



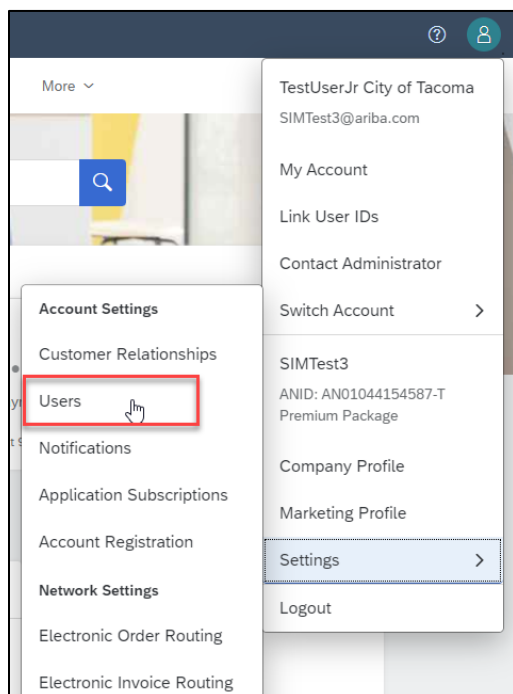
Reassign Ariba Account Administrator Role

1. Login to the SAP Business Network: <http://supplier.ariba.com>.

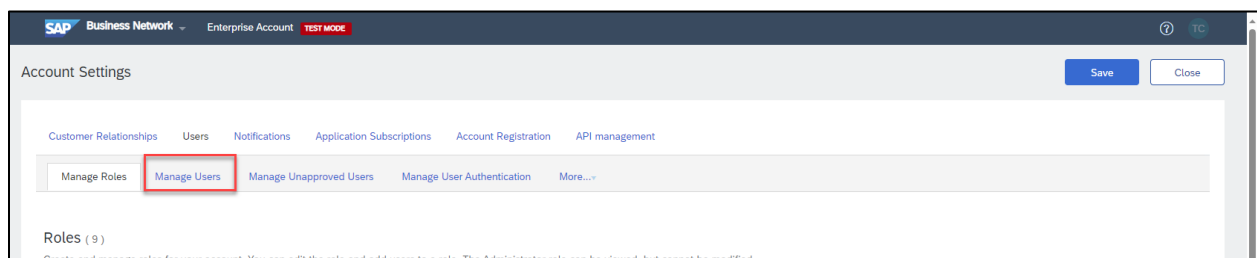
Supplier Login

[Forgot Username or Password](#)

2. Access the Company Settings menu by clicking your initials in the top righthand corner and Select Setting > Users.



3. Select the Manage Users tab.



4. Select the user you want to make the administrator by checking the box next to the username Open the actions menu (1) , and select Make Administrator (2).



5. This will assign a new role to the exiting administrator and log you out of your account. You can double check that the change was successful by having the administrator login or by logging back in and clicking your initials then clicking "Contact Administrator."

