

Security Roles

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Security Role access is subject to change.

NOTE: *It is the Organization's responsibility to maintain their account Users.*

Explicit Security Roles

Organizational Admin

Organizational Admin have the highest level of security and can create, view, and edit all records in the account, including Staff compensation information. Organizational Admin are the only users that can create, view, and edit records in the Administration module. The Administration module includes License Information, Account Settings, System Security and user management. There is no limit to the number of Organizational Admin you can have per account.

Department Admin*

Department Admin can create, view, and edit all grant records linked to their department(s).

Executive

Executives can view all records in the account, but cannot add or edit any records. Executive users can also view the License Information section in the Administration module.

Department User (Salary)*

Department Users can add achievements and expenses that are assigned to them. In addition, they can view all grant records linked to their department(s).

Department User (No Salary)*

Department Users can add achievements and expenses that are assigned to them. In addition, they can view all grant records linked to their department(s). Department Users (No Salary) cannot create, view, or edit personnel line items on a grant's budget.

*Departments are not able to be assigned in the Recipient Portal. See security matrix for differences in roles.

Implicit Security Roles

Recipient Grant Managers

Recipient Grant Managers have full access to edit grant details, and create, edit, and delete all items related to their grant, including running reports. These users may also assign responsibility for goals and line items to other users.

Assign Recipient Grant Manager

Grant Management (left navigation) > Grants > [Choose Your Grant]

NOTE: Depending on your Security Role, you may not see all your Account's Grants.



Click the edit pencil on the top right.



In the **Award Information** section, select your **Recipient Grant Manager** using the dropdown.

Click **Save** on the bottom right of your screen.

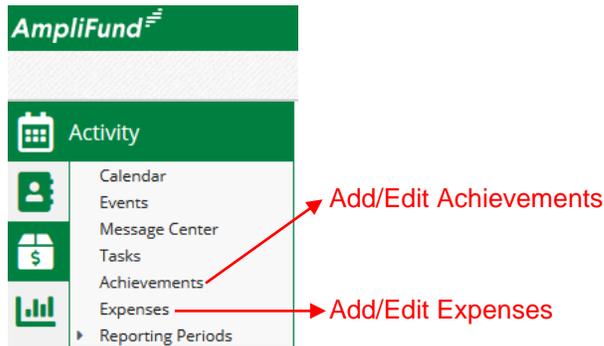


Responsible Individuals

Non-Admins security roles can view specifics of grants by being assigned the **Responsible Individual**.

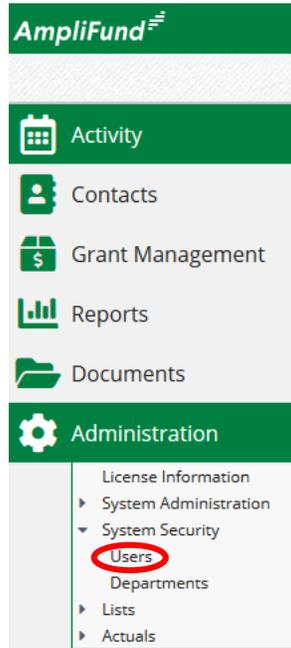
Although, they will not be able to create Reporting Periods or Payment Requests.

The Responsible Individual will be able to add what they are responsible for from the left navigation, Activity.



Change a User's Security Role

Administration (left navigation) > System Security > Users



Click the edit pencil on the User you want to change.

Display Name ▲	Role
Jerry Gergich	Department User (No Salary)
John Doe	Organizational Admin / Account Owner

In the User Information section, click the **Role** dropdown and choose the desired role.

Edit User

User Information

Username: nded.research+portal2@gmail.com

Subscribe to Daily Emails:

Subscribe to Weekly Emails:

Applicant Portal Access:

Role*: Department User (No Salary) ▼

Departments: Department Admin, Executive, Department User (Salary), Department User (No Salary)

Staff Information

Click **Update**.