

Manage MyMPI Users

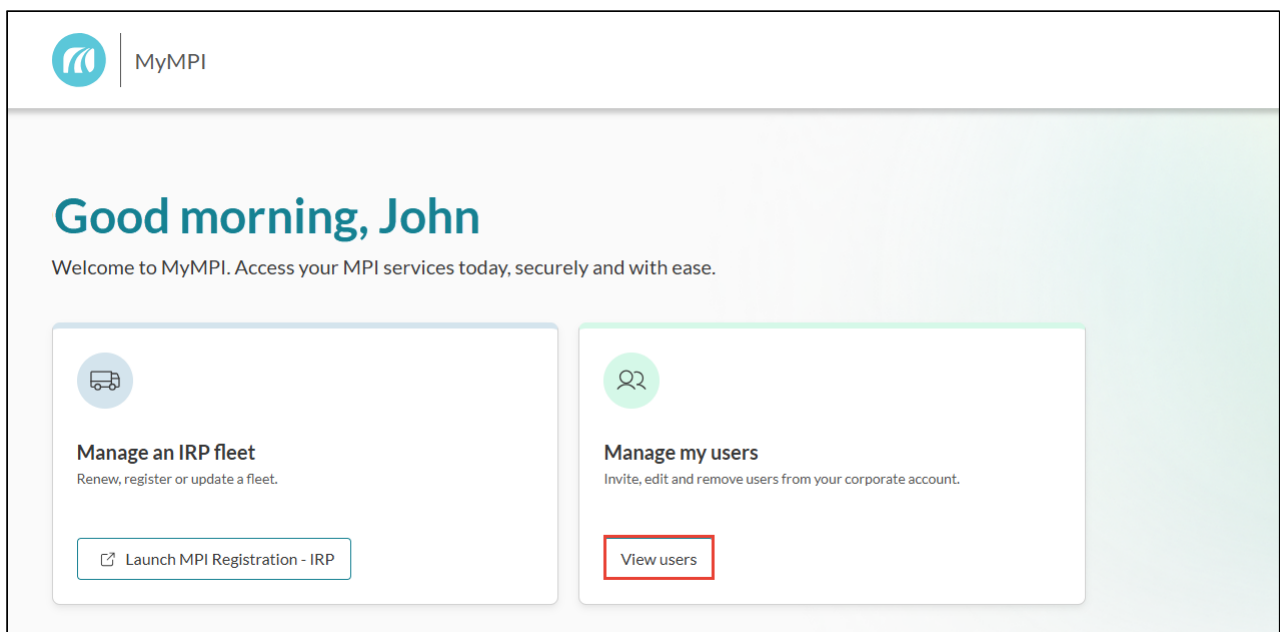
As an access manager, use this procedure to manage your MyMPI users, including creating, updating, deactivating, or reactivating user accounts. This procedure also details how to manage MyMPI invitations.

Before You Begin

- Sign in to MyMPI at <http://mympi.mpi.mb.ca/>

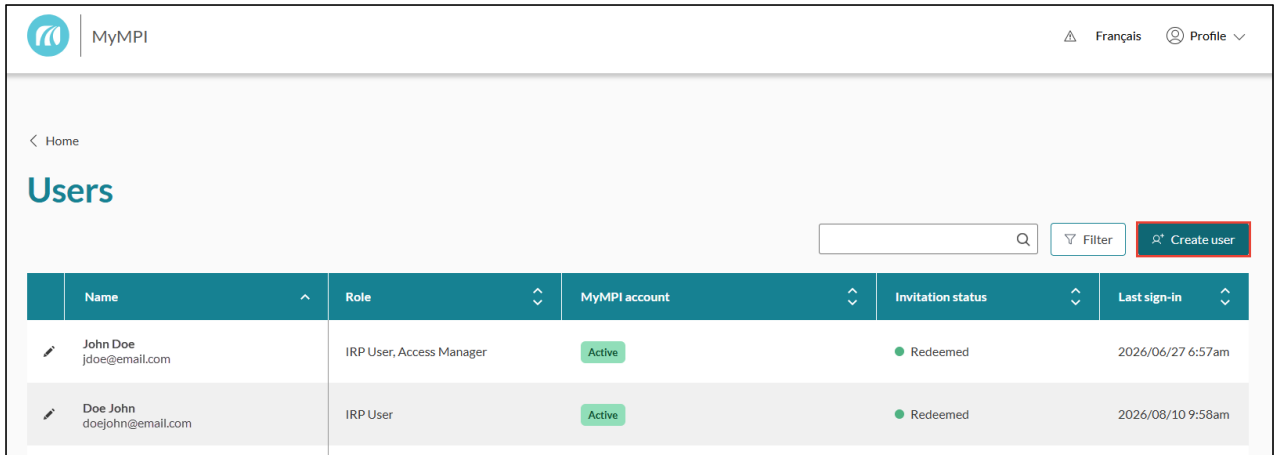
Create User and Send Invite

1. From the MyMPI Landing page, under **Manage My Users**, select **View users**.



- The system redirects to the **Users** information page.

