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.

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.