A Department or Sub Department Coordinator has access to change individuals in the assigned department/sub departments

Change Individual Assignments in ERSV10

1. Click on Management
2. Click on Assignments
3. Select **Change Assignments for Individuals**
4. Select the department(s) and click on Proceed

5. Select the appropriate sub departments(s) and click on Proceed
6. Select the Individual whose assignments that need to be changed and click on Proceed
7. Select the assignment you would like to change (Pre Reviewer, Post Reviewer or Certifier (for non-faculty) and click on Proceed.
8. Select the individual who should be assigned the role. If the individual isn't listed or would like to assign the role to another department, select the option Assign somebody not in your domain.
9. Click on Proceed.
10. If the individual assigned to the role is correct, click on Apply.
11. The system will reflect the new role change. Three options will be given, Continue “continue work on the same individuals”, Return “work on another group of individuals” or Exit to return to the ERS home page.
A Department have access to change assignments for Department or Sub Departments

1. Click on Management
2. Click on Assignments
3. Select **Change Assignments for Department or Sub Departments**
4. Select the sub department(s) and click on Proceed
5. Select the Sub Department Assignment to change
6. Select the individual who should be assigned the role. If the individual isn't listed or would like to assign the role to another department, select the option **Assign somebody not in your domain**

7. Click on **Proceed**
8. If the individual assigned to the role is correct, click on Apply.
9. Click on Apply to complete the assignment change
10. The system will reflect the new role change. Three options will be given, Continue “continue work on the same individuals”, Return “work on another group of individuals” or Exit to return to the ERS home page.