How to:
onboard users to The MRCE Handbook app

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North

Section 1 - How to: invite users to The MRCE Handbook App for North Member Administrators

To invite users to The MRCE Handbook App, you will need to have a MyNorth account. Follow the instructions in the How to: register to MyNorth guide:
https://www.nepia.com/publications/how-to-register-to-mynorth/

1. Once you have a registered MyNorth account and are on North's website (www.nepia.com), navigate to the MyNorth area – there are multiple ways to access the MyNorth area, however this example covers access via the top navigation.
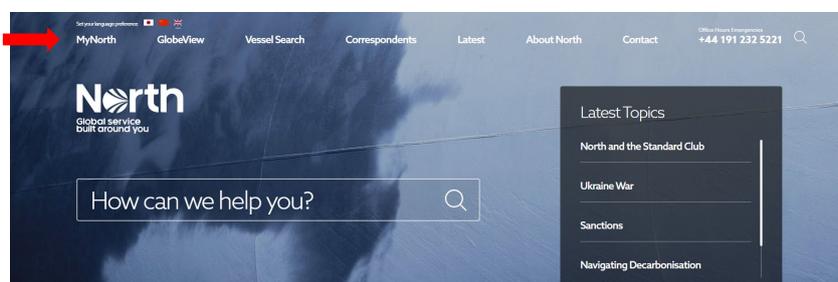
2. Hover over 'MyNorth' in the main navigation and complete your account details (email address and password) from the login field, then click 'login'.
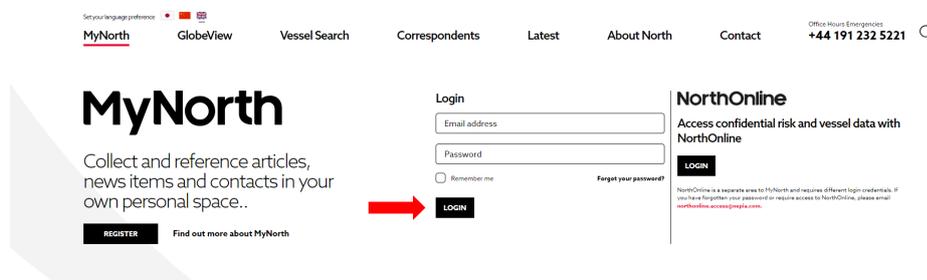
3. Once you are logged in to MyNorth, navigate to the 'My Apps' link from the dropdown menu bar, then click on the heading 'My Apps'.
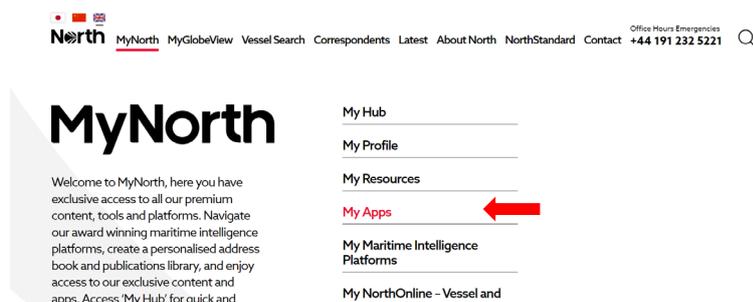
4. You will then be directed to the 'Invite App Users' page: Invite App Users (https://www.nepia.com/application/import). From this page, you can select which Loss Prevention app you want to invite users to from the left-hand drop-down box. Select 'The MRCE Handbook' from the list.
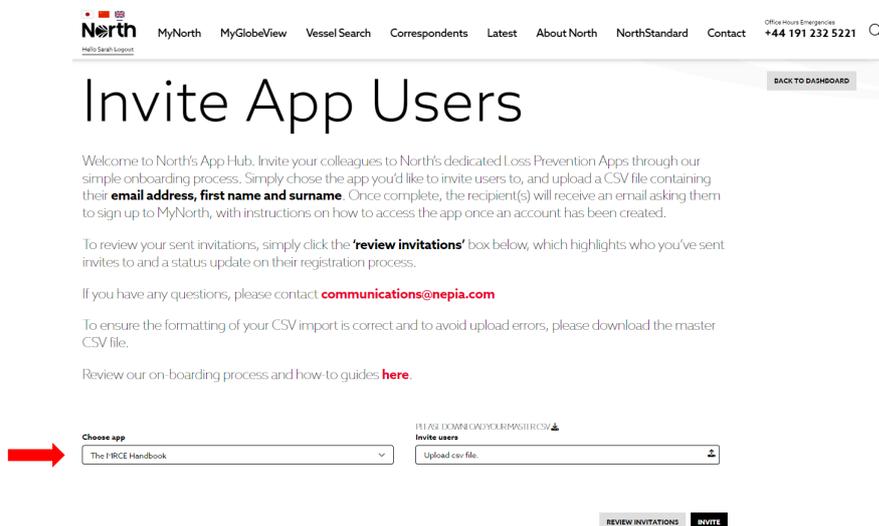
5. Next, download the 'Master CSV File', by clicking on the line of text that reads 'Please Download Your Master CSV'.
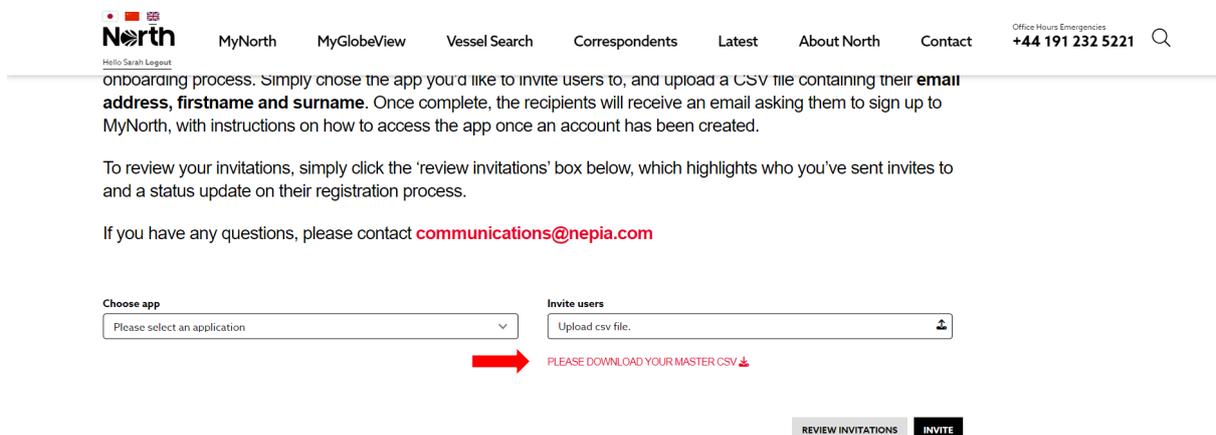
6. Open the Microsoft Excel file and insert users' email address(es), first name(s) and surname(s) into the relevant fields, then save this as a CSV file in an easy to access location on your computer. You can insert 1-1,000 users in a single spreadsheet. Please ensure that you add in each user on a new row. **If you would like access to the app, then please include your own details within the CSV file. Note, if you do not format the document correctly, the CSV file will fail to import.**

