Nd Workflow

1. Navigate to https://ceris.deq.nd.gov/ext/ncore/

2. Enter your user name and password. If you have forgotten click the forgot password under the login to reset.

3. Click "ALL" and select each site you wish to add users to.
4  Click A Site you wish to add a user to.

5  Click "Authorized Users"
6 Click "Invite User to Join"

7 Enter the user's First Name Last Name
8. Enter the User's email address

9. Click this text field.
Select the User’s Authorization Level. Limit the use of Administrators. Administrators can add other users—there should be at least one Administrator per site, but most users should be at the Editor level, where they can view records and submit applications or compliance documents.

Click "Send Invitation", this will send a link to the invited user to click on to gain access to the site. The User may need to setup a CERIS-ND user account using that invited email before they can login.