

ForumPass Permissions

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ForumPass Permissions

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Site Users and Permissions

A **Site Collection Administrator** has full control (over site collection and all sub-sites). Please note this is a privileged account typically given to an organization's IT function and not a typical user.

Upon site creation, three default user groups are established:

- **Visitors:** read rights
- **Members:** contribute rights (can view, add, update, delete list items and documents)
- **Owners:** full control (full control over site)

However, you can create additional user groups in order to manage unique permissions for those groups of users.

To delete **Unique Permissions**, select **Delete Unique Permissions** from the **Site Permissions** page. This reverts your sub-site to the permissions held by your parent site.

Permission Levels

Please review the table below for detailed explanations of each ForumPass permission level.

Permission Level	Description
Full Control	Contains all permissions.
Design	Can view, add, update, delete, approve, and customize.
Edit	Can add, edit and delete lists, can view add update and delete items
Contribute	Can view, add, update, and delete list items.
Read	Can view pages and list items and download documents.
Limited Access	Can view specific lists and items when given permissions.
Approve	Can edit and approve pages, list items, and documents.
Manage Hierarchy	Can create sites and edit pages, list items, and documents.
Restricted Read	Can view pages and documents, but cannot view historical versions or review user rights information.
Project Manager	Can create lists and libraries, customize Web Part pages, etc., but not create sub sites.
Project Creator	Can create new projects.
Navigation	Can navigate sites with minimal permissions.
Access Manager	Can manage permissions.

Create New Permissions Group

Please follow the steps below to create a new permissions group:

Step 1. From the **Settings** menu, select **Site Settings**. The Site Settings page displays.

Step 2. Select **Site Permissions**.

Step 3. Click **Create Group**.

Step 4. Enter a name for the permission group, and designate the group owner and settings.

Step 5. Assign the appropriate permission level for the group.

Step 6. Click **Create**.

NOTE: Repeat these steps to create additional permission groups required for your project.

Manage Permissions Groups

Please follow the steps below to manage existing permissions groups:

- Step 1.** From the **Settings** menu, select **Site Settings**. The Site Settings page displays.
- Step 2.** Select **Site Permissions**.
- Step 3.** Select the group you want to modify.
- Step 4.** Click **Edit User Permissions** to modify or click **Remove User Permissions** to remove the group.
- Step 5.** If modifying, select the appropriate permission level for the group.
- Step 6.** Click **OK**.

Add Users to Permissions Group

Please follow the steps below to add users to existing permissions groups:

- Step 1.** From the **Settings** menu, select **Site Settings**. The Site Settings page displays.
- Step 2.** Select **Site Permissions**.
- Step 3.** Click the name of the group you want to modify.
- Step 4.** Select **New**, then **Add User**.
- Step 5.** Enter the name or email address of the new user. To disable automatic emails, select **Show Options** .
- Step 6.** Click **Share**.

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