

# Copying Permissions in Eval25

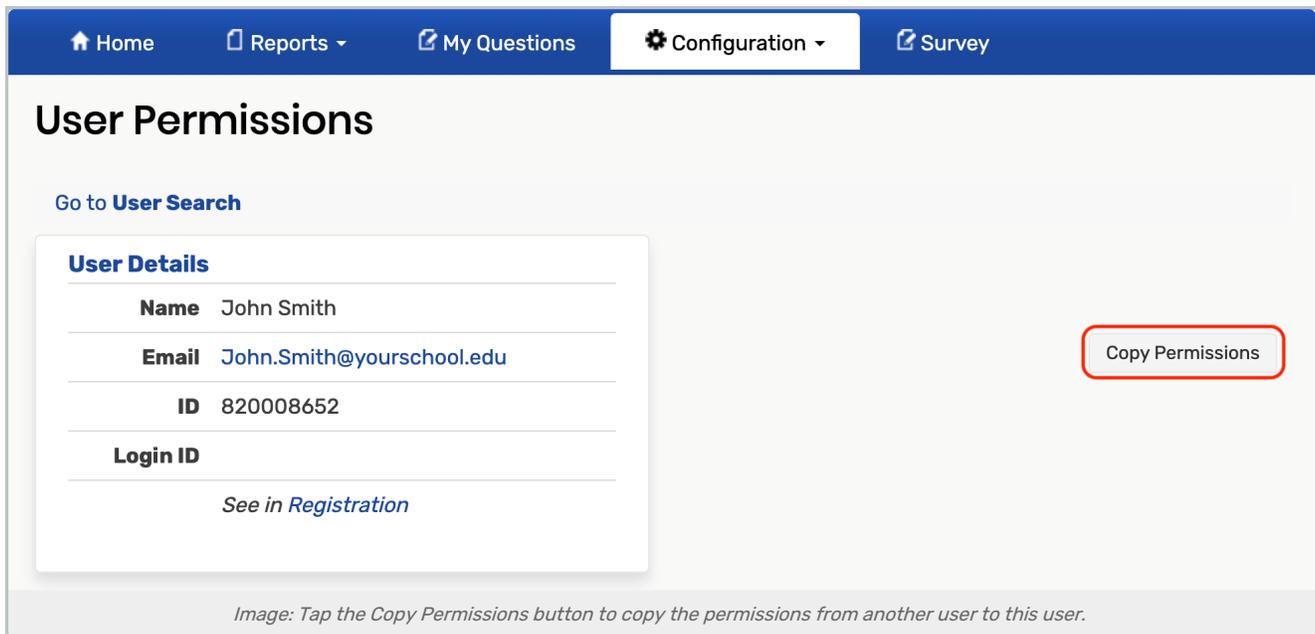
Last Modified on 09/22/2023 10:35 am PDT

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.

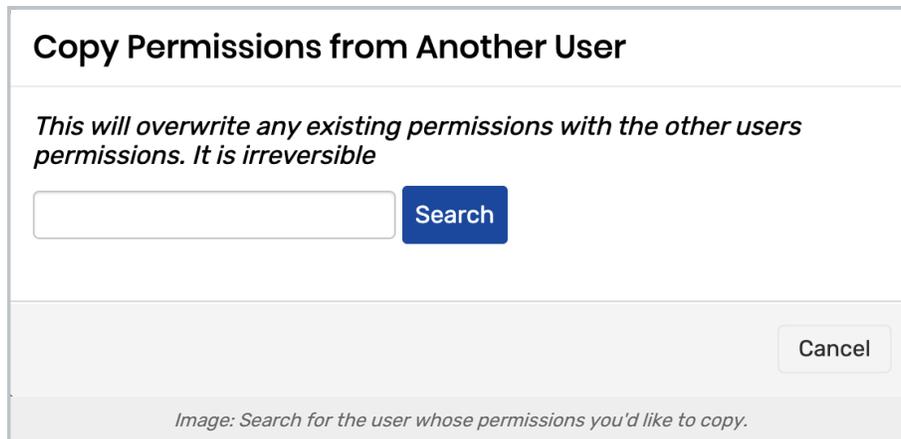
## 1. Navigate to the User Permissions Page

- 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"/>

« < 1 2 > »

*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](#)