

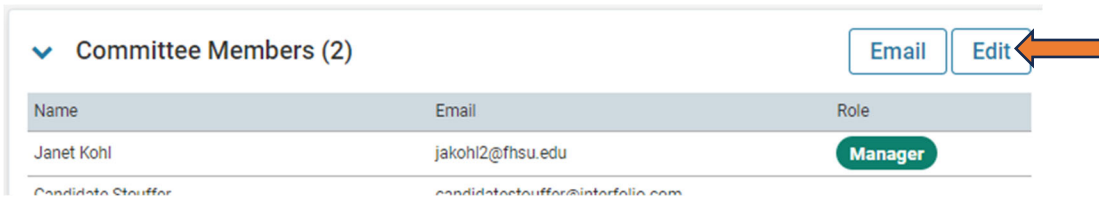
# Changing / Adding Committee Manager Access

The committee chair is marked as “Manager” for access to complete Committee Manager tasks. When another committee member is designated as chair or is assisting with CM tasks, the committee chair or administrative assistant can add Manager access for that individual.

Scroll down to Committee Members under Case Details tab.

Case Materials **Case Details** 1

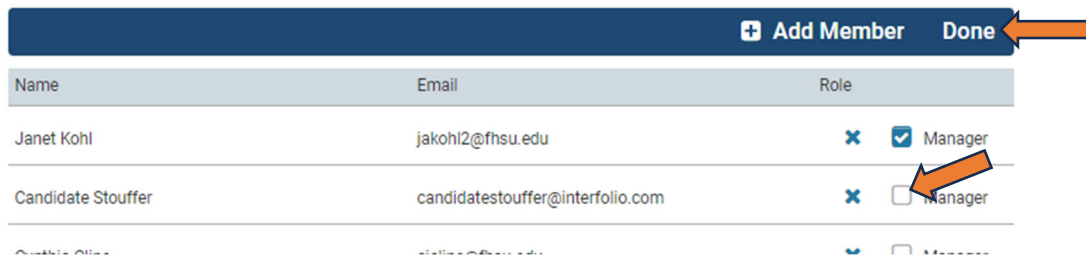
Select Edit.



The screenshot shows a section titled "Committee Members (2)". To the right of the title are two buttons: "Email" and "Edit". An orange arrow points to the "Edit" button. Below the buttons is a table with columns for Name, Email, and Role.

Name	Email	Role
Janet Kohl	jakohl2@fhsu.edu	Manager
Candidate Stouffer	candidatestouffer@interfolio.com	

Check the Manager box next to the individual's name, then Done.



The screenshot shows the same "Committee Members" section. At the top right, there are two buttons: "+ Add Member" and "Done". An orange arrow points to the "Done" button. In the table below, the "Manager" checkbox for Janet Kohl is checked, and an orange arrow points to this checkbox.

Name	Email	Role
Janet Kohl	jakohl2@fhsu.edu	<input checked="" type="checkbox"/> Manager
Candidate Stouffer	candidatestouffer@interfolio.com	<input type="checkbox"/> Manager
...	...	...

Resources: <https://www.fhsu.edu/academic/provost/digital-portfolio-system> (guides, training, reviewer FAQ) 8/16/22 step-by-step instruction video <https://app.vidgrid.com/view/IQtHj1WJQHEd>.