**3.2 I can assess what permissions are needed for different users and content**

When setting up a new account on a collaborative system, it is usually mandatory for users to provide an email, to verify and confirm their email and create a password, a username and telephone number would be necessary too. User groups are defined on privilege levels, users are assigned, and permissions are enabled for access by the group administrator, Users can access collaboration only when the collaboration permissions are configured against each user type. Configuration includes enabling permissions to transfer activities, visibility to resources, inventory and image sharing, this can be temporary or permanent, controlled by the administrator/manager. The group administrator also has the power to remove certain roles that were assigned to users and delete user profiles and restore deleted user profiles.

External users and guest users would have very restricted permission and access to recourses. They can manage and make some basic changes to their own user profile, like change personal details, image and password. They may also have some access to other user groups basic information. Guest users can be added to administrator roles, which grant them full read and write permissions. Guests can also invite other guests.

**3.3 I can set up and use access rights to enable others to access information**

I have set up a GitHub account, which required an email, password and username to set up and start using. I created this account as I needed to upload files to be shared. I had the option to make my profile public or private, I set it to public as I needed others to have access to my work. Files I uploaded also had the option of keeping them private, public and read only, this option I kept public and read only on some files. Here is an image from Github account settings, showing other access settings.

**Graphical user interface, text, application

Description automatically generated**