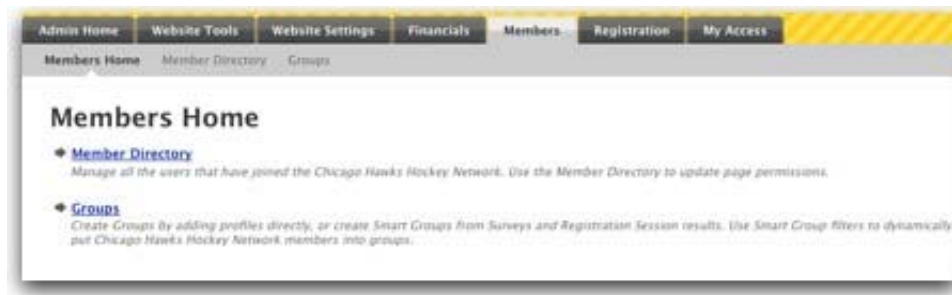





This article is also available for viewing online at <http://support.ngin.com/questions.php?questionid=53>

How do I give or remove permissions?

1. **Log in** to the website
2. Click on **Admin Control Panel** in the top right corner
3. Click on the **Members Tab**
4. Click on the **Member Directory Link**



5. Start typing the name of the user in the 'Search by Name' box and select the user OR select the user from the list
6. Click on the members name in the grey profile box in the left panel
7. You will see the website hierarchy to the right side. To remove permissions, locate the owner, edit, or viewing permissions icons and then click on the one you would like to remove. To assign new permissions, find the page you would like to give them permissions for.
8. You can now choose if you would like them to have the following permissions:
 - **Owner**  (left box) with the ability to hand out permissions, add/edit pages and send messages.
 - **Editor**  (middle box) with the ability to add/edit page elements
 - **Viewer**  (right box) with the ability to see a private page
9. To assign the permissions, simply click on the left, middle, or right side box that corresponds with the icons above.

*Note, you will not need to click save