



# CSO Administrator

How to create CSO-users for your Shipping Company  
DK-flagged vessels



SafeSeaNet

Version 1

Søværnskommandoen

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## Creating a CSO in SafeSeaNet for Shipowner Administrators

When creating a user for your shipping company, the process takes two/three steps:

1. You need to create a CSO Manager as a user.
2. You need to associate the newly created user with your organization.
3. Sub-organization: Do I need this in my organization?

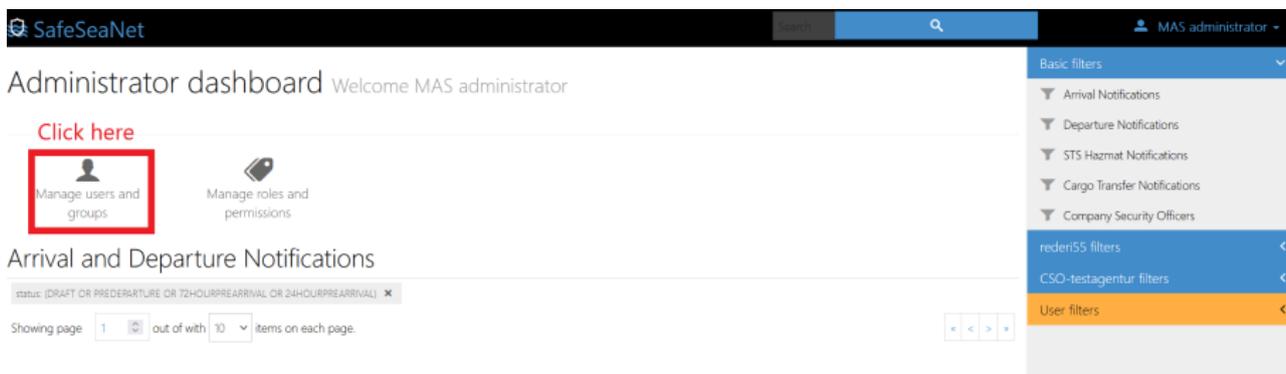
Start by logging into SafeSeaNet with your CSO user account. This account is provided to you by MAS (Maritime Assistance Service) after you have submitted a request form for your shipping company. The request form is available on the CSO website: <https://forsvaret.dk/cso>.

Contact MAS:

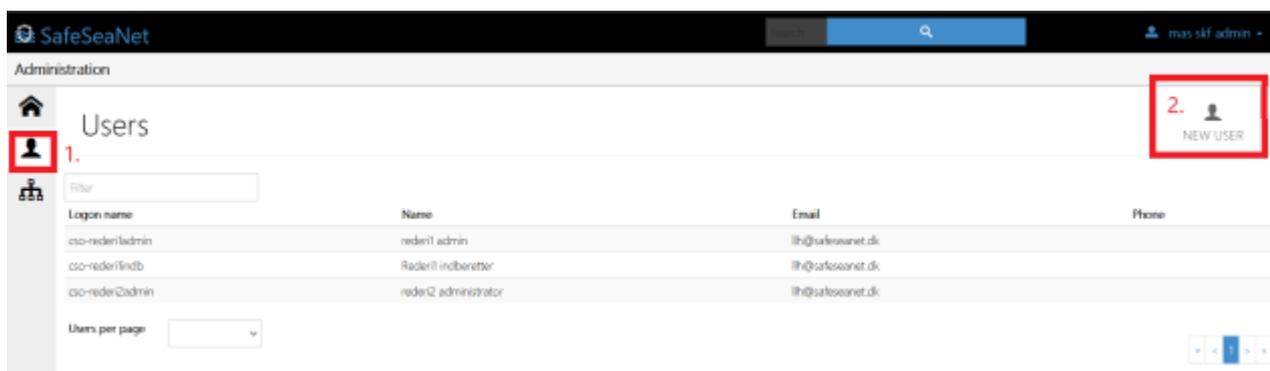
- Phone: +45 72 85 03 70
- E-mail: [cso@safeseanet.dk](mailto:cso@safeseanet.dk)

Login via: <https://nsw.safeseanet.dk>

To create/edit users in your organization, select “Manage user and groups.”



1. The CSO Manager role is responsible for creating and has the ability to modify CSO data for the shipping company's vessels.



Name: The user's full name.

Logon Name: Format should be "CSO-shipping company's name-manager" (e.g., *CSO-rederi1-manager*).

