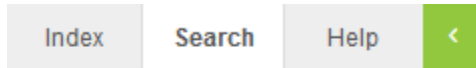


ILPA Module User Security

Path: System Administration > User Security > User Group

- Search for a: Group

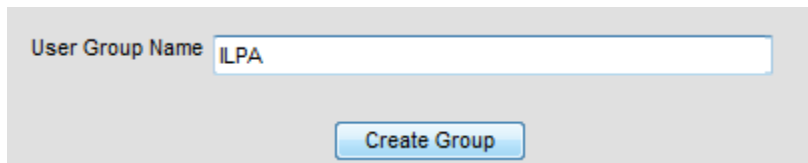


Group

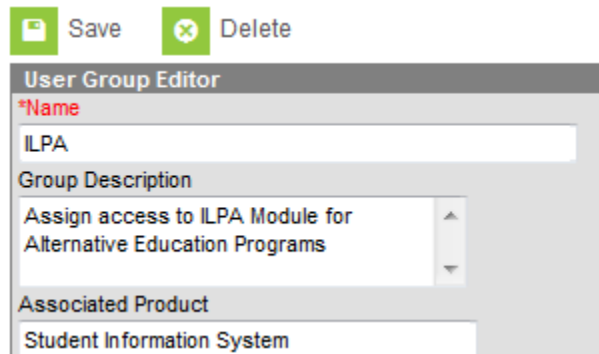
- Click **Create a new User Group**



- Enter User Group Name as **ILPA** then click **Create Group** button



- Add a **Group Description**, then click **Save**.



- Select the **Tool Rights** tab

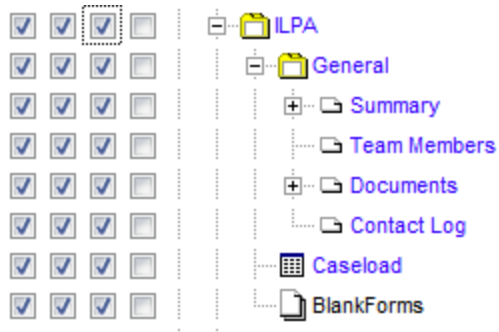
Tool Rights

- Expand **Student Information**



- Apply R, W, A rights to ILPA

R W A D



- Save
- Assign appropriate staff to the ILPA User Group