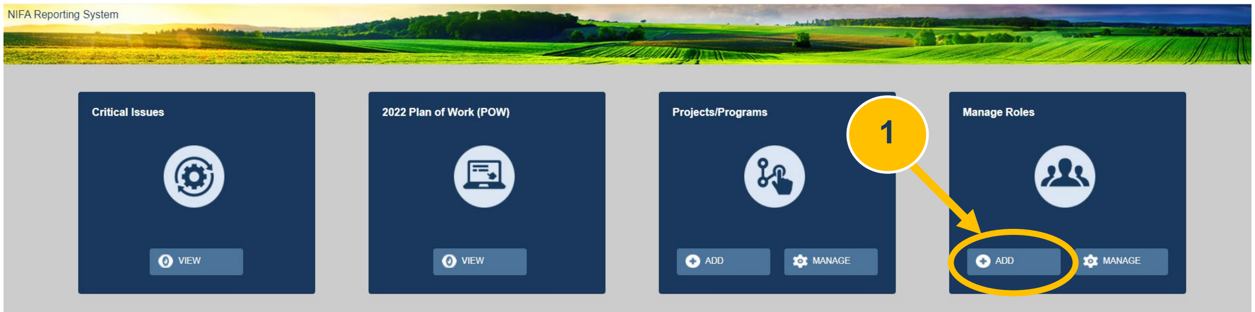
Manage Roles

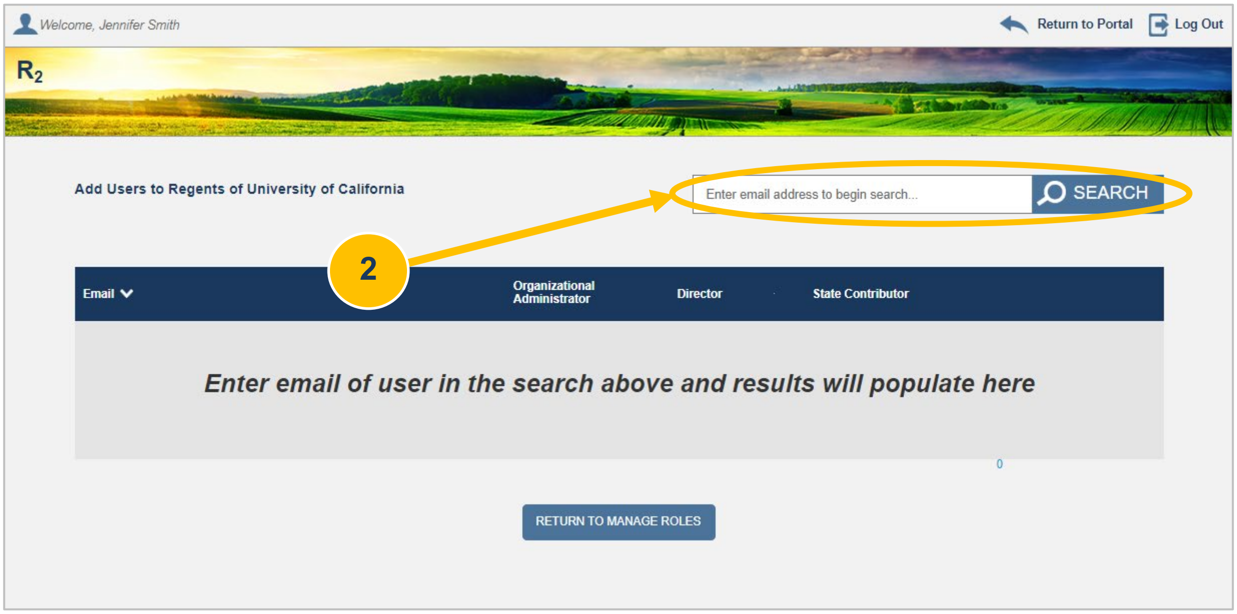
QUICK GUIDE

How to add a new user and assign a role:

(1) Log in to the NIFA Reporting System → Click https://go.usa.gov/xG8xE. Click **LAUNCH**. (You may be prompted to Log In to eAuthentication.) Then, click the **Add** icon on the Manage Roles tile.



(2) To add a new user, enter the user's **email address** and click the **Search** icon.



Note: If your search does not return any results, please check the email address and make sure the user has successfully created their eAuth account, completed identity verification, and visited the welcome page of the application. See the quick guide for creating accounts and requesting a role for more details.

