

## How to: Manage Access on the Radford Network®

Clients have the ability to add users to their account by using the “My Account” feature on the Radford Network®. Following is a general guide to adding users.

1. Log on to the Radford Network
2. Under your name on the upper right side of the screen click on **“My Account”**

The screenshot displays the Radford Network user interface. At the top left is the AON logo with the tagline 'Empower Results'. The main navigation bar includes links for Home, Data, Job Matrix, Analytics, Peer Groups, Input, Resources, and My Reports. The user is logged in as PAULA WILSON, with a yellow box highlighting the name and a yellow arrow pointing to the 'My Account' dropdown menu. The dropdown menu contains the following options: My Account, Change Password, Access Classic Admin, and Logout. Below the navigation bar, a large blue banner announces the 'New Radford Global Compensation Database Is Here!' with a list of features: 'A unified global database', 'Updated job code architecture & library', and 'Extensive live & on-demand training'. A red 'Register Here' button is positioned at the bottom of the banner. The main content area is divided into three sections: 'Submission Deadline' with a table of survey due dates and statuses, 'Articles' with two featured articles, and 'Feedback' with a category selector and a red 'Submit' button.

Due Date	Survey Name	Status
06/01/2021	2021 Radford Global Compensation	Past Due
06/01/2021	2021 ST/ILT Incentive Design Study	Past Due
06/01/2021	2021 Sales Incentive Practices	Past Due
01/07/2022	2021 Retail Study	Open
10/15/2021	2021 Salary Increase and Turnover	Open

3. From “My Account” you will see the following information:
  - a. Summary of your Demographic Information
  - b. Summary of Radford Contacts
  - c. Summary of input information
  - d. Summary of internal users, this has the “Manage Access” link in red

My Account

**A My Profile**

Name: PAULA DRAEGER  
 Email: [p.draeger@radford.co](mailto:p.draeger@radford.co)  
 Phone:  
 Job Title: DIRECTOR COMP & PERFORMANCE  
 Company: Radford  
 Company ID: 99999  
 Location ID: 99999

**B My Aon Contacts**

Contact	Email	Role
Eliana Sofia-Beckett	ebecke@radford...	Survey Consultant
JESSICA POPOVIC	jessica.popovic@ra...	Renewal Representative
JESSICA POPOVIC	jessica.popovic@ra...	Sales Account Manager
OLIVIER MAUDIERE	omaudiere@radford...	Global Relationship Execut...
Market Study Support	MarketStudies@aoo...	Market Practices
Billing Questions	invoices@radford.com	Billing

**C My Input** Payment Status: N/A

Due Date	Input Type	Status
11/15/2021	2021 Radford Global Compensation	Received for Review
11/15/2021	2021 ST/IT Incentive Design Study	Future Due
11/15/2021	2021 Sales Incentive Practices	Future Due
07/08/2021	2021 Salary Increase and Turnover	Open
11/30/2021	2021 Intern/New Graduate	Open
11/30/2021	2021 Base Pay Admin	Open
06/30/2021	2021 Employee Experience	Open

[See More...](#)

**D My Team** Manage Access

Contact	Email	Role
PAULA DRAEGER	paula.draeger@radford.co	Data Primary, Network Prisma... <span>ⓘ</span>
NANCY STEIN	n.stein@radford.com	<span>ⓘ</span>
		<span>ⓘ</span>
		<span>ⓘ</span>
		<span>ⓘ</span>

[See More...](#)

**My Access**

Do I have access to:

Pre-populated input template	<span style="border: 1px solid red; padding: 2px;">X</span>
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Once you select manage access you will have the option to Add a New Contact, Modify Network Access, Modify Primary Access, or Remove Access. If at any point you need assistance contact [myaccount@radford.com](mailto:myaccount@radford.com)



Close

## Manage Users

As your company's Renewal and/or Network Primary contact, you can manage the account by clicking the links listed below.

- [Add New Contacts](#)
- [Modify Access](#)
- [Primary Contacts](#)
- [Remove Contacts](#)

### **Add New Contacts:**

1. When you "Add New Contacts" you will need their name, job title, email address, and phone. The role options are detailed at the end of this guide. Enter demographic data and Primary role if applicable.

# Add Contact

- To request Radford Network access, please provide the contact information below and click "Send Request" at the bottom of the page. Send one request per person
- We will review and process your request. Changes will be reflected on the Network Access page within 24-48 hours
- Please e-mail [myaccount@radford.com](mailto:myaccount@radford.com) if you have any questions regarding your request

## Contact Information

Name\*:

Job Title\*:

E-mail\*:

Phone\*:  Ext:

Fax:

## Primary Contact Roles - One contact per company

- Designate as Renewal Contact
- Designate as Renewal Assistant
- Designate as Network Primary
- Designate as Data Primary
- Designate as Market Practices Studies (MPS) Primary

## 2. Clarify Access for input template and Survey Results.

### Input

All Contacts will have the ability to see Input Materials including the Job Matrix, Job Descriptions, Market Practices Inputs, blank Compensation Data Input Template, etc

- Grant access to the pre-populated Compensation Data Input Template (not required)

### Survey Results

- Do not grant access to any Survey Results
- Grant access to Survey Results (make additional selections below)

## 3. Select county and module access for user.

### Survey Results

- Do not grant access to any Survey Results
- Grant access to Survey Results (make additional selections below)
  - Grant access to all countries and modules that the company has purchased
  - Grant access countries and modules below

Country	Executive	Infrastructure	Sales	Technology	Life Sciences	Retail & E-Commerce	Media & Gaming	Manufacturing	Energy
CHILE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COSTA RICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 4. After selecting countries and modules click on the "send request" button.

VIETNAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YEMEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZAMBIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIMBABWE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Send Request

## Modify Access

You can modify anyone who has access to your account. Select “Modify Network”. Use this feature to select current contacts to modify their current access like the country list. “Modify Primary Contacts” is used to change their specific roles from Renewal Contact, Renewal Assistant, Network Primary, Data Primary, or Market Practices Studies Primary.

1. Clicking the down arrow will open a drop down with everyone in your organization who has access. Select the user and make the changes.

## Modify Access

- To modify Radford Network access, please provide the contact information below and click “Send Request” at the bottom of the page. Send one request per person
- We will review and process your request. Changes will be reflected on the My Account page within 24-48 hours
- Please e-mail [myaccount@radford.com](mailto:myaccount@radford.com) if you have any questions regarding your request
- To completely remove contact access from the company, utilize the Remove Contact link

Select one from the list ▼

2. Make access changes and click on “Send Request” when complete.

- Access to pre-populated input template
- Do not grant access to any Survey Results
- Grant access to Survey Results (make additional selections below)
- Grant access to all countries and modules that the company has purchased
  - Grant access countries and modules below

Country	Executive	Infrastructure	Sales	Technology	Life Sciences	Retail & E-Commerce	Media & Gaming	Manufacturing	Energy
ALBANIA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ALGERIA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ANDORRA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ANGOLA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Primary Contacts

1. Use this access to change one of the primary roles with the organization. Open the link and use the drop-down to change the access.

# Primary Contacts

- To Change [Primary Contact\(s\)](#), please select the appropriate contact from each list and click "Send Request" at the bottom of the page
- We will review and process your request. Changes will be reflected on the My Account page within 24-48 hours
- Please e-mail [myaccount@radford.com](mailto:myaccount@radford.com) if you have any questions regarding your request

Renewal Contact	<input type="text"/>
Renewal Assistant	<input type="text"/>
Network Primary	<input type="text"/>
Market Practices Primary	<input type="text"/>
Data Primary	<input type="text"/>

## Delete User Access

1. You can delete/remove anyone who has access to your account by selecting "Remove Contacts". You simply need to check their account and provide a reason.

# Remove Contacts

- To remove all of a contact's Network Access, check the box next to the contact name, provide a reason for each contact, and then click "Send Request" at the bottom of the page
- We will review and process your request. Changes will be reflected on the My Account page within 24-48 hours
- Please e-mail [myaccount@radford.com](mailto:myaccount@radford.com) if you have any questions regarding your request

#		Name	Job Title	Email	Reason
1	<input type="checkbox"/>		COMP ANALYST		Select one from the list
2	<input type="checkbox"/>		COMP/BENEFITS		Select one from the list
3	<input type="checkbox"/>		COMP DIRECTOR		Select one from the list
4	<input type="checkbox"/>		COMP ANALYST		Select one from the list
5	<input type="checkbox"/>		COMP ANALYST		Select one from the list
6	<input type="checkbox"/>		HR		Select one from the list

2. After making selections and providing a reason from the drop-down you can make additional comments/requests and then click on the "Send Request" button.

Enter any special requests or comments in the space provided below:

Reset

Send Request

**Helpful tips:**

**One person can have multiple roles, for example your data primary, and renewal primary can be the same person.**

**All account updates typically take 24-48 hours to update in the system. If you have any questions please [myaccount@radford.com](mailto:myaccount@radford.com)**

**Primary Roles and Responsibilities (one contact can have multiple primary roles)**

<b>Role</b>	<b>Responsibility</b>	<b>Ability to Control Access</b>
Renewal Contact (one per company)	Authorizes the annual renewal of survey participation, ensures survey data is submitted in a timely manner, and authorizes payment of all fees associated with survey participation	Has the ability to view, change and authorize Radford Network user access settings for ALL surveys in which the company participates
Renewal Assistant (one per company)	Has access to the annual renewal website to make survey selections on behalf of the Renewal Contact	None
Network Primary (one per company)	Is responsible for maintaining the overall accuracy of Radford Network access settings for all users; must inform Radford when Radford Network users leave the company and should be removed from the system.	Has the ability to view, change and authorize Radford Network user access settings for aLL surveys in which the company participates.
Data Primary	Is responsible for complete, accurate and on-time data submission, works with Survey Consultants to review data submission issues, and receives all emails related on new input materials, publications and custom	Has the ability to view, change and authorize Radford Network user access settings ONLY for the survey to which they are assigned

	reports. DEFAULT peer group access seat owner at the time of order.	
Market Practices Studies (MPS) Primary (one per company)	Is responsible for the submission of the various Market Practice Studies.	None