

## Instructions For Renewing Privileges In The Administrative Task Authorization Tool

1. Open a web browser and navigate to <http://ata.purchasing.uconn.edu>
2. Login with your NetID and password
3. Once logged in you should see a menu on the left side. If you do not see the menu, then you are not authorized to make changes in the tool. If this is an error please email [brett.paulson@uconn.edu](mailto:brett.paulson@uconn.edu) or [nancy.patrylak@uconn.edu](mailto:nancy.patrylak@uconn.edu).
4. To begin renewing privileges click on "View Privileges".
5. On the next screen select the department you wish to renew, then select the name of the grantee.
6. Under "Choose Action" select "Renew", then select which privileges you'd like to renew by checking the boxes next to them. Click the "Submit" button to send the request
7. You'll be asked to confirm the request. Click the "Confirm" button to save the change.
8. After confirming you will be returned to the "View Privileges" screen where you can repeat the process for each user in each department.