xTrain—Delegate xTrain Authority
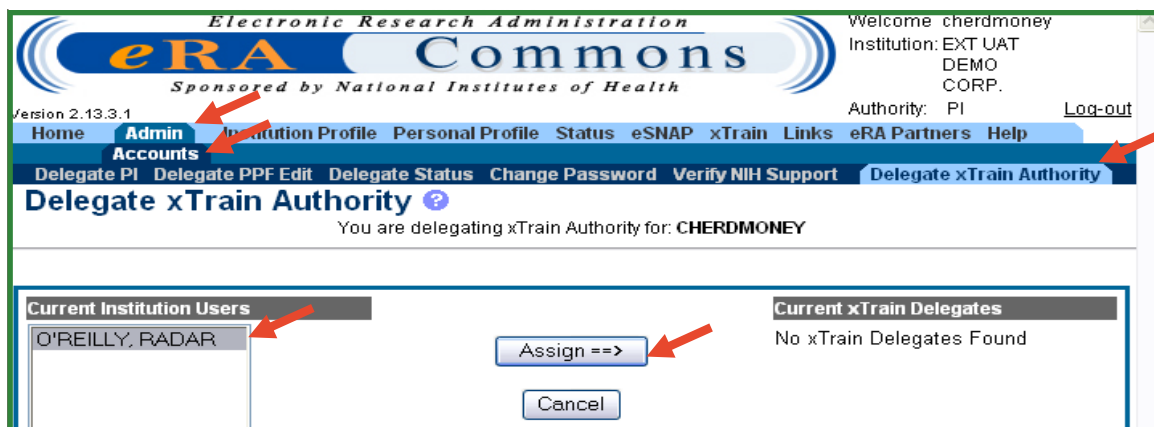## Quick Reference for PD/PIs

A PD/PI can delegate to an Assistant the authority to perform all xTrain related functions on their behalf except for the authority to submit Appointments to the Agency.

Note: The eRA Commons allows PD/PIs to delegate several types of authority (e.g., PI, PPF Edit, Status, xTrain.) Currently, each type of authority must be delegated separately.

Assign Delegation

1. PD/PI logs into eRA Commons at https://commons.era.nih.gov/commons/.
2. PD/PI selects the *Admin* tab in the blue navigation bar across the top of the screen then clicks on the *Accounts and Delegate xTrain Authority* sub menus.
3. PD/PI selects the user from the list of *Current Institution Users* to receive delegation and clicks the *Assign* button. Note: Only Institution Users with the ASST role in eRA Commons are displayed in the list.
4. PD/PI clicks the *Save* button on the *Delegate xTrain Authority Confirmation* screen to complete the action.
5. The *Delegate xTrain Authority Confirmation* screen appears and the PD/PI must click on the *Save* button to complete the delegation.

Revoke Delegation

1. In the *Delegate xTrain Authority* screen, the PD/PI selects the user from the list of *Current xTrain Delegates* that will have xTrain delegation removed and clicks the *Revoke* button.
2. PD/PI clicks the *Save* button on the *Revoke xTrain Authority Delegate Confirmation* screen to complete the action.

https://commons.era.nih.gov/