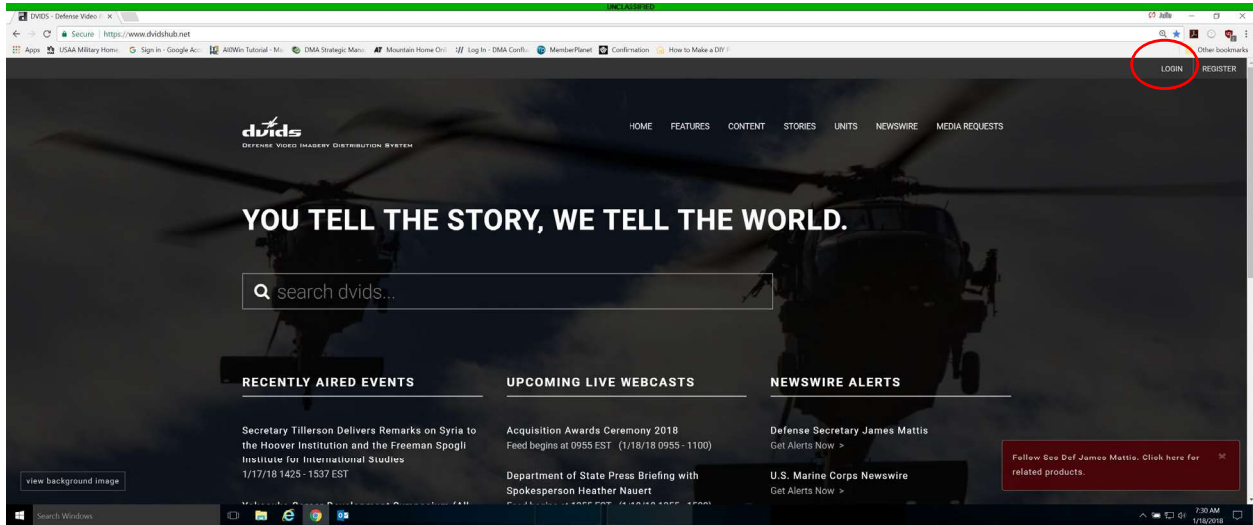**How to set permissions to SCORE ENTRIES and SELECT WINNERS**
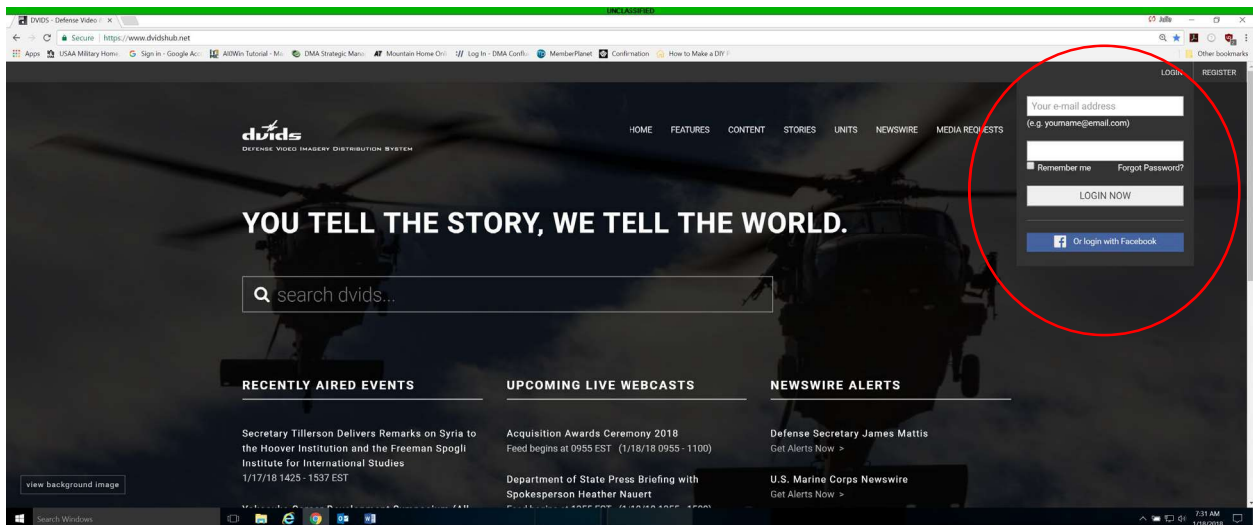
*** These instructions are for Unit Page Administrators only. Before beginning, ensure your Branch contest coordinator has set your permissions first. ****

