

Access Groups

Access

An area where access groups can be managed. Access groups are the various permission levels assigned to different groups of users based on their roles in the Hub. Generic default levels are: Public, Manager, Administrator, Registered, Author, Editor, and Publisher. These levels are broken up by the levels of responsibility and what the access the group has to different areas of the Hub. An administrator can see the number of users in the group in the **Users in Group** column.

An administrator can add new access groups by clicking the New button and following these steps:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Access Groups** from the drop-down
2. Click the **New** button
3. Add a **Group Title** and then select the **Group Parent**
4. Click **Save & Close**