SPO Level Access

SeRA users have the ability to self-manage SPO level access.

How to view and edit SPO level access

1) From within SeRA search for a SPO # record

- If you have access to the SPO #, the SPO # will be a clickable blue hyperlink to in the search results.

- If you do NOT have access to the SPO #, you will receive a message in the search results.

- You may either click on the blue hyperlink to submit a help ticket to request access, or reach out to the relative admin org unit of the SPO #/record and request they grant you access.
2) If you have access to the SPO #, click on the blue hyperlink to the project record and then select **People** from the left hand navigation menu.

3) There are three tabs within the Project People screen: Contacts, Faculty, and Authority.
   - By default you will land on the **Contacts** tab. This tab reflects those persons who have been indicated as either the department contact and/or account setup admin for the project.
     A. To edit an existing Contact select the pencil icon next to a person’s name.
     B. To add a new Contact select **Add Contact** and complete the fields as requested.
   - The **Faculty** tab reflects all Stanford faculty associated with this project. No edits can be made from this page.
- The **Authority** tab is split into three sections: Project Specific Authority, Project Contacts, and Departmental Administrators. Individuals listed in any one of the sections have access to this project. For individuals listed in more than one category, they must be removed from each category to revoke access to this project. Individuals with central office permissions (OSR, RMG, ICO etc.) have access to all projects and are not listed on this page.

A. To edit an existing project specific i.e. SPO level person’s access select the pencil icon next to a person’s name.

B. To add a new project specific i.e. SPO level person’s access select Grant Access

C. The Project Contacts section reflects the information from the Project Contacts tab. No edits can be made to these contacts from within this section. To make edits to any of the listed individuals and/or add new ones navigate back to the Contacts tab and follow the above Contact tab instructions.

D. The Departmental Administrators section shows all persons who have access to this SPO record from their org level SeRA Departmental Administrator access. If you see anyone who should be added or deleted, please select the Request Access button to submit an access Help Ticket.