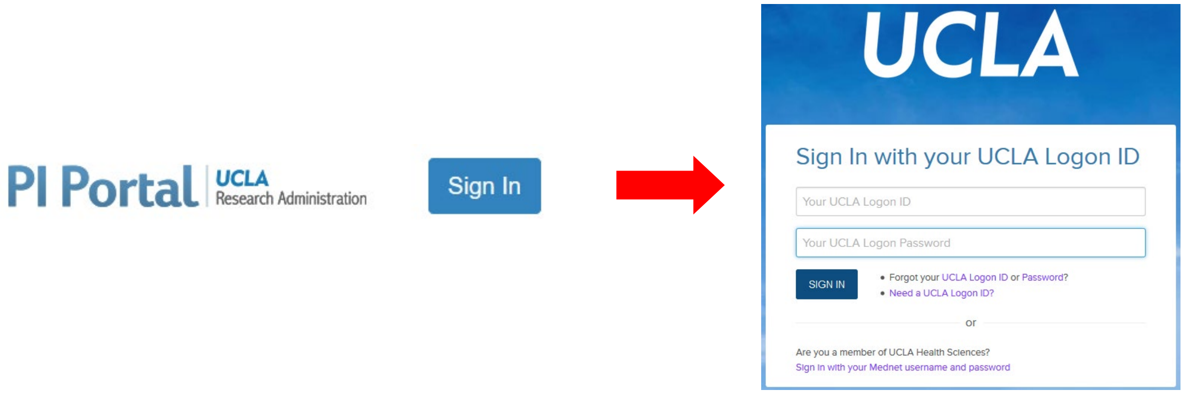
ASSIGNING FUND MANAGER ACCESS TO THE PI PORTAL

Revised February 14, 2022

1. PI logs into the PI Portal using their UCLA logon ID - https://piportal.research.ucla.edu/



2. Click on the "Settings" link at top right corner.
3. Enter Fund Manager's Name or University ID (UID)* & click Search. * best option
4. Click on the "Add" button.
5. On the pop-up box, click the feature(s)** to delegate & Save. **recommend all possible/active features