Sharing an Item with a User or Group

The following sections describe how to share an item with a user or collaboration group. To make it available to the public, you must be a curator *OR* submit it for review first.
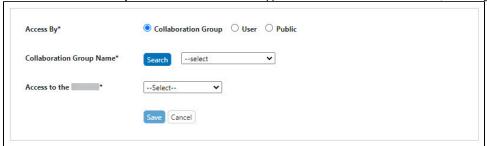
Specifying User or Group Access

To share with a user or collaboration group

1. From the Update page, the **Access to the** panel lists who initially has access to the item based on your user role.
   a. As a **Public** user, you have access, along with any Researcher or Curator.
   b. As a **Researcher**, you have access, along with any Curator.
   c. As a **Curator**, you have access, along with any other Curator.
2. Next to **Access to the...**, click **Add**. The access information panel opens.

3. Select **Collaboration Group** or **User**. Click **Search**. A list appears next to that button. From the list, select a group or user.

4. From the **Access to the...** list, specify **READ** (only) or **READ WRITE DELETE** access.

> ⓘ **Public Access to**
>
> If you are a curator and select **Public**, **Access to** is pre-populated with **READ** (only) and cannot be changed.

5. Click **Save**. The system updates the access information panel and updates the item in My Workspace.

Editing and Removing Access

To edit the access: From the Update page, in the **Access to the ...** panel, locate the access entry you want to edit. Next to that entry, click **Edit**. Make changes to the access and click **Save**. The system updates the access information panel.

To delete a listing: From the Update page, click **Edit** next to the access entry. From the access information panel, click **Delete** and confirm the deletion. The system updates the access information panel and updates the item in My Workspace.