GRANTING PERMISSIONS VIA NOTIFICATION PANEL

- Click the black logo in the upper right corner to log into Drupal
- Login with your Viterbo ID and Password
- On the bottom of your screen—if it has been granted—you should have a list of requests for people in your groups.
- Click on the name of the user you wish to add

![Pending Users in My Groups](image)

- Click **edit/enable** (remove will remove the user from the group)

![Pending Users in My Groups](image)

- Change the status drop-down from **Pending** to **Active**
- If you wish for the users to have only edit privileges, select **editor member**
- If you wish for the user to be able to delete content, change menus, and grant others permissions, select **administrator member**
- Click **Update Membership** on the bottom of the form