Drupal 6.x
Moderator’s Manual
User Permissions
**Permission Levels**

**Author** – Users can edit any content within the web site, but do not have permission to publish the content.

**Moderator** – Users can edit any content within the web site and have permission to publish their content and content edited by other users. Users with this permission can also assign permissions to other users.

**Administrator** – This should be only utilized by members of the Information Technology department. This role provided full access to the web site. Assigning this role to an user could result in web site outages.

**Anonymous** – This represents any user of the web site that is not logged into the web site.

**Authenticated** – This represents any user of the web site that is logged in.

**Assigning Permissions**

After logging in to Drupal (refer to the Editor’s Manual for information on how to login), navigate to the ‘Administer’ section of the web site. From the main ‘Administer’ page, choose ‘Users’ from the ‘User Management’ area.

A list of users will be displayed and these users can be assigned permissions or have permissions removed from their account. If the user you need to assign permissions for does not display, have the user login to the web site using their UCA and password.

To assign or remove permissions, check the box next to the user to select the user you wish to modify. Next, choose the role you want to add or remove from the ‘Update Options’ drop down. After selecting the role, click the update button.