IACUC: UPDATING THE PERMISSIONS TAB

Updating the Permission Tab is optional. The Permissions Tab is the place where the initiator (person that created the protocol) or the PI can grant access to additional users.

1) Click the **Permissions Tab.**

2) Scroll down to the **Users** section header, past the **Assigned Roles** section.

3) Click the magnifying glass 🔍 under **User Name** to search for the person you want to add.

This will open a person search prompt like the image below. You can use any combination of fields, but if you have their full email address, that typically works the best. After finding who you are looking for, click the return value link to bring that person into the **Permissions** tab.

4) Click the drop-down menu to select the **Role** you want to give the person.

   a.   The **Viewer** role allows the user to view the protocol.

   b.   The **Aggregator** role allows the user to view and edit the protocol.

   c.   The **IACUC Protocol Deleter** role will allow the user to delete the protocol.
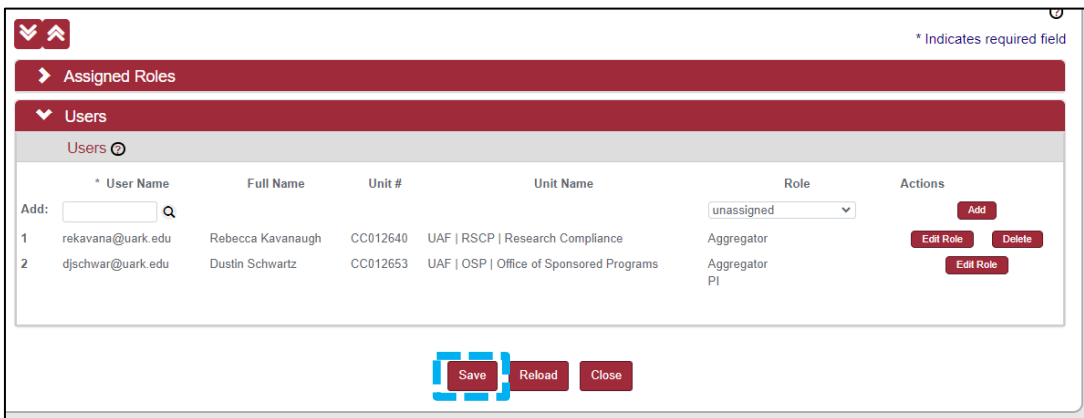
5) Click the **Add** button to add this information to the protocol.

6) Repeat the process for each additional person you want to give permission to for this specific protocol.

Note: You can use the Edit Role button to add/remove permissions once a person is added to the list. The Delete button will remove that person from the protocol and all their assigned roles. If the individual is also personnel on the protocol, they will retain any permissions associated with their personnel role.

7) Click the **Save** button to apply your changes.