Permission Levels

Overview

This document outlines the permission levels we provide on our Drupal websites.

- **Level 1 - Personnel Editor**
  
  *Reserved for faculty, staff and sometimes graduate students. Any faculty, staff or student of a unit can request this permission level. Please create a helpdesk ticket to make this request.*
  
  - Can only edit their own personnel page. They must be made an "author" of their personnel page to edit it.
  - Can also edit Basic Pages which they are the authors of.

- **Level 2 - Web Committee**
  
  *Reserved for people other than the unit administrator who can work general content on the website. Unit Heads or Unit Administrators are the only people that can request this permission level for their staff. Please create a helpdesk ticket to make this request.*
  
  - Has all permissions of Level 1 PLUS
  - Can add, edit, delete any piece of content
  - View, revert and delete revisions
  - Work with menus
  - Can schedule news article to publish in the future

- **Level 3 - Unit Administrator**
  
  *Reserved for the main contact of the department's website. No more than two people may have this role: a primary and a backup. Unit Heads are the only people that can request this permission level for their staff. Please create a helpdesk ticket to make this request.*
  
  - Has all permissions of Level 2 PLUS
  - Add/edit/arrange blocks
  - Add/edit/delete Taxonomy classifications
  - Can view site user list
  - Can "masquerade" as any user at a lower level (personnel editors, web committee)
  - Can modify color scheme under "Appearance"
  - Has permission to create URL redirects

- **Level 4 - Administrator**
  
  *Reserved for Franklin OIT web team OR Non-Franklin Units who manage their own instances.*
  
  - Has all permissions of Level 3 PLUS
  - Add, edit, delete users
  - Adjust/create roles/permissions
  - Add/Edit/Delete Views
  - Manage Content types and fields

Login

To manage any part of your web site, you will have to be logged into the Drupal CMS.

If you need help logging in, please review this [login help document](#).

Contact the Franklin OIT Help Desk

- **Submit a ticket**
  
  **Help Desk**
  
  [http://helpdesk.franklin.uga.edu](http://helpdesk.franklin.uga.edu)
  
  **Email**
  
  helpdesk@franklin.uga.edu
  
  **Call**
  
  706-542-9900

**Hours of Operation**

- **Monday - Friday**
  
  8:00 a.m. - 5:00 p.m.

**Website Information**

- **Homepage**
  
  [http://oit.franklin.uga.edu](http://oit.franklin.uga.edu)
  
  **Directory**
  
  [http://oit.franklin.uga.edu/](http://oit.franklin.uga.edu/)
  
  **Service Offerings**
  
  [https://kb.franklin.uga.edu/x/xgKlAg](https://kb.franklin.uga.edu/x/xgKlAg)

**Systems Status Information**
Franklin OIT Status
http://status.franklin.uga.edu/
https://kb.franklin.uga.edu/x/BQB0

UGA/EITS Systems Status Pages
http://status.uga.edu
https://twitter.com/uga_eits
https://www.facebook.com/uga.eits

USG Systems Status Page
http://status.usg.edu