1. Once in the Exam section of Elentra navigate to the Question Bank and select the correct folder.

![Graphical user interface, text, application, Teams

Description automatically generated]()

1. Next click on the Gear icon next to the folder and select Edit & Manage Authors

![Graphical user interface, text, application, Teams

Description automatically generated]()

1. Now you can add an additional user by searching their name in the search box and clicking SAVE. After that you have successfully added permission to the folder and questions inside.

![Graphical user interface, text, application

Description automatically generated]()

![Graphical user interface, text, application

Description automatically generated]()