

# How to Add Permissions

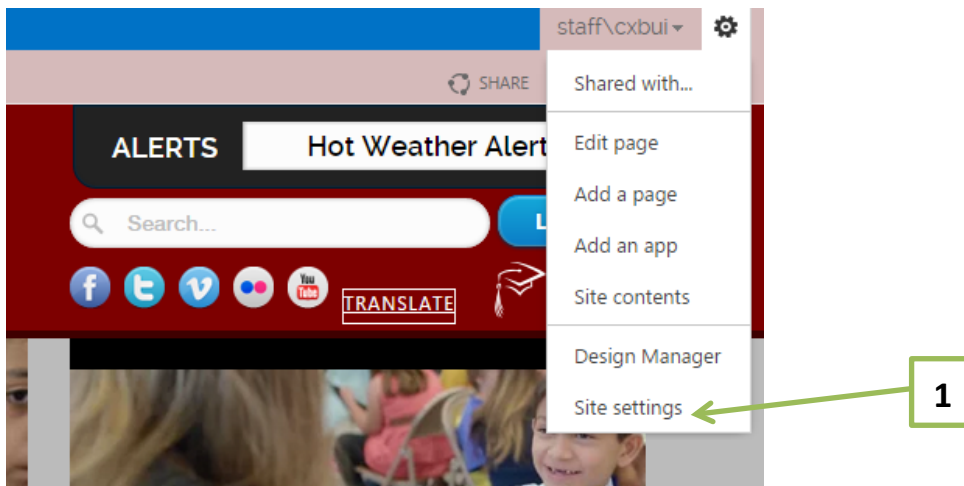
## Quick Start Guide

Go to  Gear icon > **Site Settings** > **Users and Permissions** > **Site Permissions**.

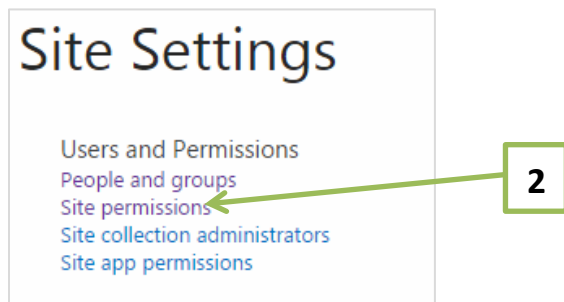
1. **Members** group – lets staff contribute to website – add, edit, update and delete items in existing lists and document libraries
2. **Owners** group – give full control of website, not site collection
3. **Site Collection Administrators (SCA)** – Full control of site collection. Highest level of access.

## Detailed Steps

**1.** After logging in, go to the  Gear icon and select **Site Settings**



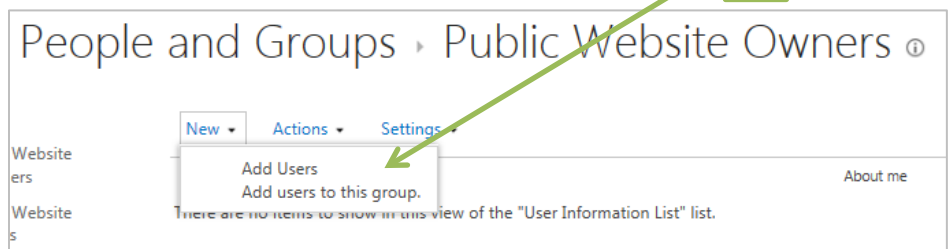
**2.** On the **Site Settings** page, go to **Users and Permissions** > **Site Permissions**