7. Return to the 'Invite App Users' webpage and click on the 'Upload csv file' box. A pop-up box will appear, select your saved CSV file from your computer, and press 'open'.

8. Next, insert your chosen CSV file, and then press the 'invite' button.

Invite App Users

Welcome to North's App Hub. Invite your colleagues to North's dedicated Loss Prevention Apps through our simple onboarding process. Simply chose the app you'd like to invite users to, and upload a CSV file containing their **email address, first name and surname**. Once complete, the recipient(s) will receive an email asking them to sign up to MyNorth, with instructions on how to access the app once an account has been created.

To review your sent invitations, simply click the **'review invitations'** box below, which highlights who you've sent invites to and a status update on their registration process.

If you have any questions, please contact **communications@nepia.com**

To ensure the formatting of your CSV import is correct and to avoid upload errors, please download the master CSV file.

Review our on-boarding process and how-to guides **here**.

Choose app
The MRCE Handbook

PLEASE DOWNLOAD YOUR MASTER CSV
Invite users
user_import_example.csv

REVIEW INVITATIONS   INVITE

9. Once complete, the recipient(s) will receive an email asking them to sign up to MyNorth, with instructions on how to access the app once an account has been created. The sign-up link contained in the invitation email will expire within 5 days. Please see Section 2 below for the onboarding process for crew.

You've been invited to create a MyNorth account, in order to access North's The MRCE Handbook App.

This invite has been sent from Sarah Daubney from North on 2022-11-29 10:52:23

In order to access this app and all it's features, you first need to create a MyNorth account on North's website. This process is quick and simple and should take no longer than 2 minutes.

Once registered, you will receive a second email confirming access and providing a link to log into your app.

Create your account

Note: Please register using an individual company email address if possible, this ensures your login will remain unique to you. **This is your unique login, please do not share this with anyone.** The link will expire in 5 days. If your link has expired, please contact Sarah Daubney to resend your invite.

Already registered for MyNorth?

If you already have a MyNorth account, you can access the app directly by clicking **here**, or copy and paste the URL below into your web browser:
https://www.nepia.com/mrce-app

10. You will then be guided to a 'submission' page. From here you can navigate back to MyNorth, by clicking on the 'back to dashboard' button, or if you would like to take further actions on the app, then click on the 'proceed' button, which appears next to the line of text that reads 'Would you like to submit invitations to another app?'.

