Scientific Collecting Permit Portal (SCPP) Roles

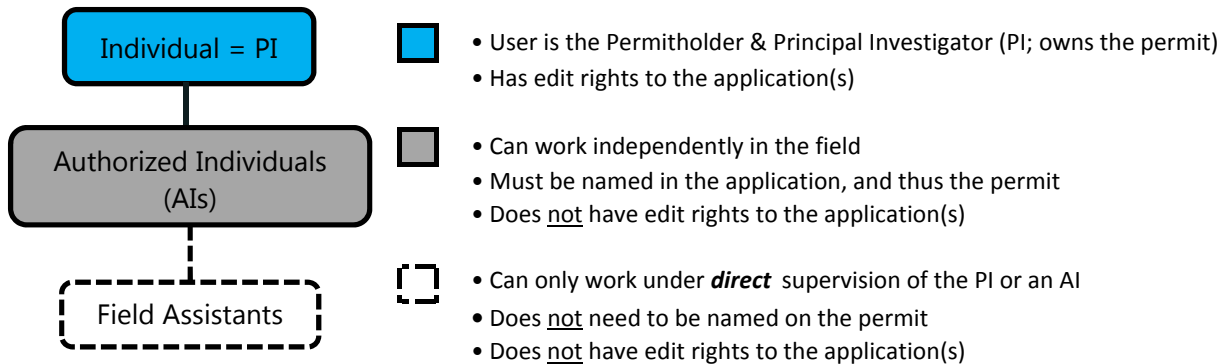## Individual & Entity Permitholder Types

* Every User will need to create their own Login ID and their own Profile using an email address they prefer to use in the long term. The User's Login ID and Profile are tied to the email address used to create them, therefore no User should create a Login ID or Profile for anyone else.

User = any individual who will access the SCPP, and/or request to be named on a pemit (i.e., Executive Signatory, Entity Administrators, Principal Investigators, and Authorized Individuals)
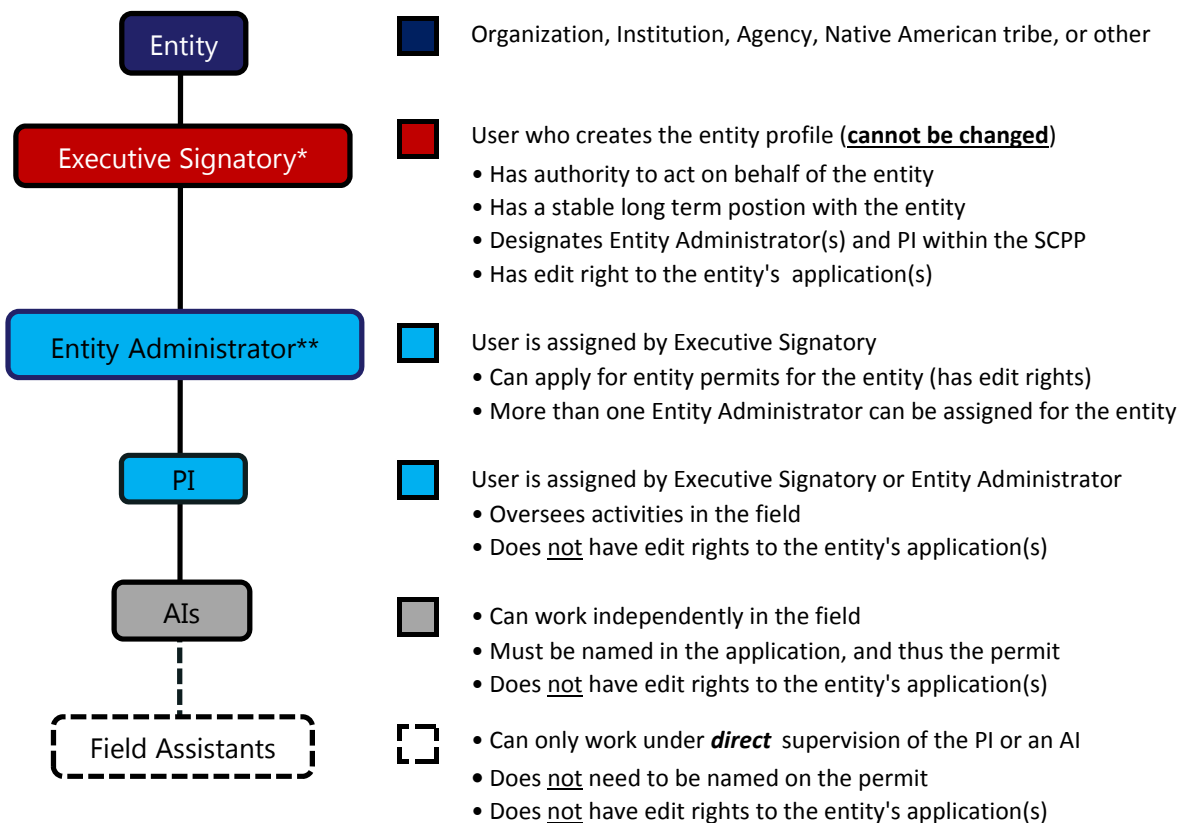
Login ID = grants a User access to the SCPP (requires email address, identity verification, and password creation)

Profile = stores a User's personal data for permit applications (i.e., address, phone number, affiliation, and qualifications information)

Individual Permitholder

Individual = PI
- User is the Permitholder & Principal Investigator (PI; owns the permit)
- Has edit rights to the application(s)

Authorized Individuals (AIs)
- Can work independently in the field
- Must be named in the application, and thus the permit
- Does <u>not</u> have edit rights to the application(s)

Field Assistants
- Can only work under *direct* supervision of the PI or an AI
- Does <u>not</u> need to be named on the permit
- Does <u>not</u> have edit rights to the application(s)

Entity Permitholder

Entity
Organization, Institution, Agency, Native American tribe, or other

Executive Signatory*
User who creates the entity profile (**cannot be changed**)
- Has authority to act on behalf of the entity
- Has a stable long term postion with the entity
- Designates Entity Administrator(s) and PI within the SCPP
- Has edit right to the entity's application(s)

Entity Administrator**
User is assigned by Executive Signatory
- Can apply for entity permits for the entity (has edit rights)
- More than one Entity Administrator can be assigned for the entity

PI
User is assigned by Executive Signatory or Entity Administrator
- Oversees activities in the field
- Does <u>not</u> have edit rights to the entity's application(s)

AIs
- Can work independently in the field
- Must be named in the application, and thus the permit
- Does <u>not</u> have edit rights to the entity's application(s)

Field Assistants
- Can only work under *direct* supervision of the PI or an AI
- Does <u>not</u> need to be named on the permit
- Does <u>not</u> have edit rights to the entity's application(s)

---

* The Executive Signatory may also be the PI.

** Executive Signatory assigns Entity Administrators from within the SCPP when creating the entity's profile. An Entity Administrator can also be assigned as the PI.

v. 1/30/2019