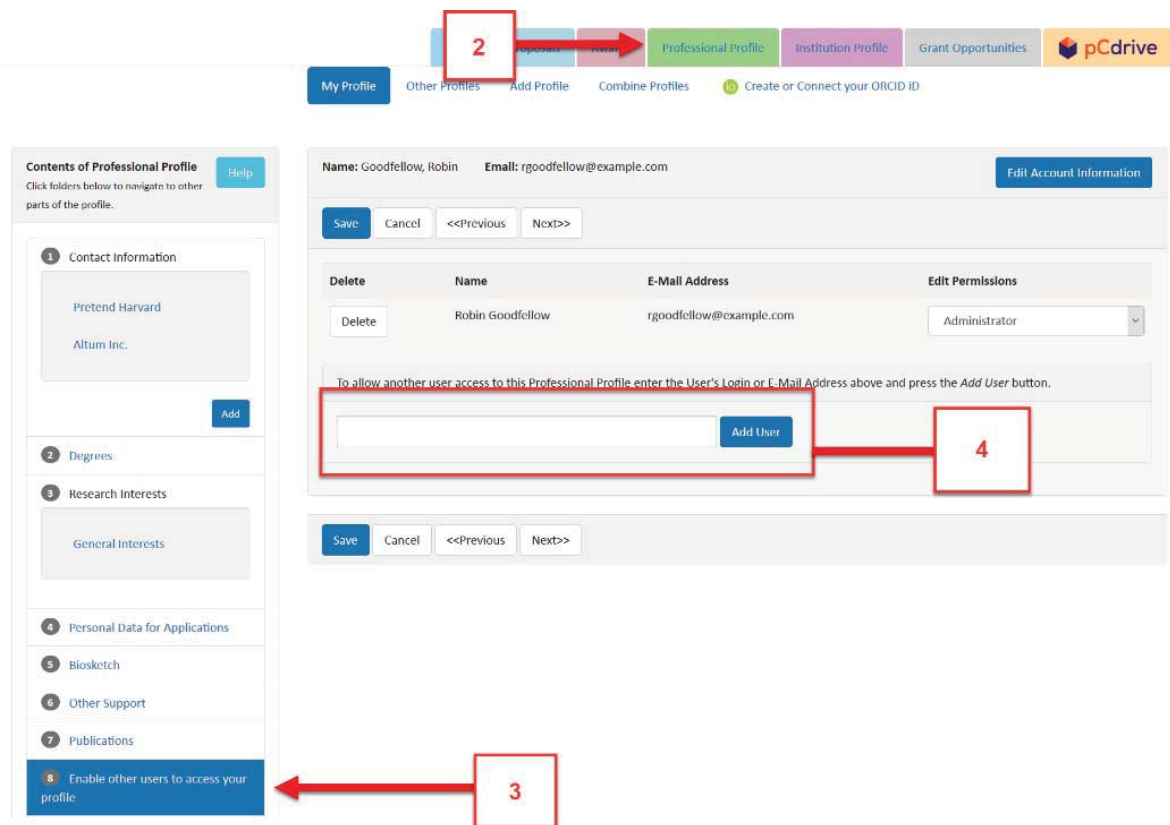


## Enabling Others to Access Your Profile

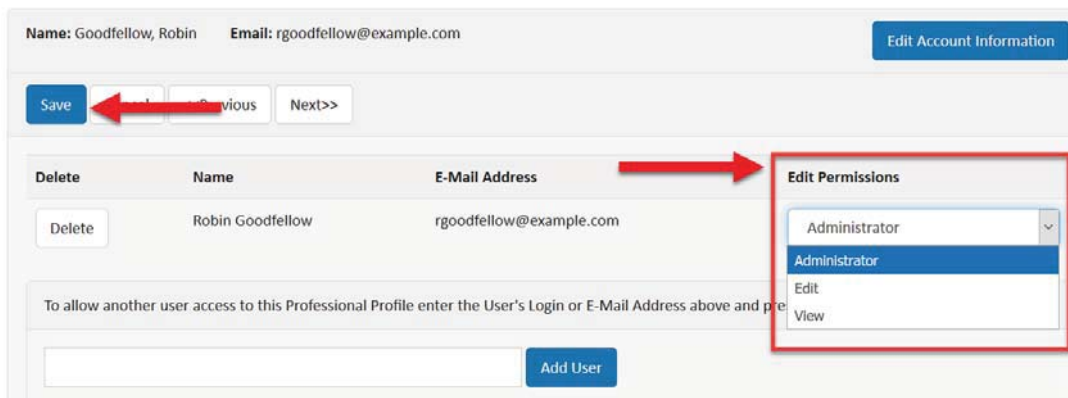
Most likely there are other individuals at your organization who you may want to have access to your profile in order to help maintain it (e.g. administrative assistant). To grant other users access to your profile, follow these steps:

