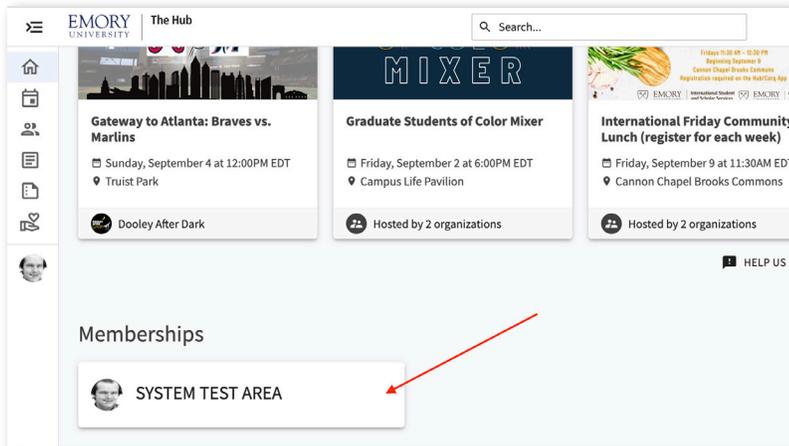


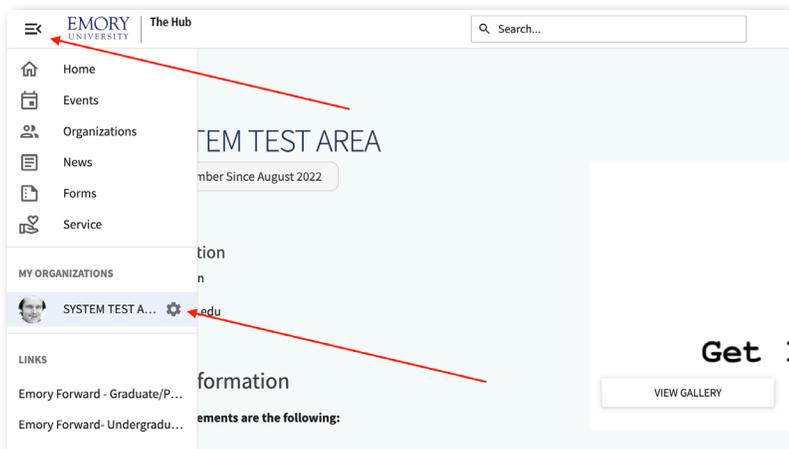
Changing Officers on The Hub

If the new officer is not yet a member on the portal



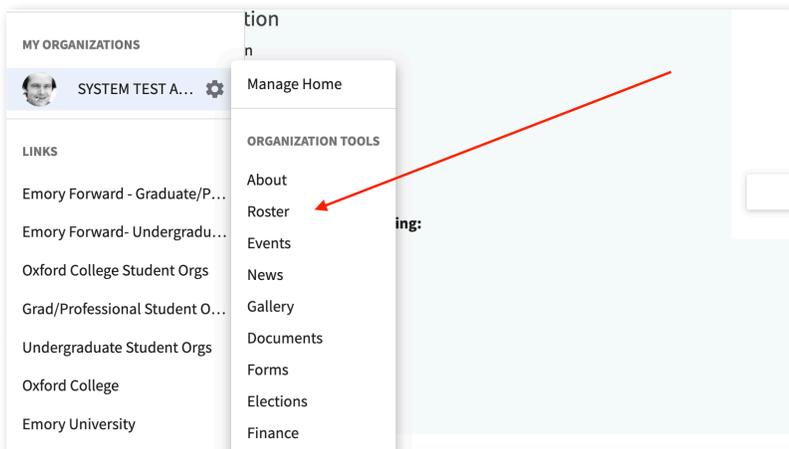
Step 1.

Log into The Hub and go to your organization's portal (located under "Memberships" on The Hub homepage)



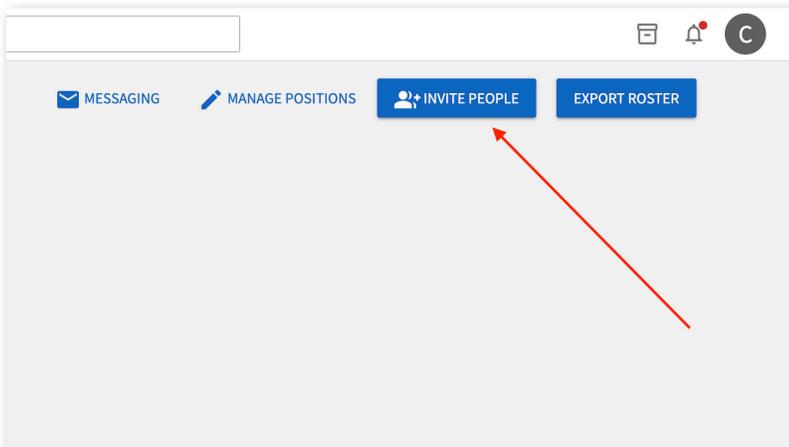
Step 2.

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.



