



HOW TO LIMIT A USER'S ACCESS TO A SPECIFIC SITE

Fusion Connect Client Portal

Resources

Watch a Video:

[How To Limit A User's Access To A Specific Site](#)

More Resources:

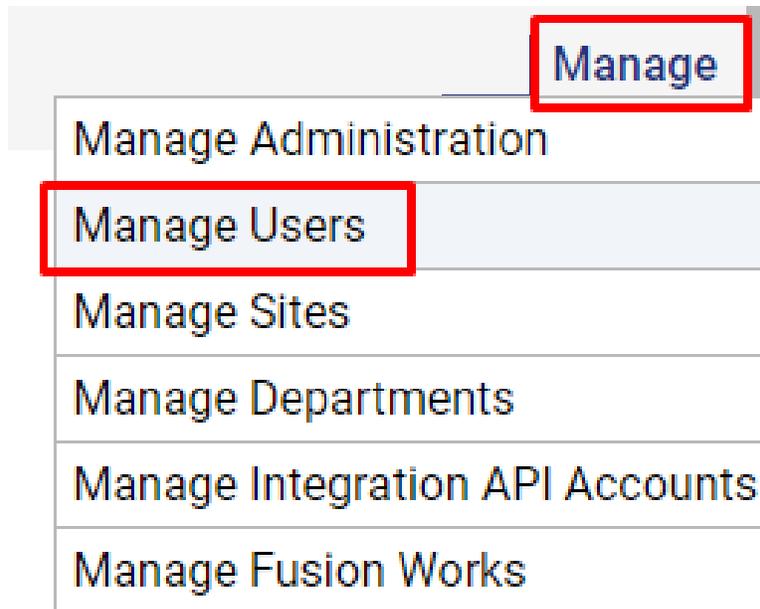
See a complete list of Fusion Connect Client Portal How-To Documents here:

<https://www.fusionconnect.com/support/portal-support>



How do I limit a user's access to a specific Site?

By clicking the **Manage** link (top right corner of your portal), you will choose "**Manage Users**":



User

Name X

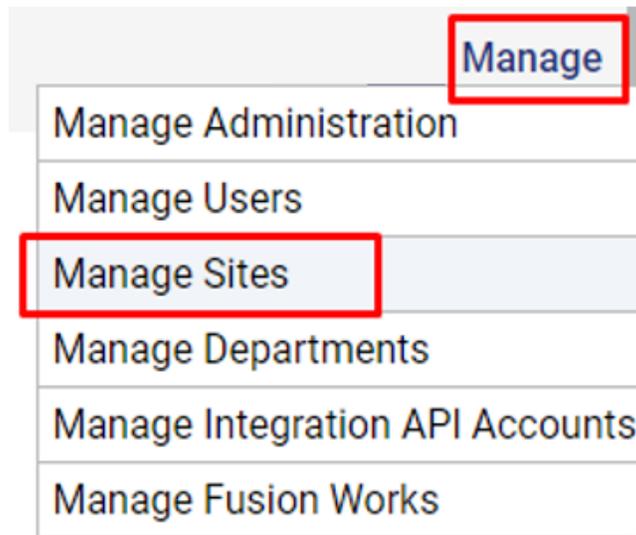
Name	User ID	Label	Administrator	Invoices	Orders	Services	Tickets	Roles
<input type="checkbox"/> Alex Stewart	astewart	Alex Stewart	<input checked="" type="checkbox"/>					Administrator
<input type="checkbox"/> Billy Fisher	bfisher	Billy Fisher	<input checked="" type="checkbox"/>					Administrator
<input type="checkbox"/> Cindy Burns	cburns	Cindy Burns	<input checked="" type="checkbox"/>					Administrator
<input type="checkbox"/> Kyle Johnson	kjohnson	Kyle Johnson	<input checked="" type="checkbox"/>					Administrator
<input type="checkbox"/> Sama Taku	Staku	Staku	<input checked="" type="checkbox"/>					Administrator
<input type="checkbox"/> Spider Man	7039351803@megapathvoice.c	Aquaman Aquaman (+1703935		Hide	Hide	Hide	Hide	

1 - 6 of 6

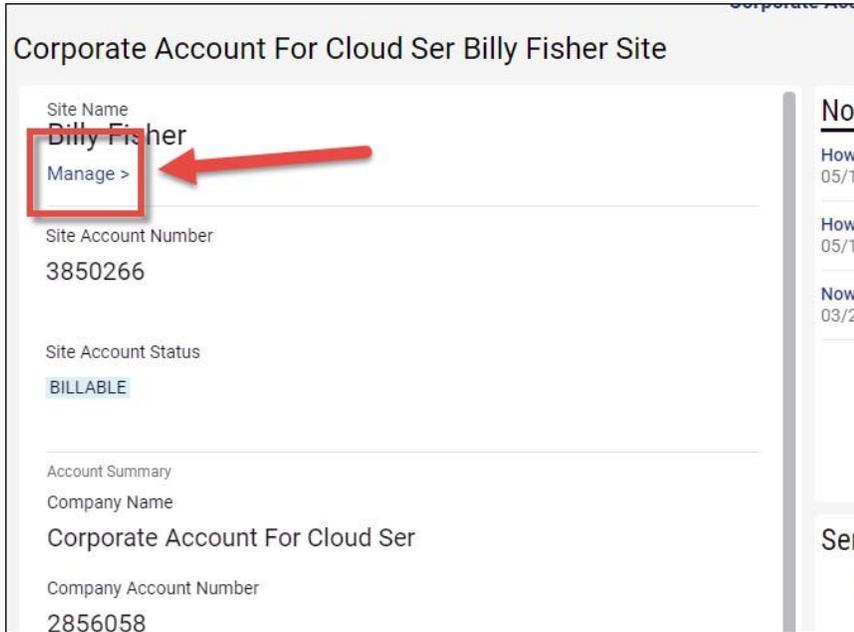
[Delete](#) [Add](#) [Edit](#) [Reset and Email Password Link](#) ⋮

