

# [News story: Civil news: training video for CCMS administrators working in CWA](#)

Videos are now available to help the CCMS administrator for your organisation when accessing the system through the Controlled Work and Administration (CWA) application.

## **What do the videos show?**

The videos provide step-by-step guidance on how the 'CCMS firm administrator' can:

- set up a new user with CCMS access
- amend an existing user's CCMS roles and responsibilities
- remove CCMS access from a user

## **Where are the videos?**

These videos are now available on the CCMS training website. More videos will be added in the coming weeks focusing on other areas of using CCMS.

## **Feedback**

If there are any videos you would like to see, or you would like to provide feedback on videos we have already made, then feel free to drop us a line – see below.

## **Further information**

[CCMS training: user set-up](#) – to view videos

[digital.assist@legalaid.gsi.gov.uk](mailto:digital.assist@legalaid.gsi.gov.uk) – for feedback on videos