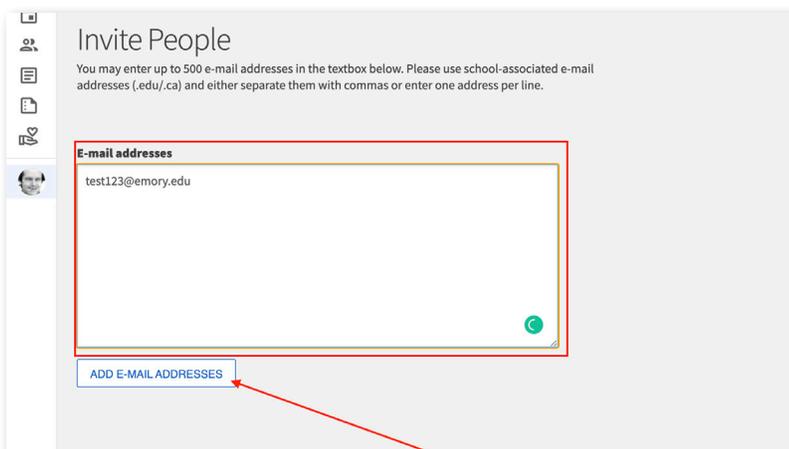
Step 3.

Click on "Roster".



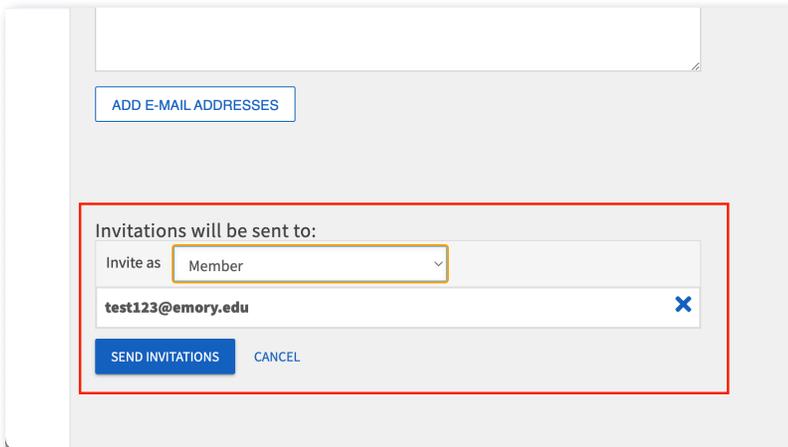
Step 4.

Once on the roster page, click on "Invite People" in the upper right corner.



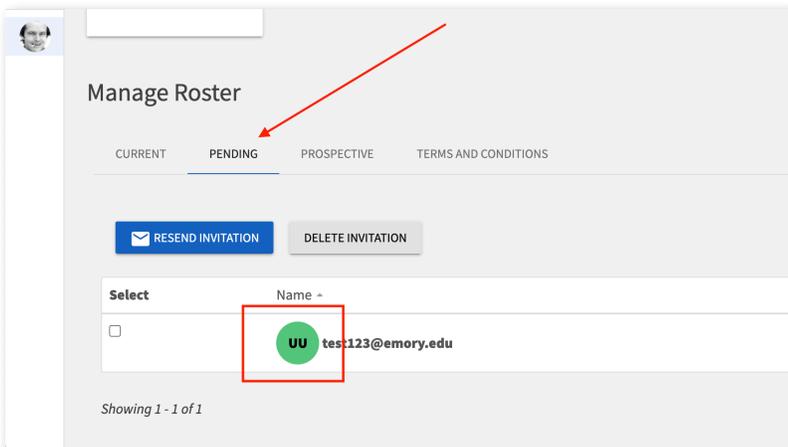
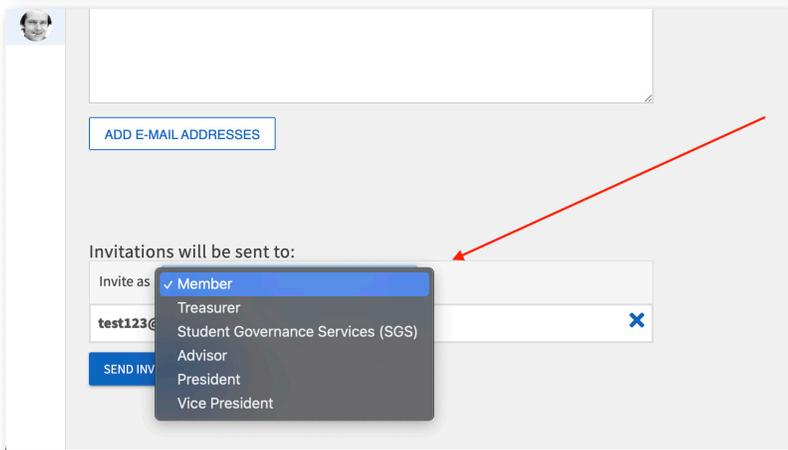
Step 5.

Enter the email address(es) you'd like to invite to your organization's portal then click on "Add E-mail Addresses".



Step 6.

After you've added the email address, you'll see an option to assign a position to the new member (member, treasurer, etc.). Use the drop-down menu next to "Invite as" and select the appropriate office position, then click on "Send Invitations".



Step 7.

To verify that the invitation has been sent to the correct email address, click on "Pending" once back on the roster page. If the name listed has a "UU" in the circle icon next to the email address this stands for "Unknown User" and you will need to go back and invite with the member's other Emory email address. Some prefer the shortened EmoryID email or the elongated one.