



QUICK REFERENCE GUIDE:

Assign a Role to a User

Background:

Prior to this step being performed, the User must exist in the system (see Add a User QRGs)

Roles:

Module Admin, CRL Module Admin, CRO Module Admin

Navigation:

System Administration -> **Users**

1. From the dashboard click the **Users** link
2. In the search box begin to enter the SOA ID or First, or Last name (if nothing populates the person has not been entered into AWP)
3. Click the **User ID** link
4. Select the **User Roles** Tab
5. Click **Select Roles***
 - a. Begin to type the Role ID or Role Description in the search field or press **Show First 10**
 - b. Upon finding the appropriate role select the role and click **Add to User**
6. Enter today's date as the **Effective Date** and set the **Status** to **Active**
7. Click **Save**

*To copy the role(s) from another user select the **Actions Menu** to the right of **Select Roles** and click **Copy Roles from another User**. Select the user whose roles you would like to copy. Please note that the effective date from the copied role(s) will also be copied but any contract authority for that role will not.

Next Steps:

Contract Authority for User (See Contract Authority QRG for guidance)

User should refresh page in order for the role to appear in their drop down