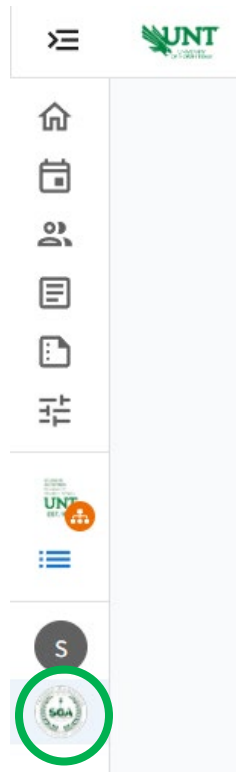
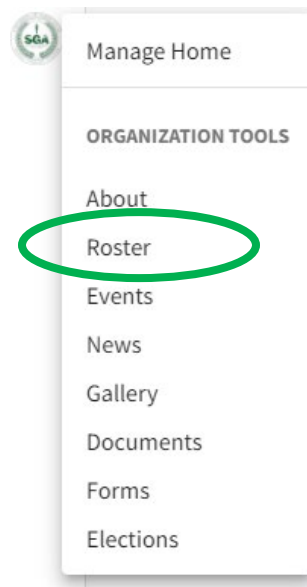


Inviting New Members to Join your Org. Portal

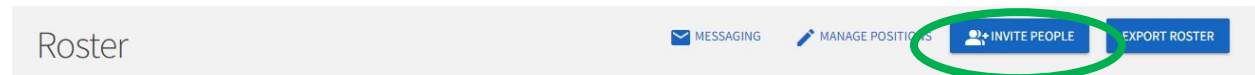
If you want to invite other UNT students to join your organization's portal, hover on your organization icon on the left side of the screen and click on the gear.



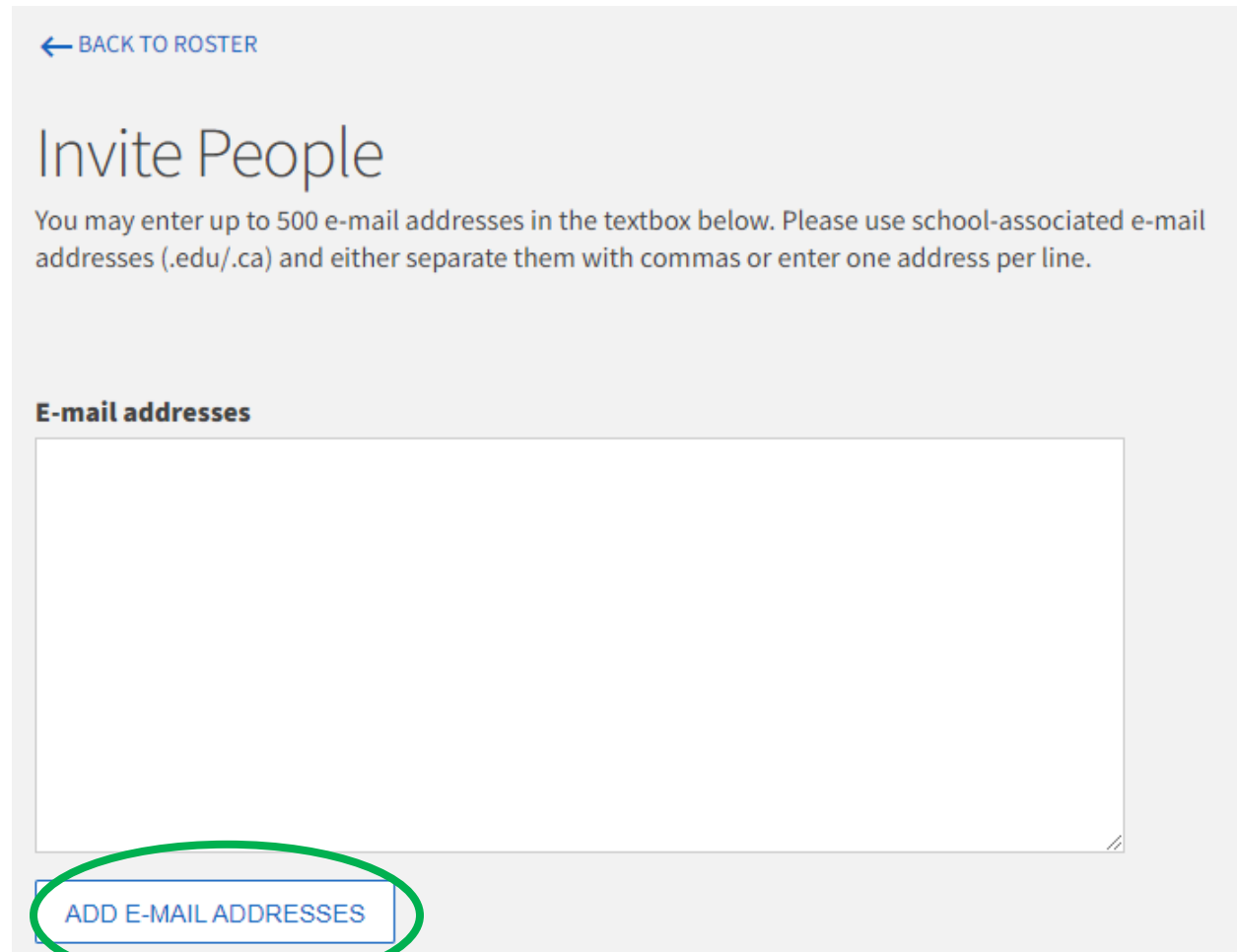
Select the *roster* tab.



At the top of the page, click Invite People. Enter the campus e-mail addresses (i.e., their my.unt.edu address) you'd like to send membership invitations. You can enter up to 500 e-mail addresses in the text box.



After you have added the e-mail address, click *Add E-mail Addresses*.



Once you have entered all e-mail(s), you can select which Position you would like these user(s) to be assigned to once they accept their invitation.

Invitations will be sent to:

Invite as Member 

ScrappyEagle@unt.edu 

SEND INVITATIONS CANCEL

This will set their permission levels within the org's portal. For more info about Positions, please visit the *Assigning People to and Changing Positions* quick-tips guide.