How to add (Revoke, Restrict) Access

**Step 1:** Logged in as a Community or Site Admin, select the **Settings** button to the right of the Community name to reveal the Admin tools. Select **Members**.

**Step 2:** Start typing the name of the user (that must be in iMIS) that should be the Admin of the Community. Select it from the popup results list. Continue searching the next admin until you have them all added. Click **Add Administrators** button.

**Step 3:** The resulting list will give you all the administrators on the site. Revoke any that you don’t need (except always keep System). Click the Back to Community button to return to the Community home page.