

Delegate metadata management to a Delegated Administrator

Jump to:

[Introduction](#) | [How delegated metadata administration works](#) | [Step-by-step topics](#)

Introduction

Delegated Administration is the ability for a Site Administrator to delegate management of select Service Provider (SP) metadata to another person in their organization. This delegated role is called a *Delegated Administrator*. For organizations with a large number of SPs, or where the SP is operated by a departmental unit, delegated administration allows an organization to spread out the metadata management workload.

How delegated metadata administration works

- A Site Administrator delegates the ability to administer SP metadata to a delegated administrator by providing the `eduPersonPrincipalName` and e-mail address of a prospective Delegated Administrator.
- A Site Administrator uses the Delegated Administration feature in Federation Manager to assign ongoing management duties of particular SPs to a Delegated Administrator.
- A Delegated Administrator may modify and/or delete SP entities assigned to him/her.
- A Delegated Administrator can create new SP entity.
- Any metadata update made by a Delegated Administrator must be approved by a Site Administrator for publication to the InCommon metadata.

Step-by-step topics

For Site Administrator:

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

For Delegated Administrator:

- [Manage metadata as a Delegated Administrator](#)

In this section

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

Related content

- [Essential Readings for InCommon Participants](#)

Get help

Can't find what you are looking for?

[help](#) [Ask the community](#)