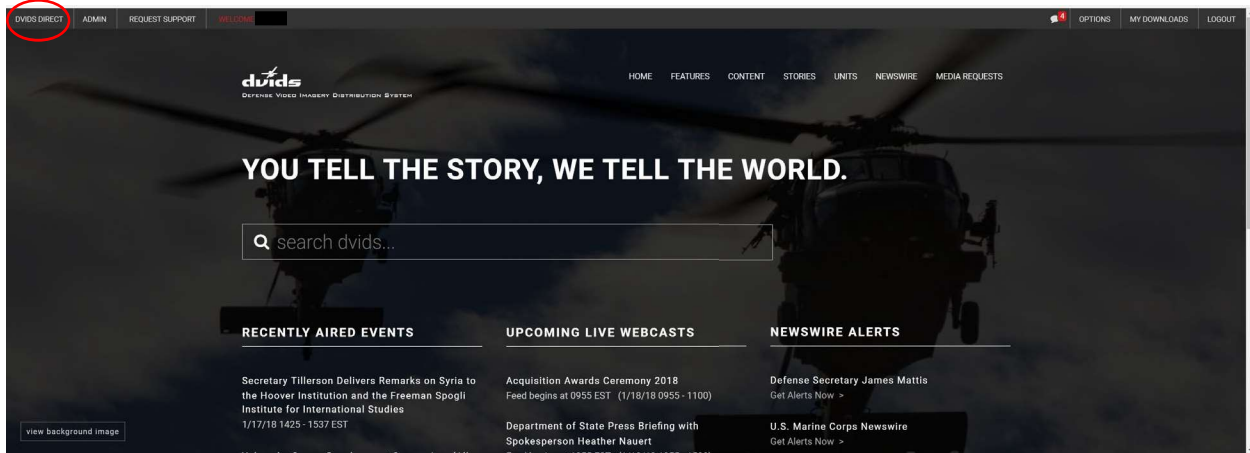Step 1. Go to the DVIDS homepage at www.dvidshub.net
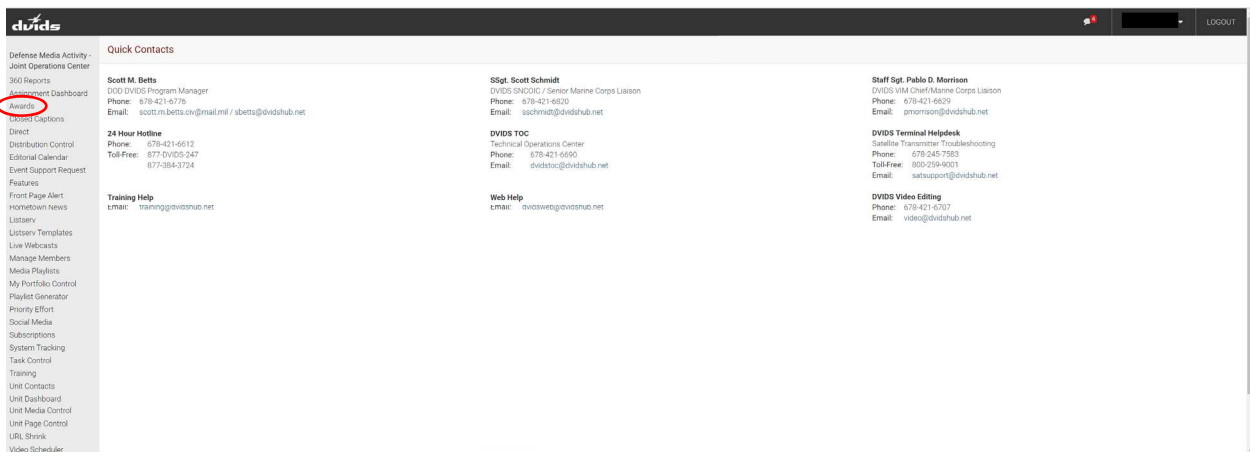
Step 2. Select LOGIN.

Step 3. Enter the email address associated with your DVIDS account and password.

