



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):

The screenshot shows a user profile form with the following fields and values:


- Home Location *: 5E (Clifton Avenue Medical Unit)
- Password
- Confirm Password
- Password Last Changed Time: 11/9/2020 12:51 PM
- Role *: POCC Assistant
- Language *: System Default
- Access All Institutions (highlighted with a red box)
- Login Locked
- LDAP Unique ID
- LDAP Configuration
- LIS Memo



How do I Grant Institution Access to a RALS User?

- 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):

The screenshot shows a user profile form with several sections: 'ion Attempts', 'eQuiz Assignments', 'Results', and 'History'. Below these are fields for 'LDAP Unique ID', 'LDAP Configuration', and 'LIS Memo'. The 'Institution Access' section is highlighted with a red box and contains two buttons: 'Clifton Avenue Medi...' and 'Lake Drive Medical C...'. Below this are sections for 'Contact Information' (with fields for E-mail, Phone, and Fax) and 'Education'.

- Once your updates are made, click the save  button