## What are Permission Groups and How do I Assign Permissions to My BackPack Users

Permissions for users of My BackPack are granted based upon the "Community" to which they are assigned. Each Community has its own set of Permission Keys, which are managed by creating Permission "Groups" and will not be available to Web accounts that are not in a particular Community. For example, for a record identified as a Student, the only Groups that can be assigned to that WebIDs are those available to the Student Community.

Go to System Administration>My BackPack>Group Maintenance, and select Create a New Group

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	Ascendance Syst	em Administr	ation				
File	My BackPack	Documents	Edit	Tools	Report	s Help	
	Group Ma	aintenance			>	Create a New Group	
	Preference	es				Edit Group Profiles	
	My BackF	ack User Mair	ntenan	ce			
	Auto-Ass	ign Web User			>		
	Assign Gr	oups to Web l	Jsers				
	Remove (	Groups from W	/eb Us	ers			

Choose the Community you wish to create a Permissions Group for (in the example, we are creating a new Student Permission Group), give the Permissions a Name, and, optionally, a Description, and click OK to proceed.

Create New Gro	oup X
Group Informa	ation
Community	Students ~
Name	Sample Permission Group
Description	To show steps to create a Web ID A permission Group
	OK Cancel

The system will display the Create New Group window again; click Cancel to continue.



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Comm	nunity	Students		~	·
Name	)				
Desci	ription			^	
			 	 ~	
			OK	Cancel	

In the My BackPack Group Maintenance window, for the Community in which the Group is being created, the new Group will now appear

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Community Students	~	
Groups - (2)	Menus	-
Sample Permission Group	Academic -	~
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	OK Cancel	
1 items selected.	NUM SC	RL

On the right-hand side of the screen, in the Menu section, double-click any of the headings, to expand the available Permission Keys. Each heading is grouped to find various keys more easily, as related to the different viewable items in My BackPack.



Double-clicking any Permission Key will expand the item to display a sub-set of related permissions. (NOTE: Not every key can be expanded)

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Groups - (2)		Menus		
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To add a permission key to the new Group, hover the mouse over the icon for the permission key, then hold the left mouse button down until a small "box" icon appears. With the left mouse button still held down, drag the key to the left. Once over the new Group, release the left mouse button.

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	OK Cancel
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The key will now appear under the new Group, indicating it is now assigned as part of that Group

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	- 🍏 Homework
	L 🎒 Discipline
	- 🎒 Student Attendance
	- 🍏 Student Activity
	- 🎒 Marking Period Grades and Comm
	- 🍏 Grades and Comments History
	- 🎒 Daily Assignments and Comments
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	New Crown Endle
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	OK Cancel

Continue this process until all required Permission Keys are added to the new Group. Once complete, click OK to save the changes.





As noted, creating and assigning Web Users to Groups is how to manage what functionality a user can access in My BackPack. In the example below, student AAR0103 is logged into My BackPack, but does not see any Student-specific functions when on the MBP home page.

Home	
My Forms/Documents	
Admissions Inquiry	
Admissions Applications	
Program Registration	
My Documents (14 new)	

To now add the new Permission Group to a user, so that they can see/use My BackPack functionality, go to System Administration>My BackPack>My BackPack User Maintenance

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File	My	BackPack	Documents	Edit	Tools	Repo	rts	Help			
		Group M	aintenance			>					
		Preference	tes								
		My Back	Pack User Main	tenan	ce						
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		Assign G	roups to Web l	Jsers							
		Remove	Groups from W	/eb Us	ers						
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From the User Maintenance window, search for the user (in this case, a WebIDs noted as a Student record)

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ter Results Last	Name v Begins	With	~				Users In Community: Si	tudents	14
		Re	efresh Li	st					
I.D.	Name	Constituent	Faculty	Parent	Student	Online	E-Mail (1)	E-Mail (2)	Family
JLEVERON1	Ms. Juanita Leveroni						juanita.leveronig@mail.c		
BKEGLEY1	Brian Thomas Kegley						kegleybrg@mail.com		
GAN0601	Ms. Margery Gang						margerygangg@mail.com		
JAI0302	Ms. Nikita Jain						Njain9090g@mail.com		
KLI0101	Mr. Nathan D. Kliger						nkliger93g@mail.com		
W0N0601	Ms. Sohee Won						0soheewong@mail.com	soheewonu@mich.edu	
W0N0601	Ms. Sohee Won						0soheewong@mail.com	soheewonu@mich.edu	
QIA0101	Mr. Kevin C. Qian						404errorlinknotfoundg@r		
QIA0101	Mr. Kevin C. Qian						404errorlinknotfoundg@r		
HOB0101	Mr. Matthew S. Hobbs						77hobbsg@mail.com		
ARU0202	Mr. Abishek Arumanla						a.abishek.99g@mail.com	arumanlau@mich.edu	
ARU0202	Mr. Abishek Arumanla						a.abishek.99g@mail.com	arumanlau@mich.edu	
GUS0201	Ms. Anna P. Gustafson						a.gustafson90g@mail.com		
ABK.0101	Mr. Arva D. Abkenar						aabkenaru@mich.edu		
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Find the user to whom the new Group should be added (AAR0103) and open the record.

ccount				Account Vali	d Dates			Password Securi	ity		
Database Use	n		$\sim$	Start Date	05-2	25-201	1 12:00 AM	Last Changed On	1	01-12-	2016
	Allow	LDAP log	in for this user	End Date				Next Scheduled Change			
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Password				Last Login 01-29-2021 1:23 PM		Pousidate Password on Nout Login					
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In the Groups section of the Web account, on the right-hand side of the section (Available Groups), find and highlight the newly created Group



	Assigne	d Groups			Available Gro	ups	^
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tudent Acce Family I.D.	ss Student I.D.	Grade	Student Group		Student Name	Academic Billi	ng
							633
		: :		:	Reset Password		: Cancel

Click on the single, left-facing arrow to "move" the Permission Group to the Assigned Groups list

Assigned Groups				Available Groups				
					Power User			
				>>	Web Services			
					Web Site Development			_
					Sample Permission Group			
					Student			
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Account				Account Valid Dates				Password Security				
Database User		✓ Allow LDAP login for this user			Start Date	05	05-25-2011 12:00 AM		Last Changed On 01-12-201 Next Scheduled Change			2016
					End Date							
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Click OK to save the changes to the Webbed

When the user NOW logs into My BackPack, any functions assigned within that Permission Group will available.

Home			
Child Summary	Academic Info	My Forms/Documents	Search
	Student Schedule	Admissions Inquiry	Student/Parent Directory
and and	Student Calendar	Admissions Applications	Faculty Directory
	Student Attendance	Program Registration	
	Marking Period Grades and Comments	My Documents (14 new)	
Hugh	Grades and Comments History		
	Daily Assignments and Comments		
	Student Discipline		

