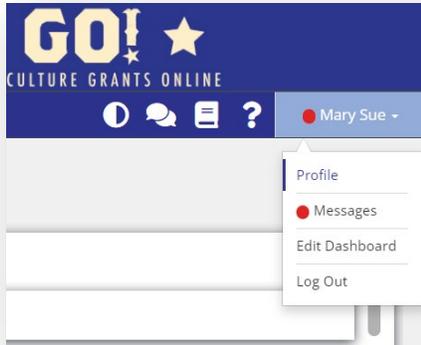


How to Add or Change a Role

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.

Members

Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date
AO_Fourth	Authorized Official	04/12/22		TDA_Support Staff	04/12/22
AO_Second	Authorized Official Project Director	02/09/21 02/09/21	12/14/21	TDA_Support Staff PD_Jane	02/09/21 12/14/21

4. Add or Change their role.

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

The screenshot shows the 'Edit Person' form for 'AO, Fourth'. The 'Role' dropdown is currently set to 'Authorized Official'. Below it, a new role 'Project Director' is being added, highlighted in yellow. The 'Active Date' for the new role is '08/22/2022'. The 'Inactive Date' field is empty. A blue '+' button is visible to the right of the 'Inactive Date' field, and a red '-' button is visible below it. A 'Save' button is at the bottom right.

Role	Active Date	Inactive Date
Authorized Official	04/12/2022	
Project Director	08/22/2022	

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

The screenshot shows the 'Edit Person' form for 'AO, Fourth'. The 'Role' dropdown is currently set to 'Authorized Official'. Below it, a new role 'Project Director' is being added, highlighted in yellow. The 'Active Date' for the new role is '08/22/2022'. The 'Inactive Date' field is empty. A blue '+' button is visible to the right of the 'Inactive Date' field, and a red '-' button is visible below it. A 'Save' button is at the bottom right.

Role	Active Date	Inactive Date
Authorized Official	04/12/2022	08/22/2022
Project Director	08/22/2022	