Thank You – App Invites Sent

BACK TO DASHBOARD

Your invitations have now been sent

Your invitations have now been sent. The recipient(s) will shortly receive an email asking them to sign up to MyNorth, with instructions on how to access the app once an account has been created.

You can review all your invitations from the main app onboarding page by selecting **'review invitations'** or clicking **here**.

You can send further invitations for colleagues to join this app, or another app, by visiting our app on-boarding page, or by clicking on the **'proceed button'** below

If you have any questions, please contact **communications@nepia.com**

Would you like to submit invitations to another app?   PROCEED

11. To review your invitations, simply click the 'review invitations' box, which takes you through to the 'invitations sent' page – this page highlights who you've sent invites to and a status update on their registration process.

The 'invitations sent' page loads with a list of users that have been uploaded via a successful CVS import. The data that should be present for each record is 'email, first name. last name, status (e.g. in progress), app name and the date stamp of the list invite email.

12. To re-invite a user to an app, press the button by the 're-invite' button on the right-hand side of the relevant line within the table.

10. From this page, you have the option to submit invitations to other apps. Click the 'proceed' button, located at the bottom right-hand side of the page, below the list of invited users table. This navigates you back to the 'invite app users' page.

Further information

If you have any questions, please contact communications@nepia.com

Section 2 - How to: access The MRCE Handbook App for Crew Users

1. Your app administrator will issue an invite email to your email address. The email will be titled 'MyNorth: Account Invitation'. From here, click the 'create your account' button to set up a MyNorth account. The sign-up link in the email will expire within 5 days.

   Note: users are required to create a MyNorth account before you can proceed with downloading The MRCE Handbook App to their portable device. Login to The MRCE Handbook App utilises the users' MyNorth account login credentials.
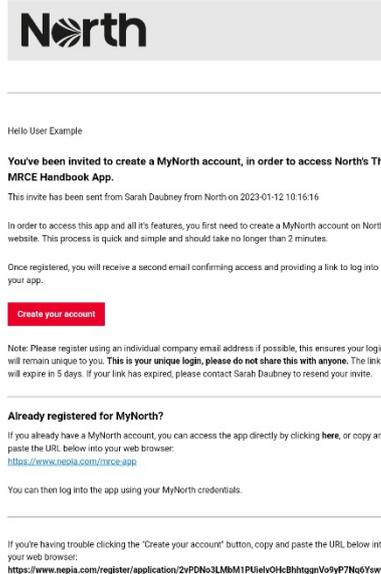
2. Access our 'How to register for a MyNorth account' guide here: https://www.nepia.com/publications/how-to-register-to-mynorth/

3. Once you have created a MyNorth account, you will receive a confirmation email titled 'MyNorth: Account Activation'. Within this email click the 'access app' button to download the MRCE App to your mobile/tablet device.

Access the app:

Playstore: iOS (Apple): https://apps.apple.com/us/app/the-mrce-handbook/id6444629641

Google Playstore: Android: https://play.google.com/store/apps/details?id=com.mrce

Hello User Example

Thank you for creating a MyNorth account. You're now an active member, and can access our The MRCE Handbook App.

You were invited to this app by Sarah Daubney from North on 2023-01-12 10:16:16. If you're unsure why you have been sent this app, please contact sarah.daubney@nepia.com.

Download the App

In order to access this app and all its features, please visit our app page **here** and download from your relevant app store. Once you've downloaded the app, you can then login using your MyNorth credentials.

4. If you already have a MyNorth account, you will receive an email titled 'MyNorth: Application Invitation'. This email will provide a link to access The MRCE Handbook App. Please follow the process contained within Step 3 (above).

Hello Example User

You have been invited to our The MRCE Handbook app by Sarah Daubney from North on 2023-01-20 12:22:08.

If you're unsure why you have been sent this app, please contact sarah.daubney@nepia.com.

Download the App

As a MyNorth user, you can access this app and all its features. Please login below using your MyNorth credentials.

Access App

Once you've downloaded the app, you can login using your MyNorth credentials. If you have forgotten your MyNorth password, you can reset it **here**.

If you're having trouble clicking the "Access App" button, copy and paste the URL below into your web browser:
https://www.nepia.com/mrce-app

5. The MRCE Handbook App will load up onto the initial login screen. This will take you to our MRCE app page which requires the user to download the app from their app store. Login using your MyNorth credentials. The first time you use the MRCE App, you will be prompted to read and agree to our App Terms & Conditions.

6. Further instructions on how-to create a checklist and use The MRCE Handbook App can be found on our dedicated webpage here http://www.nepia.com/mrce-app.

Further information

If you have any questions, please contact your app administrator, or contact us at communications@nepia.com.

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