Limiting Access to a Sub-Site (Example the Leadership or Admin page set-up)

- SharePoint Groups need to be created for these specific individuals: It is recommended the sub site stops inheriting permissions from the parent site and a new group is created.

**Create explicit SharePoint Groups:** Example will show how to limit access so Certified and Classified staff cannot contribute or view this site.

- Go to Sub Site
- Click Gear

  ![Site settings](image)

- Clicked on page needed for limited access: Example will use ADMIN

- Click Site Settings

  ![Site permissions](image)

- Under Users and Permissions
  - Click Site permissions
• At the top on the ribbon bar, click Stop Inheriting Permissions

We need to create the new group for this sub site, you will see your existing groups for visitors, members, and owners. Below the example uses TrainingTemplate and the ADMIN sub site permissions.
Click Create a New Group:

- For Admin or whatever group you decide use the same Office 365 Group name.

  **Site Name + Sub Site Role Name + (Owner, Member, or Visitor)**

- ‘Create a new group’ box in the Visitors, Members, and Owners. This will automatically create the group name after the sub site title

Simply add the name of the parent site to front of the group name and click ok.
• Click OK (lower right-hand corner)
• Returns to Sub Site Home Page

To Check:
• Site Settings
• Under Users and Permissions
• Click Check Site Permissions

• New SharePoint Groups will be visible on this page.

NEXT REMOVE OTHER GROUPS FROM ACCESS TO THE ADMIN SUB SITE

New Groups created for this specific sub site were:
• Add School Name/Parent Site ADMIN Visitors
• Add School Name/Parent Site ADMIN Members
• Add School Name/Parent Site ADMIN Owners

Need to remove:
• School Name/Parent Site Visitors
• School Name/Parent Site Members
• and any groups with your site name that do not belong in the ADMIN area
• DO NOT REMOVE ANY SHAREPOINT GROUP THAT DOES NOT HAVE YOUR SITE NAME IN FRONT OF IT. SHAREPOINT REQUIRES THESE ROLES TO OPERATE AND YOU MAY BREAK YOUR SITE IF YOU REMOVE THE ROLES.
• ALSO NEVER REMOVE ANY ROLES WITH OWNER IN THE NAME. THIS WILL PREVENT SITE ADMINS FROM BEING ABLE TO PROVIDE ASSISTANCE OR THE ABILITY TO MANAGE THE SUB SITE*

*NOTE: IN THE ADMIN OR LEADERSHIP SECTION OF A SCHOOL YOU MAY REMOVE THE SCHOOL OWNER GROUP IF YOU DO NOT WANT ALL SITE ADMINS TO HAVE ACCESS TO THAT AREA. IT IS IMPORTANT TO FIRST GRANT PERMISSIONS TO THE FEW PEOPLE IN THE BUILDING THAT SHOULD HAVE ACCESS BEFORE YOUR REMOVE THIS GROUP.
• Check School Name/Parent Site Visitors & Members (see screenshot below)
• Click Remove User Permissions

*Repeat for every sub site that restricted permission is needed