How to Add Privileges to a Toolbox Tool

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Note: You will need ownership or administrator access to a Webtools Toolbox tool in order to add privileges to it.

1. Go to https://illinois.edu/toolbox, choose University of Illinois Springfield, and log in with your NetID and password.

2. Click on setup beneath the tool you are adding privileges to.

3. Click the name of an item you would like to change or add privileges for.

4. Choose the Privileges tab.

5. There may be several fields you can add individuals to; depending on what tool you are currently in. You must enter the full UIS email address for an individual, and then click on the Add button. You may also create a Group of email addresses using the Group Manager, and choose the Group from the user group dropdown menu to add several individuals at once.

Here is a list of the fields you may see and their purpose:

- **Result Viewers**: If added, these individuals will be able to run reports and view results from forms or surveys.

- **Editors**: If added, these individuals have access to edit calendars, forms and surveys.

- **Administrators**: If added, these individuals will be allowed full access to the tool, and will be able to add other administrators or delete the tool.