

ADMINISTRATIVE OFFICIAL (AO)	
Account Creator/Delegator	An SO, AO or AA can create an AO account.
Creation/Delegation Process	<ul style="list-style-type: none"> • Log in to the Commons. • Select "Administration." • Select "Accounts." • Select "Create Account." • Create new user selecting "AO" as the role.
Role Privileges	<ul style="list-style-type: none"> • Create Commons accounts (except SO/AA/IAR accounts). • Update only Commons accounts created by the AO. • View status and award information for all institution grants. • Create affiliation of an existing Commons account and the institution.