Quick Guide: Managing Permissions

NIMSCAST user permissions describe the relationship between users and accounts. The five types of permissions assigned to NIMSCAST users are:

- **Administrative (Admin):** Allows user full access to an account, including adding additional users to an account, adding and removing sub-accounts, and submitting assessments for rollup.

- **Standard with Rollup:** Allows user to provide responses to and rollup assessments but not manage users.

- **Standard without Rollup:** Allows user to provide responses to assessments but not manage users or submit for rollup.

- **Read Only with Inheritance:** Allows user read-only access to the entire account structure at and below the account.

- **Read Only:** Allows user access to view reports on an account. Read Only users cannot enter any data, manage users, create new accounts, or submit for rollup.

A. ADDING USER PERMISSIONS TO AN ACCOUNT

Administrative users assign other users to an account(s) within the hierarchy and determine their permission types. Before beginning the process, verify that you are in the correct account by reviewing the account string located near the top of the page.

Step 1: Click the **Manage Permissions** link in the Navigation menu.

Step 2: Click the **Add a User** link from the Permissions page.
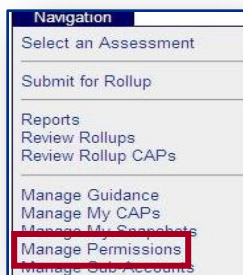
Step 3: In the Message from webpage dialog box, click the **OK** button to verify that you want to add a user to the identified.

Step 4: On the Add a User to this Account page, scroll down to the **Add a User** box.

Step 5: In the **Email** field, enter the user's email address.

Note: The user's email address is used to log into PrepCAST and for email distribution of NIMSCAST alerts and updates. If the user's email already exists in the system, a prompt will appear to select the existing user.

Step 6: In the **Permission Type** field, select the appropriate permission type from the drop-down list menu.

Step 7: Click the **Next>** button to continue.

Note: If the user already exists in PrepCAST, the user will be added to the account upon clicking the **Next>** button.

Existing users are added to an account upon clicking the _Next >_ button.

Step 8: If the user is new, the Register a New User page will open to collect additional contact information on the user.

Step 9: In the **First Name** field, enter the user's first name.

Step 10: In the **Last Name** field, enter the user's last name.

Step 11: In the **Organization** field, enter the name of the user's organization.

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Step 12: Verify the **Email** field.

Step 13: In the **Phone** field, enter the user's phone number (10 digits with no special characters).

Step 14: Select the checkboxes next to the user's email notification preferences.

Step 15: Verify the **Permission Type** field.

Step 16: Select the radio button next to the user's rollup prompt preference.

Step 17: Click the **Register** button to complete user registration.

B.   EDITING USER PERMISSIONS

The ability to change a permission type is only available for users who have administrative permission on the current account.

Step 1: Click the **Manage Permissions** link in the Navigation menu.

Step 2: Click the current permission link in the **Permission Type** column for the appropriate user.

Step 3: On the Edit User Permissions page, in the **Permission Type** field, select the appropriate permission type from the drop-down list menu.

Step 4: Click the **Edit Permissions** button.

C.   REMOVING USER PERMISSIONS

From the NIMSCAST Permissions page, administrative users can also remove a user's permission to access a selected account.

Step 1: Click the **Manage Permissions** link in the Navigation menu.

Step 2: Click the delete icon ✕ on the far right of the appropriate user record.

Step 3: In the Message from webpage dialog box, click the **OK** button to confirm removal of the correct user permission.