

Accounts and Access

- [Alternate Approvers](#)
- [NURamp Assistants](#)

Alternate Approvers

About Alternate Approvers

NURamp allows users to delegate other users as their signatory in the form routing process. If you will need another person to electronically sign forms in NURamp on your behalf, add them as an alternate approver.

If you will need another person to create and submit from in NURamp on your behalf, see [NURamp Assistants](#).

Add Approver

To add another user as an alternate approver, navigate to the Alternate Approvers preferences page and enter that user's information into the form.

A temporary alternate approver is time bound by the dates you specify, while a permanent alternate approver will remain valid until you revoke their permissions.

Welcome to NuRamp, James

⊕ Quick Add Actions

- 🏛️ Add New IC Applic...
- 📄 Add New EC Asses...

Your Last Viewed Item

🏛️ Application 20371
none

★ Your Starred Items

You have no starred items.

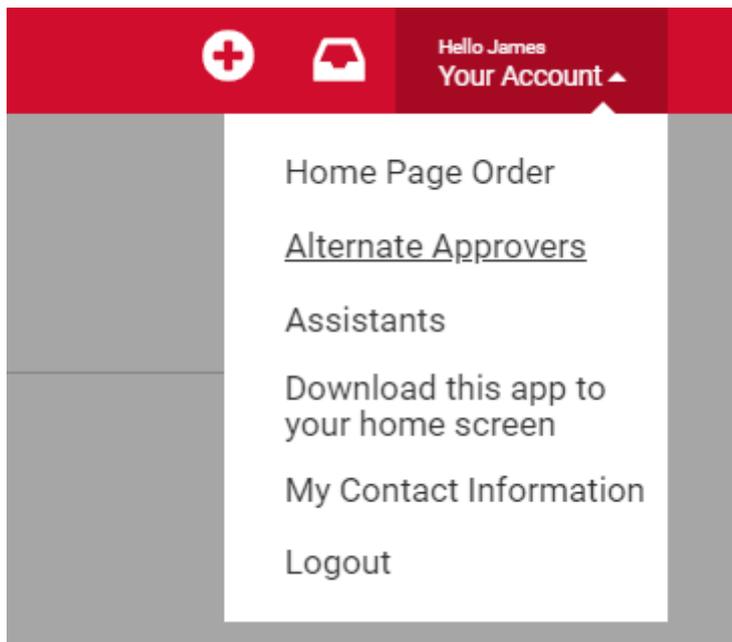
Open Internal Competitions

- Collaboration Initiative (2...
Due 01/13/2020 5:00 pm
- Collaboration Initiative: R...
Due 01/13/2020 5:00 pm
- NRI Proof of Concept Gra...
Due 10/01/2030 12:00 am
- University of Nebraska Ke...
Due 10/31/2030 12:00 am

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Step by Step

Click the "Your Account" dropdown and select "Alternate Approvers".



In the "Add Approver" form, enter the first few letters of the person's name who you want to add as an alternate approver.

Preferences

Alternate Approvers

Add Approver

max <u>kue</u>		
Max Kuenstling - mkuenstling@unmc.edu - 4025596990		
Alternate Type:	Valid Starting On:	Valid Through Date:
Temporary <input type="text"/>	12/01/2019 <input type="text"/>	07/31/2020 <input type="text"/>
	(mm/dd/yyyy)	(mm/dd/yyyy)
<input type="button" value="Submit"/>		

NURamp will search all available users and will display users with their email address and phone number. Select the user from the dropdown menu to populate their information into the form.

You may add multiple alternate approvers at the same time.

Select the type of alternate approver that the user(s) entered into the form will be:

- If the user will be a **temporary** alternate approver, also enter the dates their alternate approver status will be valid. Use the calendar inputs, or manually type in a date.
- If the user will be a **permanent** alternate approver, you may leave the date fields blank.

Alternate Approvers

Add Approver

mkuenstling@unmc.edu - 4025596990"/>

Alternate Type:

Valid Starting On:

(mm/dd/yyyy)

Valid Through Date:

Dec		2020				
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Submit

When finished, click "Submit".

You will receive a notification on the same page that your alternate approver was added successfully. If NURamp was unable to save your alternate approver, you will receive an error notification with additional details.



Success:
Alternate approver(s) added.

Remove Approver

To remove a user from their alternate approver role, navigate to the Alternate Approvers preferences page, select their name in the Existing Alternate Assignments table, and click "Delete Selected."

