

# Change the Owner or Resource Managers of an Existing Resource

Use The BeMyIT Store to designate a new owner or resource manager.

Follow the instructions below to change the owner of an existing resource or add/remove resource managers:

1. **Login** to the BeMyIT Store at <https://ritstore.research.cchmc.org/>.
2. In the Resources area, **look under the tab labeled "Manageable Resources" and find the resource you wish to change.**
3. **Click the "Request Change" button** to the right of the resource.
4. In the Resource Info section, **click the "Update Ownership" button**, or choose the **Ownership section from the links to the left.**
  - To Change the Owner:
    - a. **Click the "Change Owner" button** in the Owner/Principal Investigator section.
    - b. In the New Owner Section **type the user's Name or User ID**. It will search and prompt with a list of matching users to select. If it is not showing the correct user, try entering the User ID to search for the user.
    - c. **Select the User and click the Save button.**
  - To Add a Resource Manager:
    - a. **Click the Add button.**
    - b. **Type the user's Name or User ID**. It will search and prompt with a list of matching users to select. If it is not showing the correct user, try entering the User ID to search for the user.
    - c. **Select the User and click the Add button.**
  - To Remove a Resource Manager:
    - a. Select an existing Resource Manager by **clicking the checkbox to the left of the User ID**.
    - b. **Click the Remove button.**
    - c. **Click the OK button** to confirm.

## Related articles

- [Pending Requests](#)
- [Request a Change to an Existing Resource \(Quota, Backup\)](#)
- [Delete a Resource that is No Longer Needed](#)
- [Change the Owner or Resource Managers of an Existing Resource](#)
- [Add or Change a Budget Number](#)