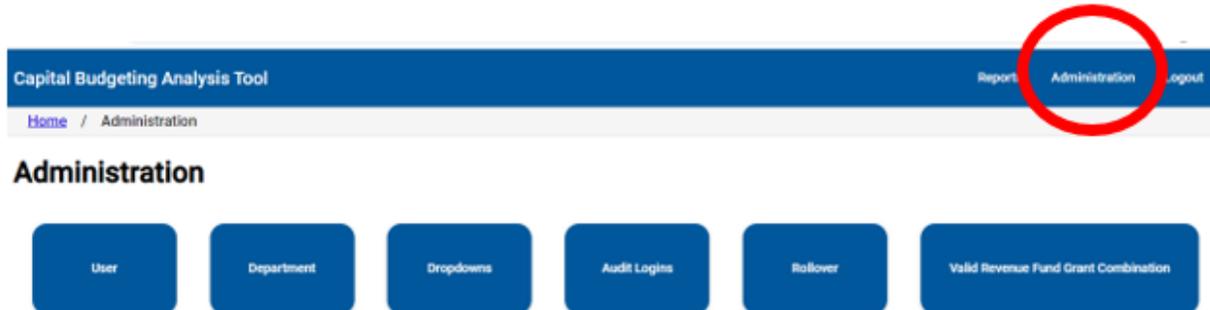


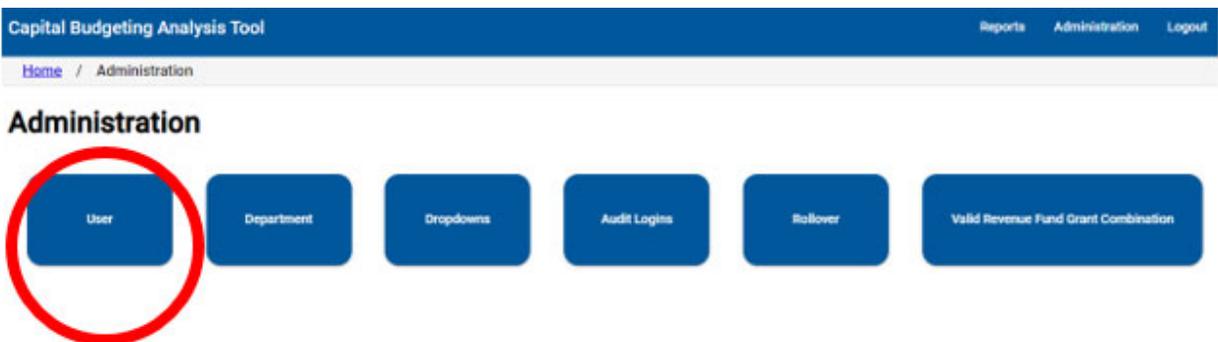
## CBAT Job Aide (4)

### How to provide USERS with "Read" access in the CBAT system

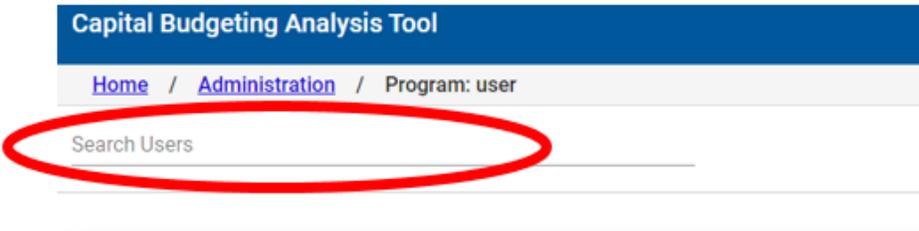
1. Only those individuals with administrative rights will be able to change a USER's profile in the CBAT system
2. To update a USER's profile and/or change a user's access privilege in the CBAT system, the CBAT Administrative Team will need to select the "Administration" icon in the upper right hand of the CBAT system



