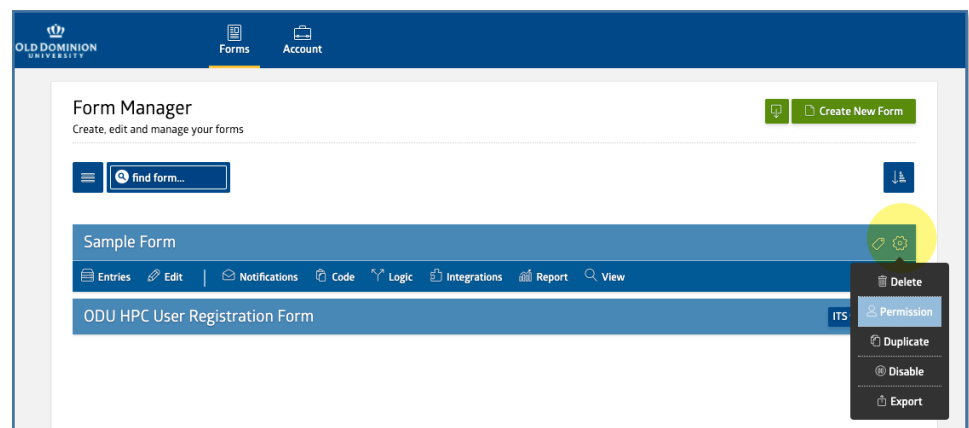


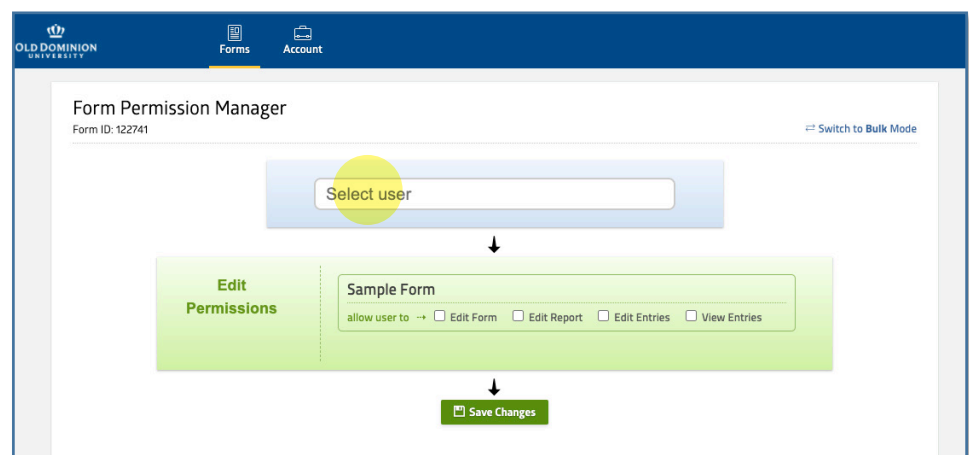
Forms: Add Editors

As a form editor, you have the ability to create and edit forms, edit form submissions and view form entries. You can share some or all of these responsibilities with other users of ODU's forms tool.

1. Go to forms.odu.edu and log in with your MIDAS ID and password.
2. From the Form Manager, click on the **cog** next to your form and click **Permission**.



3. Start typing a name into the box that says **Select user**. Names of users who have access to the forms tool will auto-populate. When you see the user you'd like to give permission to, click on their name.



4. You can give the following permissions to any other forms tool user:
 - a. Edit Form
 - b. Edit Report
 - c. Edit Entries
 - d. View Entries
5. Click **Save Changes** to update permissions.