



How to add the Web Part Permission Role to a Group

For Site Owners: Adding the WebPartMaintenance role to a permission group

1. Go to the site where your users need to edit webparts
2. Sign in as a siteowner who has the capability to manage permissions
NOTE: This may be the webmaster for a school, or you may need to contact UWS using the permissions request form
3. Go to **Site Actions** -> **Site Permissions**
4. Select the checkbox next to the permission group that you wish to grant web part editing capabilities.
5. Click the **Edit User Permissions** button in the ribbon
6. On the resulting interface check off the **WebPartMaintenance** role
7. Make sure that the other roles (contribute for editors or contribute and approve for contributors) are still selected.
8. Click **OK**
9. **PLEASE NOTE:** Especially for the editor level groups, this role will grant additional permissions, users may see more items under Site Actions and be able to access more options under Site Settings.