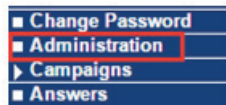


Add/Remove User Permissions

These instructions detail how to add and remove user permissions. Note that you must be a Registry-level user.

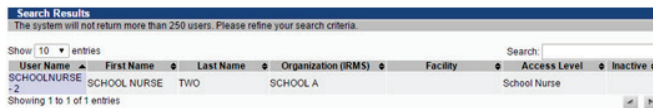
1. Log in as a Registry user.
2. Click the **Administration** menu link.



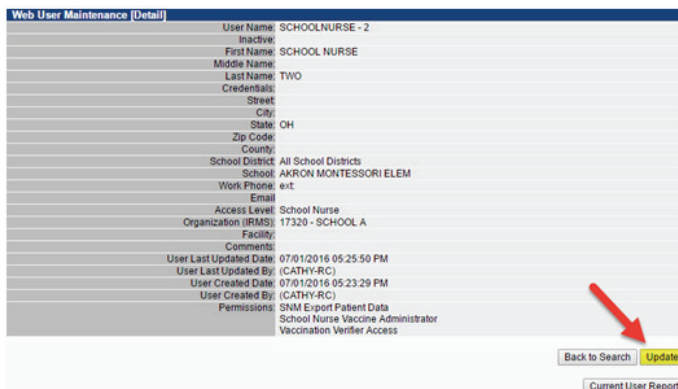
3. The Administration Main Menu page opens. Under the User Management category on the page, click **Search / Add User**.



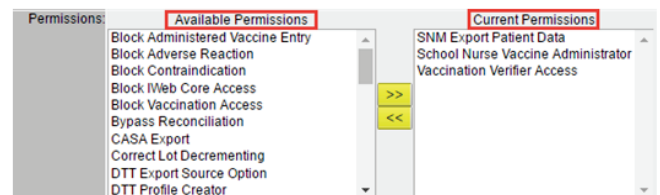
4. On the Web User Search page, enter the user's username or last name and click **Search**.
5. A list of users matching the search criteria appears in the search results list. Locate the correct user in the list and click on the row.



6. On the Web User Maintenance [Detail] page that opens, click Update to edit the user's account.



7. Add new permissions by selecting them in the Available Permissions box and clicking the >> button to move them to the Current Permissions box.
8. Remove permissions by selecting them in the Current Permissions box and clicking the << button to move them back to the Available Permissions box.



9. Click **Update** when finished.