Viewing and Editing Administrative Permissions in Eval25

> **Note**
>
> If you just created a new administrator user, you will be automatically redirected to the **User Permissions** page and can proceed to the **Editing User Permissions** section below.

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Viewing the User Permissions Report

1. Choose User Permissions From the Reports Menu

2. Identify the Users With the Selected Permission

- Click the text or arrow to the right of the permission text to see users who have that permission.

CollegeNET Series25 Help and Customer Resources

Image: Click on any permission to see the users with that permission.

Tip: Hover for More Info

Hover over any User Permission to see more information about what the permission will do.
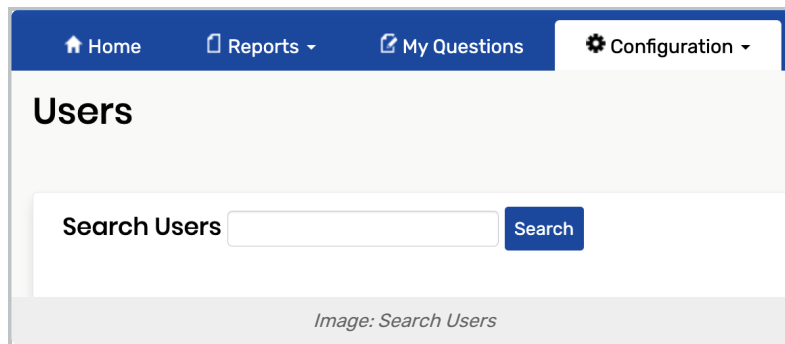

3. Edit Permissions

- If you want to change the permissions of a user in the list, click the **Edit** button to open the user's permissions page, then follow the directions in the **Editing User Permissions** section below.

Viewing Individual User Permissions

1. Select Users from the Configuration Menu

2. Search for a User

Image: Search Users

- Search for the user by entering a full or partial entry for one or more of the following:
  - User ID
  - Last Name
  - First Name
  - Email
- Click **Search** to run the search and display the search results.

3. Edit Permissions

- Click **Edit** to the right of the user whose permissions you wish to edit and follow the directions in the **Editing User Permissions** section below.

Image: Select Edit next to the user to make changes to their permissions.
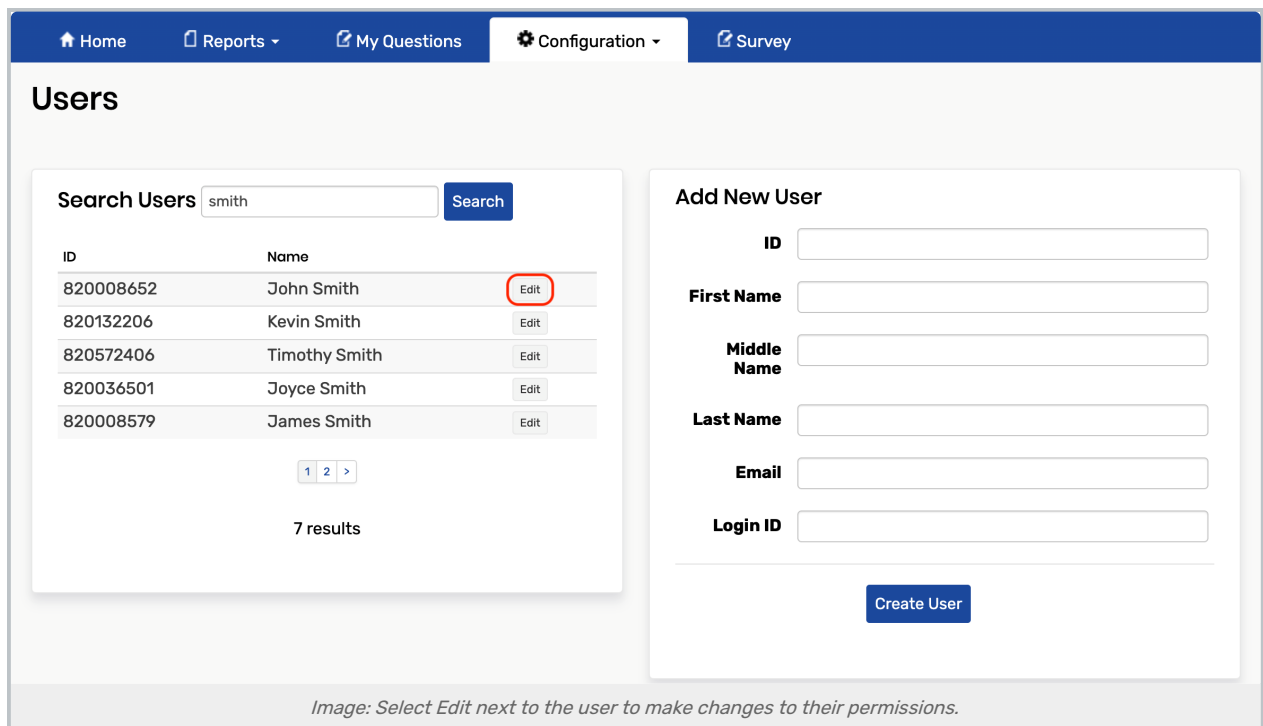
Editing User Permissions

1. Add or Remove Permissions

- On the **User Permissions** page in the permissions area, check the box of each reporting, administration, and/or configuration permission you want the user to have. Uncheck boxes as needed to remove permissions.
  - Hover over a permission item to see text describing what the permission allows the user to do. *See Permissions in Eval25* for more information.

Image: User Permissions page.

2. Update the Access Restrictions

- In the **Access Restrictions** section, update the permissions by following the information located in Access Restrictions.

3. Click Save

> ℹ **Note**
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> When selecting schools and departments, be aware that selecting "All Schools" for Quantitative, Qualitative, and/or Export is the same as selecting no schools and/or departments for that item. You must select

"Some Schools" or "Some Departments" to restrict access just to the school(s) or department(s) you select below.

If you want a user to have access to **all** the departments in a school, select that school, but do not select the departments in that school. When you select a school, all departments in that school are selected automatically.

Copying User Permissions

See Copying Permissions