

Users can add other users to edit or review reports in their area(s). Verify your own permissions are set to allow this by verifying you can see the "permissions" menu item. (settings gear icon)

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Ð	SETTINGS			
Υ.	Permissions			
۰	Academic Year 2021-2022 💌	SORT: First Name •	Q Search Users	+ User
	Q search	Name (user name)	Manage at this Org Unit	
	University of Idaho			
	Office of the President	Show 10 ¢ Viewing 0-0 of 0		
				© 2021 Antholo

If you do not have access yourself, email <u>assessment@uidaho.edu</u> to request this access before continuing.



program, select your program, and then click +user.

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Ð	SETTINGS						
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6	Q search	Name (user name)	Manage at this Org Unit				
	University of Idaho						
	Office of the President	Show 10 • Viewing 0-0 of 0					
			@ 2021 Anthology Inc.				

Search for the person you would like to add by last name. If the name does not appear in the list, they may not be in Anthology Planning yet. In this case, you will need to complete the form <u>here</u> or email your request to support@campuslabs.com, before you can add them.

SORT: First Name 💌		Q Search Users	+ User
Add User to "Office of the President"	Cancel		