1. If not already logged in, go to <https://proposalcentral.com/> and login under the “Application Login” section.
2. Click the green Professional Profile tab.
3. Click the Enable other users to access your profile link in the menu on the left.
4. Enter the e-mail address of the person and click the Add User button. Please note that the person **must** already have a ProposalCentral account. If they do not, they can create an account using the instructions found in the first section regarding creating a new account.



The screenshot shows the 'Contents of Professional Profile' page. At the top, a navigation bar includes 'My Profile', 'Other Profiles', 'Add Profile', 'Combine Profiles', 'Create or Connect your ORCID ID', and profile tabs for 'Professional Profile', 'Institution Profile', and 'Grant Opportunities'. A red box labeled '2' highlights the 'Professional Profile' tab, with an arrow pointing to it. On the left sidebar, a list of profile sections includes 'Contact Information', 'Degrees', 'Research Interests', 'Personal Data for Applications', 'Biosketch', 'Other Support', 'Publications', and 'Enable other users to access your profile'. A red box labeled '3' highlights the 'Enable other users to access your profile' link, with an arrow pointing to it. The main content area shows user details for 'Robin Goodfellow' (Email: rgoodfellow@example.com) and a table with columns for 'Delete', 'Name', 'E-Mail Address', and 'Edit Permissions'. Below the table, a text prompt says 'To allow another user access to this Professional Profile enter the User's Login or E-Mail Address above and press the Add User button.' A red box labeled '4' highlights the 'Add User' button, with an arrow pointing to it.

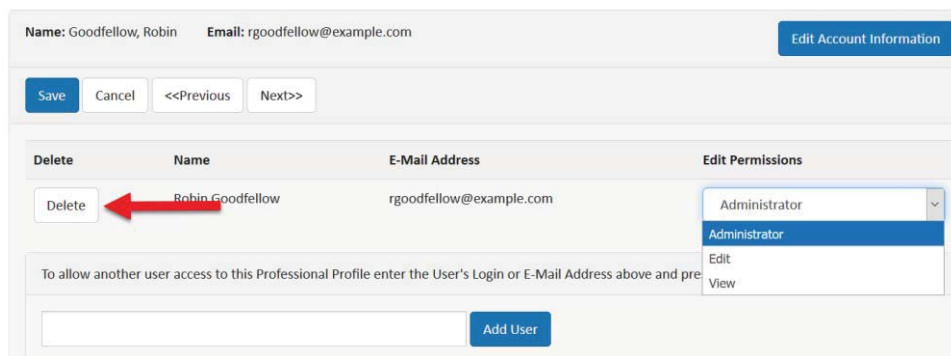
5. Select the desired permission level for the person and click the 'Save' button. The permissions are as follows:
- Administrator: The user can make any changes to your profile, including granting other users access to your profile (i.e. what you're doing now).
  - Edit: The user can make any changes to your profile, EXCEPT they cannot grant other users access to your profile (i.e. what you're doing now) or see who has access to your profile.
  - View: The user can only see your profile information; they cannot make any changes. They cannot see the other users who have access to your profile.



The screenshot shows a user management interface for 'Robin Goodfellow' (rgoodfellow@example.com). At the top, there are buttons for 'Save', '<<Previous', and 'Next>>'. Below this is a table with columns for 'Delete', 'Name', 'E-Mail Address', and 'Edit Permissions'. The table contains one entry for Robin Goodfellow. A red arrow points to the 'Save' button, and another red arrow points to the 'Edit Permissions' dropdown menu, which is open and shows options: 'Administrator', 'Administrator', 'Edit', and 'View'. Below the table is a section for adding new users with an 'Add User' button.

6. To enable others to access your profile, repeat steps 4-5.

If you need to remove a user's access to your profile, repeat steps 1-3 above. When you arrive at the user access table, click the Delete link next to the user to remove.



This screenshot is similar to the previous one, but with a red arrow pointing to the 'Delete' button in the table row for Robin Goodfellow. The 'Edit Permissions' dropdown menu is also visible, showing the same options: 'Administrator', 'Administrator', 'Edit', and 'View'.