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.

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.
6. Click the **Search** button. The person’s name will be displayed on the screen.

7. 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.

8. 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: **Christopher Bell**

or search by PSU Access ID: [Input Field] **SEARCH**

---

**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 cannot 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.

9. Click the **Update** button.
If You Need Assistance

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