# Changing Officers on The Hub

### If the new officer is currently a member on the portal

	CALL OF AND A CONTRACT OF A DECEMBER OF A DE	Search         M       X       E       R         Graduate Students of Color Mixer         Eriday, September 2 at 6:00PM EDT         • Campus Life Pavilion	result of the second seco	Step 1. Log into The Hub and go to your organization's portal (located under "Memberships" on The Hub
	Dooley After Dark Memberships SYSTEM TEST AREA	Hosted by 2 organizations	Hosted by 2 organizations	homepage)
	INVERSITY The Hub	Q Search		Step 2. Once on your organization's page, click on the three lines in the upper left corner and then click on the gear icon underneath "My Organizations" in the left side menu.
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#### Step 3.

#### EMORY The Hub Q, Search.. 🖻 🗳 🖸 ≥ 俞 / MANAGE PO 2t INV Roster ā 02 = 2 . Manage Roster Q E E Select First Na Last Name Position 1 Jane Doe 1 wing 1 - 2 of 2

#### Step 4.

Once on the roster page, locate the name in the list of members. You can either scroll through or type the name in the search option.



#### Step 5.

Once you find the person you'd like to assign an officer position to, click on the blue pencil icon to the far right of their name.

## Student Involvement, Leadership, and Transitions ☑ silt@emory.edu ☑ (404) 727-6169 ☑ @emorysilt



The Hub

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	🗆 John	Doe
	Select First Name •	SAVE
	END MEMBERSHIP	Positions that are disabled may only be added or removed by an administrator.
	CORCENT FERDING PROSPECTIVE TERMISAL	Vice President
		Treasurer
		□ Student Governance Services (SGS)
	Manage Roster	Primary Contact
6		President
30		Member
3	John Doe	Advisor
8	Primary Contact	Jane Doe
<u> </u>		Manage Positions X
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#### Step 6.

Click on the box for the specific officer position you'd like to assign them and then hit "Save".

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