Navigation Access

Navigation Access grants a User Role the access to see a specific navigation item.

Navigation Access is about access to a navigation item. Record Access should be granted to allow any non-admin user to see all or partial records.

Granting navigation access

To grant navigation access:

1. Select Application Menu. The menu appears with available applications.

2. Select **Administration**. The application displays at the landing page.

3. In the Left Navigation Area, select **Security**. The Security expands to display list.

4. Select **User Roles**. The existing User Roles display.

5. Select the user role you want and select **ACTION**. The menu appears.

6. Select **Edit**. The user role displays.

7. Select **Navigation Access** tab.

8. In **Application** field select down arrow and select the application from drop-down list, e.g. Foster University.

Granting navigation access

9. Select the checkbox next to the item you want to grant the navigation access to.

Granting navigation access to an item

10. Select **SAVE** to save the user role.