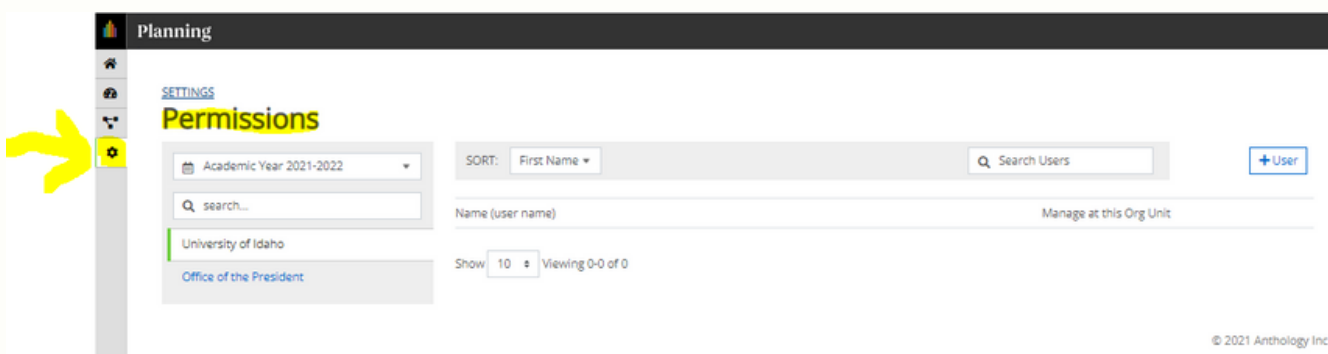# APR: How-to Series

Assigning Permissions
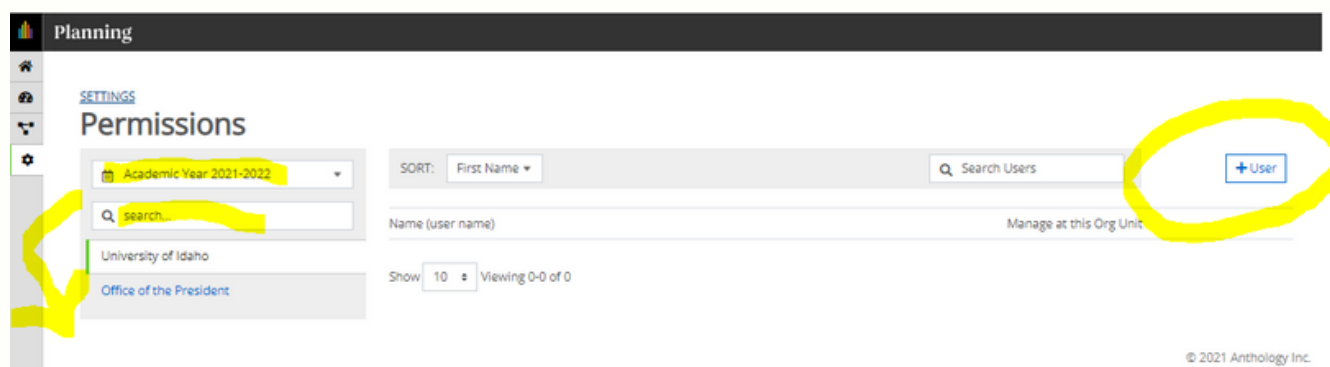

1. Users can add other users to edit or review reports in their area(s). Verify your own permissions are set to allow this by verifying you can see the "permissions" menu item. (settings gear icon)

If you do not have access yourself, email assessment@uidaho.edu to request this access before continuing.

2. Verify you are working in the correct year, search for your program, select your program, and then click +user.

3. Search for the person you would like to add by last name. If the name does not appear in the list, they may not be in Anthology Planning yet. In this case, you will need to complete the form here or email your request to support@campuslabs.com, before you can add them.