

# Adding the Hierarchy Role in Commons UAT\*

1. You must log into Commons UAT using the following URL: <http://corvus.cit.nih.gov:7777/commons/index.jsp>.

The screenshot shows a Mozilla Firefox browser window with the address bar containing <http://corvus.cit.nih.gov:7777/commons/changeUserPassword.do>. The page header includes the NIH logo, "NATIONAL INSTITUTES OF HEALTH eRA Commons", and a user login area with the text "Welcome s2stest Institution: AFFIXIXA UNIVERSITY Authority: SO" and a "Log-out" link. A navigation menu contains links for Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, X-Train, Links, and Help. The main content area features a "What's NEW on the COMMONS" logo and a message: "You have successfully changed your password." Below this is a "System Notification" section with a list item: "1. Deployments to this and associated environments may occur any day, Monday-Friday 7:00 a.m.-12:00 p.m. ET causing this site to be temporarily unavailable during this time period." A large text block states: "This is the **USER ACCEPTANCE TEST** version of the NIH Commons. It is available only to authorized individuals through special arrangement with eRA Commons Development and Test staff. For additional information please contact the [eRA Commons Helpdesk](#). If you are trying to connect to the OFFICIAL PRODUCTION version of the NIH Commons that URL to use is <https://commons.era.nih.gov/commons/>." A blue-bordered box contains the warning: "Very Important! While this site is a 'TEST' site it may contain some sensitive data and is open only to authorized individuals who should treat this information accordingly." The footer includes links for Contact Us, Privacy Notice, Disclaimer, and Accessibility, along with contact information for the National Institutes of Health (NIH) and the Department of Health and Human Services. A copyright notice for 2007 NIH and a Grants.gov logo are also present.

\*Note all users must have an eRA Commons production account before adding the Hierarchy role.

The screenshot shows the eRA Commons interface. At the top, the browser window is titled 'Account List - Mozilla Firefox'. The address bar shows the URL: <http://corvus.ct.nih.gov:7777/commons/account/accountSearch.jsp>. The page header includes the NIH logo and 'eRA Commons' branding. A navigation bar contains links like 'Home', 'Admin', 'Institution Profile', etc. The 'Admin' menu is expanded, and 'Maintain Accounts' is highlighted with a red circle and the number 2. Below this is the 'Search User' form. The 'Account Status' is set to 'Active'. The 'Name' fields are filled with 'Last' and 'First'. The 'User ID' is 'S2Stest'. The 'Hierarchy Rights' section has a yellow box around the 'Exclude Hierarchy Rights Search' checkbox, labeled with the number 4. The 'Search' button is labeled with the number 5. Below the form is a table of search results. The table has columns: 'User Name', 'User ID', 'Email Address', 'Account Status', 'Role', and 'Action'. One result is shown for 'Turner, DeRon' with 'User ID: S2STEST', 'Email Address: turnerder@od.nih.gov', 'Account Status: Active', and 'Role: SO'. The 'Action' column for this row contains links for 'View', 'Edit', and 'Delete', with 'Edit' highlighted by a red box and the number 6. The footer contains contact information for NIH and the Grants.gov logo.

2. Once logged in, click **Admin** → **Accounts** → **Maintain Accounts**.
3. In the **Maintain Accounts** Search User screen, you will need to search for the account in order to grant the Hierarchy Role. Enter the Last Name then First Name.
4. Click the “Exclude Hierarchy Rights Search” box which is highlighted in yellow.
5. Click the **Search** button. The persons account will show in the **Search Results** at the bottom of the screen.
6. Under the **Action** column for that person, click **Edit**.

7. Once in **Edit Account**, press and hold the **Ctrl key** while clicking on **HIER** in the **Institutional Rights** list box. This will keep the current roles while adding the **HIER** role. Make sure the persons existing role(s) and HIER roles are highlighted in the column.
8. Click the **Continue** button.

