home'


 Home


to go back to the Home Page

- If you need to go back to the Users, under 'Administration' and 'Site Administration' you will need to click 'Users' and then 'Accounts' and then 'Browse list of users'

 Administration

 Site administration

 Users

 Accounts

 Browse list of
users