

How to create new WEGO user

Creating User Accounts

1. From the **Administration** menu, select **User Admin**.



2. Click  to display the Add New User dialog box.

	Field	Description
block ed URL	User Name	Enter the user's name as you want it to display in Accolade. (LAST NAME, Name) <i>LASTNAME in capital+comma+space+Firstname+(Ext) if email end with -ext =>KHAOSANOI, Liam or LUAUTE, Ru (Ext)</i>
	Login	Enter the login the user uses to access Accolade. (Windows Authentication, logins are <domain><login name>)
	Email Address	<i>(Optional)</i> Enter the user's corporate email address. Accolade uses this address for email notifications and for email links throughout the system.
	COUNTRY;LOCATION (Virtual Meeting Address)	<i>COUNTRY;LOCATION for example FRANCE;LYON</i>
	Copy From	<i>(Optional)</i> Select the user whose configuration details you want to copy to this user. Using this function all information will be copied from another User. If you don't use this function, you have to follow the instructions below for WEGO.

3. Click **Create** to create the user account.

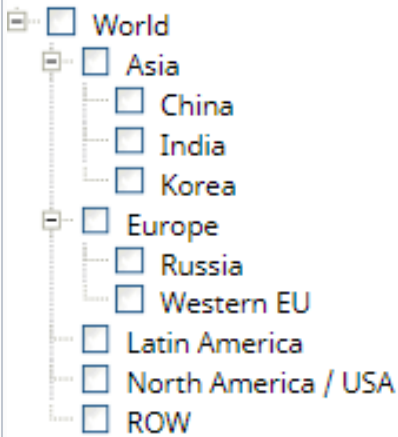
WEGO Roles and Right

This information must be provided by the IPE Manager

Roles and Right (Mandatory)	IPE Manager	Project/Opportunity Leader	Stream Leader	Gate Keeper	Team Member	Other/Viewer
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Decision Maker	YES	YES	YES	YES	YES	
Process Manager	YES	YES				
Process Designer						
Project Leader	YES	YES				
Gate Manager	YES	YES				
Project Team Member	YES	YES	YES	YES	YES	
Template Access						
Reference Table Manager						
Service Account						
Project Importer						
Table Wizard Rights	All Rights	Refresh Workbook Data	Refresh Workbook Data	Refresh Workbook Data	Refresh Workbook Data	Refresh Workbook Data
Access Groups (Mandatory)						
Access	YES	YES	YES	YES	YES	YES
Manage Team	YES	YES				
Manage Process	YES					
Add Project	YES					
Migrate Project	YES	YES				
Delete Project	YES					
Delete Activity	YES					
Extended Fields (Mandatory)						
GBU						
Security List (Mandatory)						

Region



Security Profiles						
<input type="checkbox"/> AROMA, excluding Export Control projects <input type="checkbox"/> COATIS, excluding Export Control projects <input type="checkbox"/> FIBRAS, excluding Export Control projects <input type="checkbox"/> NOVECARE, excluding Export Control projects <input type="checkbox"/> PEROXIDES, excluding Export Control projects <input type="checkbox"/> SILICA, excluding Export Control projects <input type="checkbox"/> SODASASH, excluding Export Control projects <input type="checkbox"/> SPECIALCHEM, excluding Export Control projects <input type="checkbox"/> PL, excluding Export Control projects <input type="checkbox"/> EP, excluding Export Control projects <input type="checkbox"/> Corp R&L, excluding Export Control projects <input type="checkbox"/> SpP_Export Control_NO <input type="checkbox"/> AROMA, including Export Control projects <input type="checkbox"/> COATIS, including Export Control projects <input type="checkbox"/> FIBRAS, including Export Control projects <input type="checkbox"/> NOVECARE, including Export Control projects <input type="checkbox"/> PEROXIDES, including Export Control projects <input type="checkbox"/> SILICA, including Export Control projects <input type="checkbox"/> SODASASH, including Export Control projects <input type="checkbox"/> SPECIALCHEM, including Export Control projects <input type="checkbox"/> PL, including Export Control projects <input type="checkbox"/> EP, including Export Control projects <input type="checkbox"/> Corp R&L, including Export Control projects <input type="checkbox"/> SpP_Export Control_YES <input type="checkbox"/> TECHNOLOGY SOLUTIONS, excluding Export Control projects <input type="checkbox"/> TECHNOLOGY SOLUTIONS, including Export Control projects <input type="checkbox"/> SpP Analytic <input type="checkbox"/> SpP Smart Devices <input type="checkbox"/> SpP_Domain_Condensation <input type="checkbox"/> SpP_Domain_Fluids <input type="checkbox"/> SpP_Domain_Monomers <input type="checkbox"/> SpP_Domain_Radical <input type="checkbox"/> SpP_Domain_Vinylethers <input type="checkbox"/> SpP_Site_Augusta <input type="checkbox"/> SpP_Site_Changshu <input type="checkbox"/> SpP_Site_P...						
Functions						

