How to setup admin Delegate in eRA Commons:

- 1. Log in to your eRA account
- 2. Click on "Admin" and then choose "Delegations"

	Home Admin Institution Profile	Personal Profile Sta	tus RPPR	Internet Assisted Review	xTrain	Admin Supp	eRA Partners	
	Accounts Delegations							
	Wy Delegates							
2	You have the ability to delegate the foll	lowing authority(authoritie	s): PPF, Progi	ress Report, xTRAIN, Status				
	My Current Delegations							
	No records found.							
	🔶 Name	Ro	ole(s)	🔷 Commons ID				Action
	No records were returned.							
								Search or Add Delegate
							3	

- 3. Click on "Search or Add Delegates"
- 4. In the Search for Delegates Box search the admin by any criteria you have and click Search

lome	Admin	Institution Profile	Personal Profile	Status	RPPR	Internet Assisted Review	xTrain	Admin Supp	eRA Partner
ccour	nts Dele	egations							

Search for Dele	add new delegates or edit the r	oles of your current delegates			
Search Criteria	and new aclegates of eart new	see of your current aclegates.			
Commons ID	Last Name	First Name	Middle Name	Role(s)	
fredric@bu.edu	×				A Hold down Ctrl
					select / deselect
You can perform a wildca	ard search by using the "%" char	acter, for example: lastna% OR	las%na%	AU	-
		Search	Clear Cancel		
					Return to My Current Delega

5. When search Results appears click on "Select"

Search Results							
One record found.							
🗢 Name	Role(s)	🔷 Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Majnoun, Fredric	ASST	FREDRIC@BU.EDU					Select
		5	4		R	eturn to My	Current Delegates

6. From Delegate Authority box choose delegations you wish to assign and then Click on "Save"

Home Adr	nin Institution Profile	Personal Profile	Status	RPPR	Internet Assisted Review	xTrain	Admin Supp	eRA Partners
Accounts	Delegations							
Delega	te Authority(Au	uthorities)	?					
Select Del	egation(s)							
You have s	elected to delegate access	to: Majnoun, Fredri	ic; FREDRIC	C@BU.E	DU; ASST			
You may as	sign the following delegation	on(s): 🗹 PPF 🖸	Progress	s Report	XTRAIN Status	Selec All	t Clear All	
	6			. :	Save Reset C	ancel		

7. Click on "Return to My Current Delegates" 6

Search Results								
One record found.								
♠ Name	Role(s)	🔷 Commons ID		PPF	Progress Report	xTRAIN	Status	Action
Majnoun, Fredric	ASST	FREDRIC@BU.EDU		~	V	×	v	Select
			7			R	eturn to My	Current Delegates