

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:

⑦ AB Create ∨ ⋮ •••	In your Ariba account, click on the user profile icon on the top right corner of the screen.
to match buyer postings for urgent Account Settings Customer Relationships Users Notifications Account Registration Account Registration Account Registration	In the drop-down menu, choose Settings and then Users .
Customer Relationships Users Notifications Application Subscriptions Account Registration Manage Roles Manage Users Manage User Authentication Revoked Users More:	In account settings page, click the Manage Users tab.
Username Email Address AN Access Actions Ves Actions v Ves Actions v Ves Actions v Edit Delete Ves Add to Contact List	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.
Assign a Role Assign Cancel Select a new role for your account. Name Assign Cancel Assign Cancel	You will be asked to choose a new role for the current account. Choose at least one option and click Assign .



Assign a New Administrator	ОК	Cancel
WARNING: You are about to transfer your administrator role to		
	ОК	Cancel

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.