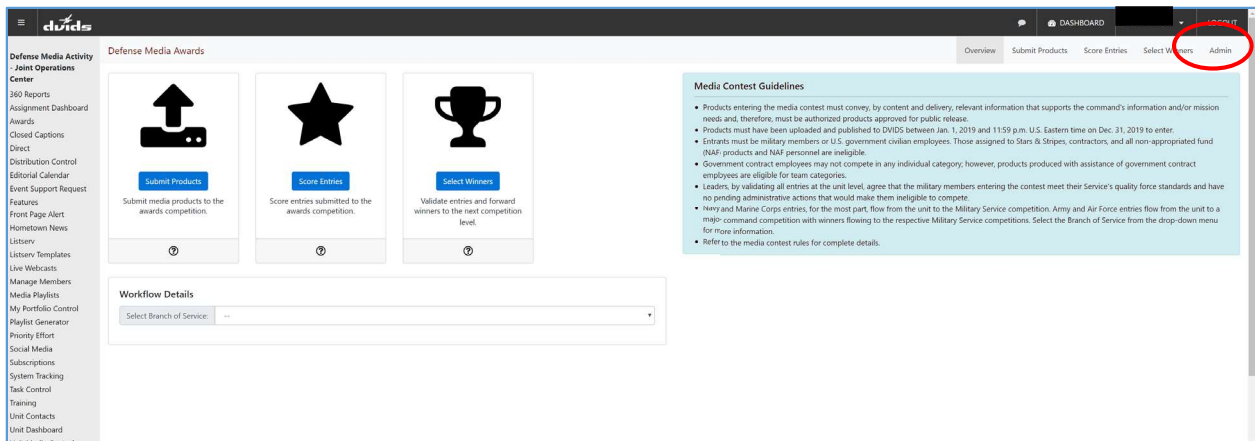Step 4. Once logged in, select DVIDS DIRECT.

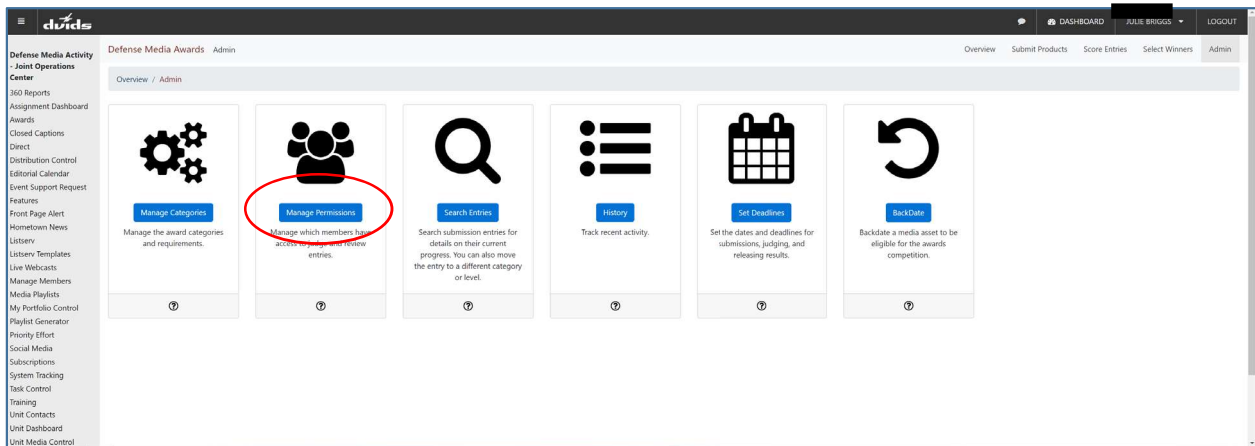Step 5. Select AWARDS from the left-hand column.

***** From this point forward, your screen will look slightly different. ******

Step 5. Select ADMIN in the upper ribbon.


Step 6. Select MANAGE PERMISSIONS.

Step. 7. Select UNIT if you're a unit-level awards coordinator.

Select COMMAND if you're a major command coordinator.

Note: Branch coordinators must first grant major command personnel permissions to access this portion of the Awards module. Once permissions are received, they can access this part of the module and permissions to others assigned to their unit only.

