Managing Group Access to an Existing Collection

If a collection is public, each sub-collection can be public or non-public. If the following conditions are both true, you can manage which groups can access a collection:

- You own the collection. That is, you created it, as described in Adding a Collection.
- The collection is a program, or the parent collection is public.

If a collection is non-public, all subcollections inherit its group access. You cannot make those subcollections public. If you own the parent collection, consider changing the group access for that collection instead. Otherwise, you can request a change by selecting **About** > **Contact**. For details, refer to Contacting Us.

1. Log in, as described in Logging In.
2. Perform a search, as described in Finding Data. In the search results, each entry lists the relevant collections (program, study, and asset). A permission icon appears next to each of your collections.
3. Click the permission icon next to the collection of interest. The Update Access Groups dialog box appears.
4. In the **Access Groups Permissions** field:
   - If you do not want the public to have access to the data, clear the **Public** checkbox and select one or more groups from the list.
   - To make the asset public, select **Public**.

   If the collection inherits access status from the parent collection, the Public checkbox is not available.
5. Click **Update**. A message confirms the update.