



## Appoint a College or Academic Unit Online SRTE Setup Representative

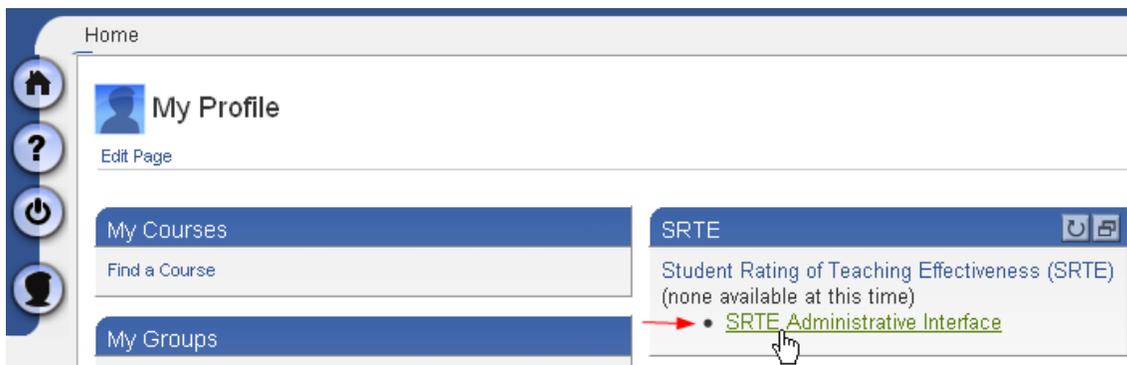
**Note:** the information in this document applies only to setting up SRTEs (in order to administer SRTEs to students). This document does not provide information about granting access to SRTE [results](#).

As of Spring 2011, access to SRTE [Results](#) is controlled locally by college and campus SRTE Results Administrators (typically an Associate Dean, Campus Academic Officer, or Director of Academic Affairs).

# Appoint a College or Academic Unit SRTE Setup Representative

If you are a campus SRTE setup representative, you can appoint an individual to be a college setup representative or academic unit setup representative. If you are a college setup representative, you can appoint an individual to be an academic unit representative within your college. To do so:

1. Go to ANGEL at <http://cms.psu.edu/> and click the **Log On** button.
2. In the WebAccess form, enter your Penn State Access Account user ID (e.g., **xyz123**) and password, then click the **Login** button.
3. On the **My Profile** screen, within the SRTE component, select the **SRTE Administrative Interface** link.



Within the SRTE component, select SRTE Administrative Interface.

4. Beneath the **Course Evaluation Management** subheading, select the **User Access Manager** link.

My Page



Select User Access Manager.

5. Either select an existing user from the pull-down menu or enter the Penn State Access Account user ID, e.g., **xyz123**, of the person in the text box provided.



Select an existing user or search for the person's user ID, then click Search.

- Click the **Search** button. The person's name will be displayed on the screen.
- Click the plus (+) icon next to the campus abbreviation to display the list of colleges. If you are appointing an academic unit representative, click the plus icon next to the name of the college to display the list of academic units.
- Select the applicable check box for the college or the academic unit within the college for which the person will be the representative.

### User Access Manager

Select an existing user:  or search by PSU AccessID:

CHRISTOPHER BELL

- PSU
  - AA
    - AA
      - A ED
      - ART
      - ART H
      - PSUAAAAART
      - INART
      - MUSIC
      - PHOTO
      - THEA
    - AB
    - AG

**LEGEND**

**Checked Box**

- The user has rights at this level and below.
- You can remove these rights because your rights are higher than the user's.

**Checked Box (disabled)**

- The user has rights at this level and below.
- You can not change these rights because you do not have rights at this level.

**Unchecked Box**

- The user does not have rights at this level or below.
- You can add rights because your rights are higher than the user's.

Select the check box for the appropriate college or academic unit.

- Click the **Update** button.

### User Access Manager

Select an existing user:

CHRISTOPHER BELL

- PSU
  - AA
    - AA
      - A ED
      - ART
      - ART H
      - DANCE
      - INART
      - MUSIC
      - PHOTO
      - THEA

Click Update.

## **If You Need Assistance**

If you need assistance with the online SRTE system, e-mail [srte@psu.edu](mailto:srte@psu.edu). This e-mail is monitored by staff at the Schreyer Institute for Teaching Excellence.