# 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.



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

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.

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.



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.**