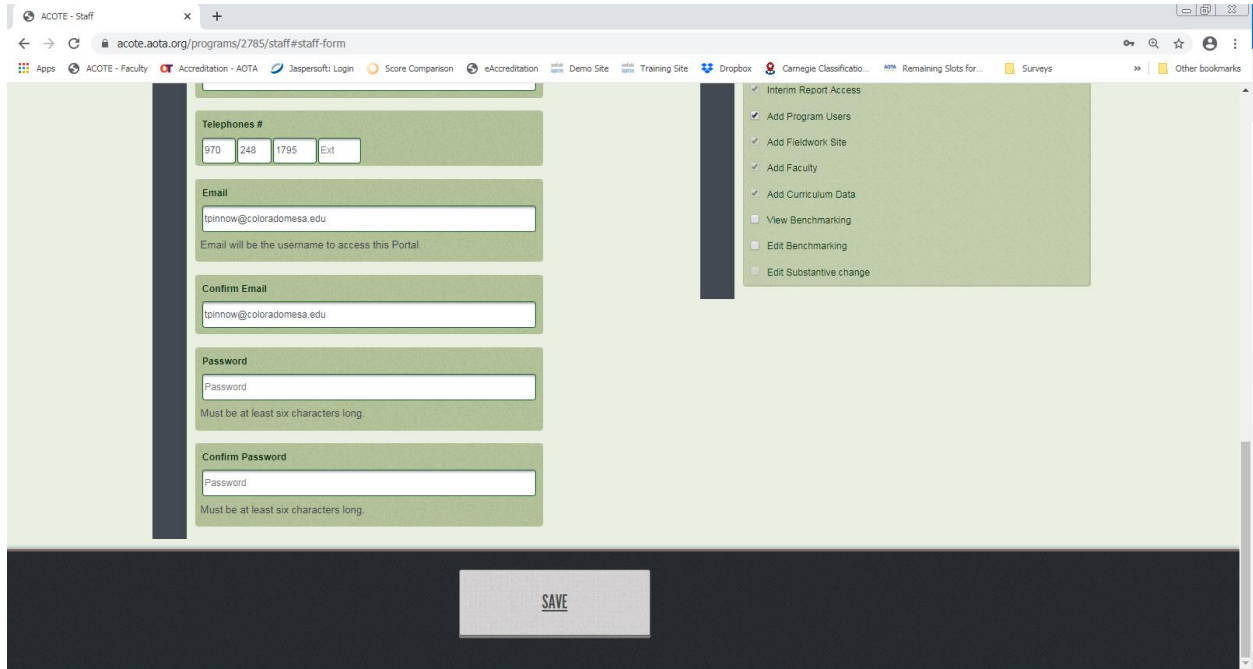


Limit a User to Read-Only Access in ACOTE Online

Instructions for limiting user to read-only access in ACOTE Online (<https://acota.aota.org>):

If the user has already been added to the Users tab, click on their name in the Users tab. Scroll down and hit "SAVE"



The screenshot shows a web browser window with the URL acota.aota.org/programs/2785/staff#staff-form. The form contains the following fields:

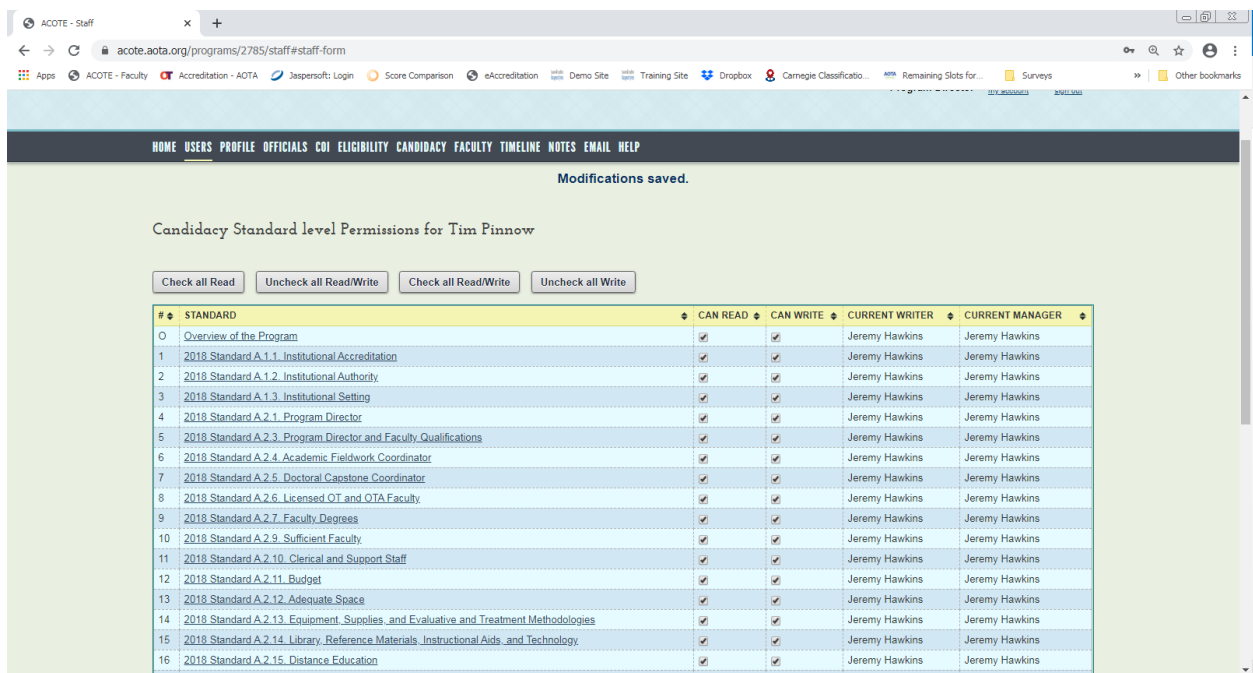
- Telephones #**: 870 248 1795 (with an 'Exit' button)
- Email**: tpinnow@coloradomesa.edu (Note: Email will be the username to access this Portal.)
- Confirm Email**: tpinnow@coloradomesa.edu
- Password**: (Must be at least six characters long.)
- Confirm Password**: (Must be at least six characters long.)

