

Associating a User with a Web Section

Although editors have the rights to add other editors to their web sections they usually request this service. A department head must approve additions to a department site. A school administrator must approve additions to the school site. IF a teacher requests that a parent or student be added as editor to their site they need the school administrator's permission and you need to reinforce that they are responsible for the content that is uploaded.

1. **Open** Site Manager
2. **Navigate** to the appropriate section
3. **Open** the section
4. **Click** on the Editors and Viewers tab
5. In the Section Editors tab **click** Assign User
6. **Enter** last name or username in the search field
7. **Select** the correct person
8. **Click** Add