



ezFedGrants Manage Permissions Screen Quick Reference

This document summarizes the ezFedGrants External Portal Manage Permissions screen where Grants Administrative Officers (GAOs) can change roles and deactivate ezFedGrants access for users in their organization. This screen is only visible to GAOs and is accessed through the **Manage Permissions** link.

GAOs cannot change their own role or deactivate their own access, but GAOs can change roles/deactivate access for other GAOs.

Search Criteria Fields: Select an option from the **Role** dropdown menu and click the **Search** button to generate a list of all users with that role.

Close Button: Click the Close button to exit the **Manage Permissions** screen.

The screenshot shows the 'Manage Permissions' interface. At the top right is a 'Close' button. Below the header is the 'Search Criteria' section with input fields for 'Name', 'User ID', and a 'Role' dropdown menu currently set to 'Grant Processor'. There are 'Search' and 'Clear' buttons. Below this is the 'Search Results' section containing a table with two rows of user data. Blue arrows point to the 'Role' dropdown in the first row, the 'Close' button, and the 'Role' dropdown in the second row.

Name	User ID	Role	Options
NASS NASS-ST-FM-BUD-Cord	28200907270011146168664	Grant Processor	Change Deactivate
OSEC OSEC-ST-PP-FACT-Proc	2820090728001182	Grant Processor	Change Deactivate

Search Results Table: Changes to user roles and access are made directly on the **Search Results** table.

To change a user's role, select the new role from the dropdown menu in the **Role** column and click the **Change** button.

To deactivate a user's ezFedGrants access, click the **Deactivate** button.

Once you click the **Change** or **Deactivate** button, a popup window will appear asking you to confirm your change. Upon clicking **OK** button on the popup window, the role change or deactivation will be saved.

Confirm your change by closing and reopening the **Manage Permissions** screen. However, because ezFedGrants uses cached data, the portal may display old data even after refreshing the **Manage Permissions** screen. If this occurs, try exiting the ezFedGrants Portal, clearing your internet browser cache, and reaccessing the ezFedGrants Portal.