

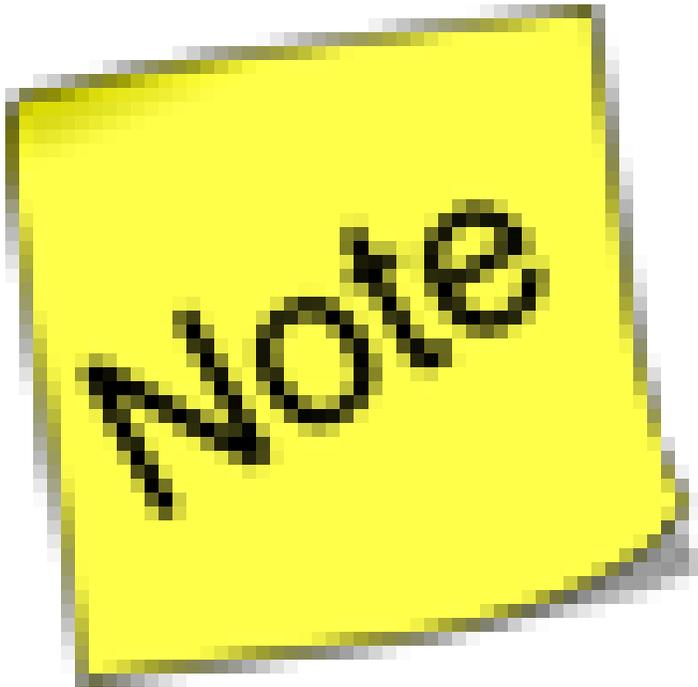
# Manage Peer Access

## I Want To Manage Peer Access for a Submission

Peer Access is the concept of allowing select users to access submissions in PAMS. Peer Access can be managed at a submission level, by the users who created the submissions, from the *My Proposals*, *My Preproposals*, and *My Letters of Intent* pages.

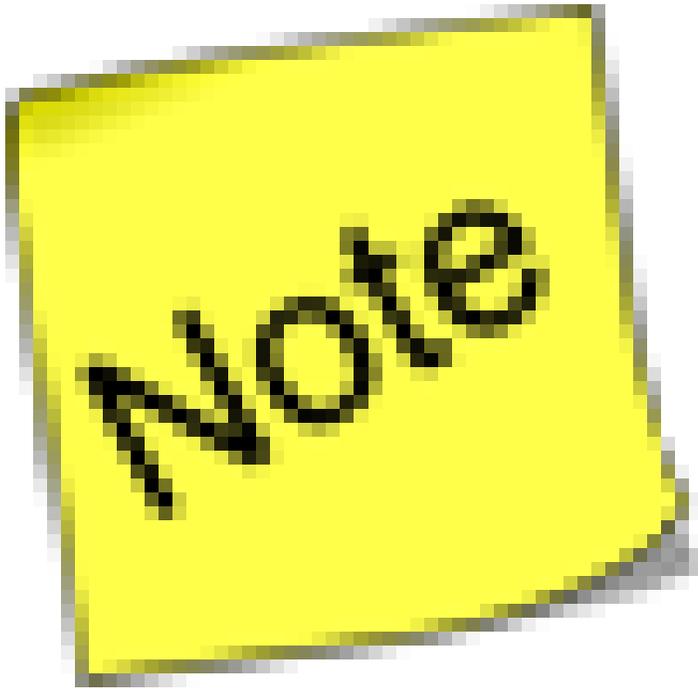
Peer access can also be managed at an institution level, from the *Institution Folder*, by users who have Administrative privileges. Peer Access can be extended only to users who are registered to the same institution. Follow the steps below to manage peer access for a submission:

1. Click the **Proposals** tab after logging in to PAMS. Click the appropriate **View** link.
2. This takes you to the *My Preproposals*, *My Letters of Intent*, or *My Proposals* page. Choose a submission record, click the **Action** link, and then click the **Manage Peer Access** link. You are taken to the *Manage Peer Access - User List* page. Click the **Add New Person** link to add a new user registered to the institution to the submission.
3. Click **Manage Peer Access** to manage existing user access.
4. Select check boxes to update peer access for users.
5. When you click **Add User**, you are taken to list page of existing users. Choose a user record, click the **Action** link, and then click **Add User**.
6. On the *Manage Peer Access – User* page, choose the privileges to be assigned to the user and click the **Save and Continue** button.
7. You are taken to the *View Users – List* page, where you will see a *Success* message. The new user who was added will be displayed in the page's grid.



***For submissions with the status 'Submitted to DOE,' the only privileges that can be managed are View and Manage Peer Access. For 'In Progress' submissions, the following privileges can be managed:***

- ***View***
- ***Edit***
- ***Delete***
- ***Submit to DOE***
- ***Manage Peer Access.***



***Any users with the Edit, Delete, Submit to DOE, or Manage Peer Access privilege will, by default, be assigned the View privilege. If you are the submission creator, you will be assigned all submission-level privileges by default.***