Email: The user's email address. To be used for reset of password.

Phone: The user's phone number.

Password: Must contain uppercase and lowercase letters, as well as numbers. Minimum of 8 characters. The newly created user can change their password at any time, by using the password reset link at the front page.

Roles: Assign the role "CSO Manager".

SafeSeaNet Administration

Create user

NAME REQUIREMENTS SUBMIT CANCEL

Name \*  Email \*  Password \*   
Logon name \*  Phone  Confirm password \*   
 Account is disabled

Name	Type	Description	Template Set	Assign this role to user
Organisation Administrator			empty	<input type="checkbox"/>
CSO Manager			empty	<input checked="" type="checkbox"/> <b>Click here</b>

Bonus Info: Be sure to copy the username before clicking "Submit," as it will be needed in the next step.

Once all fields are filled out, click "Submit" to complete the first part of user creation. If you do not click "Submit," nothing will be saved, and you will need to start over.

## 2. How to Associate Your CSO Manager with Your Shipping Company

If your shipping company has multiple sub-organizations to manage CSO roles, proceed to Step 3.

SafeSeaNet Administration

rederi55 Organisations

Filter

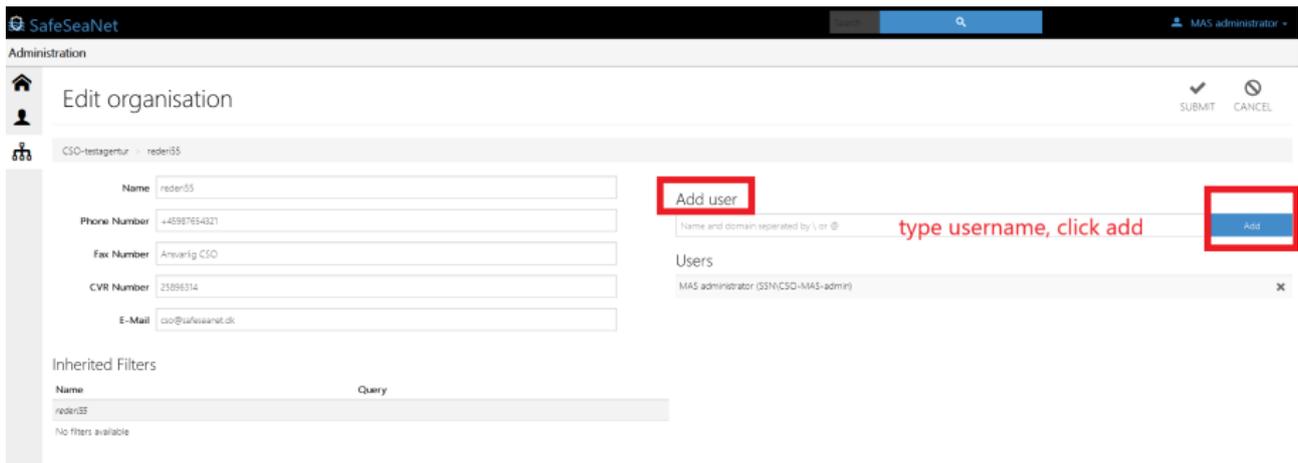
Use "CREATE ORGANISATION" if your vessels are under several organizations

CREATE ORGANISATION EDIT ORGANISATION

Use "EDIT ORGANISATION" if all vessels are under one organization

Click on "EDIT ORGANISATION."

Enter or paste the username from Step 1 into the “Add User” field. Click “Add.” You should now see the username listed under the “Users” section.



Finish by clicking “Submit”; otherwise, your changes will not be saved.

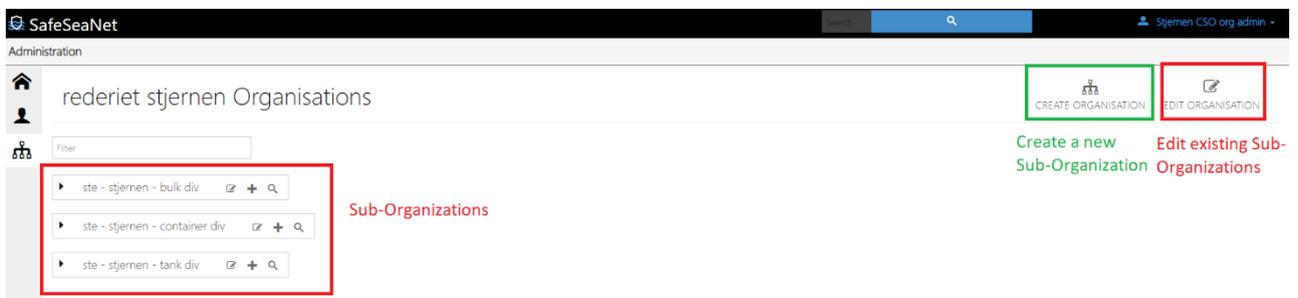
The user is now ready to log into CSO in SafeSeaNet and manage the CSO data for the vessels associated with the shipping company.

