

How to Reassign a Project Officer

Regional coordinators have the ability to change the contact (project officer) for Cooperative Agreements (CAs) in their region. This option is for use when the assigned project officer no longer works on the project, for historic data approval or other valid reasons.

1. From the top of your Home page, start by clicking on the “Admin” tab.
2. Next, select “User Administration”. This tool allows you to view and change CA assignments.

The screenshot shows the ACRES web interface. At the top, there is a navigation bar with tabs: HOME, FIND PROPERTY/COOPERATIVE AGREEMENT/TBA, REPORTS, and ADMIN (highlighted with a red box). Below the navigation bar, there is a sidebar with a list of administration tasks: Administration, User Administration (highlighted with a red box), and Change Owner. The main content area displays a table with two columns: Task and Description. The table contains two rows: 'User Administration' (description: 'Allows you to update contact information, ACRES system access, and cooperative agreement assignments.') and 'Change Owner' (description: 'Change the owner of work package without changing the cooperative agreement assignment.').

3. Click “See all users in my region”. This will show you users, their access levels, and grant assignments.

The screenshot shows the 'User Administration: User Search' form. It includes a header, a search instruction, and several input fields: Last Name, First Name, State (a dropdown menu), and User Group (a dropdown menu). There is a 'Search' button. Below the search fields, there is a large 'OR' separator, and a link 'See all users in my region' which is highlighted with a red box.

4. Find the user who is currently assigned to the grant you wish to change and select (click) their name.

User Administration: Search Results

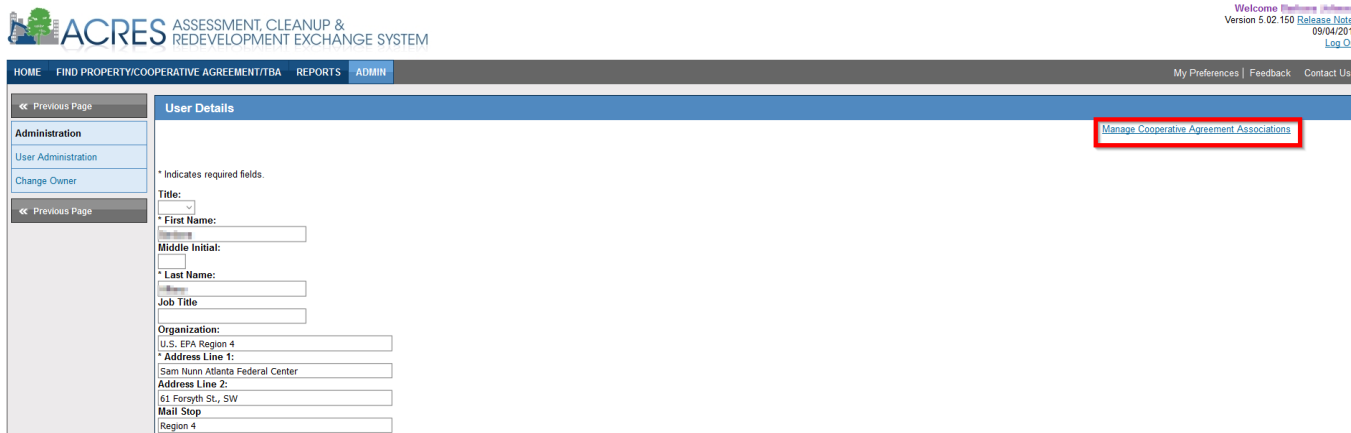
Your search for all users in Region(s) 04 produced 712 results.

