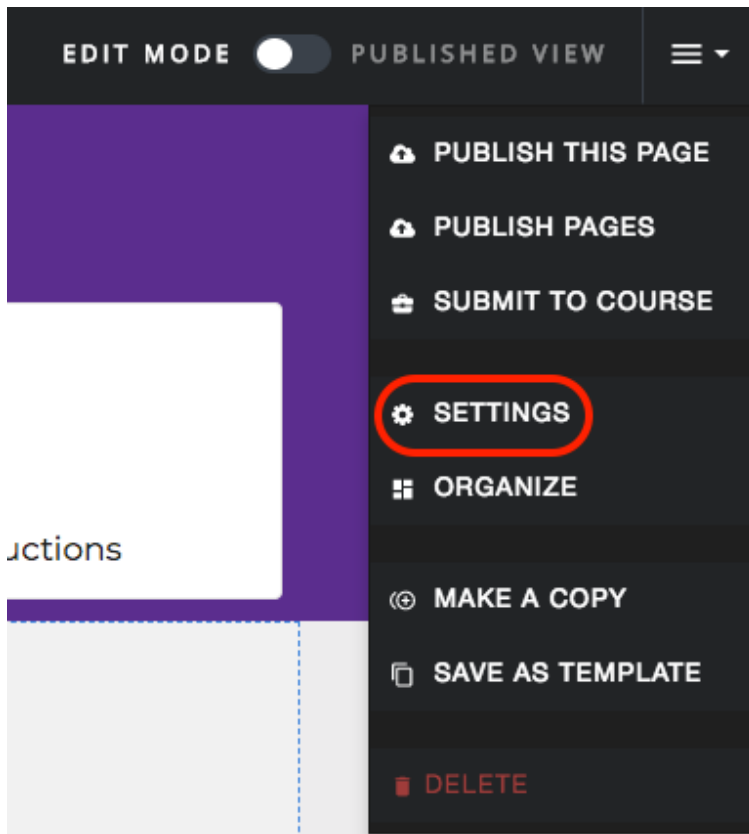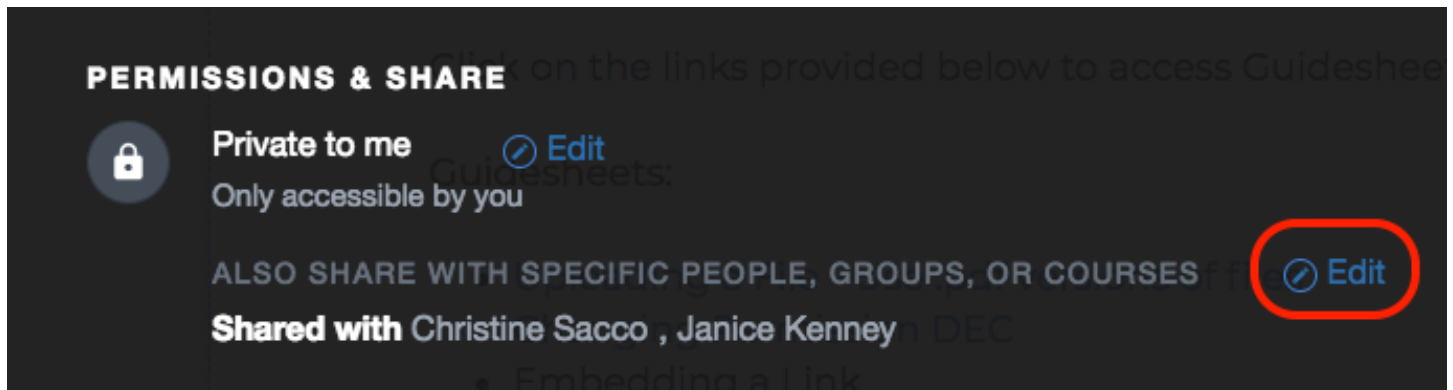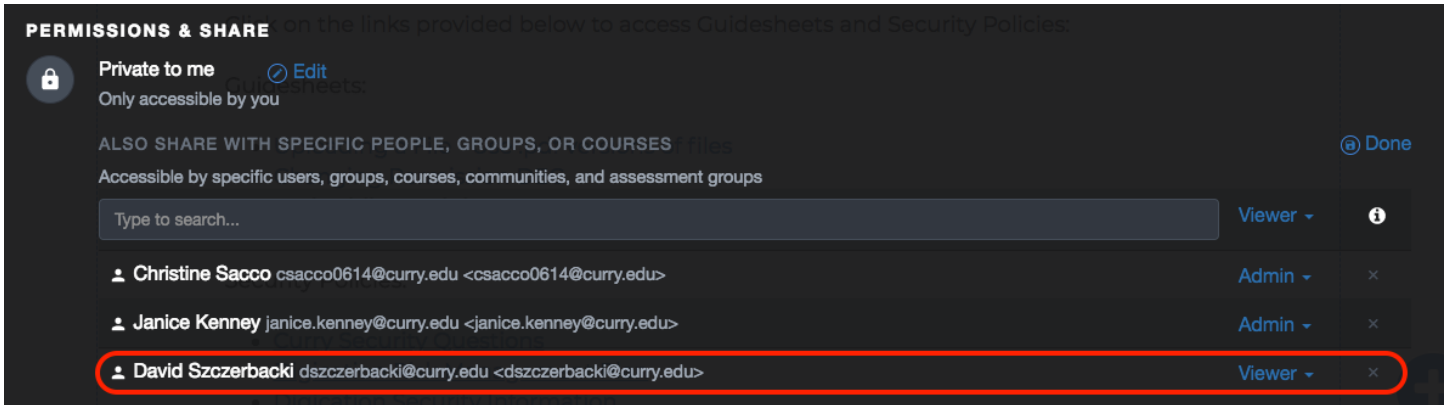**NEW DIGICATION**

Changing Permissions

Step 1: From within your e-Portfolio, click on the three lines in the upper right-hand corner of the screen and choose SETTINGS:
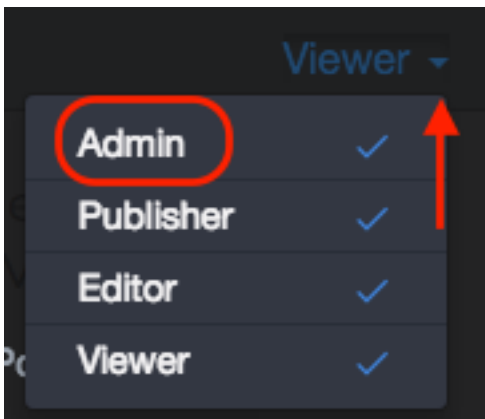

Step 2: Click on **Edit** next to "ALSO SHARE WITH SPECIFIC PEOPLE..."

Step 3: You will see the person added to your e-Portfolio. By default, they are added as a Viewer.

Step 4: Change the permission to Admin if necessary; for example, for the DEC Chair. When adding DEC Members, their permission is set to Viewer.

Step 5: Click on **Save Settings**: