UNIVERSITY of HOUSTON
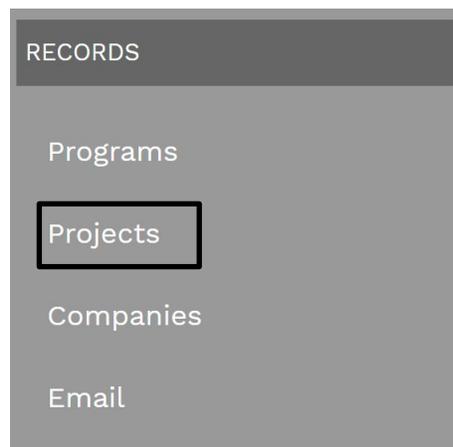## FACILITIES SERVICES

PM

Assigning Roles

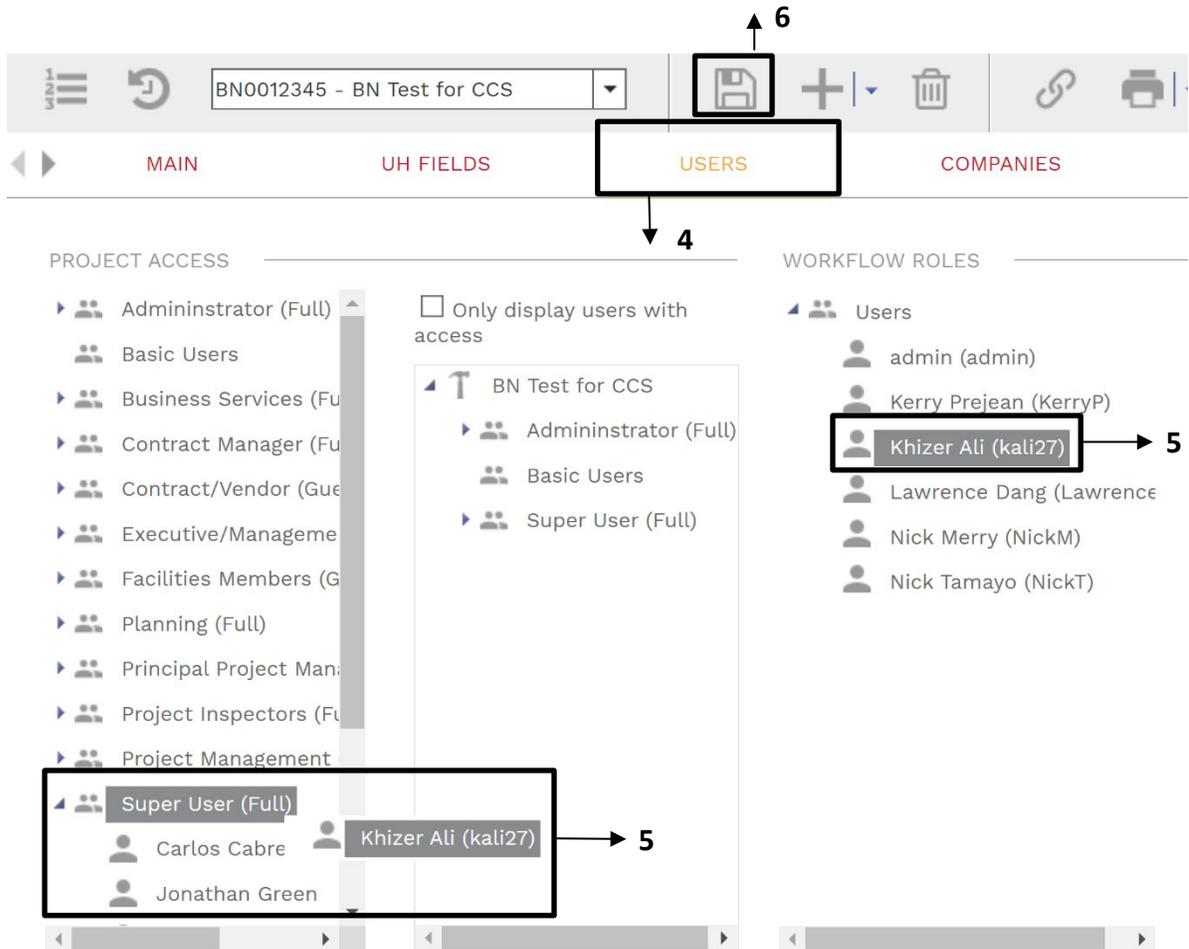# Allows Project Managers to Assign Roles

1- Click on **PORTFOLIO** from the buttons on the left.

2- Under **Records**, select **Projects**.

3- Select the **project** from the list provided.
4- Click on **"Users"** tab at top nav bar.
5- Under **'Workflow Roles'**, select user from the list provided and drag name over to specific named role in the Role Box directly to the left of 'Workflow Roles'.
6- Click on "**Save**" icon in the top bar of window.

7- **Process Complete.**