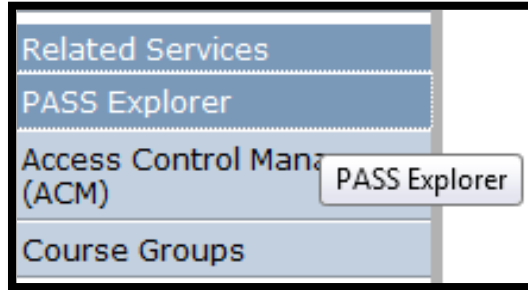
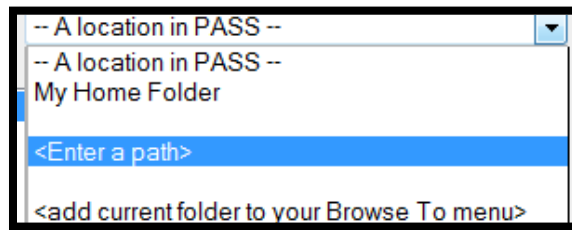


## How to Change PASS Department Space Permissions

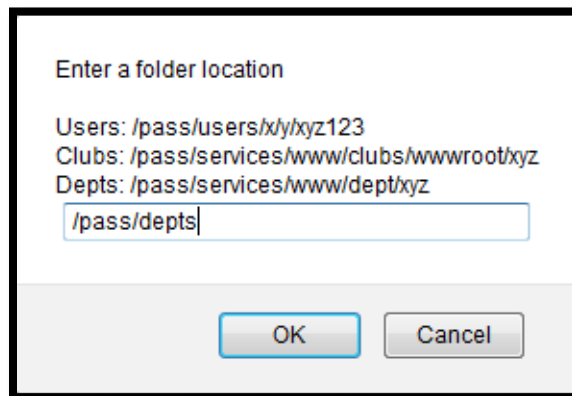
1. Logon to <https://umg.its.psu.edu> with your PSU Access account.
2. Click on “PASS EXPLORER” on the left hand side



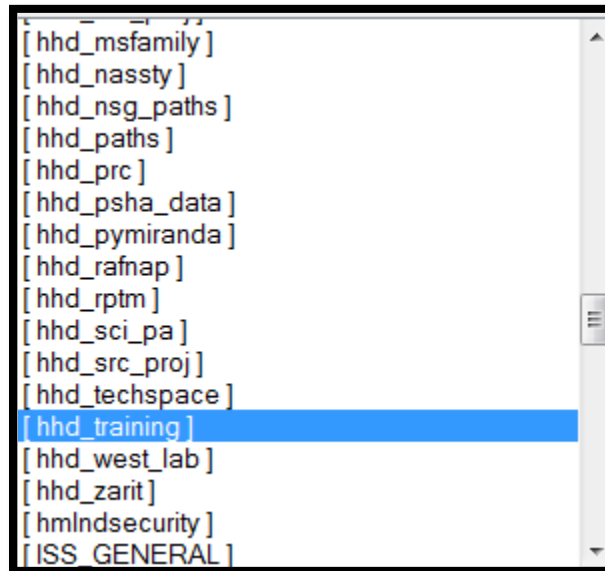
3. In the “Browse to” box select <enter a path> and type **/pass/depts** then click enter.



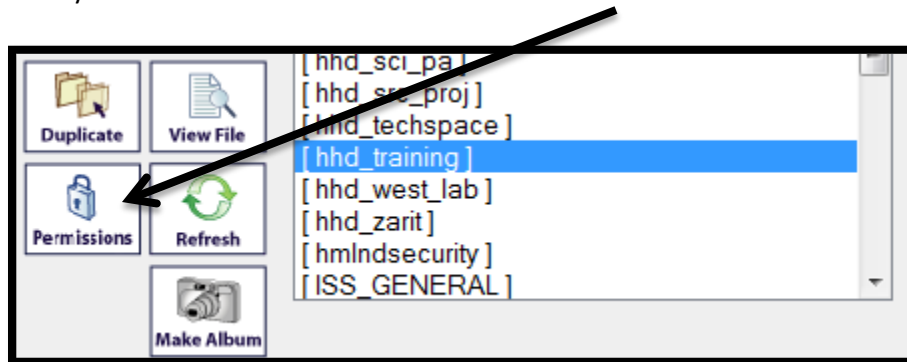
4. Then type **/pass/depts** then click enter.