Modify Search | New Search Results 1 - 20 of 712 | Next >

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Organization	User Group	User Role	State
Adams_Regina		Cooperative Agreement Recipient	Cooperative Agreement Recipient	FL
Adams_Sallie	City of Wadley	Cooperative Agreement Recipient	Cooperative Agreement Recipient	GA
Alexander_Sandra	City of Saltville	Cooperative Agreement Recipient	Cooperative Agreement Recipient	TN
	U.S. EPA Region 4	EPA	EPA Regional Brownfields Team Regional TBA Data Entry Regional QA Regional Data Entry	GA
Allen_Daniel		Cooperative Agreement Recipient	Cooperative Agreement Recipient	MS
Allen-Lint_Cheryl	Central Carolina Technical College	Cooperative Agreement Recipient	Cooperative Agreement Recipient	SC
alston_lorna	The city of Tampa	Cooperative Agreement Recipient	Cooperative Agreement Recipient	FL
Amodio_Stacey		Cooperative Agreement Recipient	Cooperative Agreement Recipient	FL
Andrews_Cathy	City of Cookeville	Cooperative Agreement Recipient	Cooperative Agreement Recipient	TN
Andrews_Danita	Clay County Development Authority	Cooperative Agreement Recipient	Cooperative Agreement Recipient	FL
Ashbrook_Sarah	FLORIDA STATE COLLEGE AT JACKSONVILLE	Cooperative Agreement Recipient	Cooperative Agreement Recipient	FL

5. Select “**Manage Cooperative Agreement Associations**” to bring up a list of this user’s cooperative agreement assignments.



ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

HOME FIND PROPERTY/COOPERATIVE AGREEMENT/TBA REPORTS ADMIN My Preferences | Feedback | Contact Us

Administration
User Administration
Change Owner

User Details

* Indicates required fields.

Title:

* First Name:

Middle Initial:

* Last Name:

Job Title:

Organization:

U.S. EPA Region 4

* Address Line 1:

Sam Nunn Atlanta Federal Center

Address Line 2:

61 Forsyth St., SW

Mail Stop:

Region 4

Manage Cooperative Agreement Associations

6. Select (check) the Cooperative Agreement you wish to reassign, then press the **“Edit Selected”** button at the top of the column.

User Details: Associated Cooperative Agreement(s)

Associate a Cooperative Agreement

Edit Selected

<input type="checkbox"/>	Recipient Name	State	Cooperative Agreement Type	Cooperative Agreement #	Announcement Year (FY)	Data Reviewer
<input type="checkbox"/>	City of Casselberry	FL	Cleanup	BF95498112	2012	N
<input type="checkbox"/>	City of DeLand	FL	Assessment	BF00012913	2013	N
<input type="checkbox"/>	City of Edgewater	FL	Assessment	BF00012013	2013	N
<input checked="" type="checkbox"/>	City of Gautier	MS	Assessment	BF00025414	2014	N
<input type="checkbox"/>	City of Hickory	NC	Assessment	BF95499212	2012	N
<input type="checkbox"/>	City of Pascagoula	MS	Assessment	BF00011813	2013	N
<input type="checkbox"/>	City of Talladega	AL	Assessment	BF95497912	2012	N
<input type="checkbox"/>	Flagler County	FL	Assessment	BF00013013	2013	N
<input type="checkbox"/>	Greenville Co. Redevelopment Authority	SC	Assessment	BF00011713	2013	N
<input type="checkbox"/>	Hickory, City of	NC	Assessment	BF96489707	2007	N
<input type="checkbox"/>	Seminole Tribe of Florida	FL	Section 128(a) State/Tribal	BG96492808	2007	Y
<input type="checkbox"/>	The City of Moss Point	MS	Assessment	BF00011913	2013	N

Edit Selected

7. Use the pull-down menus to change the Primary Contact and Data Reviewer.

Change Data Reviewer

Recipient Name City of Gautier	Cooperative Agreement # BF 00D25414	Data Reviewer [Dropdown Menu]
<input type="button" value="Cancel Changes"/>	<input type="button" value="Save Changes"/>	

8. These do not need to be the same person. Click the **“Save Changes”** button.

9. Press **“Confirm”** and you’re done!!

<u>ACRES Help Desk</u>	
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Phone	703-284-8212
Day/Time	Mon – Thurs/ 9am -5pm EST