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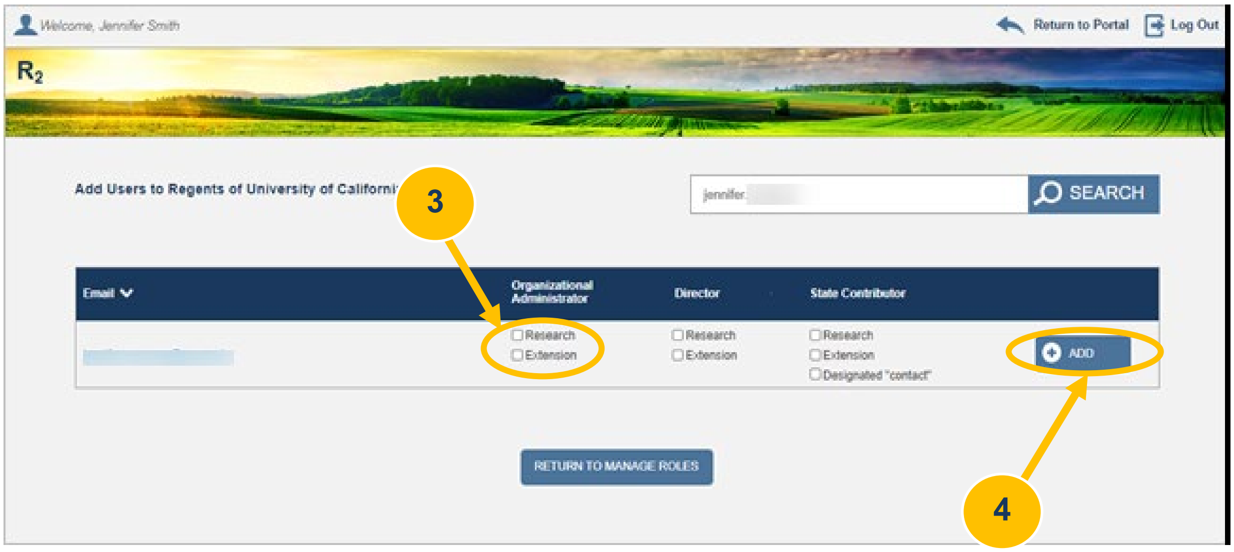
(3) To select a role, click the Research and/or Extension **Checkboxes** under the role (e.g., an Organizational Administrator with the Extension checkbox can only change Extension role assignments and add Extension Programs but will not be able to change Research roles, etc.).

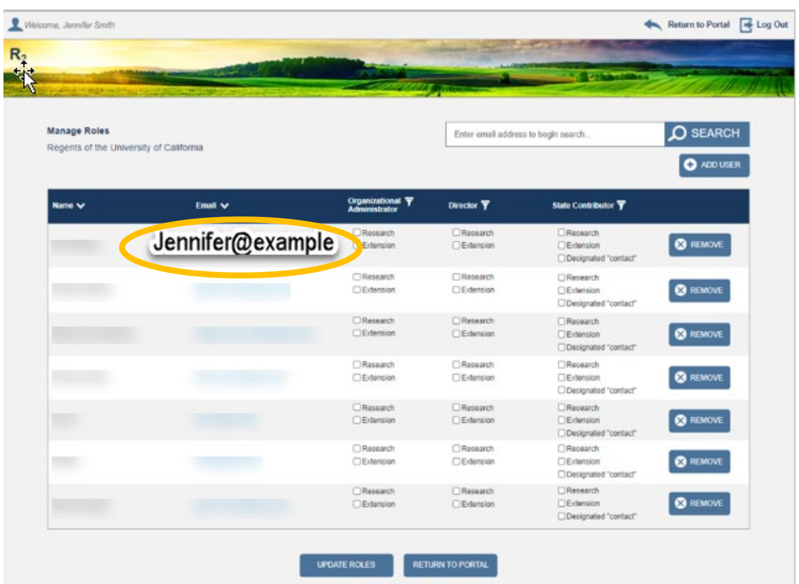
(4) Click **Add**.

1. image of arrow pointing to the check boxes



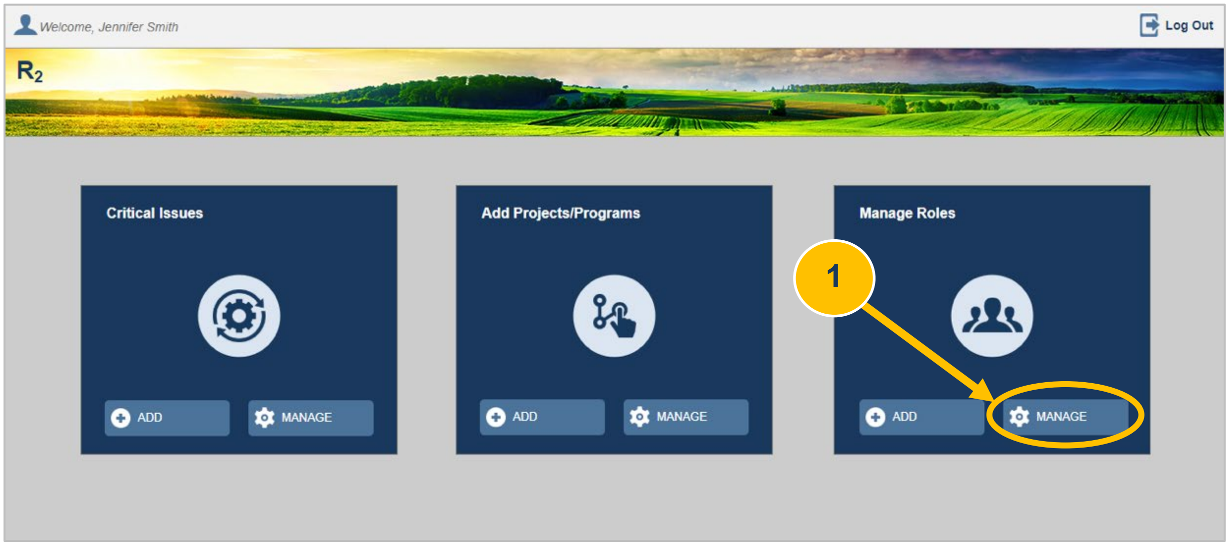
Note: You must select at least one role in order to add a new user to your organization. If the user has a role at another organization, the other Organizational Administrator should remove the user's role from the other organization.

