



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?

In your Sites tile, by clicking the **Manage** link, you can scroll down to see all of the Users who are Admins for your entire portal.

Corporate Account For Cloud Ser Customer Overview

Sites

Total 8

Down 0

Alarm 0

Off 0

Inactive 0

Site	Account Number	City	State
Ashley Palacol	3418205	HERNDON	VA
Billy Fisher	3850266	HERNDON	VA
Billy Fisher LITTLE RIVER	3992460	LITTLE RIVER	SC

1 2 of 8

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Manage >

View all Sites >

Manage Pa

Orders

Services

Internet (1) Managed Network Unified IT Software WIF (0)

User

▼ Name X

Name	User ID	Label	Administrator	Invoices	Orders	Services	Tickets	Roles
Alex Stewart	astewart	Alex Stewart	✓					Administrator
Billy Fisher	bfisher	Billy Fisher	✓					Administrator
Cindy Burns	cburns	Cindy Burns	✓					Administrator
Kyle Johnson	kjohnson	Kyle Johnson	✓					Administrator
Sama Taku	Staku	Staku	✓					Administrator
Spider Man	7039351803@megapathvoice.c	Aquaman Aquaman (+1703935		Hide	Hide	Hide	Hide	

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

You can narrow down a User's access to a specific site.

From your dashboard, click on the name of the Site you want to limit them to in the Sites tile.

Sites

Total **8**
 Down **0**
 Alarm **0**
 Off **0**
 Inactive **0**

Site	Account Number	City
Ashley Palacol	3418205	HERND
Billy Fisher	3850266	HERND
Billy Fisher LITTLE RIVER	3992460	LITTLE

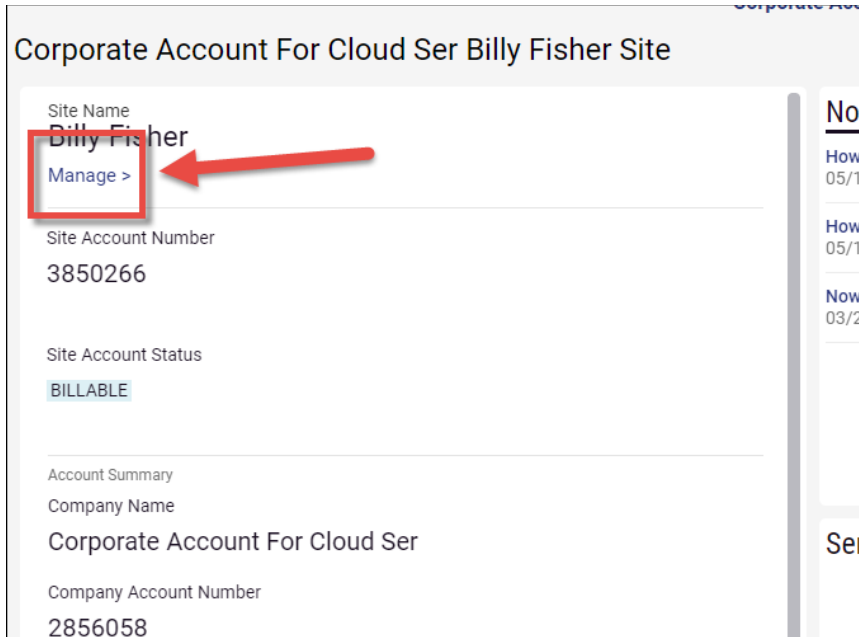
1 - 3 of 8

[Manage >](#)
[View all Sites >](#)

