GRANTING PERMISSIONS VIA DEPARTMENT HOMEPAGE

- Click the black logo in the upper right corner to log into drupal
- Login with your Viterbo ID and Password

- Browse to the department where permission needs to be granted
- Below the menu, there is a list of active and pending memberships
- Click the name of the pending membership

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

- 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