1. Login to eRA Commons

2. Select the Admin menu tab from the Commons navigational bar

3. Select the Delegations option from the Admin menu.

4. The my delegates menu opens. If applicable, the My Current Delegations area of the screen displays a table of your existing delegations. If you have no current delegations, the table will indicate “No records were returned.”
5. Select the “Search or Add Delegates” link.

6. A blank search screen will appear: enter the appropriate search criteria, using the percent (%) sign as a wildcard.

7. Click the “Search” button. Your results will display in the Search Results area, including the user’s Name, Role(s), Common ID, and currently delegated authorities (indicated by marked checkboxes next to the listed authorities—if no box is checked, role is not assigned.)

Testudo’s Tip: Hold down the CTRL key when selecting Roles from the dropdown menu to select more than one role at a time.
8. If the search results span several pages, use the next and previous page arrows to move forward or back one page or the first page and last page arrows to navigate to the beginning or end of the list.

9. Locate the user whose delegations you wish to edit and click the “Select” link associated with that user.

10. The delegate Authority page will appear. To delegate a specific role, click the corresponding box. Then click save.
10. Once you have successfully delegated a task, eRA Commons will send an email. Additionally, you can verify who has authority on the admin - delegations main page. All current delegations will be listed.

If you have any questions, please contact oraera@umd.edu