### 3. Do I Need a Sub-Organization?

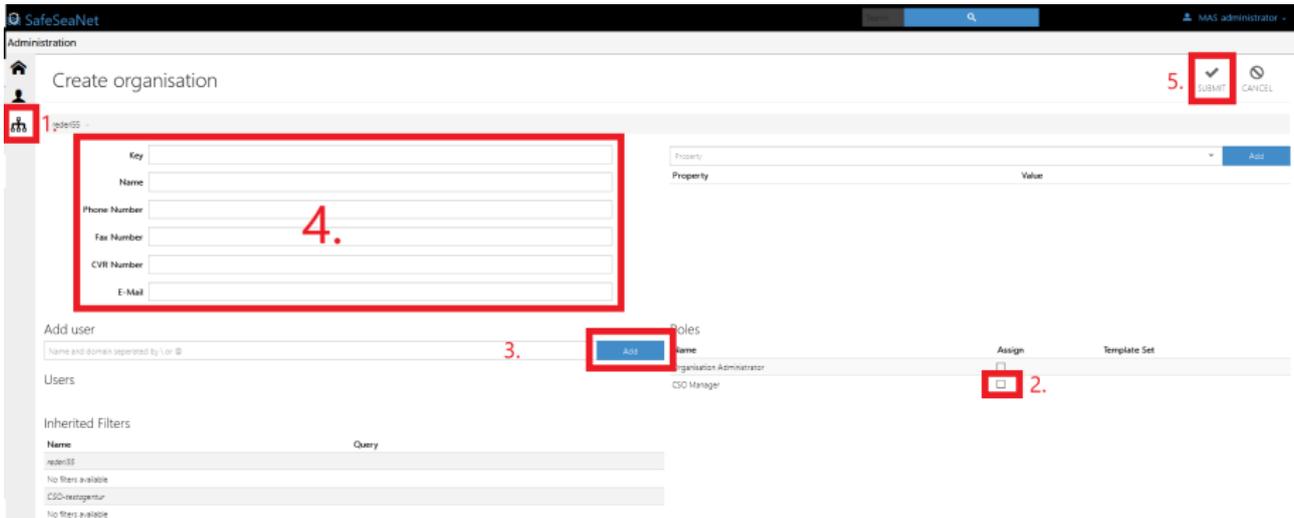
You may need sub-organizations in cases such as:

- If your shipping company has multiple CSO sub-organizations, where different managers are responsible only for their own vessels, and should not have access to other CSO’s within the company. In this setup, each CSO Manager has rights only to their own vessels and cannot view or edit the portfolios of other CSO Manager’s within the company.

Example of Sub-Organizations – see illustration below:



Start by clicking “Create Organisation.” You will see the following screen.



When creating a sub-organization, pay special attention to the following steps:

2. Roles: Select “CSO Manager”.
3. Add User: Enter or paste the username from Step 1 into the “Add User” field. Click “Add.” The username should now appear in the “Users” section.
4. KEY: Enter CSO in this field.

Name: The shipping company’s name + sub-organization name.

Logon Name: Format as *CSO-shipping company name-sub-organization name-manager* (e.g., *CSO-rederi1-bulk-manager*).

Email: The user’s email address.

Phone: The user’s phone number.