A sidebar on the right lists permissions with checkboxes:

- Interim Report Access
- Add Program Users
- Add Fieldwork Site
- Add Faculty
- Add Curriculum Data
- View Benchmarking
- Edit Benchmarking
- Edit Substantive change

A large **SAVE** button is located at the bottom center of the form.

Under "Candidacy Standard level Permissions for [user]", click "Uncheck all Write".



The screenshot shows the "Candidacy Standard level Permissions for Tim Pinnow" page. At the top, it says "Modifications saved." Below the title, there are four buttons: "Check all Read", "Uncheck all Read/Write", "Check all Read/Write", and "Uncheck all Write".

#	STANDARD	CAN READ	CAN WRITE	CURRENT WRITER	CURRENT MANAGER
0	Overview of the Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
1	2018 Standard A.1.1. Institutional Accreditation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
2	2018 Standard A.1.2. Institutional Authority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
3	2018 Standard A.1.3. Institutional Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
4	2018 Standard A.2.1. Program Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
5	2018 Standard A.2.3. Program Director and Faculty Qualifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
6	2018 Standard A.2.4. Academic Fieldwork Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
7	2018 Standard A.2.5. Doctoral Capstone Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
8	2018 Standard A.2.6. Licensed OT and OTA Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
9	2018 Standard A.2.7. Faculty Degrees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
10	2018 Standard A.2.9. Sufficient Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
11	2018 Standard A.2.10. Clerical and Support Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
12	2018 Standard A.2.11. Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
13	2018 Standard A.2.12. Adequate Space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
14	2018 Standard A.2.13. Equipment, Supplies, and Evaluative and Treatment Methodologies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
15	2018 Standard A.2.14. Library, Reference Materials, Instructional Aids, and Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
16	2018 Standard A.2.15. Distance Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins

Scroll down and click "SAVE PERMISSIONS".

The screenshot shows a web browser window with the URL acote.aota.org/programs/2785/staff#staff-form. The browser's address bar and tabs are visible at the top. Below the browser window is a table with 22 rows, each representing a standard. Each row has two checkboxes in the first two columns, both of which are checked. The last two columns of the table contain the name 'Jeremy Hawkins'. At the bottom of the page, there is a dark grey bar with a white button labeled 'SAVE PERMISSIONS'.

13	2018 Standard A.2.12. Adequate Space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
14	2018 Standard A.2.13. Equipment, Supplies, and Evaluative and Treatment Methodologies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
15	2018 Standard A.2.14. Library, Reference Materials, Instructional Aids, and Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
16	2018 Standard A.2.15. Distance Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
17	2018 Standard A.3.1. Admission Criteria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
18	2018 Standard A.3.2. Admission Policies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
19	2018 Standard A.3.3. Credit for Previous Courses/Work Experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
20	2018 Standard A.3.6. Student Support Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
21	2018 Standard A.4.4. Published Policies and Procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
22	2018 Standard A.5.1. Curriculum - Preparation to Practice as a Generalist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
23	2018 Standard A.5.2. Curriculum - Preparation and Application of In-depth Knowledge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
24	2018 Standard A.5.3. Program Length	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
25	2018 Standard A.5.4. Program Mission and Philosophy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
26	2018 Standard A.5.5. Curriculum Design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
27	2018 Standard A.5.6. Scholarship Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
28	2018 Standard A.6.1. Strategic Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
29	2018 Standard A.6.2. Professional Development Plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
30	2018 Standards B.1.0-B.7.5. Course Sequence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
31	2018 Standard C.1.1. Fieldwork Program Reflects the Curriculum Design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
32	2018 Standard C.1.5. Sufficient Fieldwork Agreements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
33	2018 Standard D.1.1. Doctoral Capstone Reflects Curriculum Design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins
34	2018 Standard D.1.2. Design of Doctoral Capstone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jeremy Hawkins	Jeremy Hawkins

SAVE PERMISSIONS