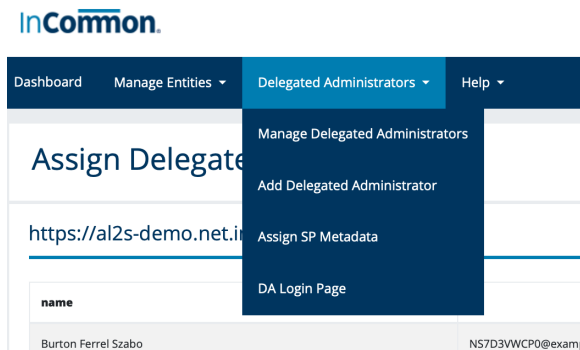


Assign access to a Delegated Administrator

This action requires a user to be a Site Administrator.

To designate a Delegated Administrator (DA) and to assign access, logs into the Federation Manager and select the options from the "Delegated Administrators" top navigation menu:



Related content

- [Prepare for Delegated Administration assignment](#)
- [Delegate metadata management to a Delegated Administrator](#)
- [Assign access to a Delegated Administrator](#)
- [Approve updates submitted by a Delegated Administrator](#)
- [Manage metadata as a Delegated Administrator](#)

Get help

Can't find what you are looking for?

[help Ask the community](#)

Add a new Delegated Administrator

Select "Add Delegated Administrator" from the "Delegated Administrators" drop down menu.

On the Add a Delegated Administrator page, enter the person's ePPN, first and last name, email address, phone number, and job title.

Add A Delegated Administrator

Delegated administrators will be able to submit service provider metadata on your behalf. [Info](#)

(*) required

ePPN *

First Name *

Middle Name

Last Name *

Email *

Phone Number

Job Title *

A confirmation email will be sent to all site administrators and the new delegated administrator.

Federation Manager will send an email invitation to the supplied email address (copying all other site administrators as well). The prospective DA clicks the link in the email to continue with the process.

A DA **always** logs into Federation Manager using a federated single sign-on identity provider. There is no local accounts/password for a DA.

About ePPN

ePPN (eduPersonPrincipalName) is a standard attribute in the InCommon Federation. ePPN is typically a human-readable user identifier. Federation Manager uses ePPN to connect that person's access to Federation Manager with your IdP. By supplying the ePPN for the perspective Delegated Administrator, you are asserting that your IdP **always** asserts that ePPN for the same individual. Further, you are asserting that the ePPN always belongs to the intended individual. Changing a user's ePPN can cause the user to lose access or inadvertently reassign access to the wrong person.

What if my organization does not have an Identity Provider published in InCommon?

Federation Manager supports Delegated Administrator sign in using Google accounts via the Google Gateway. Because a Google account address does not always end in "@gmail.com", enter the user's ePPN in the following format:

```
username+domain@google.incommon.org
```

For example, if the user has a Google account address of

```
foo@gmail.com
```

enter the user's ePPN in the following form:

foo+gmail.com@google.incommon.org

See the [Google Gateway](#) wiki page for more information.

View and update a Delegated Administrator's profile

Select "Manage Delegated Administrators" from the "Delegated Administrators" drop down menu.

Click a Delegated Administrator's name to see his/her profile. The profile includes a list of Service Providers s/he can manage.

Click the "Edit" link to the right for quick access to edit the DA's profile (name, email, phone, title) information.

Delegated Administrators



Name	Username	Status	Title	Actions
Steven Erickson	[REDACTED]	Active	Tester	Edit Delete

Assigning management of an existing SP to a Delegated Administrator

Select "Assign SP Metadata" from the "Delegated Administrators" drop down menu.

To allow a DA to manage an existing SP, you need to explicit grant the DA the ability to manage that SP. If you don't assign a delegated administrator to an SP, that delegated administrator will only be able to create new SP metadata.

A note about managing those ancient Delegated Administrator assignments

If you provisioned one or more delegated administrators prior to November 19, 2012 (when an upgrade to delegated administration occurred), please do the following:

1. Log into the Federation Manager and click the link "Delegated Administrators"
2. On the delegated administration page, click the link "Assign Metadata to Delegated Administrators"
3. Next to the entityID of some SP, select the desired delegated administrator from the drop-down menu and press the "Add" button
4. Repeat the previous step for every delegated administrator that needs to edit SP metadata

Each delegated administrator assigned as described above should now be able to edit SP metadata.