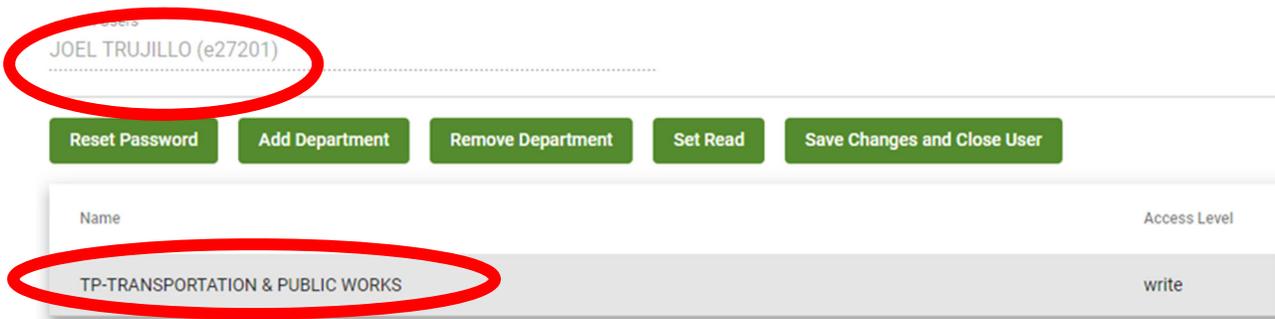
- 3 Next, select the "USER" icon



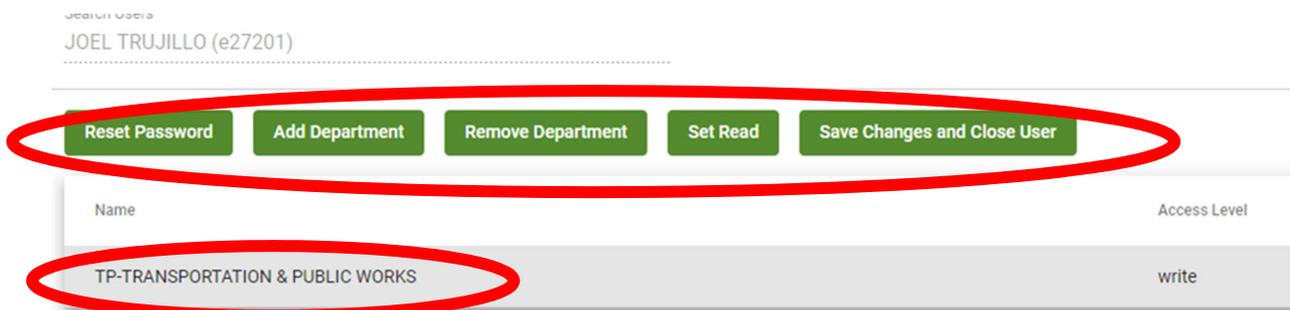
- 4 Next, type in the USER's full name or ekey number on the "Search Users" line



- 5 Once the USER's name and/or ekey # has been typed in on the "Search Users" line, the CBAT system will provide a list of departments the USER has been given access privilege to



- 6 Next, click on the department name you wish to change the USER's access privilege to and a selection of icons will appear



- 7 To change a USER's access for a department from "Write" to "Read", simply select the "Set Read" icon and the USER's access privilege will be set to "Read" allowing the USER to ONLY view the information in the CBAT system for that department**

JOEL TRUJILLO (e27201)

Reset Password Add Department Remove Department **Set Read** Save Changes and Close User

Name	Access Level
TP-TRANSPORTATION & PUBLIC WORKS	<b>write</b>

- 8 Then select "Save Changes and Close User" when finished to complete the process**

HOME / Administration / Program user

Search Users

JOEL TRUJILLO (e27201)

Reset Password Add Department Remove Department Set Write **Save Changes and Close User**

Name	Access Level
TP-TRANSPORTATION & PUBLIC WORKS	<b>read</b>