



QUICK REFERENCE GUIDE:

# Assign a User Contract Authority

## Background:

Prior to assigning a User Contract Authority the person will need to have been added to AWP by the CRL Module Admin.

## Roles:

Construction Office Engineer, Construction Project Engineer

## Navigation:

Home -> Construction -> Contract Administration

1. From within **the Construction Administration Overview** type the desired contract in the Search field and click the **Contract** link
2. From the Contract Administration Summary Select the **Contract Authority** tab on the left
3. Click the **New** button
4. Enter the person's first name OR last name in the **Person** field and select when the full name populates (if the name does not populate the Person has not been added to AWP and you will need to contact the module admin)
5. Enter the **Role** they need contract authority for (if you do not know the role press enter to see the roles assigned to that person)\*
6. Enter today's date in **Effective date**
7. Toggle the Status drop down to **ACTIVE**
8. Click **Save**

\* If you are assigning a payroll user contractor authority, their role will be CONTRACTORPAYROLL

## Next Step:

Notify the User they have been granted contract authority.

If you need further assistance please contact your Module Admin  
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