

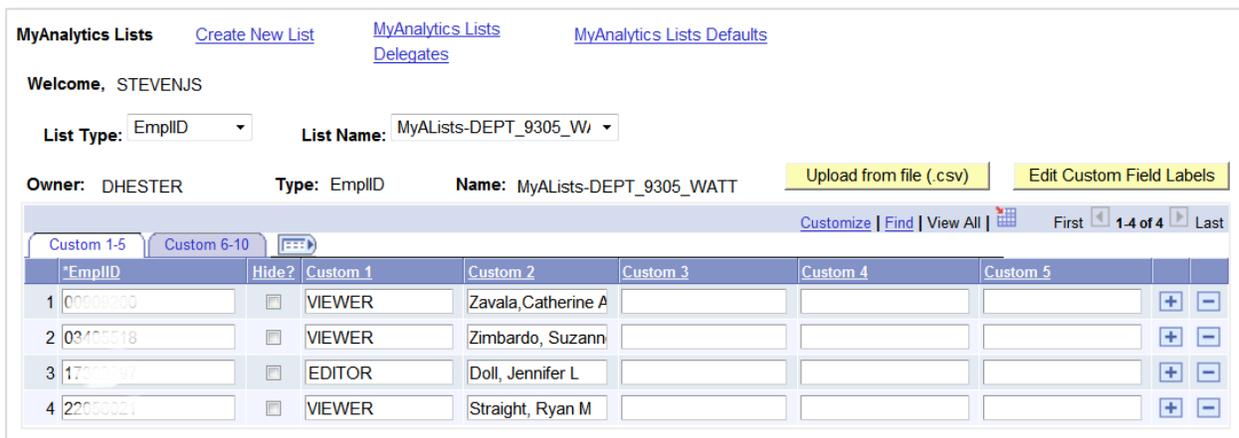
You've created a nice department or college dashboard and you want to be sure that the right people in your department or college have the right level of access.

If you are the **Dashboard Owner**, you can manage that access yourself using a pre-built My Analytics List!

Open and Edit the Pre-Built My Analytics List in UAccess Analytics

From the **Home** page in Analytics, click the **My Analytics Lists - Manage** link in the **Browse/Manage** section on the left side of the screen. Once the **My Analytics List** tab opens, follow these steps:

1. **Select** the **EmpIID** item from the **List Type** field.
2. **Select** the **MyALists-DEPT_####_XXXX** item or **MyALists-COLLEGE_XXXX** from the **List Name** menu. Note that the list is actually owned by <DHESTER>. You're a delegate on that list.
3. **Add, remove, or modify** the users on the list.
 - a. **Click** the plus sign button on the last row of data to **add** a new row.
 - b. **Click** the minus sign button for any row to **remove** that row.
 - c. **Modify** any existing data as needed.



The screenshot shows the 'MyAnalytics Lists' management interface. At the top, there are navigation links: 'Create New List', 'MyAnalytics Lists Delegates', and 'MyAnalytics Lists Defaults'. Below this, a welcome message says 'Welcome, STEVENJS'. The 'List Type' is set to 'EmpIID' and the 'List Name' is 'MyALists-DEPT_9305_W'. The 'Owner' is 'DHESTER', 'Type' is 'EmpIID', and 'Name' is 'MyALists-DEPT_9305_WATT'. There are buttons for 'Upload from file (.csv)' and 'Edit Custom Field Labels'. Below the form is a table with columns: 'EmpIID', 'Hide?', 'Custom 1', 'Custom 2', 'Custom 3', 'Custom 4', and 'Custom 5'. The table contains four rows of data, each with a plus and minus button on the right.

EmpIID	Hide?	Custom 1	Custom 2	Custom 3	Custom 4	Custom 5		
00000000	<input type="checkbox"/>	VIEWER	Zavala, Catherine A				+	-
03400018	<input type="checkbox"/>	VIEWER	Zimbardo, Suzann				+	-
17000001	<input type="checkbox"/>	EDITOR	Doll, Jennifer L				+	-
22000021	<input type="checkbox"/>	VIEWER	Straight, Ryan M				+	-

- You can add anyone you'd like to the list, but only Users who are actually in your department or college will be granted access. You must contact submit a ticket through the 24/7 IT Support Center to activate Users who are not in your department.
- You must enter information in each of the first three columns for every employee who will have access to your dashboard. The remainder of the columns should remain blank.
- The first column must contain the Empl ID.
- The only values allowed in the second column are VIEWER, EDITOR, or OWNER. You must enter one of those values.
- The third column holds the employee's name – Last, First, Middle Initial.

4. Click **Save** to store your data on the Analytics server.

Verify the Modifications to the My Analytics List

The list has been modified and saved, and your changes are now in effect. You should, however, verify the changes. Fortunately, there's a dashboard for that.

1. In Analytics, navigate to **Dashboards > Security > Security > Org Roles**.
2. If necessary, enter your department number or college code in the **ORG Code** field; click **Apply**.
 - a. Any person who is not part of your department, but who you still added to the list will appear under a **Warning**. This means the person has been added to your list, but may not have been granted access yet. You'll need to submit a ticket through the 24/7 IT Support Center to enable their access. That has to be done manually by UAIR.
 - b. All people who are on your list will appear in the **Org Role Listing** analysis, confirming your additions.