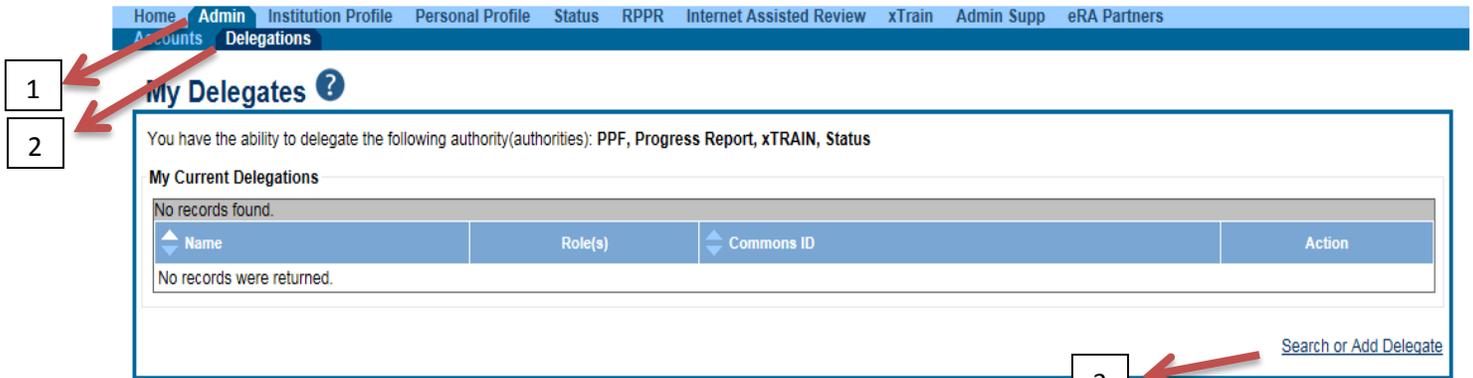
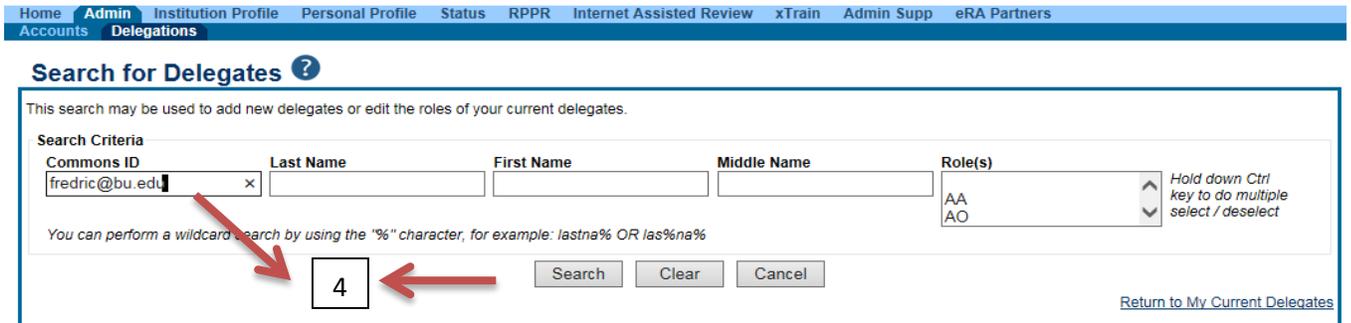


# How to setup admin Delegate in eRA Commons:

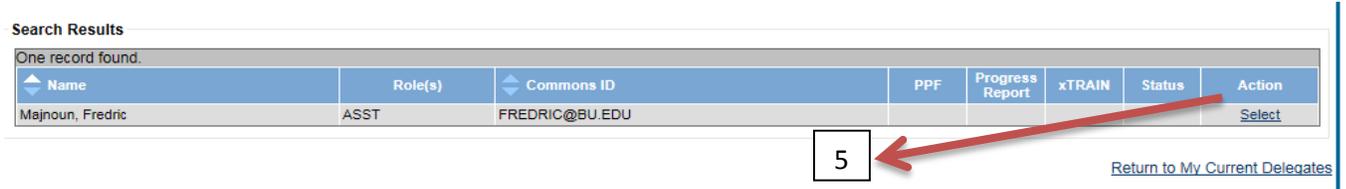
1. Log in to your eRA account
2. Click on “Admin” and then choose “Delegations”



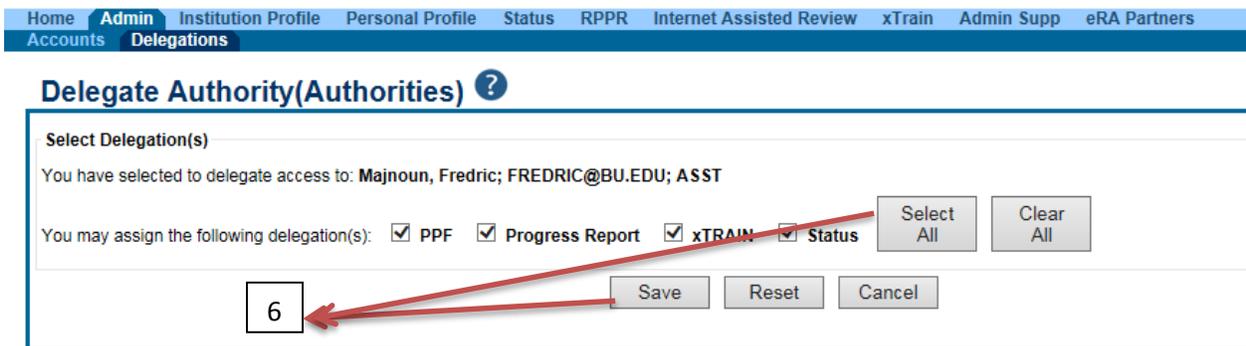
3. Click on “Search or Add Delegates”
4. In the Search for Delegates Box search the admin by any criteria you have and click Search



5. When search Results appears click on “Select”



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



7. Click on “Return to My Current Delegates”