2. In the upper right corner, select **Create User**.



The screenshot shows the 'MyMPI' interface. At the top right, there are links for 'Français' and 'Profile'. Below the header, there is a 'Home' link and a 'Users' section. A search bar and a 'Filter' button are present. A red box highlights the 'Create user' button. Below this, a table lists two users:

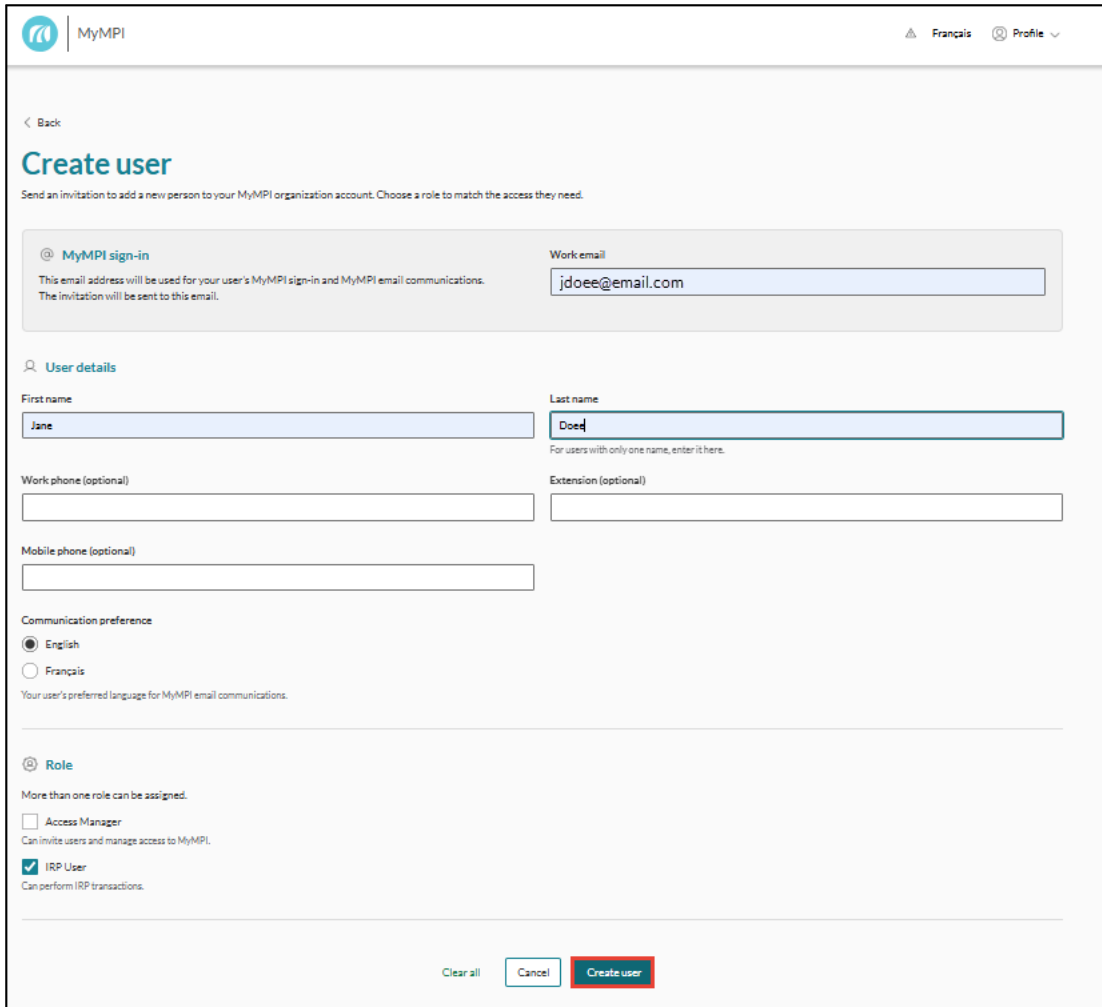
Name	Role	MyMPI account	Invitation status	Last sign-in
John Doe jdoe@email.com	IRP User, Access Manager	Active	Redeemed	2026/06/27 6:57am
Doe John doejohn@email.com	IRP User	Active	Redeemed	2026/08/10 9:58am

3. On the **Create User** page, complete the following fields:

- **Work Email:** Enter the email address that will be part of the user's login credentials, and that will receive portal emails.
- **User Details:** Complete the required fields.
- **Communication preference:** Select the preferred language for MyMPI email communications.
- **Roles:** Select the applicable option(s):
 - **Access Manager.** An Access Manager can:
 - Add new users.
 - Assign user roles.
 - Manage MyMPI invitations.
 - Update contact information.
 - Deactivate and reactivate users.
 - **IRP User.** An IRP User can:
 - Perform IRP transactions

TIP: More than one role can be assigned.

