Guide to becoming an ETS Cell:

- "Super User"
- Arranger
- Funds Certifier/Approving Official

Roles Needed to become a "Super User"

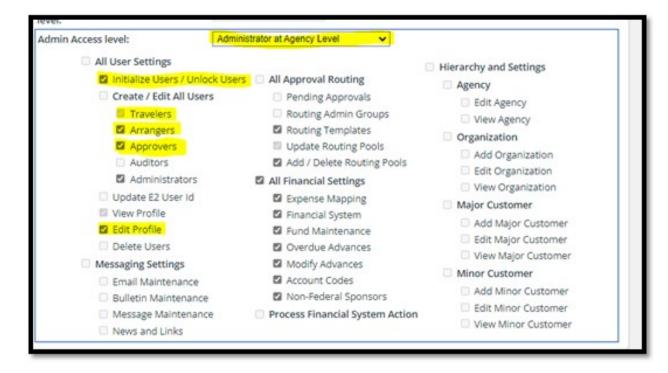**User Type:** Must become an Approver

Admin Access Level: Must be at Agency Level with all Checked/highlighted selected

Access Level Selectors

-Arranger Access Level: Must be all in Agency

-Document View Level: Agency Level

-Document Approver Level: Approve for all in Agency

Responsibility of the "Super Users"

- Super users work because the way ETS works is: If you have it, you can grant it

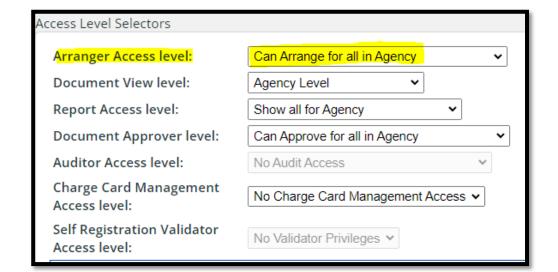- Ensure permissions that were not granted prior to establishing the ETS cell must be "Turned off"
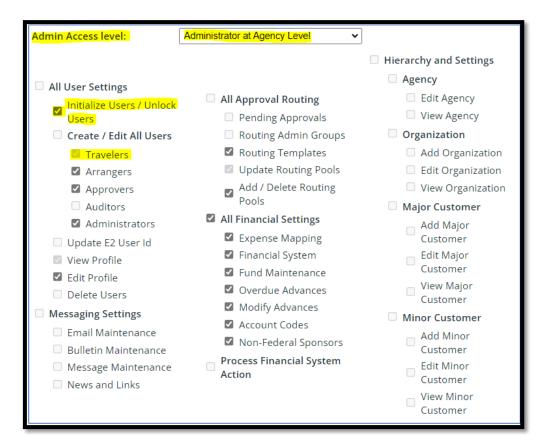
Roles necessary to become an "Arranger"

User Type: Must become an Approver

Access Level Selectors

-Arranger Access Level: Must be all in Agency

Roles necessary to become a Funds Certifier or Approving Official

User Type: Must become an Approver

Access Level Selectors
-Arranger Access Level: Must be all in Agency
-Document Approver Level: Approve for all in Agency