

7. Assigning Users to an Application

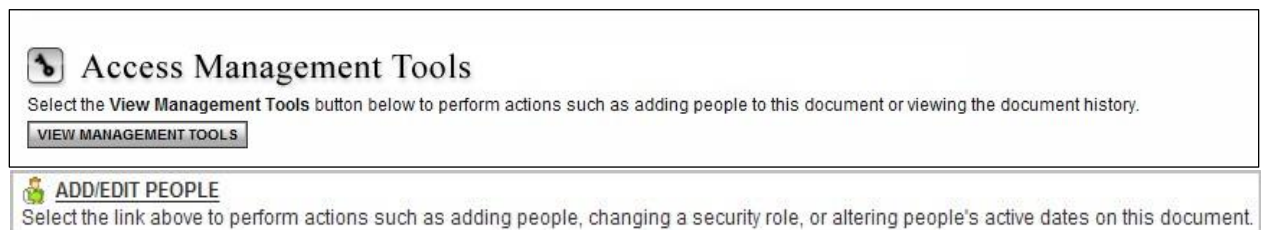
The Agency Administrator has administrative rights to add or remove an Authorized Official, Financial Officer, Writer, or Viewer to and from applications. Users with the Authorized Official, Financial Officer, Writer, and Viewer roles can be given access to the forms in the application.

Any Agency Administrator who is a member of the organization applying for a grant will automatically be added to that application when the application is first created by the Authorized Official.

New users to OKGrants will not be automatically added to existing applications. However, any user may be manually added to the application throughout the entire application completion process.

7.a. Assign User Access to an Application

1. To add an Authorized Official, Financial Officer, Writer, or Viewer to an application, the Agency Administrator should navigate to the appropriate application, either through “My Tasks” on the home page or by using the “My Applications” tab at the top of the page.
2. Click the “View Management Tools” button and choose the “Add/Edit People” link.



Access Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
VIEW MANAGEMENT TOOLS

ADD/EDIT PEOPLE
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

3. Type in the name of the individual in the search criteria box and click the “Search” button.
4. From the search results, select the person, give him/her a security role and fill in the Active Dates for the dates they should be able to access the application. Leave the 2nd box blank for open-ended access.
5. Click the “Save” button to add the selected person to the application.

Document Information: [2012-JAG-GRANTEE_TEST-007](#)

[Details](#)

Person Search

Enter a name or partial name:

People Found

| <input type="checkbox"/> | Person | Organization(s) | Role | Active Dates | Assigned By |
|-------------------------------------|-----------------------|-----------------|----------------------|--------------|-------------|
| <input checked="" type="checkbox"/> | DAC Admin | OKOSF_DAC | Agency Administrator | 10/7/2011 | |
| <input type="checkbox"/> | dac ia | OKOSF_DAC | Agency Administrator | 10/7/2011 | |
| <input type="checkbox"/> | testing for DAC | | Authorized Official | | |
| <input type="checkbox"/> | test DACnotifications | | Financial Officer | 10/7/2011 | |
| <input type="checkbox"/> | testing DACDomain | | Writer | 10/7/2011 | |
| <input type="checkbox"/> | testing DACDomain | | Viewer | 10/7/2011 | |
| <input type="checkbox"/> | | | Agency Administrator | 10/7/2011 | |
| <input type="checkbox"/> | | | Agency Administrator | 10/7/2011 | |
| <input type="checkbox"/> | | | Agency Administrator | 10/7/2011 | |