



Assign Calendar Rights to Summer Staff

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Assign Calendar Rights to Staff

Navigation: User Management > User Account Administration > User Account

- Search and Select the staff **users' account**.
- Locate the **User Groups** section and search for the **Summer School Calendar Rights** group.
- Click the calendar rights group to move the group into current group membership.
- Click **Save**.

A screenshot of the NCSIS User Groups page. The page has a header "User Groups". On the left, there is a search bar with the placeholder "Search and Add User Groups" and a dropdown menu showing "24-25" and "24-25 District Summer School Calendar". A red arrow points from the search bar to the dropdown menu. On the right, there is a section titled "Current Group Membership" with a dropdown menu showing "OKE" and "24-25 District Summer School Calendar". A red arrow points from the dropdown menu in the search section to the "24-25 District Summer School Calendar" entry in the current group membership section. At the bottom, there are several buttons: "Save" (highlighted with a red box), "Close", "Delete", "Login As User", "Reset Password", "Reset Account Settings", and "Log and Summaries".

 **Summer School** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/summer-school>)

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