



## ezFedGrants Permissions Screen

Quick Reference

This document summarizes the ezFedGrants **Permissions** screen which is used by Grants Administrative Officers (GAOs) to change roles and deactivate users in their organization(s). This screen is only visible to GAOs and is accessed through the **Manage Permissions** navigation tile. Full details and instructions are provided in the **ezFedGrants Role and Access Management Job Aid**.

If you need assistance managing roles and access, please contact the ezFedGrants Help Desk at [ezFedGrants@cfo.usda.gov](mailto:ezFedGrants@cfo.usda.gov).

**Select an Action:** Choose the action you want to take: **Change Role** or **Remove from Organization**.

**Select Organization:** If you are affiliated with multiple organizations, select the organization you want to view, then click the **Search** button.

**Permissions** Close

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Select an Action: Change Role Select Organization: AMS Wildlife Foundation US 1-4 Search

**Change Role**

User ID	Name	Role	Options
GAOExternalNIFA	GAO APHIS	<span style="border: 1px solid gray; padding: 2px;">Grant Administrative Officer</span>	<span style="border: 1px solid blue; padding: 2px;">Change</span>
GAOExternal	GAO External	<span style="border: 1px solid gray; padding: 2px;">Grant Administrative Officer</span>	<span style="border: 1px solid blue; padding: 2px;">Change</span>
GAOUser4	GAO USER4	<span style="border: 1px solid gray; padding: 2px;">Signatory Official</span>	<span style="border: 1px solid blue; padding: 2px;">Change</span>
28200907010011533556 933	ARS ARS-ST-GL-MG MT-Eval	<span style="border: 1px solid gray; padding: 2px;">Signatory Official</span>	<span style="border: 1px solid blue; padding: 2px;">Change</span>
SIGOFF11	SIG OFF 11	<span style="border: 1px solid gray; padding: 2px;">Signatory Official</span>	<span style="border: 1px solid blue; padding: 2px;">Change</span>
TestUserReg	Test ARS	<span style="border: 1px solid gray; padding: 2px;">Grant Administrative Officer</span>	<span style="border: 1px solid blue; padding: 2px;">Change</span>

**Actions Table:** This table appears after clicking the **Search** button. You will make your role changes/removals directly in this table, but you can only change or remove one user at a time.

To change a user's role, select the new role in the **Role** column and click the **Change** button. The user's role will be updated for all organizations with which they are affiliated.

To revoke a user's ezFedGrants access for the selected organization, click the **Remove** button. The user will no longer have access to agreements, applications, claims, etc. for the organization indicated in the **Select Organization** field, but they will still have access for other organizations with which they are affiliated.