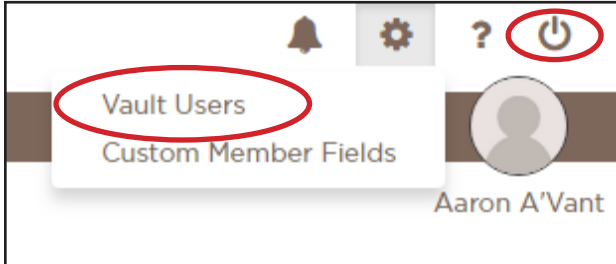


HOW IT WORKS

Login to Vault > Click the Gear Icon in the upper right corner > Click Vault Users



Note: Officers are automatically granted access to the Communication menu when they are added as a Chapter Officer from the Chapter tab > Officers. Chapter contacts, such as advisors, should be added under the Chapter tab > Contacts before receiving Vault access.

Vault Users

Format: HTML

Showing 1 to 2 of 2 entries (filtered from 45 total entries)

Last Name	First Name	Informal First Name	Username	User Reason	Title	Created By	Created On	Actions
A'Vant	Aaron	Aaron	avant1998	Undergraduate Officer	Eminent Archon	OmegaFi	12/05/2017 10:15 PM	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Lipinski	Taylor	Taylor	taylor_lipinski@my.uri.edu	Undergraduate Officer	Eminent Deputy Archon	OmegaFi	10/27/2017 05:36 PM	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- **Update:** Click the pencil/edit button beside their name
- **Add:** Click 'Add User', select the member/contacts name from the available list
- **Remove:** Click the delete/trash can button beside their name

Tip: Use the 'Search' box to easily find Vault users. Search by name or office.

Add Vault User

USER INFORMATION

User *

Username *

Password *

Confirm Password *

Text Address

User Reason *

Other Reason

USER PERMISSIONS

Administration *

Communications *

Chapter *

House *

Billing *

Accounting *

Bill Pay *

National *

Update User Permissions appropriately for each menu and click 'Submit.'

- **View access** grants the user a 'read-only' view of the information available under each menu.
- **Manage access** grants the user administrative rights to edit/manipulate data available under each menu.