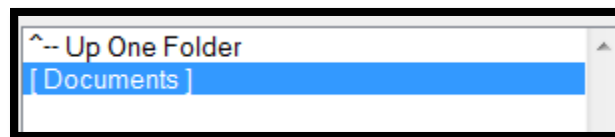
5. Scroll down the list until you get to your **hhd** folder. (example: **hhd\_training** )



6. Make sure your folder is selected and then select the **PERMISSIONS** icon located on the left.



7. Locate the “**File Permissions Wizard**” at the top of the screen. Click the “**Select another file**” button. Select the “**folder**” that you want to change permissions to. (example: **documents folder as shown**)



Once you have selected the folder, now select the “**Permissions**” button on the left

8. Only choose the **NEXT** button in this window.

File Permissions Wizard

Folder: /pass/depts/hhd\_training/Documents

[PASS Explorer](#) > Info: **Permissions**

**Choose Permission Type**

File Permissions for Other Users

Restrict or **view permissions** for other Penn State students, staff or faculty to this file:

- PASS Explorer (Web based file upload tool - [Instructions on how to use PASS Explorer](#))
- PASS Gateways ([Instructions on how to Connect to the PASS Gateway servers](#) and Map as a Remote Network Drive, Share or Volume on your computer)
- Secure File Transfer (Secure FTP - [Instructions on how to use Secure FTP](#))

9. Select the “**View Current Permissions**” button click **Next**

Give Read Permission  
Manage **Read** permission to Penn State Access Account **users, groups, roles** and/or **class lists**.

Give Read/Write Permission  
Manage **Read/Write** permission to Penn State Access Account **users, groups, roles** and/or **class lists**.

Give Full Control  
Manage **Read, Write** and **Permission Control**, to Penn State Access Account **users, groups, roles** and/or **class lists**.

View Current Permissions  
**View** current permissions or **reset** to defaults.

10. Adjust the permissions as necessary by clicking on the appropriate edit button.

[Extra Permissions >](#)  
[Reset >](#)

**Permissions summary for:**  
`/pass/depts/hhd_training/Documents` [\[ refresh \]](#)

Read Access Permission

Users <a href="#">Edit</a>	Groups <a href="#">Edit</a>
[ None ]	<ul style="list-style-type: none"><li>• umg/up.hhd.training_r <a href="#">[ change ]</a></li><li>• 1397832 <a href="#">[ change ]</a></li><li>• umg/up.hhd.training_rr <a href="#">[ change ]</a></li></ul>

Read/Write Access Permission

Users <a href="#">Edit</a>	Groups <a href="#">Edit</a>
[ None ]	[ None ]

Full Control (Read, Write, Change Permissions)

Users <a href="#">Edit</a>	Groups <a href="#">Edit</a>
[ None ]	<ul style="list-style-type: none"><li>• umg/depts.hhd_training <a href="#">[ change ]</a></li><li>• sysadmins</li></ul>

Legend:

- [ Everyone ] = All Penn State students, faculty and staff may use the PASS Gateway, PASS Explorer, or Secure FTP to PASS services to access this file/folder. Web servers may serve this file/folder to everyone in the world.

11. After you edit your **USER** or **GROUP** then you click **APPLY**.

**Assign Groups IDs**

To add a group with **Read Access Permission**, select it from the All My Groups list and click <Add> or click <Add Other> to specify a group by name. To remove a group, select the group from the Groups Given **Read Access Permission** list and click <Remove>. You may also [create a new group](#).

All My Groups	Groups Given <b>Read Access Permission</b>
psu.facstaff psu.itstaff umg/depts.ISS_GENERAL umg/depts.hhd_msfamily.admin umg/depts.hhd_training umg/depts.hhd_training.admin umg/depts.hhd_training.owner umg/personal.slp281.hhd_iss umg/personal.slp281.hhd_iss.admin umg/personal.slp281.hhd_iss.owner	umg/up.hhd.training_r 1397832 umg/up.hhd.training_rr

Apply permission change to all files and subfolders inside the `/pass/depts/hhd_training/Documents` folder

<Add Other> - Add existing groups of which you are not a member.

[< Go Back](#) [Apply >](#)

