

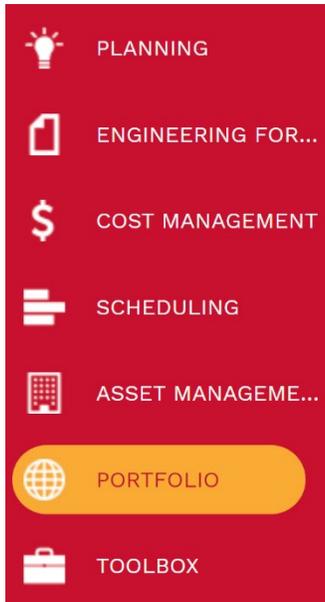
PM

Add-Delete Project Permissions

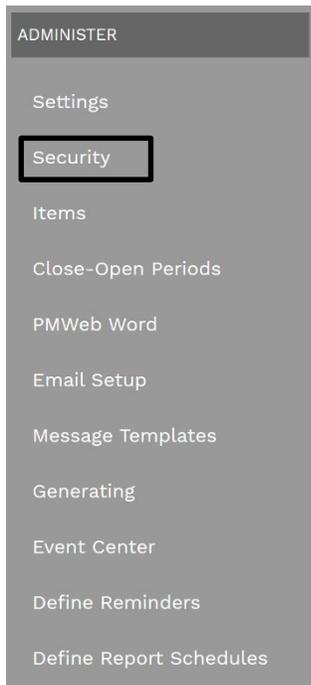
Overview: This process is for a Project Manager to access rights to assign vendor users for their projects. This should be done promptly once a vendor is and their team members identified. PMs can also delete user access when an individual leaves a project.

Reference: N/A

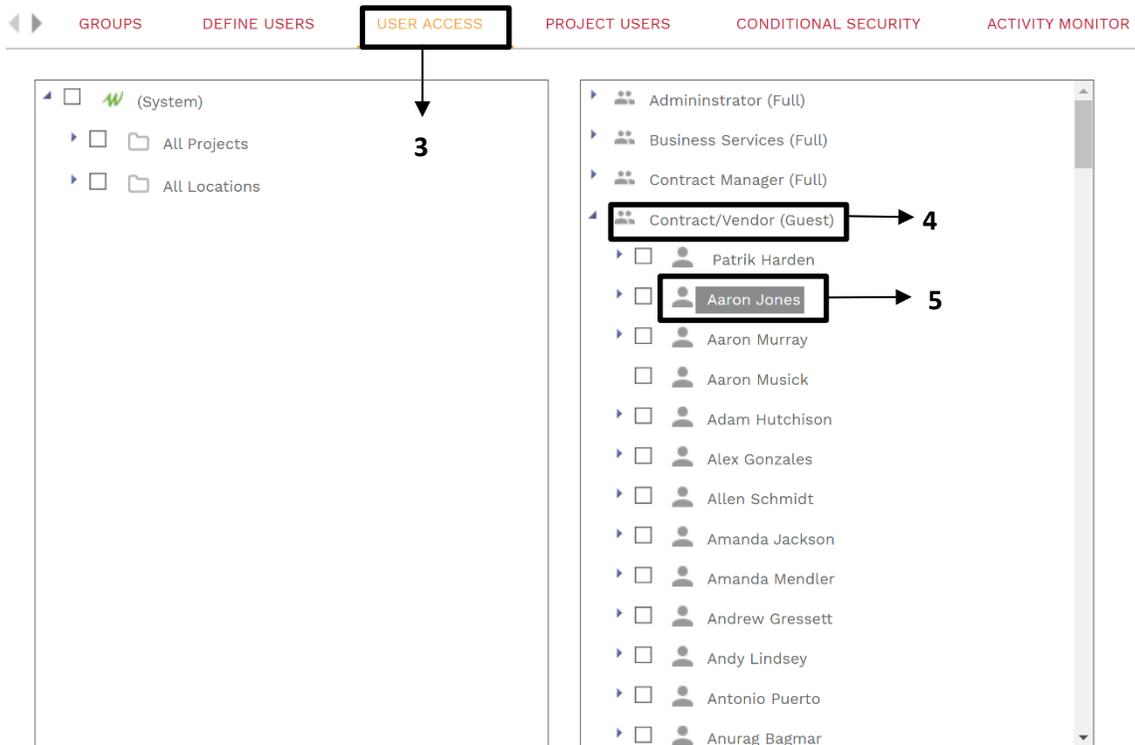
1- Click on **PORTFOLIO** from the buttons on the left.



