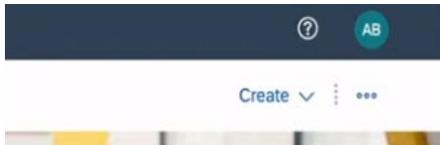
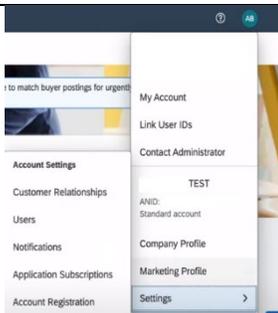


Changing Account Administrators

As employees transition out of the organization or within it, it might be needed to reassign the Account Administrator role between users. The Account Administrator is vital to maintaining your organization's account, as there are many actions that only the Account Administrator can perform. **Only the current Account Administrator can reassign the role to another user.** this can be done by using the following steps:



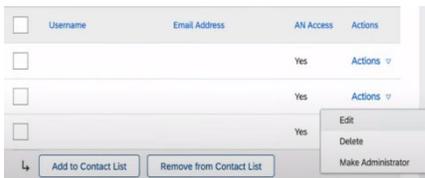
In your Ariba account, click on the user profile icon on the top right corner of the screen.



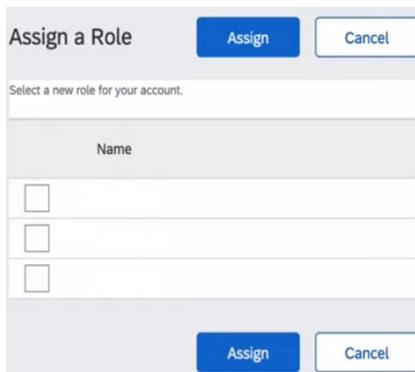
In the drop-down menu, choose **Settings** and then **Users**.



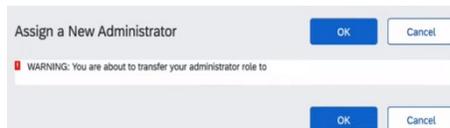
In account settings page, click the **Manage Users** tab.



On the bottom of the screen, you will find a list of all users with access to the account. Click on the **Actions** bottom on the righthand side of the user you want to assign the Account Administrator Role to and choose **Make Administrator** from the options available.



You will be asked to choose a new role for the current account. Choose at least one option and click **Assign**.



You will be prompted one more time to confirm the change. Click **OK** to confirm the role change. You will be automatically logged out of your account and the change will complete. When you log in again you will only have the new role you have selected for yourself.