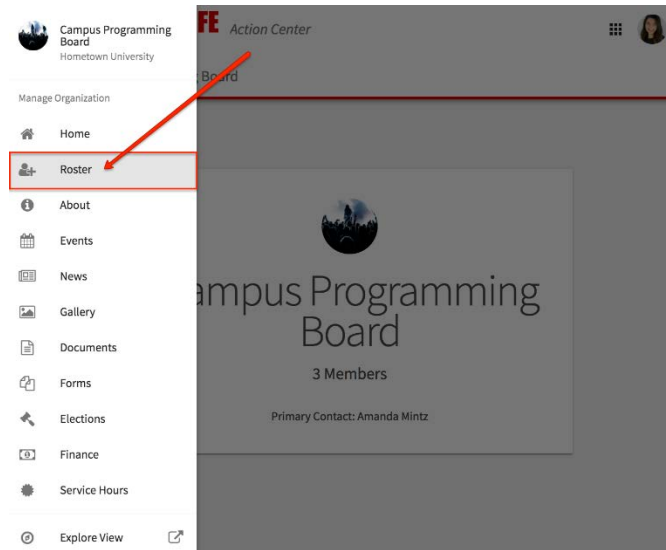
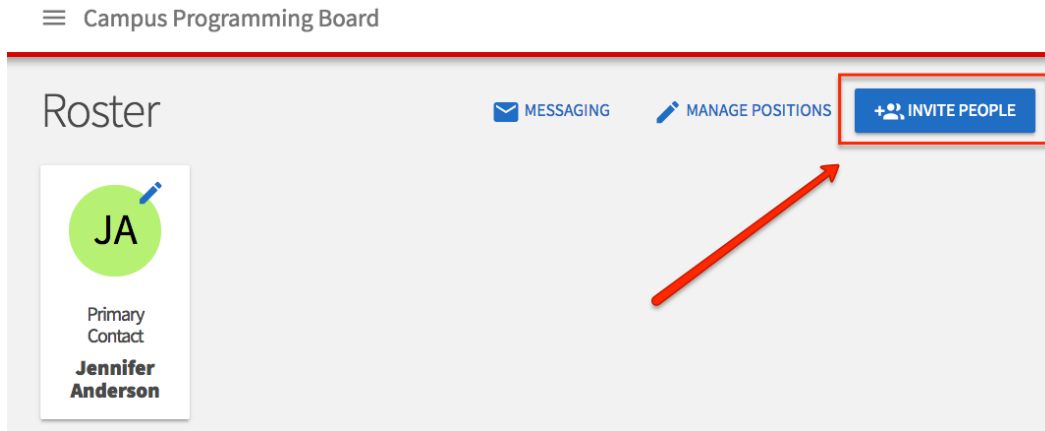


Inviting New Members to Join an Organization's Portal

If you want to invite other UNT students to join your organization's portal, navigate to the Action Center for your organization (see "Action Center Quick Tips" [here](#) for more information) and click on the *Roster* tool from the Organization Tool Menu.



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 to. 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. This will set their permission levels within the org's portal. For more info about Positions, see "Assigning People to and Changing Positions Quick Tips" [here](#).

Click *Send Invitations* when all users have been added to the list.

[← BACK TO ROSTER](#)

Invite People

You may enter up to 500 e-mail addresses in the textbox below. Please use school-associated e-mail addresses (.edu/.ca) and either separate them with commas or enter one address per line.

E-mail addresses


[+ E-MAIL ADDRESSES](#)

Invitations will be sent to:

Invite as Staff Advisor

nadams@campuslabs.com

[SEND INVITATIONS](#) [CANCEL](#)



Note: If you want different invited members to hold different Positions in the organization's portal, you will need to invite them separately. You can always invite every user as a general "Member" and then manage individual Positions (see "Assigning People to and Changing Positions Quick Tips" [here](#) for more information).