



# CSA – Customer Self Administration

## 2.Initial Login



# Login Details

- User ID – comprises of User ID plus domain  
e.g. name@domain.eu
- Password is initially set by the CSA Administrators
- Login Mode – can sign in using Smart Card
- Language – selection of languages available



The screenshot shows a login form with a blue header bar containing the word "Login". Below the header, there are four input fields: "User ID" (a text box), "Password" (a text box), "Login Mode" (a dropdown menu with "Password" selected), and "Language" (a dropdown menu with "English" selected).

**Login**

[Forgot Password ?](#)

[Notes to Users](#)



# Welcome Page

- After login, the User details are displayed in the right hand corner
- Option to change system language
- CSA Administrator will have under menu Administration the sub-menu Users



# Administration Menu

- CSA Administrator will have all administration rights to set up new Users (depending on CSA user's role)
- On the menu – work from Joint Category Limits upwards to set up User rights from scratch
- They will have access to audit reports



# Workshop

- Using the login and password assigned to you, login to CSA and check that you have the correct Administration menu available



# Summary

The delegate will now have a good understanding of the following:

- How the User ID is formatted
- The various login modes
- How to log in to CSA
- The Administration menu set up