(5) You will be directed to the Manage Roles dashboard where you will see the new person with their assigned roles.



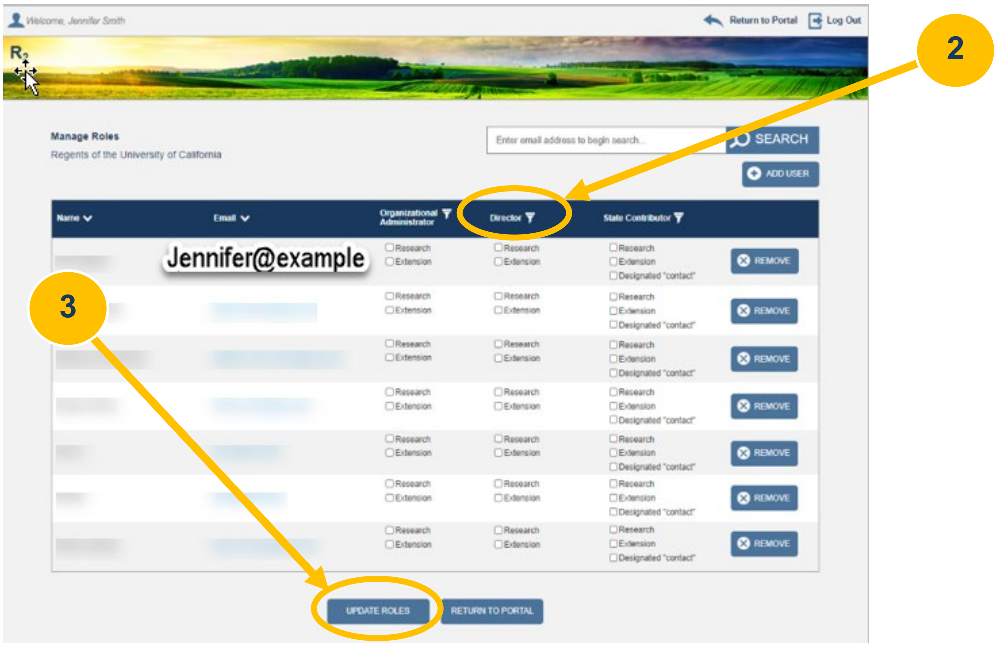
How to manage roles for an existing user:

(1) From the Portal home page, click **Manage** on the Manage Roles tile shown below.



(2) To change a role (add or remove), click the Research and/or Extension **Checkboxes** under the role. Removing all checkboxes will remove the user from the organization or you can click **Remove**. Multiple changes can be done simultaneously.

(3) After you have reviewed each update or change, click **Update Roles**.



Note: You may also use the search button to quickly find a specific user, or you can click Add User to find a new user.

Overview of Roles:

Each role has its own features and permissions as shown in the below table:

Role	Manage Roles	Add	Edit	View
Org Admin	✓	✓ Projects/ Programs	✓ Projects/ Programs	✓ Projects/ Programs ✓ Critical Issues
Director		✓ Critical Issues	✓ Critical Issues	✓ Projects/ Programs ✓ Critical Issues
State Contributor		✓ Projects/ Programs ✓ Critical Issues	✓ Projects/ Programs ✓ Critical Issues	✓ Projects/ Programs ✓ Critical Issues

- Submitted Extension Programs will be immediately available for view by NIFA and others in your organization
- Users can be assigned to either Research, Extension, or both. Please note that an Organizational Administrator to Extension cannot change roles for users with Research roles and vice versa.
- Research Projects and Plans of Work (including Institutional Profile's POW form) will be added in future releases

Need Help? Other Resources:

- NIFA Reporting System help, FAQs, guides, etc.: https://go.usa.gov/xG8xE
- eAuthentication Account Help:
  - Visit https://www.eauth.usda.gov/home, then click "Help" (FAQs, contacts, etc.)
  - Call 1-800-457-3642 select option 1, then select option 4
  - Email eAuthHelpDesk@ftc.usda.gov