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 **EmplID** 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.

- 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.