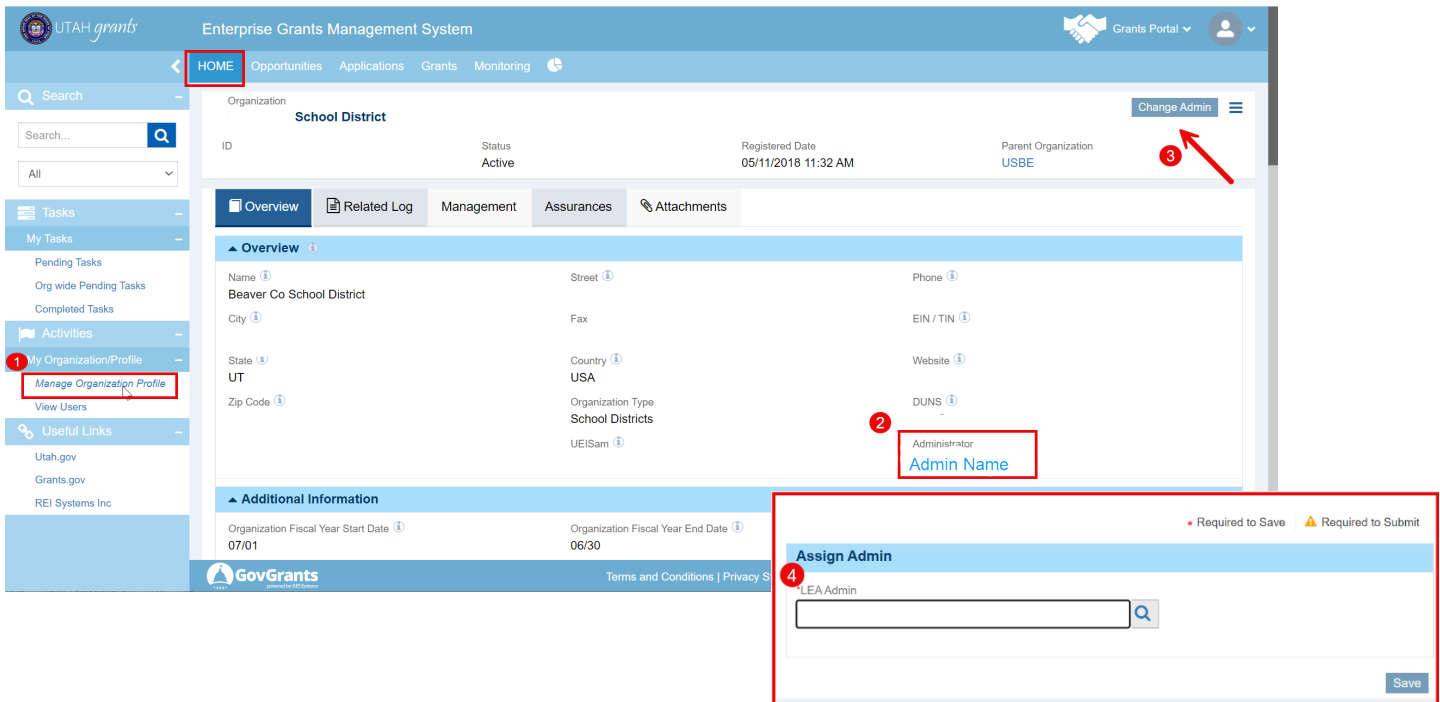# Utah State Board of Education

UTAHgrants

Subrecipient Administrator Role

The Subrecipient Administrator is a new role within Utah Grants. The Administrator has the same access and permissions as the Subrecipient Key Point of Contact, including requesting new users and changing the application owner. The Administrator must be an active user in the Approver role.

1. From the Home tab, click Manage Organization Profile on the left.
2. The Administrator will be shown on the organization Overview tab.
3. The Key Point of Contact and the current Administrator will see a "Change Admin" button.
4. A pop-up window will appear. The user is able to select the new administrator and save.

Note: The Administrator will be pre-assigned as the Subrecipient Key Point of Contact. The Key Point of Contact can reassign the role to another active user with a role of "Approver." Thereafter, the Administrator role can be changed by either the Key Point of Contact or the current Administrator.

The administrator role can request new users, change user permissions, and change application ownership. Additional administrator permissions and responsibilities will be added with future updates.

The Key Point of Contact will continue to be the default Internal Approver on applications and payment requests.