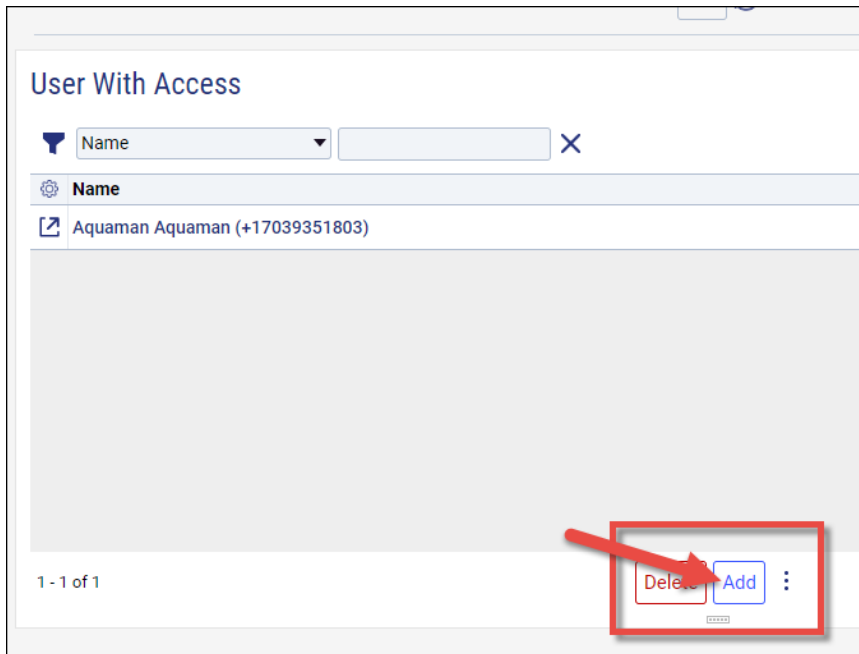
Services

Internet (1) | Managed Network | Unified | IT Software | WiFi (0)

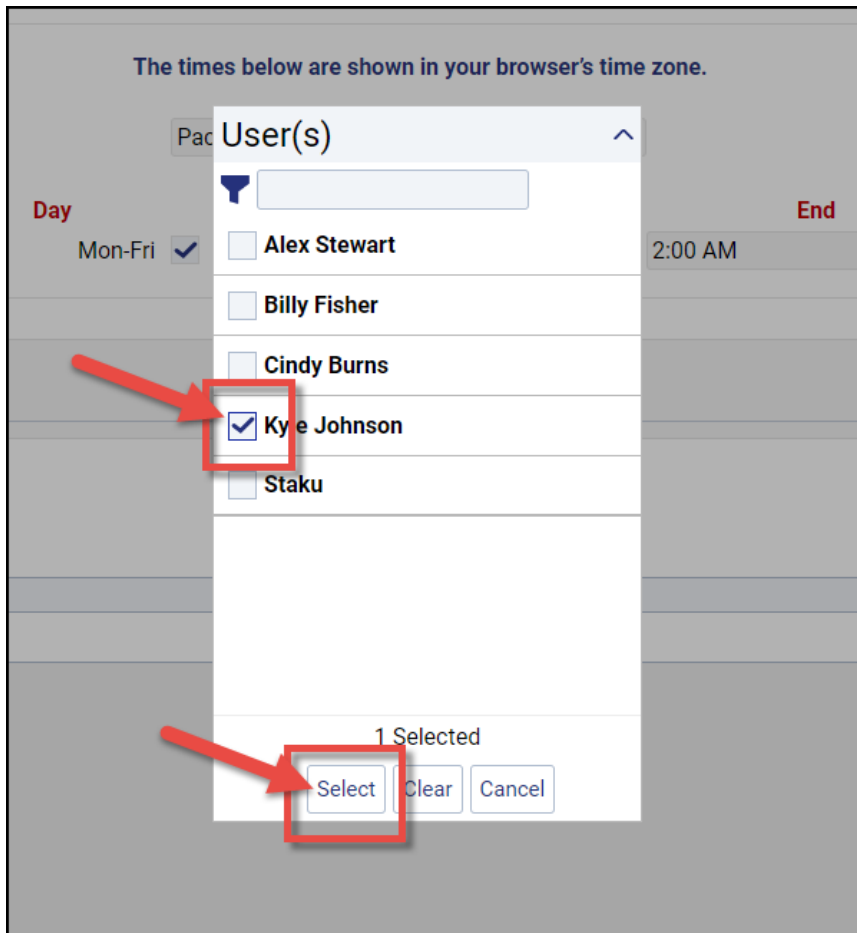
Then, under the Site Name, click on the **Manage** link.



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.