How to Assign Survey Rights to Another User

This document provides a series of steps that will describe how to assign the specific user rights for accessing and administering surveys to another user.

1. From TE main menu, access either Organization -> Users or Organization -> Access Groups. It is recommended to manage rights via access groups instead of individual users.

2. Locate the User or Access Group record you want to grant rights to and edit it.
3. Edit the Menu Rights section
4. Under Organization check Survey Invitation Sets

**Menu Access Rights**

- Assessment Forms
- Additional Assessments
- Special Programs
- Deleted Objects
- **Survey Invitation Sets**
- Survey Forms
- Testing Stations
- Testing Sessions
- Testing Session Templates
- Tests in Progress
- Records
  - Students
    - Demographics
    - In Program Years
    - Records
5. Under Records check NRS Core Performance Students, Invitations and Survey Responses.
6. Under Tools check NRS Core Performance Wizard
7. Edit the Data Access Rights section
8. Under Supplemental Data Access Rights, click Add Access Right and choose Enable Survey Administration; if the right is already selected, but uncheck in the list, check it.

9. Under Record Type Rights, check List Records and View Record rights for the following record types: Survey Invitation Sets, Invitations, Surveys and NRS Core Performance Students; you can, although not recommended, check also Delete Record right for Survey Invitation Sets, Invitations and Surveys.

10. Also under Record Type Rights, check all types for the Reports Manager right.
11. Save the record