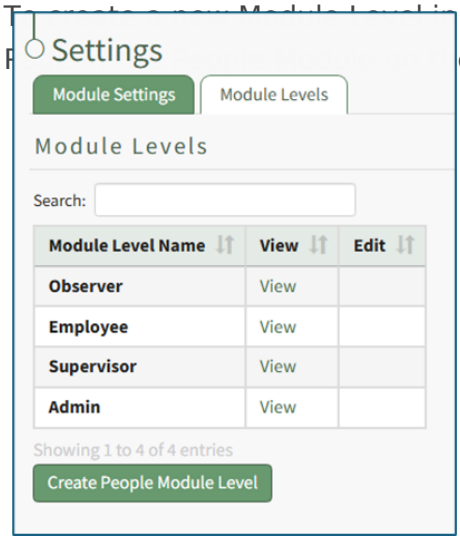
Create a New Module Level (People Module)



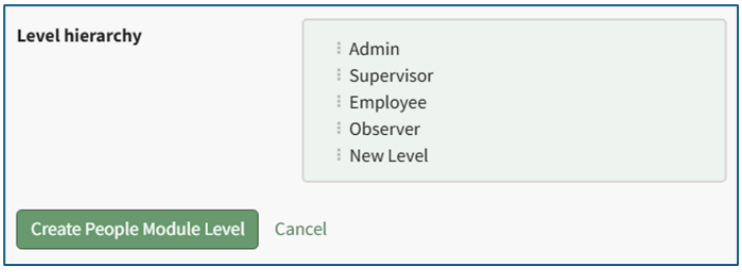
Select the “Create People Module Level” button opening the Create People Module Level Page.

Input the new Module Level Name and select the permissions for the new user group by selecting the desired checkboxes. A comprehensive list of permissions is shown in the table below.

People Module Possible Permissions Organized by Permission Category	
Permission Category	**Possible Permissions**
My Account	☐ Can submit certifications ☐ Can edit/delete my comments on a user certification that has been approved ☐ Can submit competency certificates ☐ Can submit and delete assessments ☐ Can approve and delete certifications ☐ Can approve and delete competency certificates
Reports	☐ Include users with this level on reports ☐ Can create, delete, and share reports

Non-Supervised Users	☐ Can submit certifications ☐ Can edit/delete comments on certifications ☐ Can submit competency certificates ☐ Can submit and delete assessments ☐ Can approve and delete certifications ☐ Can approve and delete competency certificates ☐ Can edit user tags ☐ Can assign user to certification roles ☐ Can manage report visibility
Supervised User	☐ Can submit certifications ☐ Can edit/delete comments on certifications ☐ Can submit competency certificates ☐ Can submit and delete assessments ☐ Can approve and delete certifications ☐ Can approve and delete competency certificates ☐ Can edit user tags ☐ Can assign user to certification roles ☐ Can manage report visibility
Administration	☐ Can edit training courses ☐ Can edit notification settings
General Permissions	☐ Can view associated roles and users for certifications ☐ Can edit certification info ☐ Can create or delete certifications ☐ Can batch submit for any accessible certification ☐ Can view all certification roles ☐ Can edit certification roles ☐ Can create and delete certification roles ☐ Can view all assessments ☐ Can edit assessments ☐ Can create and delete assessments

A list of the module level hierarchy is provided at the bottom of this screen.



The different module levels can be dragged and dropped as needed in order to quickly and accurately organize as desired.

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