

Assigning User Permissions

Article Number

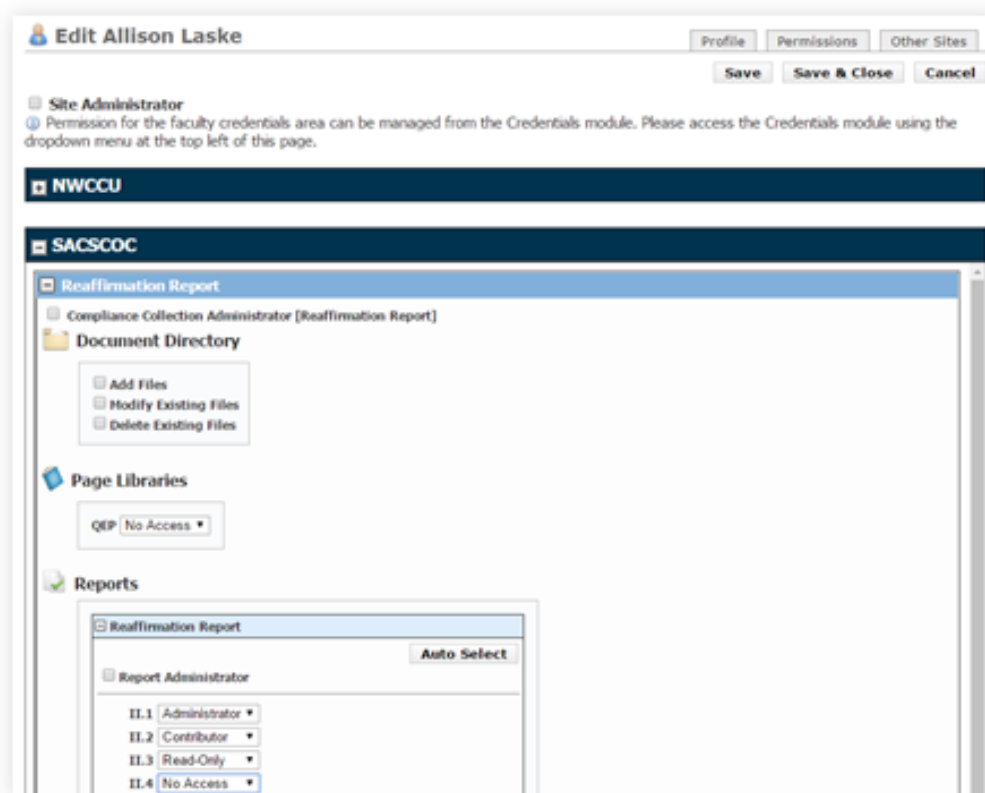
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Information

Site Administrators can assign granular permissions for users based on the standards/requirements the user is asked to edit. There are two ways to assign permission levels:

1.) Per User

**Note: Only Site Administrators can assign permissions using this process.*



1. Access your Accreditation tab > Click on Options > Users page.
2. Click on the username of the person you would like to edit permissions for.
3. Click on the “Permissions” tab in the upper-right corner of the user profile.
4. Permissions are organized, first, by accrediting body. You will see a bar labeled with the acronym of the accrediting body(ies) in your site. Click on the “+” to expand the body.
5. Within the body, there will be a list of Compliance Collections. For example, if you are a SACS institution, you may see Reaffirmation of Accreditation and Fifth-Year Interim Review listed here. Click on the “+” to expand the collection.
6. Within each collection, there will be a section to assign permissions for the Document Directory tab. You may choose to check just one or two, or all three.

- Add Files: A user can upload files to the tab.
- Modify Files: A user can rename, replace, or move files from folder to folder.

- Delete Files: A user can delete files from the tab (if not referenced in any requirements).
1. If any Page Libraries are located in your Collection, you can assign a user to have Edit, View, or No Access.
 2. In the Reports section, you will see the reports located within a specific Collection. Click the “+” to expand the report and see all standards.
 3. You can click “Auto-Select” to fill in all standards with the same permission level, or you can use the drop-down menu on each individual standard to assign that user a permission level.
- No Access: Cannot read or edit the standard.
 - Reviewer: Read-only access to the standard.
 - Contributor: Editing access to the narrative and sources, but cannot edit administrative fields: number, title, description or judgment.
 - Administrator: Full editing access to all fields within the standard. Ability to assign permissions per standard.
1. When you have finished assigning permissions for that user, click the “Save & Close” button to return to the user profile page. Click “Save & Close” in the user profile to return to the user list.
 2. Administrator Levels
 - Site Administrator: Provides full access to the module, including the editing of welcome pages, site structure, user lists, standards, etc.
 - Compliance Collection Administrator: Provides Administrator access to a particular collection (e.g. Reaffirmation of Accreditation); can edit standards, assign user permissions per standard (below); full capabilities in Document Directory and all reports within the collection.
 - Report Administrator: Provides Administrator access to a particular report only; can edit standards and assign user permissions per standard (below).

[Watch this training video for a guide on the process.](#)

2.) Per Standard

**Note: Users with Administrator access to the standard can assign permissions using this process.*

1. Go to the standard/requirement you would like to assign permissions for by clicking on the number or title on your table of contents page.
 2. Go to Options > Edit Item.
 3. Go to the “Permissions” tab in the upper-right area of the page.
 4. You can Auto-Assign all users to have the same permission level to the standard, or you can use the drop-down menus located to the right of each user to assign a permission level to that particular standard.
- No Access: Cannot read or edit the standard.
 - Reviewer: Read-only access to the standard.
 - Contributor: Editing access to the narrative and sources, but cannot edit administrative fields: number, title, description or judgment.
 - Administrator: Full editing access to all fields within the standard. Ability to assign permissions per standard.
1. Click “Save & Close” when finished.
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