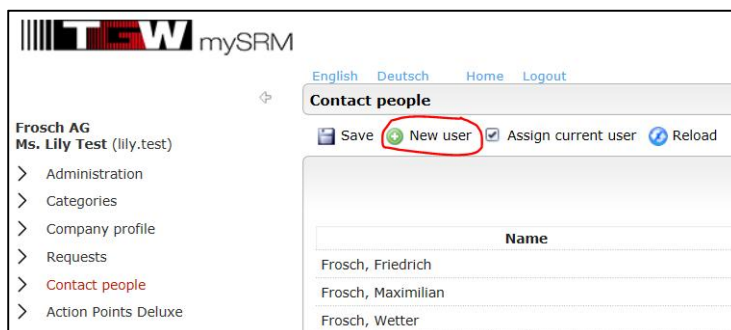


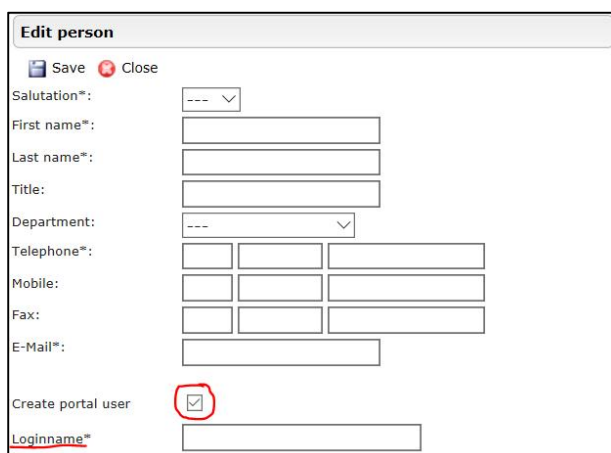
# Creating additional portal users for mySRM

If there is a person in your company who already has a login for our mySRM portal, this person can add an account for you. In the following, it is described how this can be done:

1. **Login** to mySRM using the available login data (<https://www.pool4tool.com/portal/tgw>)
2. Choose „**Contact people**“ in the menu on the left
3. Choose „**New user**“:



4. In the new window that pops up, user data of the new user can be entered. All mandatory fields (\*) have to be filled. In order to create a login for the new user, it is necessary to **flag „Create portal user“** and to define a loginname:



5. By clicking on „**Save**“ an automatic **email** is sent to the address that has been entered for the new user. This mail contains the link to the platform, loginname and a password for the first login. The new user can independently login to the system with this data.
6. **Login** by the new mySRM user using the login data from the email.
7. **Change password:** new users must change their password in the course of their first login to the system