FEMA

Authorizing Permission to ALL Subgrant Applications by Grant Applicants

As a grant applicant, you may be asked by the subgrant applicant to reassign permission to all of the applications that a specific user has access to. For example, a subgrant applicant may leave his/her job without providing his/her successor access to the applications they have created and/or submitted.

Be careful when doing this as the process can not be undone.

NOTE: FEMA can similarly reassign permission to all of a grant user's applications to another grant user, as necessary.

The following steps will walk you through the process of reassigning permission to ALL of a specific subgrant users' subgrant applications to another subgrant user.

1. Start from the Grant Applicant Home Page.
2. Select the **Administration** link.
3. From the sidebar menu, select the **Approved User Registrations** link.
4. Find the user for whom you want to reassign permissions (for example, the person who has retired) and select the **Reassign Permissions** link in the **Action** column.
   a. You can either scroll through the list or to search by First Name, Last Name, e-mail, or Agency.
5. Search for the person(s) to whom you want to reassign permission to (for example, the person who is taking over for the retiree).
   a. You can choose to search by First Name, Last Name, e-mail, or Agency.
6. Check the box in the select column for the person(s) to whom you want to reassign permission for all applications that can be accessed by the user selected in step 4.
7. Select the **Reassign Permission(s)** button.
8. Select the **Yes** button when asked if you want to reassign the permissions.
   a. Remember that this process is irreversible! Check to make sure that you are reassigning the permissions to and from the correct users.