

HOW TO ASSIGN ROLES AS AN AGENCY ADMINISTRATOR

Agency administrators assign and maintain the following security roles within the telework form application:

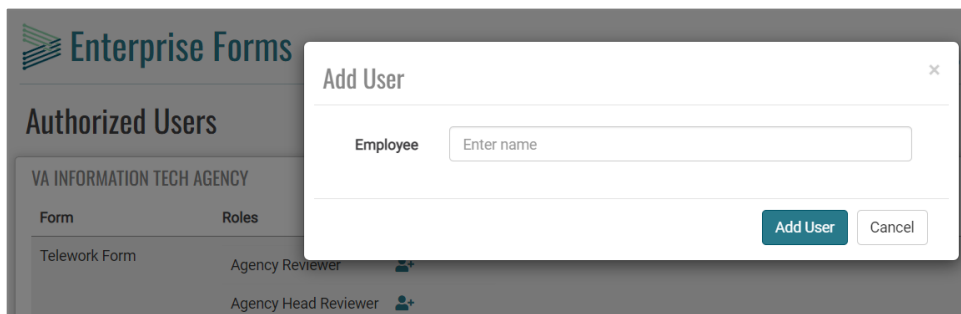
- Initiator – kicks off the telework form to the employee
- Reviewer – reviews telework agreements prior to agency head, secretary and chief of staff approvals, or if those telework agreements are returned for updates
- Agency head – the agency head and their back up are responsible for reviewing all telework requests and approving requests for one day a week

Instructions

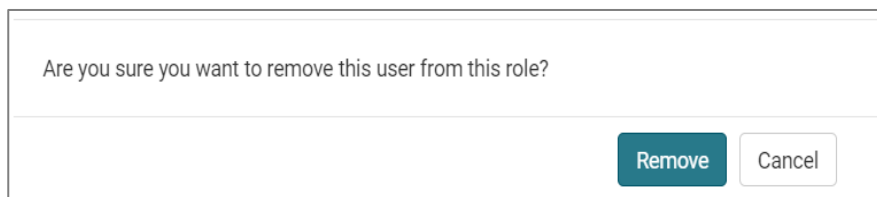
- To assign a role as an agency administrator, navigate to the **Auth** tab in [Enterprise Forms](https://eforms.vita.virginia.gov/): <https://eforms.vita.virginia.gov/>.



- You will see a panel for the agency (or agencies) you are assigned to as the agency administrator and the roles you are authorized to manage.
- To assign a role, find the role you would like to assign and select the person icon with the plus sign. 
- A window will appear. Enter the employee's name, select their name and click **Add User**.



- To remove a role, find the role you would like to maintain and select the person icon with the minus sign. 
- A window will appear, asking to confirm you would like to remove this user from this role.



Note: It is good practice to have more than one person in each of these roles to serve as a backup. In addition, each agency is responsible to review these roles assignments regularly to ensure system integrity.