

Copying Permissions in Eval25

Rather than selecting permissions and access restrictions from scratch, you can copy an existing user's permissions and access restrictions and then modify them for new and existing users.

1. Navigate to the User Permissions Page

- Locate the user whose permissions will get overwritten.

2. Click Copy Permissions

3. Search for the User Whose Permissions You Want to Copy

4. Click Copy

- Click **Copy** to the right of the user whose permissions and access permissions you want to copy. **Please note that this process cannot be undone.**

Copy Permissions from Another User

This will overwrite any existing permissions with the other users permissions. It is irreversible

ID	Name	
820199865	Clifford Johnson	<input type="button" value="Copy"/>
820189852	Dorothy Johnson	<input type="button" value="Copy"/>
820191744	Cynthia Johnson	<input type="button" value="Copy"/>
820199358	Barbara Johnson	<input type="button" value="Copy"/>
820199256	Clifford Johnson	<input type="button" value="Copy"/>

Image: Tap the Copy button to copy that user's permissions.

- Click **OK** to confirm.

Are you sure you want to overwrite the existing permissions?

Image: Press OK to confirm.

- Refresh the page to see the permissions and access restrictions applied to the new user.

5. Modify the Permissions as Needed and Save

For more information, please see: [Permissions in Eval25](#), [Access Restrictions in Eval25](#), & [View \(Export\) ALL Schools](#)