

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**

**HOW TO GRANT USER RIGHTS TO THE MEMBERS IN YOUR SCHOOL / DEPARTMENT**

**Step1. Login.**

**Step 2: Go to the People Link:**



**Step 3: Add User.**



**3. To Edit any user rights : Click on any user and click edit**



**4. Either Add User / Edit User as needed**



**5. Assign the user rights: Please choose *Editor Rights.***



**Step 6: Click Create New User / Edit User**



**Step7: Click SAVE**