- AROMA, excluding Export Control projects
- COATIS, excluding Export Control projects
- FIBRAS, excluding Export Control projects
- NOVECARE, excluding Export Control projects
- PEROXIDES, excluding Export Control projects
- SILICA, excluding Export Control projects
- SODASASH, excluding Export Control projects
- SPECIALCHEM, excluding Export Control projects
- PL, excluding Export Control projects
- EP, excluding Export Control projects
- Corp R&I, excluding Export Control projects
- SpP_Export Control_NO
- AROMA, including Export Control projects
- COATIS, including Export Control projects
- FIBRAS, including Export Control projects
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- EP, including Export Control projects
- Corp R&I, including Export Control projects
- SpP_Export Control_YES
- TECHNOLOGY SOLUTIONS, excluding Export Control projects
- TECHNOLOGY SOLUTIONS, including Export Control projects
- SpP Analytic
- SpP Smart Devices
- SpP_Domain_Condensation
- SpP_Domain_Fluids
- SpP_Domain_Monomers
- SpP_Domain_Radical
- SpP_Domain_Vinylethers
- SpP_Site_Augusta
- SpP_Site_Changshu
- SpP_Site_P... ..

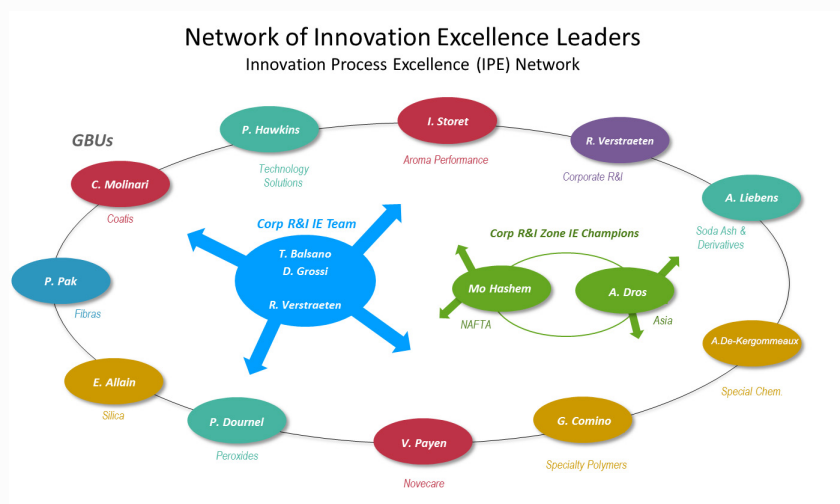
User Links (not necessary)

Email Notifications (not necessary)

i IPE Managers

Contact the IPE Manager of the GBU/Function to know if he's authorized to use Accolade (<https://sites.google.com/a/solvay.com/wego/contacts>)

The users of Specialty Polymers are managed only by **Francesca Pancioli** and **Giovanni Comino**, forward the request to them.



Last Name	First Name	Entity	Process Role	Location	Email	Phone Number	Mobile
Storet	Isabelle	Aroma Performance	IPE Manager	RIC Lyon, FR	isabelle.storet@solvay.com	+33 (0)4-37-24-86-84	+33 (0)6-87-69-75-99
Molinari	Caio	Coatis	IPE Manager	Paulinia, BR	caio.molinari@solvay.com	+55 19 3874 8693	+55 19 99890 8092
Pak	Pierre	Fibras	IPE Manager	Santo Andre, BR	pierre.pak@solvay.com	+55 11 4435 2223	+55 (11)99698-9580
Payen	Vincent	Novocare	IPE Manager	Aubervilliers, FR	vincent.payen@solvay.com	+33 1 5356 5112	+33 6 8818 6433
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Villegas	Josanlet	Composite	IPE Manager	ANAHEIM	josanlet.villegas@solvay.com	+1 171 466 64356	+1 714 224 8752
Charati	Sanjay	Performance Polyamides		EPA Lyon, FR	sanjay.charati@polyamides.basf.com	+33 (0) 4 2619 7076	+33 (0) 6 3766 6959
Macret	Richard	Polytechnyl			richard.macret@domo.org	+33 (0) 6 8621 4385	