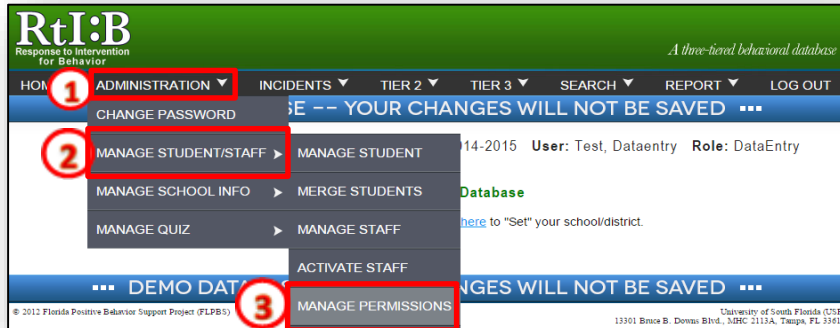


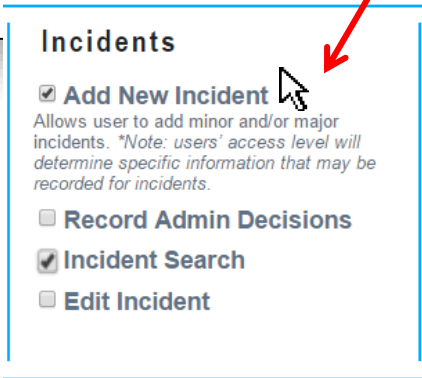
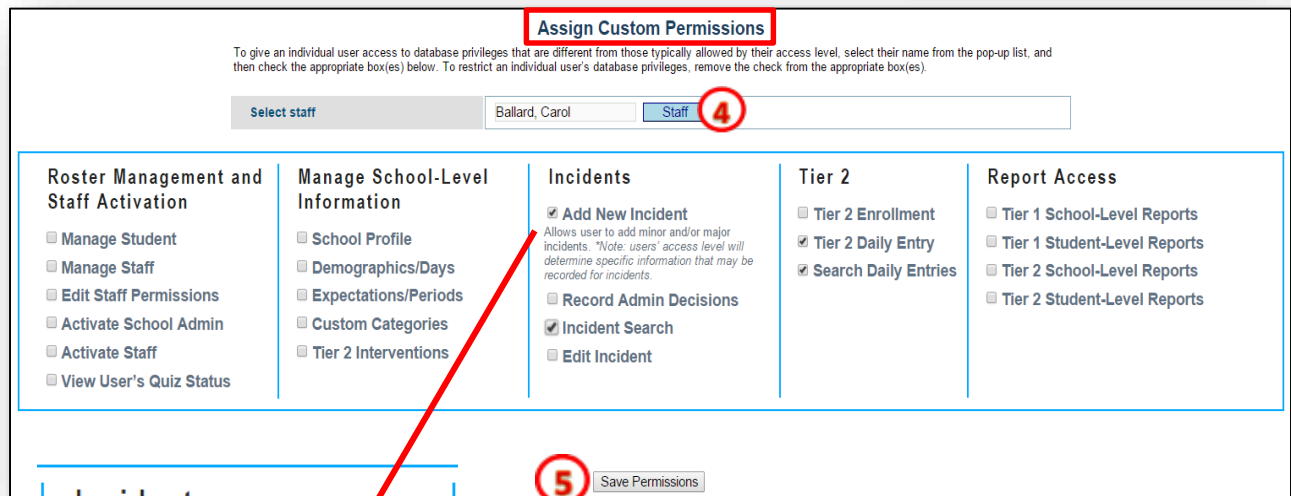
# Manage Permissions

This feature allows you to increase or decrease activated users' default permission sets.



From the **Administration** tab (1), select **Manage Student/Staff** (2), then **Manage Permissions** (3).

Select the desired staff member from the **"Staff"** menu button (4), then "check" which permissions to be turned on, or "uncheck" the permissions to turn off. Click **"Save Permissions."** (5)



**5** Save Permissions

*Notice: When you hover your mouse over the permission title, a brief description of the permission will appear.*

## Manage Permissions

The staff member will not receive any notification of the change and the new permissions will take effect the next time they log in. For additional resources, check our website ([www.flritb.org](http://www.flritb.org)), or email the RtI:B Database Team at [rtidb@usf.edu](mailto:rtidb@usf.edu) to arrange training.