Before you access your Sites page, you can EDIT a User’s access to a specific site by editing their User permissions (see above screen shot). **Click their popout window, click EDIT, unchecking “Access All Sites”.**

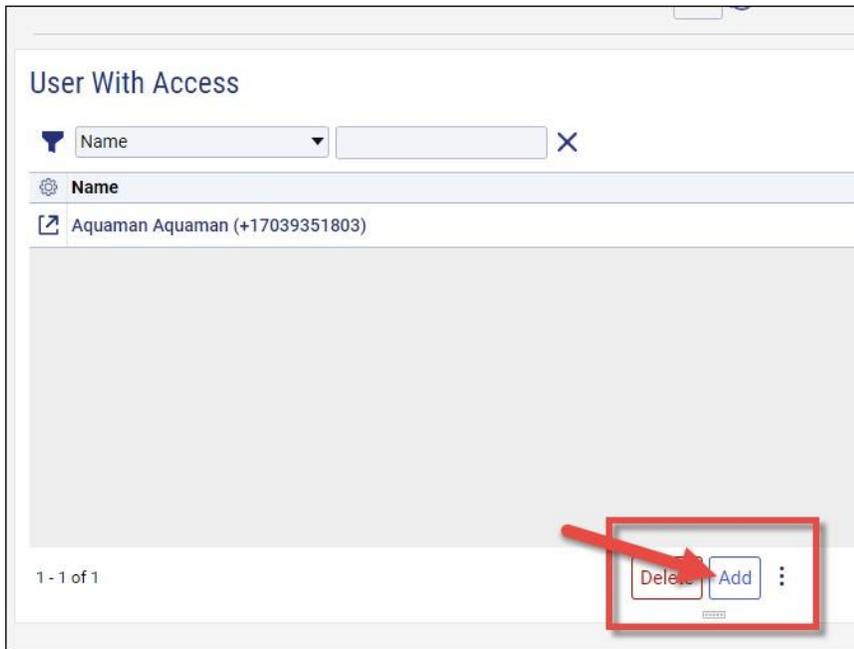
Once this is done, from your Overview page, click **Manage** link (top right corner of your portal), you will choose **“Manage Sites”**:



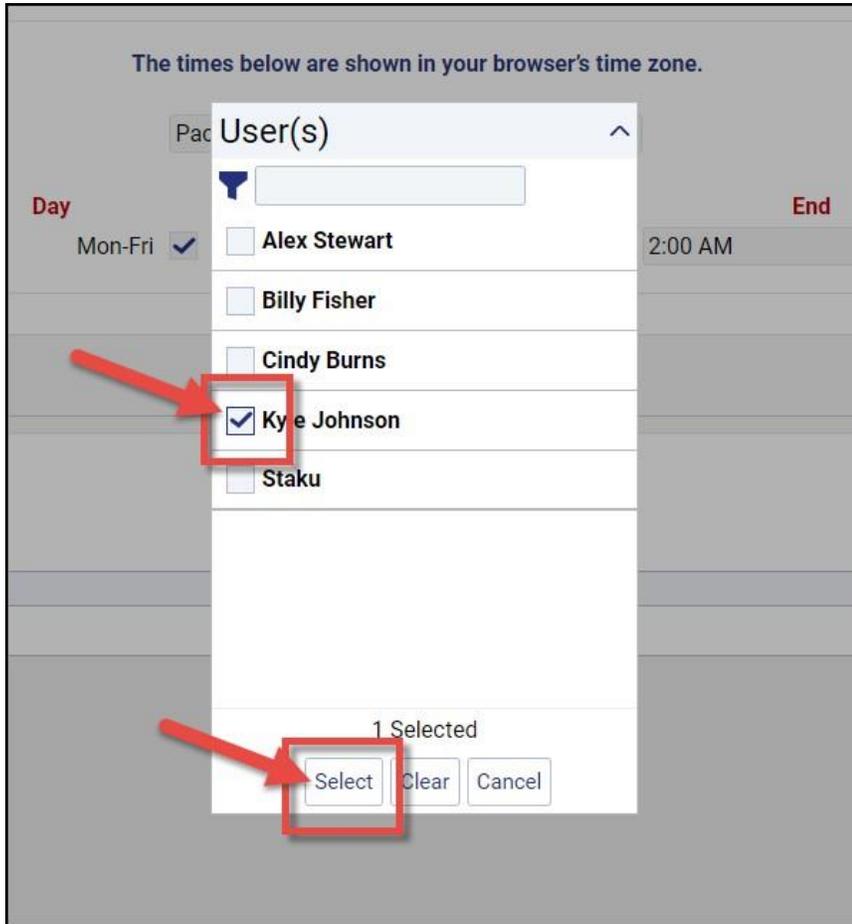
Choose a Site by clicking its popout window. Then, under the Site Name, click on the **Manage** link.



Scroll to the bottom of the page and in the User With Access section, select the **Add** button.



You will see a list of the User(s) you have added for portal access. Place a **checkmark** beside the User you wish to add and then click **Select**.



That User has now been added for access to just this specific site.