4. Select **Create User**.



MyMPI

Fransais Profile

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Create user

Send an invitation to add a new person to your MyMPI organization account. Choose a role to match the access they need.

MyMPI sign-in

This email address will be used for your user's MyMPI sign-in and MyMPI email communications. The invitation will be sent to this email.

Work email
jdoee@email.com

User details

First name
Jane

Last name
Doe

For users with only one name, enter it here.

Work phone (optional)

Extension (optional)

Mobile phone (optional)

Communication preference

☒ English
☐ Fransais

Your user's preferred language for MyMPI email communications.

Role

More than one role can be assigned.

☐ Access Manager
Can invite users and manage access to MyMPI.

☒ IRP User
Can perform IRP transactions.

Clear all Cancel **Create user**

- A pop-up window appears indicating the new user has been successfully created and an invitation has been sent.
 - To view the status of your invitation, select **View Users**.
 - You can also resend or cancel an invitation from the user list page.
 - To create another user, select **Create Another User**.

Resend Invitation

Tip: You can only resend an invitation to a user if their previous invitation status is **Cancelled** or **Expired**.

1. From the MyMPI Landing page, under **Manage My Users**, select **View users**.
 - The system redirects to the **Users** information page.
2. On the **Users** information page, locate the user.
3. Under **Invitation Status**, select **Re-send Invitation**.

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Users

	Name ^	Role ^	MyMPI account ^	Invitation status ^	Last sign-in ^
	John Doe jjjdoe@email.com	IRP User, Access Manager	Active	● Redeemed	2026/06/27 6:57am
	Doe John jdoe@email.com	IRP User, Access Manager	Active	● Redeemed	2026/08/10 9:58am
	Johnny Doe jjdoe@email.com	IRP User, Access Manager	Active	● Redeemed	2026/06/24 9:16am
	Jane Doe jdoeee@email.com	IRP User	Pending	● Cancelled <input checked="" type="button" value="Re-send invitation"/>	—

4. On the **Re-send Invitation** dialogue page, select **Yes, Re-send Invitation**.

×

Re-send invitation?

Please confirm that you would like to re-send an invitation to the following user:

Jane Doe
IRP User
jdoeee@yopmail.com

- An **Invitation Sent** screen appears. Select **Close**.

Cancel Invitation

Tip: You can only cancel an invitation that has not yet been redeemed.

1. From the MyMPI Landing page, under **Manage My Users**, select **View users**.
 - The system redirects to the **Users** information page.
2. On the **Users** information page, locate the user, and confirm their invitation status is in the **Sent** status.
3. Under **Invitation Status**, select **Cancel Invitation**.

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Users

Name	Role	MyMPI account	Invitation status	Last sign-in
John Doe jjdoe@email.com	IRP User, Access Manager	Active	Redeemed	2026/06/27 6:57am
Doe John jdoe@email.com	IRP User, Access Manager	Active	Redeemed	2026/08/10 9:58am
Johnny Doe jjdoe@email.com	IRP User, Access Manager	Active	Redeemed	2026/06/24 9:16am
Jane Doe jdoeee@email.com	IRP User	Pending	Sent Cancel Invitation	—

4. On the **Cancel Invitation** dialogue page, select **Yes, Cancel Invitation**.

×

Cancel invitation?

Please confirm that you would like to cancel the invitation which was sent to the following user:

Jane Doe
IRP User
jdoeee@yopmail.com

- An **Invitation Cancelled** screen appears. Select **Close**.



Change User Information

1. From the MyMPI Landing page, under **Manage My Users**, select **View users**.
 - The system redirects to the **Users** information page.
2. On the **Users** information page, locate the user whose information you would like to change, then select the Edit  icon to the left of the username.
3. On the **Update User** page, under **User Details**, select the desired field and make the required change.

Tip: You can make edits to fields under **User Details**, **Communication Preference** and/or **Role**.

4. Once you have made the required changes, select **Save Changes**.

Tip: To view the updated information, return to the **Users** information screen, where you can view your updated user list.

Change User Email Address

1. From the MyMPI Landing page, under **Manage My Users**, select **View users**.
 - The system redirects to the **Users** information page.
2. On the **Users** information page, locate the user whose email address you would like to change, then select the Edit  icon to the left of the username.
3. On the **Update User** page, under the user's **Work email**, select **Change MyMPI sign-in**.
4. In the pop-up window, enter the user's new email address and confirm they consent to receive emails regarding their MyMPI account and transactions. Select **Next**.
5. The user receives an email at both their new and old address confirming that their email address has been changed.

Tip: To view the updated information, return to the **Users** information screen, where you can view your updated user list.