
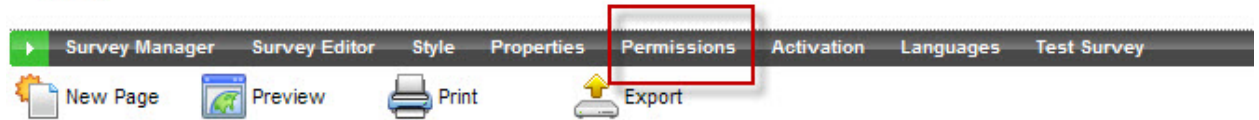


How to Give Another Checkbox User Access to Your Surveys and Reports

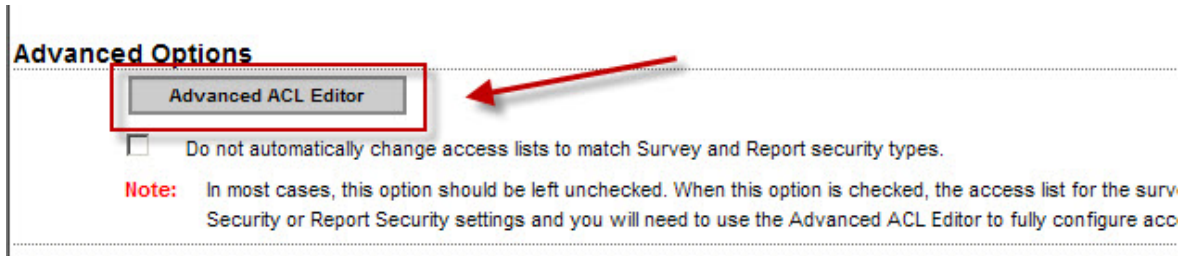
1. Log in to Checkbox.
2. Click on the Surveys button.
3. Click on the title of the survey for which you want to give report access.
4. On the next screen, click on the Permissions link in the black menu bar.

Survey Editor - AHY Summer 2009 Cohort Final F2F Survey

 Responses have already been collected for this survey. Making changes to questions, such as by deleting options and/or removing material deleted.

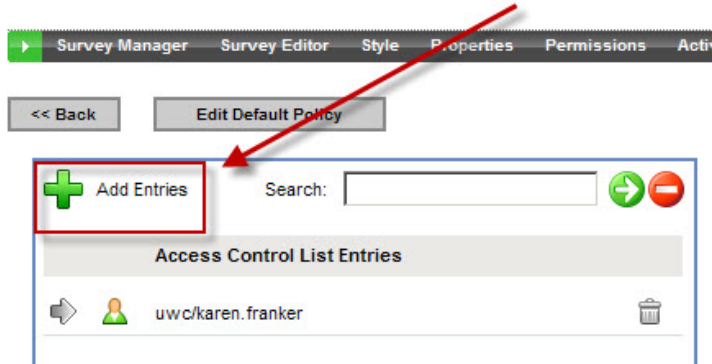


5. On the Permissions page, scroll down to Advanced Options and click on the “Advanced ACL Editor” button.



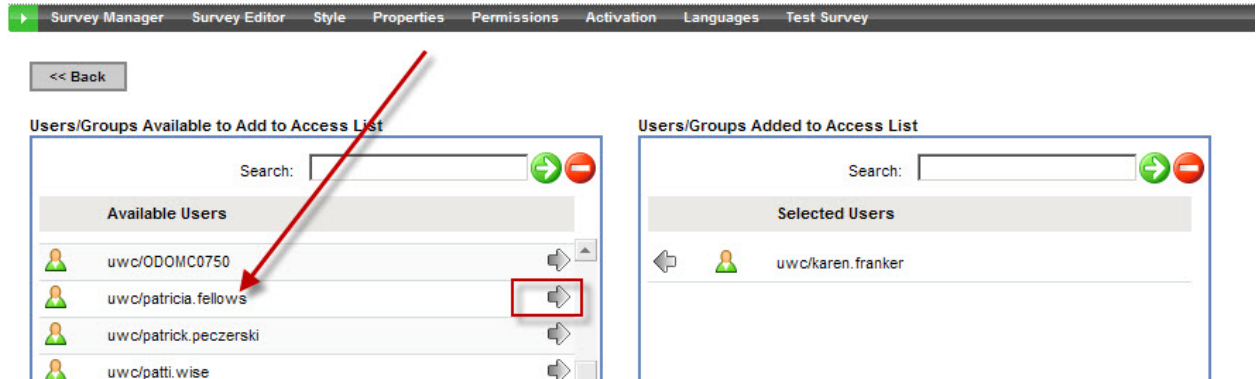
6. On the “Edit Access Control List” page click on the big green “plus” sign that says “Add Entries”.

Edit Access Control List



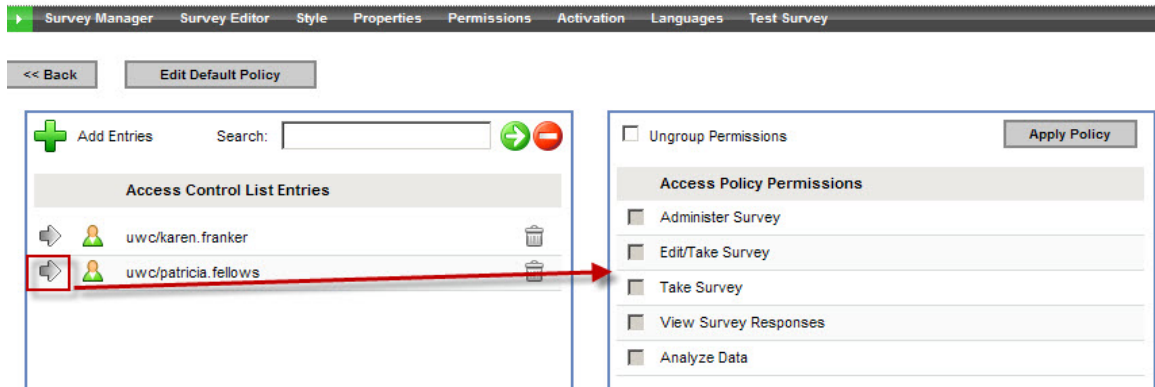
- On the “Add Entries to Access Control List” page, scroll down to find the name of the registered Checkbox user to whom you want to give report editing and viewing rights. Click on the gray arrow to the right of that person’s name. The name will now appear in the right-hand column of approved users for that survey and report.

Add Entries to Access Control List



- Next, click on the Back button.
- On the “Edit Access Control List” screen on the left column, click on the gray arrow by the new person’s name. In the right-hand column under “Access Policy Permissions” click to place a checkmark next to the rights that you want this person to have with this particular survey.

Edit Access Control List



- Last, click on the **Apply Policy** button. When the other user logs in to Checkbox again, they should see your survey name listed when they click on the Surveys button, and will now have access to that survey.