Lloyd's SecureShare

Devolved Administrator Training

Contents

Access instructions

Accessing Lloyd's SecureShare

Microsoft state that most SharePoint Online functionality is available via Internet Explorer, Edge, Chrome, Firefox and Safari browsers.

It is recommended that you use the most up-to-date browser version when using SecureShare or My Access.

To be confirmed following service go-live

Site roles and responsibilities

The screenshot below indicates the responsibilities of both Site Owners and Devolved Administrators within the SecureShare platform.

Users of SecureShare must note that the platform should not be used as a location to store files permanently but instead as a mechanism to send and receive files.

Responsibilities of Site Owner

- Making sure it is being used as a sharing platform rather than storage

- Files are being moved to a permanent location as required

- Helping your team understand how everything works

- Liaising with Group Technology as the main point of contact

- Informing Group Technology if the site is no longer required

Responsibilities of Devolved Admin

- Accept SecureShare T&Cs on behalf of organisation

- Managing access requests from users in their organisations

- Conducting regular reviews of access groups and removing people who no longer need access

Managing approvals within My Access

Examining an approval request

1. Enter MyAccess – this shows all sites you can request access to.

2. On the left-hand menu, click **Approvals**.
   Note – the number next to Approvals shows the amount of requests pending.
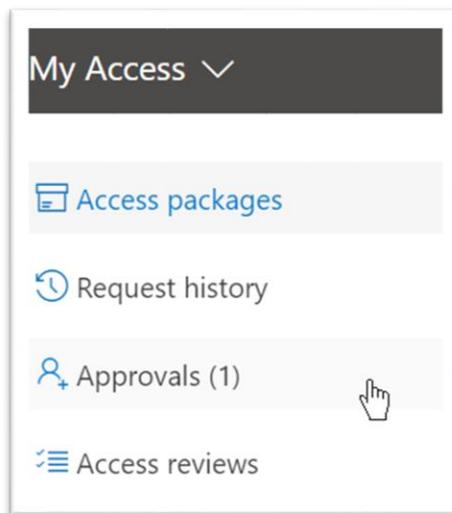
3. Within the **Approvals** screen you will see all requests currently pending. Click on **Details** on the approval request you wish to view in more detail.
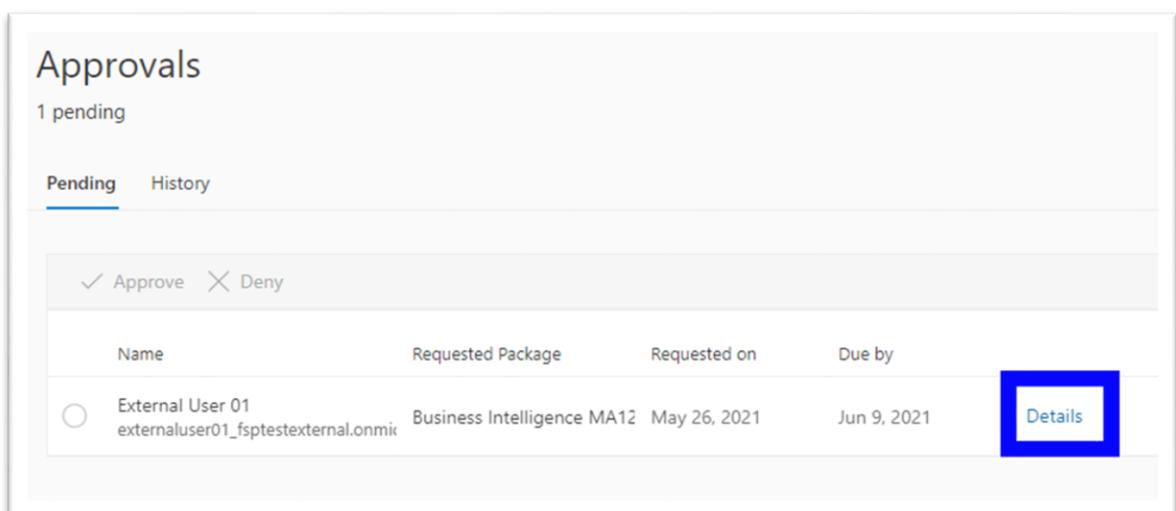
4. In the resulting screen, you can click on **Request details** or **Package details** to learn more about the approval request. The screenshot below shows **Request details**.
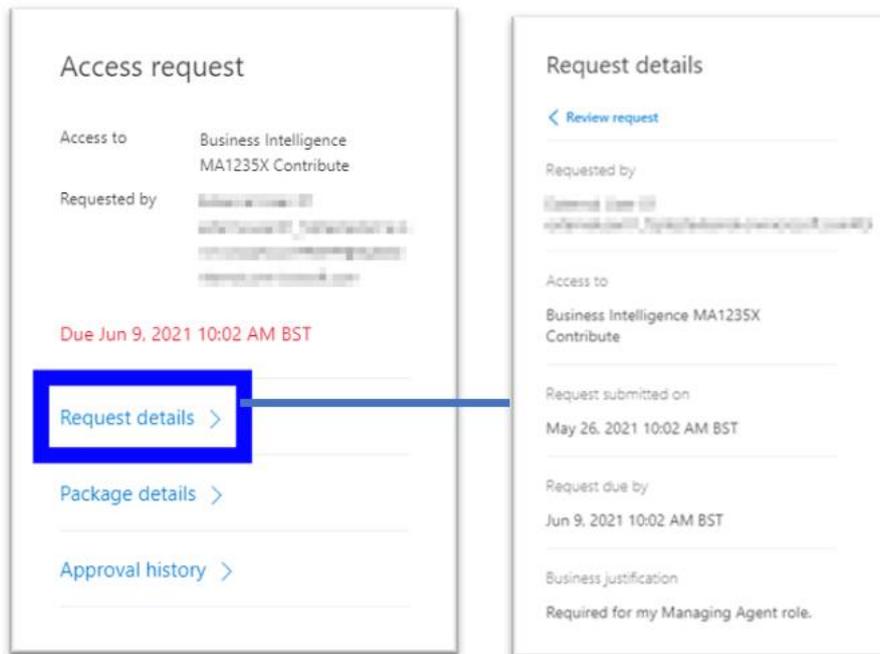
Actioning an approval request

1. Within **Details** on the approval request, type the reason for your decision into the **Provide reason** text box.

2. Once the reason has been entered, click either **Approve** or **Deny** to complete the approval process.

Viewing previous requests

1. To see all previous access requests, click **History** button within the Approvals page.