How to Add or Change a Role

1. Click your name in the upper right corner. Click "Profile".
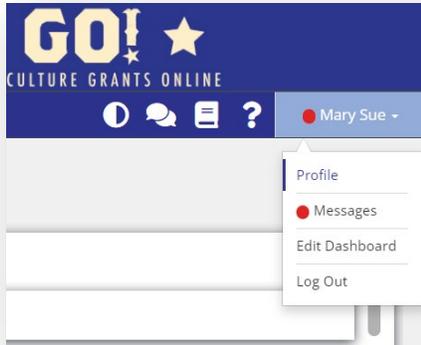
2. Click "Organization Members" in the blue sidebar.

3. Click the pencil icon next to the person's name.

4. Add or Change their role.

To ADD another role, click the plus symbol then choose their new role and click save.

To CHANGE their role, click the plus symbol, choose their new role, then add an inactive date for their previous role.