

Changing Permissions - DEC

Step 1: Log into the portal, <https://my.curry.edu>



Step 2: Once you are logged into the portal click on the Digication icon under Quick Launch.

Step 3: Go to your Portfolio and choose **Portfolio Tools/Settings:**

[Edit](#) [Preview](#) [Published](#)

CURRY COLLEGE

CAS DEC Portfolio

[View Sections](#) [Add/Edit](#)

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- ▼ Portfolio Tools
 - Settings**
 - Submit
 - Download
 - Make A Copy
 - Organize
 - Delete

Step 4: Click on Custom Permissions

Permissions

- Private to me** Only viewable by you
- Private within Curry College** Only viewable by users at Curry College
- Public** Viewable by anyone and searchable by google and other search engines.

[Custom Permissions →](#)

Step 5: Search for the person you would like to add to your DEC, for example: when you are finished with your Portfolio, you will need to add the DEC Chair to your Portfolio. Click on their name:

Additional permissions	Role	Delete
<input type="text" value="tallent"/>		
Edward Tallent (etallent0811@curry.edu) CR etdtallent@curry.edu	Admin ▼	Remove

Step 6: Select the Role, for example: Admin:

Christine Sacco (csacco0614@curry.edu)	Admin	Remove
Edward Tallent (etallent0811@curry.edu)	Viewer	Remove

Viewer: can view your e-Portfolio
Editor: can edit your e-Portfolio but not publish

Step 7: Change your role to Viewer:

Christine Sacco (csacco0614@curry.edu)	Viewer
Edward Tallent (etallent0811@curry.edu)	Admin

Process

1. Faculty member completes DEC File – Faculty member has Admin role
2. Faculty member adds DEC Chair with Admin role
3. DEC Chair changes role of Faculty member to Viewer
4. DEC Chair adds DEC members with Viewer role – DEC members add their name to comments indicating they have reviewed the file
5. DEC chair adds Provost, AVPAA and Academic Affairs AA with Admin role
6. Provost will change DEC chair to Viewer role and delete DEC members from file
7. Provost returns Admin role to Faculty member after the review is finished – AVPAA removes everyone else from the DEC file.

To Add a Comment – type in the Leave Feedback box and click on Leave your comment:

View Comments **Settings** **Manage Comments**

Leave Feedback

Leave A Comment:

Add your name here to indicate you have reviewed the DEC File

Post Comment As:
 Signed In As **csacco0614@curry.edu**
 Your comment must be approved by the portfolio owner before it will show up on the site.

Leave your comment