**** Major Commands can also set permissions on behalf of their subordinate units, but only if they have been granted permission by the Branch. Commands setting permission for their subordinate units, select UNIT. ***
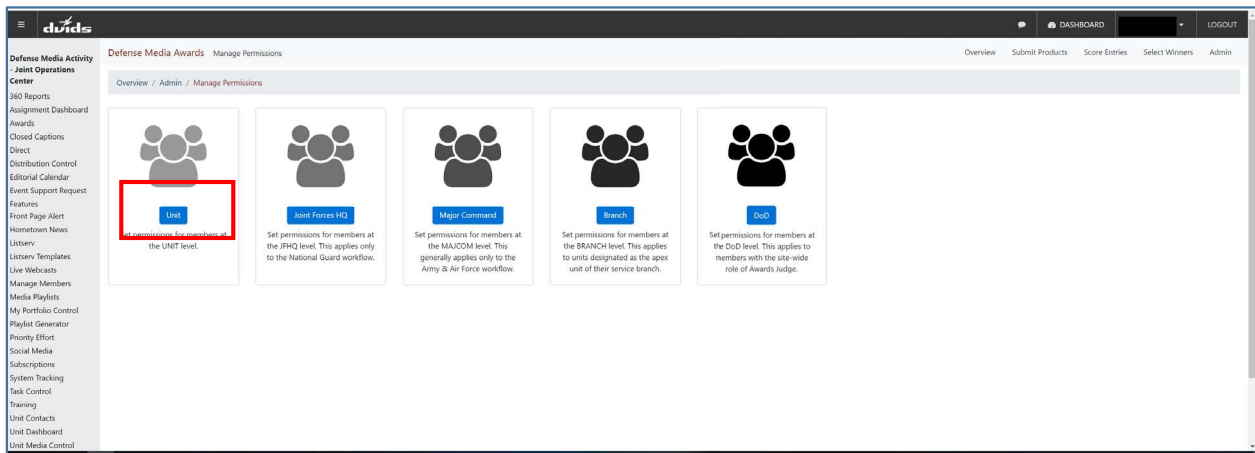
Step 8. Type in the name of the unit page in the SELECT UNIT dialog box. Remember to use the name as it is listed in DVIDS. So, if it's "U.S. Army Central," keep the periods, but if it's "US Army Central," don't use the periods.
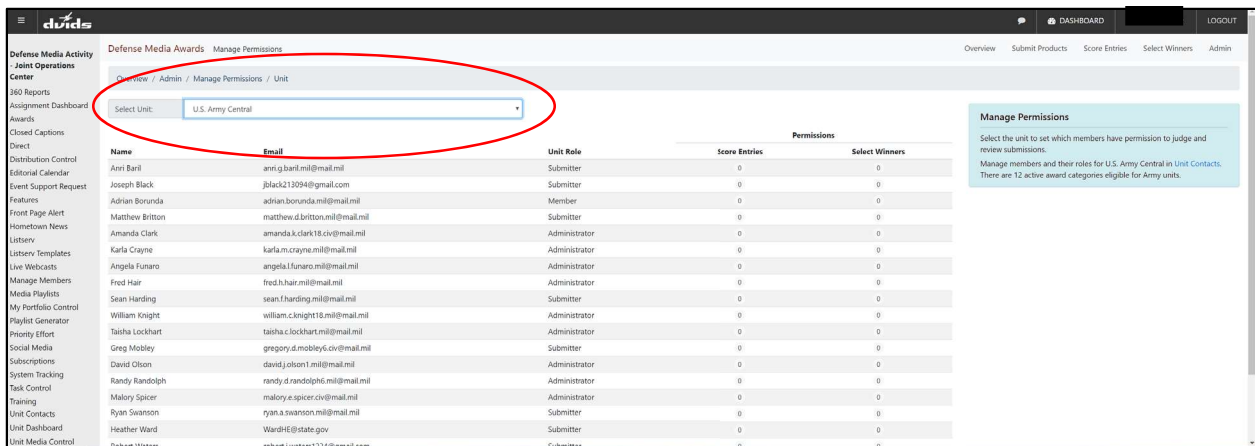
Step 9. At this point, you will see a list of everyone assigned to that page and their role.

Find the person's name you wish to grant permissions to. Press 0 to open another dialog box. See next step.

If you don't see the person you wish to grant permissions to, this means they are not a member of your DVIDS unit page. This will need to be done first. See separate instructions how to add personnel to your unit page.

Step 10. You should see the person's name listed. If not, select CLOSE and return to Step 9.

At the unit level it is not necessary to grant permission to the SCORE ENTRIES as most units don't conduct a unit-level competition. Check the SELECT WINNERS box in the Apply to All row.

At the major command level, you must check the SCORE WINNERS and the SELECT WINNERS box in the Apply to All row.

Select the green SAVE button.

See separate instructions on how to grant access to the SCORE ENTRIES portion of the module for judges.

Step 11. Once saved, the personnel table will re-appear with green buttons indicating the number of categories the individual now has access to in SCORE ENTRIES and SELECT WINNERS.

Once the individual has permissions to SCORE ENTRIES and SELECT WINNERS, they can grant access to others in their unit, as needed.

Commands can also then set permission for their individual units once they have been granted by the Branch.

Step 12. Select OVERVIEW in ribbon to return to the main page of the AWARDS MODULE.