5. Finish by clicking “Submit.” Without this step, no changes will be saved.

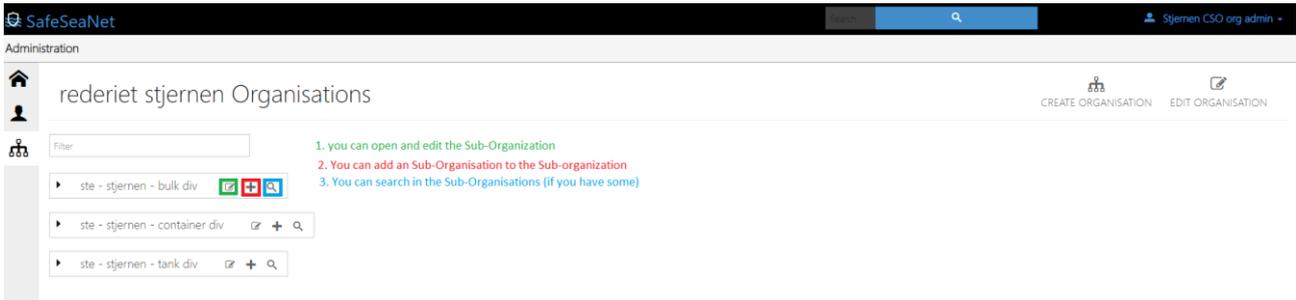
The user is now ready to log into CSO in SafeSeaNet, create, and make changes to the CSO data for the vessels associated with their sub-organization.

## Housecleaning of CSO’s and sub-organizations

There are 3 icons, to be aware of. Please see below screenshot.

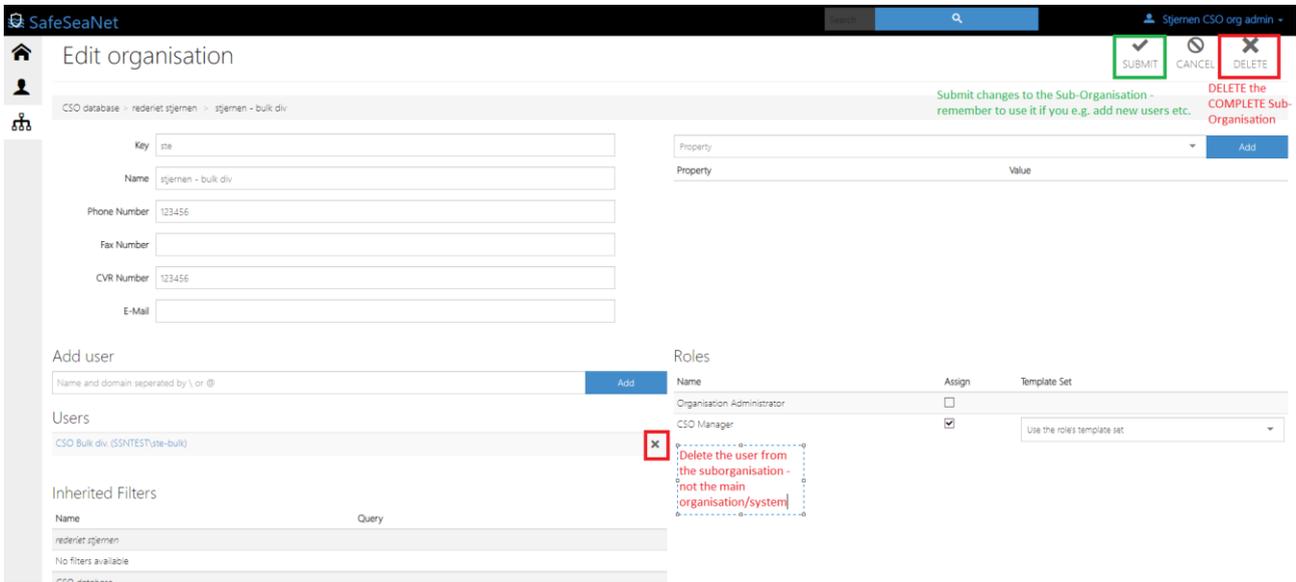
1. You can open and edit the sub-organization
2. You can add a sub-organization to your sub-organization (not to be used)

3. You can search in the sub-organization, if you have any



When editing a sub-organization, please be aware of the following:

If you edit the Sub-Organization, you can delete the complete Sub-Organization, **DO NOT DO THIS**, unless/before you have removed all users.



CSO Manager has changed organization – what to do?

1. Remove the CSO Manager from the sub-organization, he/she is no longer a part of. Please see above screenshot, how to remove a user from a sub-organization.
2. Either create a new sub-organization or go to the organization the CSO Manager shall be a part of. Add the user by entering the username from into the “Add User” field. Click “Add.” The username should now appear in the “Users” section. End by click “Submit”. Please have a look at part 2 in this document.

How to delete a CSO Manager from your organization/the system:

1. Go to the tab: USERS
2. Mark and click on the user you want to delete. Please see below screenshot

