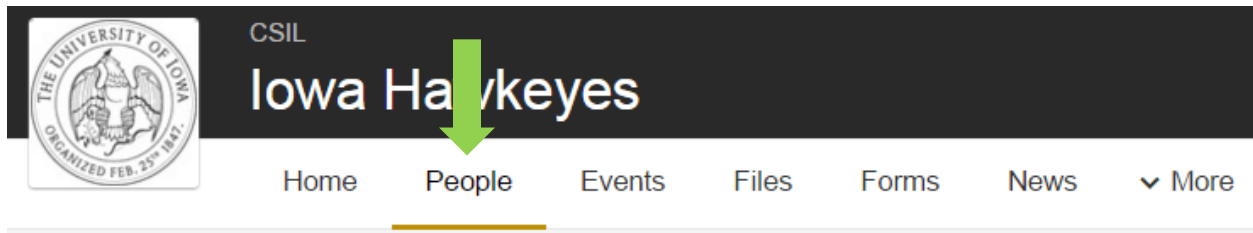


Changing Administrator/Group Rights for Members on OrgSync

When you need to give someone (i.e. New President, Advisor) Administrator rights to the group's portal on OrgSync you need to:

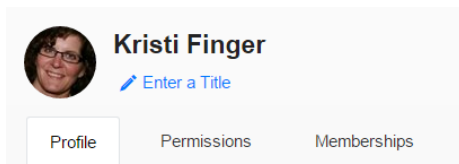
- Login to OrgSync and go into your organization's portal
- Click on the People tab in the task bar located under the organization name



- Scroll down the list of members and click the check box next to the person's name* who you want to move to a new group (folks can belong to more than one group!)



- You should see their Profile come up on the right side of the screen



BASIC DETAILS

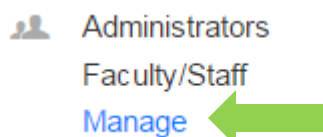
kristi-finger@uiowa.edu

145 Iowa Memorial Union
Iowa City, IA 52242

Last Login: Today

Administrators
Faculty/Staff
[Manage](#)

- Click on "Manage" at the bottom of their Profile



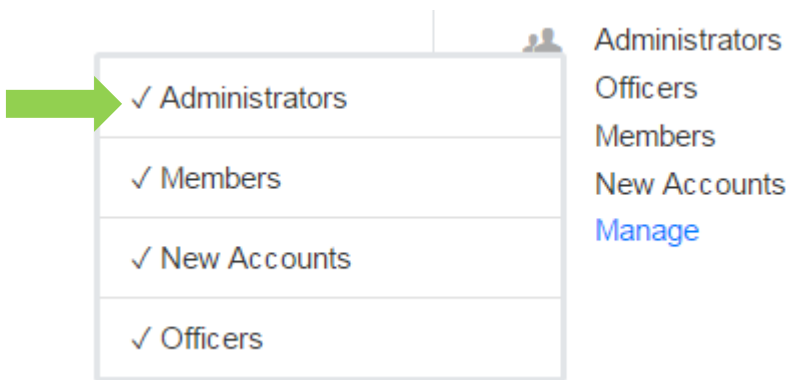
- Click on the name of the new group to which they need to belong (i.e. Administrator); if Administrator is selected, you will have to confirm this by clicking OK in the pop-up box that will appear.



*If the person’s name does not appear in the membership list under the People tab, you will need to invite them to join your Organization in OrgSync.

Similarly, if someone should be removed from a particular group in OrgSync (i.e. Administrators, Officers):

- Scroll down the list of members and click the check box next to the person’s name who you want to remove from a group
- You should see their Profile come up on the right side of the screen
- Click on “Manage” at the bottom of their Profile
- Click on the name of the group from which they need to be removed (i.e. Administrators, Officers, etc.); if Administrator is selected, you will have to confirm this by clicking OK in the pop-up box that will appear.



Adding Members to OrgSync

You do this from the People tab; click on the “Invite People” button.

