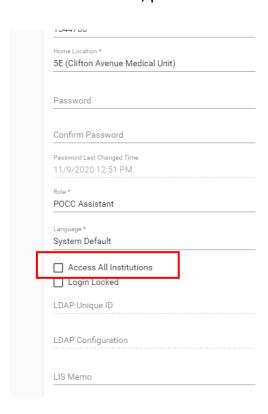# How do I Grant Institution Access to a RALS User?

Data in the RALS System is segregated by institution and **RALS users** can only access data within institutions they have access to.

A **RALS user** with "Access All Institutions" enabled will have access to all institutions in the system.
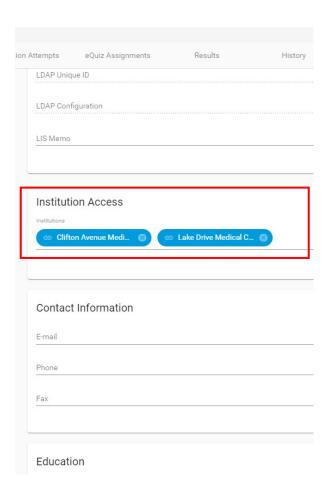
To grant access to all institutions:

1. Click on the **Operators** section of the menu
2. Click on **Active Operators** and Double click on an Operator
3. Within an operator's details, check the "Access All Institutions" box (this can only be done by operators that already have this access. If you would like to obtain all institution access, please call customer support to request it):

4. To give access to specific Institutions, use the Institution Access field to select the institutions you would like the user to have access to (an operator can only grant access to institutions they have access to themselves):

5. Once your updates are made, click the save 💾 button