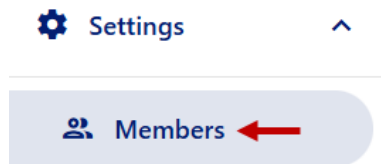
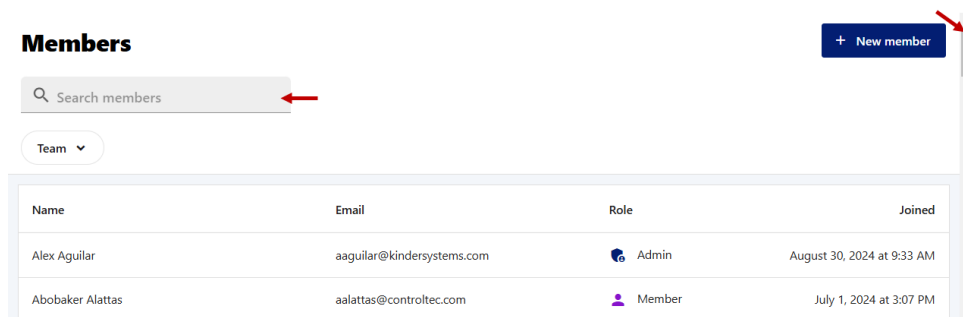


TX Child Care Connection – Edit Staff Permissions

A Press **Members** under **Settings**.



B Type the name of the **Staff Member** you are looking for in the search bar or scroll down the list of members to look for them.



D The screen will display a message saying there are unsaved changes. Press **Save** once all permissions have been modified.

A screenshot of the 'Providers' permissions form. It contains five rows of permissions, each with a toggle switch on the right. All toggle switches are turned on (blue). The permissions are: 'Can this user access providers?' (Ability to view Providers module in main navigation), 'Can this user administer providers?' (Ability to view all providers), 'Can this user edit providers?' (Ability to edit providers. If a provider administrator, the user will be able to edit all providers), 'Can this user delete providers?' (Ability to delete providers), and 'Can this user view provider business/staff information?' (Ability to view business, provider, and staff information).

C Once you select the desired Staff Member, turn on or off the ability to the permission you want to change.

Notes:

- Making the selection blue activates this permission.
- The permissions are divided into different sections, including Providers, Families, Child subsidies, and more.