**Edit Account - Mozilla Firefox**

File Edit View Go Bookmarks Tools Help deljcio.us

http://corvus.cit.nih.gov:7777/commons/account/accountEdit.jsp

NIH Home IMPAC II: Web Applica... IMPAC II:User ID Search Commons eRA - GM IMPAC II: Web Applica... MindLeaders - e-Learni...

eRA Commons/IMPAC II Helpdesk **Edit Account**

**NATIONAL INSTITUTES OF HEALTH eRA Commons** Version 3.1.1.1

Welcome PRISCILLA  
Institution: UNIVERSITY OF SOUTH FLORIDA  
Authority: SO [Log-out](#)

Home Admin Institution Profile Personal Profile Status eSNAP x-Train Links Help

**Accounts**  
Maintain Account Create Account Create Affiliation Delegate Submit Delegate PPF Edit Change Password Verify NIH Support

**Edit Account** Search View Edit Delete Create

◆ Enter any changed information below in the editable field.  
◆ \* indicates required field Step 1 of 2

**Account Information**

**First Name:** C. Priscilla  
**Middle Name:**  
**Last Name:** Pope  
**User Name:** PRISCILLA

**Institutional Rights:** \*  
Hold down Ctrl key to do multiple select or to deselect.  
AA  
BASIC  
HIER 7  
IPF  
PI  
ISO

**Reassign Account:** \*  
Name Email Role(s)

**E-mail:** \*  
eRAStage@mail.nih.gov

**Account Lock Status:** \*  
 Lock  Unlock

**Reset Password:** \*  
 No  Yes

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Department of Health and Human Services

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Done | Idle | Fingerfox

9. After clicking Continue, you will be taken to the **Maintain User's Rights** screen. On the right hand side under **Hierarchy Rights** select the rights you wish to assign.

The screenshot shows the 'Maintain User's Rights' interface in Mozilla Firefox. The browser address bar shows the URL: <http://corvus.ct.nih.gov:7777/commons/account/rightsDuring/Edit.jsp>. The page title is 'Maintain User's Rights' and it is 'Step 2 of 2'. The user is 'Pope, C. Priscilla'. The page shows a tree view of organizational hierarchies for the University of South Florida. A red circle highlights the 'Hierarchy Rights' section, and a red box highlights the 'Save rights for current node' button at the bottom. A red number '9' is placed near the 'Hierarchy Rights' section, and a red number '10' is placed near the 'Save rights for current node' button.

10. After selecting the Hierarchy Rights, scroll to the bottom of the page and click the **Save rights for current node** button then click the **Save** button.



11. After clicking the save button, you will be returned to the **Maintain Accounts** screen. *“The account for USERNAME has been successfully updated”* will appear above the **Account Information**.

Account Information - Mozilla Firefox

File Edit View Go Bookmarks Tools Help deljcio.us

http://corvus.cit.nih.gov:7777/commons/account/accountView.jsp

NIH Home IMPAC II: Web Applica... IMPAC II:User ID Search Commons eRA - GM IMPAC II: Web Applica... MindLeaders - e-Learn...

eRA Commons/IMPAC II Helpdesk Account Information

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**  
Version 3.1.1.1

Welcome PRISCILLA  
Institution: UNIVERSITY OF SOUTH FLORIDA  
Authority: SO [Log-out](#)

Home Admin Institution Profile Personal Profile Status eSNAP x-Train Links Help

Accounts  
Maintain Account Create Account Create Affiliation Delegate Submit Delegate PPF Edit Change Password Verify NIH Support

### Account Information

this is just test content

Search	View	Edit	Delete	Create
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The account PRISCILLA has been successfully updated.

Account Information	
<b>First Name:</b>	C. Priscilla
<b>Middle Name:</b>	
<b>Last Name:</b>	Pope
<b>User Name:</b>	PRISCILLA
<b>Date of Birth:</b>	
<b>Role:</b>	HIER SO
<b>Account Creator:</b>	
<b>E-mail:</b>	erASTage@mail.nih.gov

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