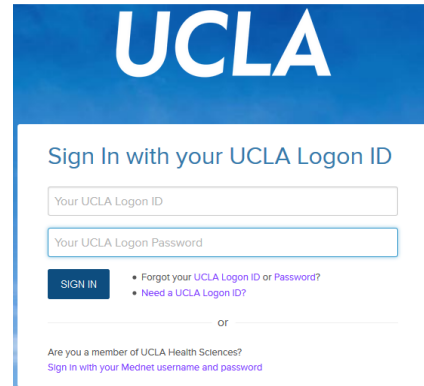


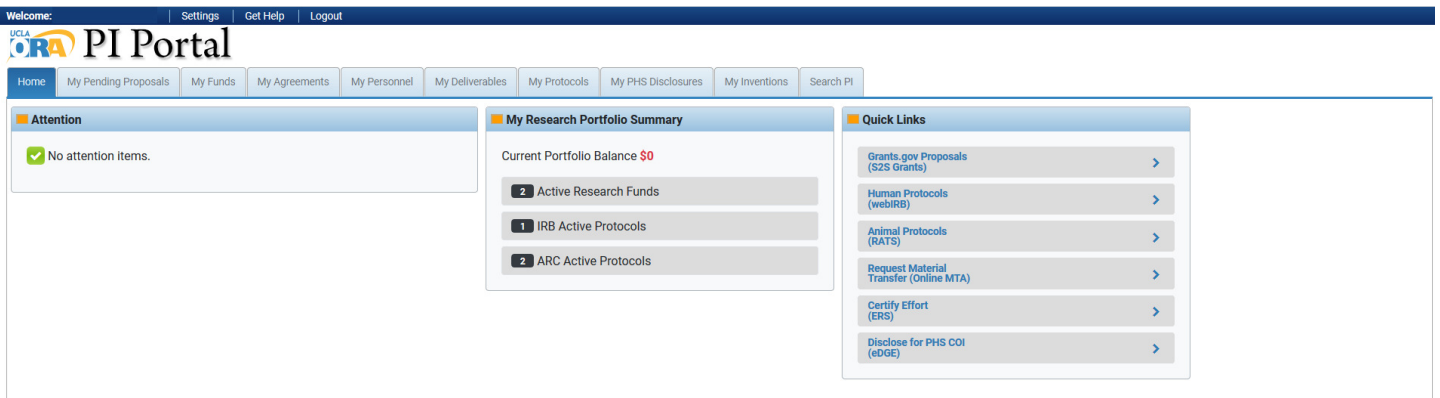
# ASSIGNING FUND MANAGER ACCESS TO THE PI PORTAL

Revised November 14, 2018

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



Home screen once the PI logs in.



2. Click on the Settings link at top left corner.
3. Enter 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

