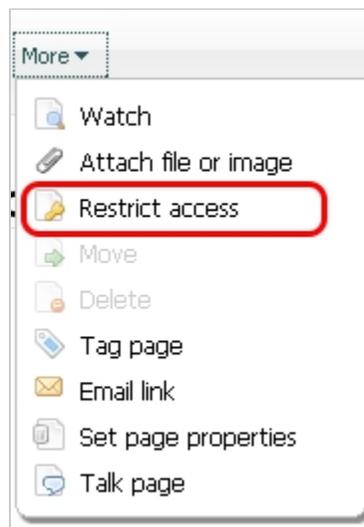




## Restrict Access

## Restrict Access

MindTouch can easily be permissioned to have separate spaces for users/groups so that users can only see and edit what they are allowed to. If your MindTouch install version is Kilen Woods or earlier, view the [Kilen Woods Restrict Access Documentation](#). To get started, select a page that you want to restrict and click **Tools -> Restrict Access**:



This will then redirect you to the following screen where you can apply permissions to the page:

### Restrict Access

You are currently setting the restrictions for page **MindTouch**

**Public:** everybody can view and edit  
 **Semi-Public:** everybody can view, but only selected users can edit  
 **Private:** only selected users can view and edit this page

#### Permissions for Users and Groups

User or group:  Has role:

#### Active Grants

Apply these restrictions & permissions to all children pages

or [Return to "MindTouch"](#)

With Restrict Access you can specify the permissions as it applies to the page as a whole. From there you can segment the permissions even further by specifying the role that a user or group has for that page. To get started click the permissions that you want to start with:

- Public:** everybody can view and edit
- Semi-Public:** everybody can view, but only selected users can edit
- Private:** only selected users can view and edit this page

Once you have selected what permission you want to use then you can add users or groups to the page that you want to get even more granular as far as the permissions afforded to them. This is especially beneficial when you are restricting the page as Private as it will allow you to have a private page but still allow you to have a mix of viewers and editors. To add users or groups start typing a name in the user or group field and it will auto suggest for you as follows:

**Permissions for Users and Groups**

User or group:

Has role: Contributor

Click the user/group that you want to use. Permissions are applied one user/group at a time. once you select the user next select the role by clicking the dropdown as follows:

**Permissions for Users and Groups**

User or group:

Has role:   
Contributor  
None  
Guest  
Viewer  
Contributor  
Admin

**Active Grants**

Apply these restrictions & permissions to all children pages

or [Return to "MindTouch"](#)

To learn more about Roles, look at our [Role Documentation](#). Note: A user or group isn't allowed to have a role that is higher than the role that is granted them in the Control Panel. Once you have specified the role click the **Add Permission** button and the user will be added to the list of Active Grants as follows:

**Active Grants**

coreyg Contributor [Remove](#)

Apply these restrictions & permissions to all children pages

or [Return to "MindTouch"](#)

To add additional users and groups repeat the steps above. Once you have all of the users and groups that you want to have restrictions you can click the Apply these restrictions & permissions to all children pages to have the restrictions and permissions to trickle down to the subpages. By default any new subpages of the page you are restricting will inherit its permissions and restrictions. Once you have confirmed all of the settings then click the button **Save Settings** and the permissions will be applied. You will then receive a confirmation message similar to the following:

✓ The permissions for this page have been updated - it has been set to private. The following users/groups have updated roles on this page: Admin (Contributor), coreyg (Contributor).

Note that Admin will automatically be added to the permissions list as the Admin is a super user and has full system access.

