NMP Online User Update
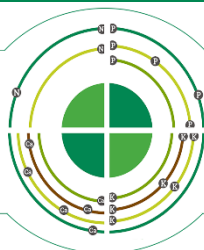
Issue 38 | 19th September 2024

Guidelines for registration and usage of NMP for Agricultural Colleges and Higher Educational Institutions (Teagasc and non Teagasc)

- Teagasc (Ballyhaise, Clonakilty, Kildalton, Botanic Gardens) & non Teagasc Agricultural colleges (Gurteen, Mountbellew, Salesian) get access to NMP at no additional cost
- Higher Educational institutions must pay a yearly registration / client fee to access the NMP system. Contact Teagasc Connected connected@teagasc.ie for further information.

Access to NMP

- Access to NMP is controlled by the Teagasc A&A system. Users must firstly be set up on this system by an authorised person. Users are identified by a unique email address and client number / PPS number. Teagasc clients automatically appear on the A&A system but other users (non-paying users) must be added manually.
- Users must also be correctly set up on the NMP system by the NMP helpdesk. (nmphelpdesk@teagasc.ie).
- Only when correctly set up on A&A and NMP can users then register to use the system as per bulletin at the link below. Information supplied during the set up process (email address / PPS number) must be used as part of this registration process.

https://www.teagasc.ie/media/website/environment/soil/Registering-to-use-NMP-online---updated-April-2024.pdf

Tutors may want to use NMP for one of two scenarios

1. **To demonstrate the system to students by the tutor** – in this scenario only one NMP account is required. The following will be the way the system will be set up:
    - An NMP planning agency will be set up on NMP in the name of the college / Higher Educational institute by NMP helpdesk.
    - A designated person **(tutor / college principal)** will be set up as an agent linked to the aforementioned agency. This person will have administrative control over the agency.
    - The designated person will have the facility to create multiple NMP plans on the system and will be able to archive any plans no longer needed.
    - In this scenario students will not have any access to the NMP system.

2. **To allow students access to NMP to complete plans as part of a project or similar** – in this scenario multiple accounts are required and the following procedure will be followed.

   - An NMP planning agency will be set up on NMP in the name of the college / Higher Educational institute by NMP helpdesk.
   - A designated person **(tutor / college principal)** will be set up as an agent linked to the aforementioned agency. This person will have administration control over the agency.
   - The required number of NMP user accounts (Max 5) will be set up on NMP by NMP helpdesk. To set up these accounts NMP helpdesk require **a unique email address and PPS number for each account**. The college is to provide NMP helpdesk with these details and may be set up specifically for this purpose e.g.: Ballyhaisecollege1@gmail.com, Ballyhaisecollege2@gmail.com etc. The PPS numbers must be fictitious and unique. The college will need access to these email addresses to manage the registration process and for resetting passwords etc. Passwords expire and must be reset every 3 months.
   - Each user account will be linked to the College agency and any user of that account will be able to view other users work on the system. It is important to note that any plans created that are no longer required can be archived by the agency admin (tutor / college principal)

- Any questions should be sent to nmphelpdesk@teagasc.ie