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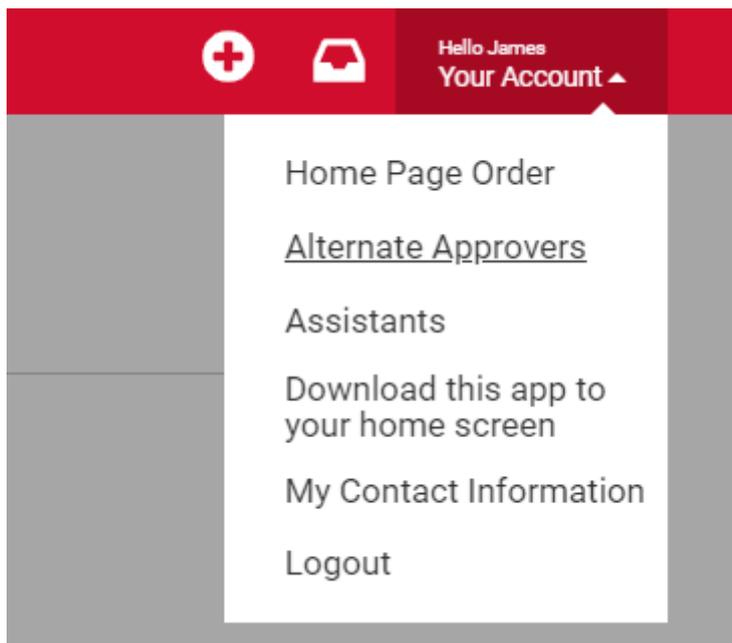
UNK: nuramp-support@unk.edu
UNO: nuramp-support@unomaha.edu
UNL: nuramp-support@unl.edu
UNMC: nuramp-support@unmc.edu
UNCA: nuramp-support@nebraska.edu

Additional Links

University of Nebraska Online Privacy Statement

Step by Step

Click the "Your Account" dropdown and select "Alternate Approvers".



In the Existing Alternate Assignments table, select the user(s) you need to remove as alternate approver(s).

Existing Alternate Assignments

Name	Starting	Through	Status	▶ Select
Max Kuenstling	12/01/2019	12/31/2020	Temporary	<input type="checkbox"/>
Linda Wilkie			Permanent	<input checked="" type="checkbox"/>

Delete Selected

When finished, click "Delete Selected".

You will receive a notification on the same page that the selected user was successfully removed from your alternate approvers. If NURamp was unable to delete the selected alternate approver(s), you will receive an error notification with additional details.



Success:

Alternates Deleted

NURamp Assistants

About NURamp Assistants

NURamp allows you to designate other users as "assistants" who will have access to your forms. Access can be granted on a per-module basis, or you can grant an assistant access to all modules.

NURamp Assistants have full access to the modules they are granted. Assistants are able to perform sensitive operations, including deleting forms and applications.

Add New Assistant

To add another user as an assistant, navigate to the Assistants preferences page and enter that user's information into the form.

Assistants will remain valid until you revoke their permissions.

Welcome to NuRamp, James

Quick Add Actions

- Add New IC Appl...
- Add New EC Ass...

Your Last 4 Viewed Items

- Application 20412
Linda, Can You S...
- Application 20371
none

★ Your Starred Items

You have no starred items.

Open Internal Competitions

Collaboration Initiative ...
Due 01/13/2020 5:00 pm

Collaboration Initiative: ...
Due 01/13/2020 5:00 pm

NRI Proof of Concept G...
Due 10/01/2030 12:00 am

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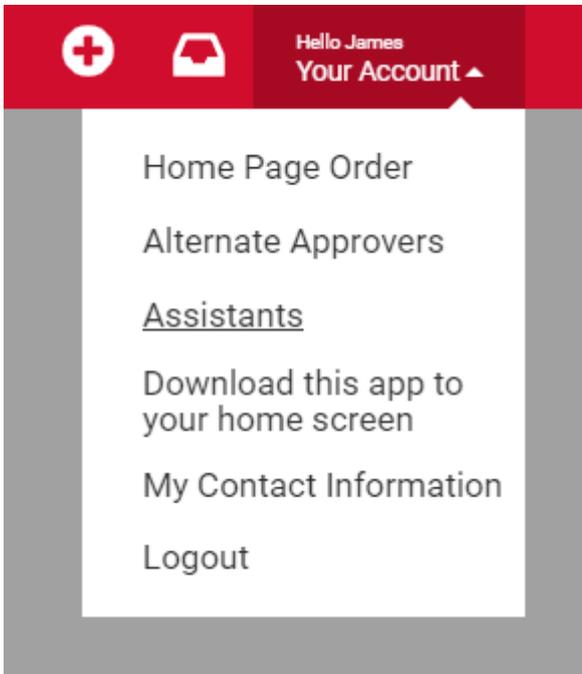
- UNK: nuramp-support@unk.edu
- UNO: nuramp-support@unomaha.edu
- UNL: nuramp-support@unl.edu
- UNMC: nuramp-support@unmc.edu
- UNCA: nuramp-support@nebraska.edu

Additional Links

[University of Nebraska Online Privacy Statement](#)

Step by Step

Click the "Your Account" dropdown and select "Assistants."



Remove Assistant

To remove a user from their assistant role, navigate to the Assistants preferences page, select their name in the Current Assistants table, and click "Delete Selected."

Welcome to NuRamp, James

Quick Add Actions

- Add New IC Appl...
- Add New EC Ass...

Your Last 4 Viewed Items

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Linda, Can You S...
- Application 20371
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- UNMC: nuramp-support@unmc.edu
- UNCA: nuramp-support@nebraska.edu

Additional Links

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Step by Step

Click the "Your Account" dropdown and select "Assistants."

