Access to SeRA
Anyone with an active SUNet ID can access SeRA to initiate a Proposal Development Routing Form (PDRF), the School of Medicine Proposal Intake Form (PIF), and access records that they have previously initiated or been added to by another user.

SeRA Department Administrator Access
Is granted at the school, department, independent lab, center, or institute **org code** level by the SeRA Support Team with the relative org code(s) financial approver(s) endorsement to allow a user to view all SPO records under said org(s). Please note, **SeRA Departmental Administrator** access can only be granted at the school, department, independent lab, center, or institute **org code**. It cannot currently be granted at the PI level.

To request **SeRA Department Administrator access** either the relative **org code** financial approver can submit a SeRA HelpTicket on behalf of the person for whom access is being requested, or the person seeking access can submit a SeRA HelpTicket and attach an email from the relative org code(s) financial approver(s).

1. Log into the SeRA web portal at [https://sera.stanford.edu/](https://sera.stanford.edu/)
2. From the Home (landing) page click on the **Help** drop down menu on the top right side of the screen, and select **Help Ticket**

3. In the **Short description of what you need** field, enter **Access**
4. In the **Describe in more detail of what you need** field, include the following:
   - Department Name
   - Org Code(s) to which access is needed
   - SUNet ID/ Name of Employee needing access
     i. If you are requesting access for yourself, please attach email approval from the relative org code(s) financial approver(s) i.e. the Admin Services Manager, Department Manager, and/or Director, Finance and Administration

5. Click **Submit**