

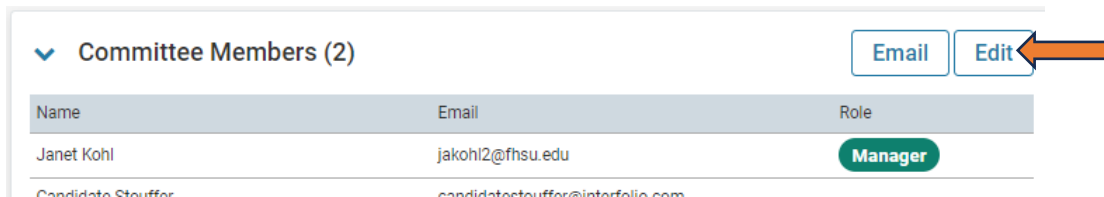
Changing / Adding Committee Manager Access

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.

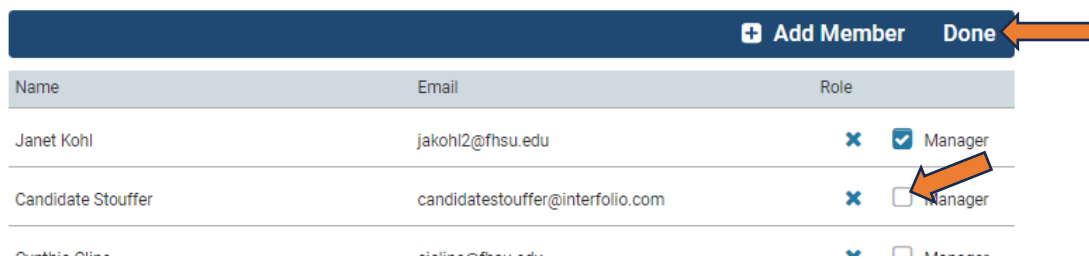
Case Materials **Case Details** 1

Select Edit.



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.



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