2- **ADMINISTER**, select **Security**.

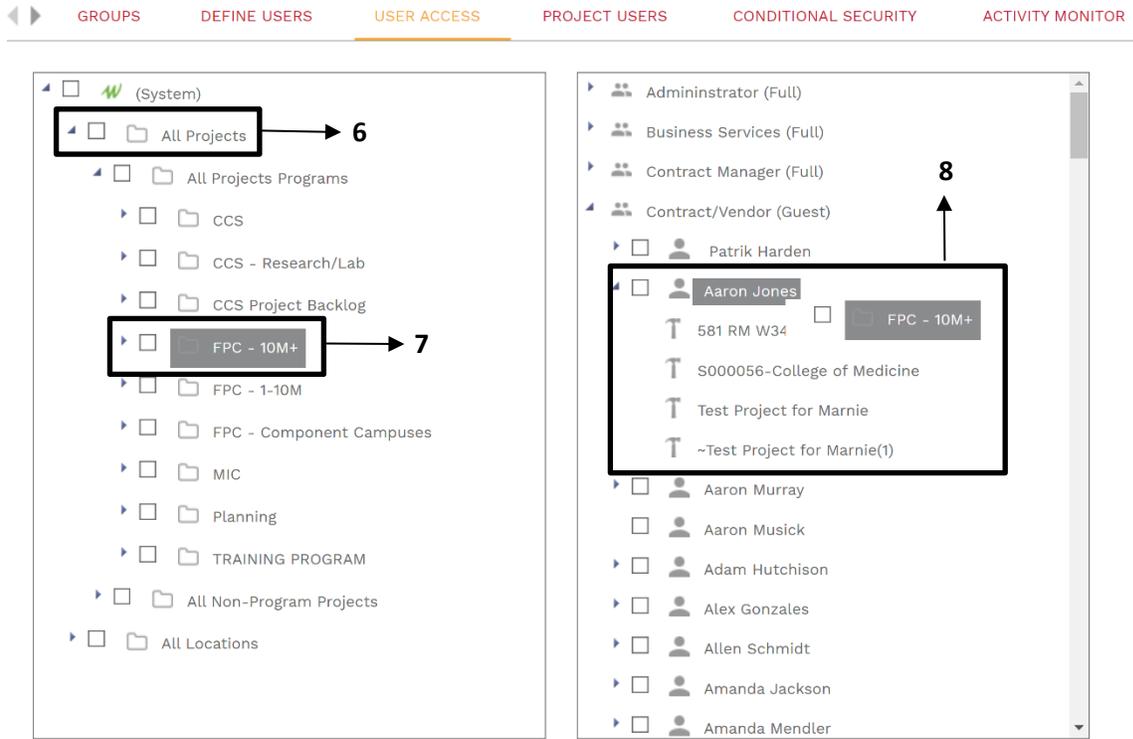


- 3- Click on the **User Access** tab.
- 4- Select the needed Permission Group (such as **Contractor/Vendor**) from the list on the right hand side of the screen.
- 5- Select the individual needing a project added or removed from their permissions.



To ADD a project to the User:

- 6- Expand the **All Projects** menu
- 7- Select the appropriate **Program**
- 8- Drag and drop the desired **Project** over to the User.



To remove a Project from the User

- 9- Right Click on the Project needing removal
- 10- Select **X Delete**

11- Process