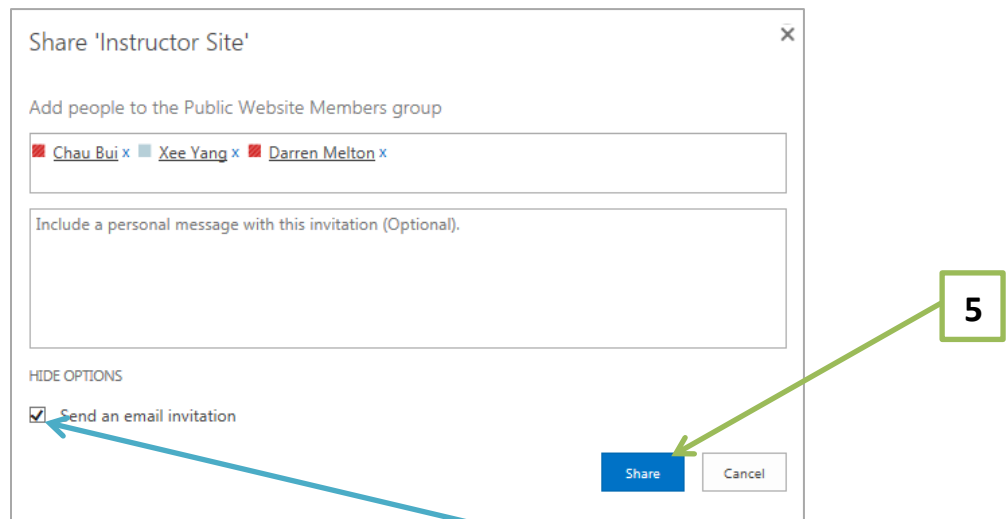
**3.** You only need to work with these two groups: **Owners** and **Members**. Click on the group you want to add to.

<input type="checkbox"/> Name	Type	Permission Levels
<input type="checkbox"/> Anonymous Users	Anonymous Users	Entire Web site
<input type="checkbox"/> Approvers	SharePoint Group	Approve
<input type="checkbox"/> Designers	SharePoint Group	Design
<input type="checkbox"/> Excel Services Viewers	SharePoint Group	View Only
<input type="checkbox"/> Hierarchy Managers	SharePoint Group	Manage Hierarchy
<input type="checkbox"/> <b>Public Website Members</b>	SharePoint Group	Contribute
<input type="checkbox"/> <b>Public Website Owners</b>	SharePoint Group	Full Control
<input type="checkbox"/> Public Website Visitors	SharePoint Group	Read
<input type="checkbox"/> Restricted Readers	SharePoint Group	Restricted Read
<input type="checkbox"/> Translation Managers	SharePoint Group	Restricted Interfaces for Translation

**4.** Once you're on the Group page, click on **New > Add Users**



**5.** On the **Share** window that appears, type in names you want to add. Use full names or email addresses. Click **Share**.



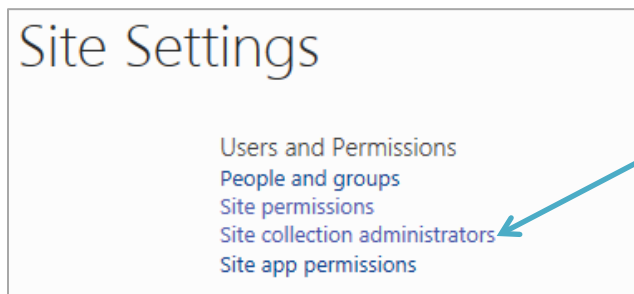
Uncheck if you don't want SharePoint to email them a notification and link to the site.

# How to remove users

Check the box to the left of their names to select them.  
Then click on **Actions > Remove Users from Group**.

## The Groups

- 1. Members:** Can contribute to the website by adding or removing items or documents in existing lists and libraries, but cannot change the structure, site settings, or appearance of the site. **Most of your staff should be in this group.**
- 2. Owners:** Only those users that you trust to change the structure, settings, or appearance of the site should be in the Owners group.
- 3. Site Collection Administrators (SCA) - Highest Level**
  - The **school principal or department leader** and web liaison should be designated as the Site Collection Administrators.
  - An SCA can view and do everything in the site collection.
  - **Only SCAs can move menu items.**



Site collection administrators = highest user roles. They can see and do everything. Non-SCAs won't see this link.

## Tips

1. Do not place a person in more than one group; it would be redundant. Groups have increasing levels of access: Members >> Owners >> SCAs
2. Generally, permissions should be set only from the top level and not at the document library or list level. When you stop inheriting permissions and creating unique permissions on too many libraries and lists, keeping track of them will be difficult. You will create more work and potential confusion.
3. All files will be viewed by the public. Make sure you read the Web Guidelines before posting documents.
4. It is the responsibility of the Web liaison to make sure that staff who work on the website understand web guidelines and procedures. School and dept websites will be reviewed periodically to see if they are in compliance with district policy.