

# How to Modify Jira/Confluence Project Permissions?

## Overview

This document describes how to modify project permissions in Jira/Confluence project.

Please enter the BMO email address for the user search, when trying to add/remove/modify user access. Kindly note, there is **1 hour sync delay** for this request.

## Who can access Onboarding Portal?

BMO user who has an active profile in AzureAD.

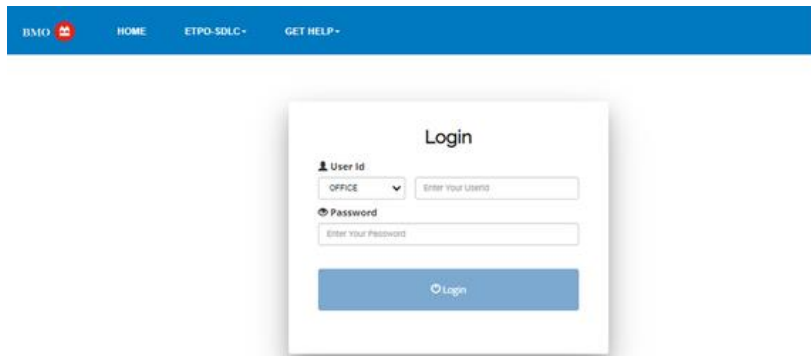
## Who can make the request?

Only Project Administrators can modify project permissions via the [DTOP Portal](#).

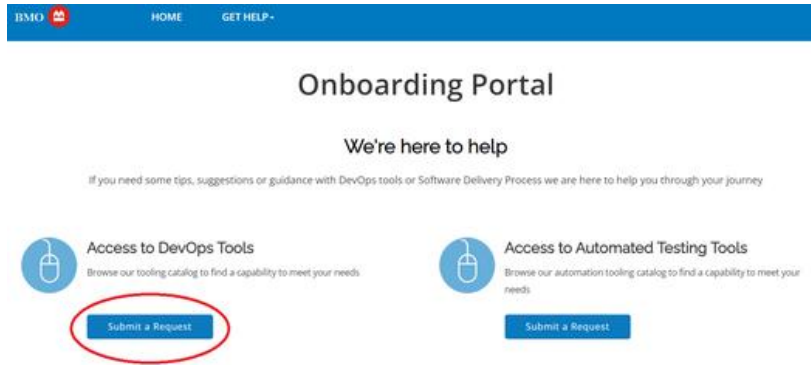
**Pre-requisite:** User has Administrator role of the project.

## Steps

1. Please enter your User ID and Password to login to the [DTOP portal](#).



2. After sign-in, it will navigate to Onboarding Portal main page. Select ***Submit a Request*** button under ***Access to DevOps Tools***.



3. In the onboarding form select the **Modify (Jira/Confluence) Project** in **Type of Request**.
4. Select **Jira/Confluence** option from **Applications** in **Project Information** section.

5. Go to **Project Name Search box** and search project with the keywords. Select the project from search result(s). **Project Key** and **Project Name** information will be listed automatically for the selected project.

The list of projects that pops up will be projects that you are listed as an administrator of.

**Onboarding Form**

**Requester Information**

Name: \* Kaur, Jaskiran2 (D...)

**Request Information**

Type of Request \* Modify (Jira / Confluence) Project

**Project Information**

- The project selection in the popup reflects available projects in the application selected, where the requester has administrative right.
- Any project member changes will affect all applications (e.g. when an user is granted the 'Delivery-Team-Member' role, the same role will be granted across Jira/Confluence, regardless of the application selected).

Applications: ☐ JIRA ☒ Confluence

Project Name \*  Click here to enter inform.

Project Key \*

6. After submitting the project details, it will fetch out all the **Project Member** details in the form of a matrix.

Project Member Information								
				Search <input type="text"/> Filter Members				
Project Member <input type="info"/>	Read Only Member	Stakeholder	Administrator	Product Team Member	Delivery Team Member	Delivery Team Lead	Reset Application Access <input type="info"/>	Action <input type="info"/>
Abdullah, Hussain (hussain.abdullah@bmo.com)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>
Adeyomi Akisanya (adeyomi.akisanya@bmo.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>
Alexander1 Dubitski (alexander1.dubitski@bmo.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>
Alexandra (Lisseth) Keogan (alexandra.keogan@bmo.com)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>
Ali Ngai Lai Yu (alingarai.yu@bmo.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>
Amala Krishnan (amala.krishnan@bmo.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>
Ambika Elumalai (ambika.elumalai@bmo.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>
Anantha Movva (anantha.movva@bmo.com)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✕"/>

7. User (Project administrator) can perform the below operations:

**Project Member Information**

Select as per your requirement

Search

Project Member	Read Only Member	Stakeholder	Administrator	Product Team Member	Delivery Team Member	Delivery Team Lead	Reset Application Access	Action
Jaskiran2 Kaur (jaskiran2.kaur@bmo.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Enter BMO email address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Showing 1 to 15 of 1 entries

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**Information of Added/Modified/Deleted Project Members**

Project Member	Read Only Member	Stakeholder	Administrator	Product Team Member	Delivery Team Member	Delivery Team Lead
Jaskiran2 Kaur (jaskiran2.kaur@bmo.com)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Submit**

- **Adding new User(s) to the project:**
  - Project administrator user can add new member by entering their BMO email.
  - Select related permissions for new member of the project.
  - Click **plus (+)** button under **Action** to add additional member with their permissions to the new project.
- **Removing User(s) of the project:**
  - Project administrator user can click **cross (X)** under **Action** of selected user to remove user from project.
- **Updating existing User(s) of the project:**
  - Project administrator user can search the user with user BMO email in Search box.
  - Project administrator user can modify the roles for project members by checking the user role permission checkbox you need to add and unchecking the user role permission checkbox you need to remove for the user of a particular **Project Role (Read Only Member/ Stakeholder/ Administrator/ Product Team Member/ Delivery Team Lead)**.
  - Project role access permission updates for multiple users can be submitted in one request.
- **Resetting (Granting) Application Access to Users:**
  - This is for users who have lost application access due to administrative reasons.
  - Project administrator user can reset the application access for **Jira/Confluence** by checking the checkbox of **Reset Application Access**.
  - Resetting Application Access requests for multiple users can be submitted in one request.

You can remove yourself from Administrator for listed Jira/Confluence projects by removing the checkmark from Administrator role checkbox.

**IMPORTANT:** After ticket fulfillment of removing yourself from Administrator role, you will no longer be able to edit project membership.

8. User (Project administrator) can check the requested user access change information under **Information of Added/ Modified/ Deleted Project Members** section.

9. Press ***Submit*** button after reviewing the information.