

Guide to becoming an ETS Cell:

- “Super User”
 - Arranger
- Funds Certifier/Approving Official

Roles Needed to become a “Super User”

User Type: Must become an Approver

Account Status: Traveler is Active [Initialize/Unlock User](#)
Last login was on: Wed, 4 May 2022 5:02 AM CDT
User Type: **Approver** [Edit Profile](#)
Traveler Type: Unspecified
Employee Grade: Unspecified

Admin Access Level: Must be at Agency Level with all Checked/highlighted selected

Admin Access level: **Administrator at Agency Level**

- All User Settings
 - Initialize Users / Unlock Users**
 - Create / Edit All Users
 - Travelers**
 - Arrangers**
 - Approvers**
 - Auditors
 - Administrators
 - Update E2 User Id
 - View Profile
 - Delete Users
- Messaging Settings
 - Email Maintenance
 - Bulletin Maintenance
 - Message Maintenance
 - News and Links
- All Approval Routing
 - Pending Approvals
 - Routing Admin Groups
 - Routing Templates
 - Update Routing Pools
 - Add / Delete Routing Pools
- All Financial Settings
 - Expense Mapping
 - Financial System
 - Fund Maintenance
 - Overdue Advances
 - Modify Advances
 - Account Codes
 - Non-Federal Sponsors
- Process Financial System Action

Hierarchy and Settings

- Agency
 - Edit Agency
 - View Agency
- Organization
 - Add Organization
 - Edit Organization
 - View Organization
- Major Customer
 - Add Major Customer
 - Edit Major Customer
 - View Major Customer
- Minor Customer
 - Add Minor Customer
 - Edit Minor Customer
 - View Minor Customer

Access Level Selectors

- Arranger Access Level: Must be all in Agency
- Document View Level: Agency Level
- Document Approver Level: Approve for all in Agency

Access Level Selectors

- Arranger Access level: **Can Arrange for all in Agency**
- Document View level: **Agency Level**
- Report Access level: Show all for Agency
- Document Approver level: **Can Approve for all in Agency**
- Auditor Access level: No Audit Access
- Charge Card Management Access level: No Charge Card Management Access
- Self Registration Validator Access level: No Validator Privileges

Responsibility of the “Super Users”

- Super users work because the way ETS works is: If you have it, you can grant it
- Ensure permissions that were not granted prior to establishing the ETS cell must be “Turned off”

Roles necessary to become an “Arranger”

User Type: Must become an Approver

Account Status: Traveler is Active [Initialize/Unlock User](#)
Last login was on: Wed, 4 May 2022 5:02 AM CDT
User Type: Approver [Edit Profile](#)
Traveler Type: Unspecified
Employee Grade: Unspecified

Access Level Selectors

-Arranger Access Level: Must be all in Agency

Access Level Selectors

Arranger Access level: Can Arrange for all in Agency
Document View level: Agency Level
Report Access level: Show all for Agency
Document Approver level: Can Approve for all in Agency
Auditor Access level: No Audit Access
Charge Card Management Access level: No Charge Card Management Access
Self Registration Validator Access level: No Validator Privileges

Admin Access level: Administrator at Agency Level

- All User Settings
 - Initialize Users / Unlock Users
 - Create / Edit All Users
 - Travelers
 - Arrangers
 - Approvers
 - Auditors
 - Administrators
 - Update E2 User Id
 - View Profile
 - Edit Profile
 - Delete Users
- Messaging Settings
 - Email Maintenance
 - Bulletin Maintenance
 - Message Maintenance
 - News and Links
- All Approval Routing
 - Pending Approvals
 - Routing Admin Groups
 - Routing Templates
 - Update Routing Pools
 - Add / Delete Routing Pools
- All Financial Settings
 - Expense Mapping
 - Financial System
 - Fund Maintenance
 - Overdue Advances
 - Modify Advances
 - Account Codes
 - Non-Federal Sponsors
- Process Financial System Action
- Hierarchy and Settings
 - Agency
 - Edit Agency
 - View Agency
 - Organization
 - Add Organization
 - Edit Organization
 - View Organization
 - Major Customer
 - Add Major Customer
 - Edit Major Customer
 - View Major Customer
 - Minor Customer
 - Add Minor Customer
 - Edit Minor Customer
 - View Minor Customer

Roles necessary to become a Funds Certifier or Approving Official

User Type: Must become an Approver

Account Status: Traveler is Active [Initialize/Unlock User](#)
Last login was on: Wed, 4 May 2022 5:02 AM CDT
User Type: Approver [Edit Profile](#)
Traveler Type: Unspecified
Employee Grade: Unspecified

Access Level Selectors

- Arranger Access Level: Must be all in Agency
- Document Approver Level: Approve for all in Agency

Access Level Selectors

Arranger Access level: Can Arrange for all in Agency
Document View level: Agency Level
Report Access level: Show all for Agency
Document Approver level: Can Approve for all in Agency
Auditor Access level: No Audit Access
Charge Card Management Access level: No Charge Card Management Access
Self Registration Validator Access level: No Validator Privileges

Admin Access level: Administrator at Agency Level

- All User Settings
 - Initialize Users / Unlock Users
 - Create / Edit All Users
 - Travelers
 - Arrangers
 - Approvers
 - Auditors
 - Administrators
 - Update E2 User Id
 - View Profile
 - Edit Profile
 - Delete Users
- Messaging Settings
 - Email Maintenance
 - Bulletin Maintenance
 - Message Maintenance
 - News and Links
- All Approval Routing
 - Pending Approvals
 - Routing Admin Groups
 - Routing Templates
 - Update Routing Pools
 - Add / Delete Routing Pools
- All Financial Settings
 - Expense Mapping
 - Financial System
 - Fund Maintenance
 - Overdue Advances
 - Modify Advances
 - Account Codes
 - Non-Federal Sponsors
- Process Financial System Action
- Hierarchy and Settings
 - Agency
 - Edit Agency
 - View Agency
 - Organization
 - Add Organization
 - Edit Organization
 - View Organization
 - Major Customer
 - Add Major Customer
 - Edit Major Customer
 - View Major Customer
 - Minor Customer
 - Add Minor Customer
 - Edit Minor Customer
 - View Minor Customer